

# Sparta High School Handbook 2016-2017

## Contact Information:

Sparta High School  
205 West Hood  
Sparta, IL 62286  
618-443-4341



<b>Mission, Vision, and Goals</b> .....	3
Beliefs about the Purposes & Objectives of Education.....	4
<b>Board of Education</b> .....	5
<b>Sparta High School Personnel</b> .....	5
<b>General Information</b> .....	6
Accidents and Injuries.....	6
Animals on School Property.....	6
Arrival and Departure.....	6
Automobiles.....	6
Fire and Crisis Procedures.....	6
Free and Reduced Lunch.....	6
Large Gym.....	6
Lockers.....	6
Loitering.....	6
Lunch Periods.....	6
Lunch System.....	6
Passes.....	6
Personal Property.....	6
Posters.....	6
Searches of Students.....	7
Search of Vehicles.....	7
Severe Weather Conditions.....	7
Sportsmanship.....	7
Telephone.....	7
Video Monitoring System.....	7
Visitors.....	7
Volunteers.....	7
<b>Parent/Guardian Information</b> .....	7
Notification of Student Fees Waiver.....	7
Parent Connect.....	7
Proof of Residency.....	7
Public Release.....	7
Sexual Offender Registry.....	7
<b>Academic Information</b> .....	7
College/Career Days.....	7
Driver Training.....	8
Field Trips.....	8
Guidance and Counseling.....	8
Library/Computer Lab.....	8
Parent Connect.....	8
Schedule Changes.....	8
Study Hall.....	8
Textbooks.....	8
Grade Reports.....	8
Grading System.....	8
<b>SHS Curriculum</b> .....	8
State Exam Testing.....	9
<b>Graduation Course Requirements</b> .....	10
Course Sequence.....	10
College Requirements.....	10
Baccalaureate & Commencement Ceremony.....	11
Credit Granted for Alternative Programs.....	11
Make-Up Work.....	11
Semester Exams.....	11
Subject Load.....	11
Special Students.....	11
<b>Student Honors</b> .....	11
Academic Awards Night.....	11
Graduation Recognition.....	12
Honor Roll.....	12
National Honor Society.....	12
Senior Address.....	12
<b>Attendance</b> .....	12
Absence from School.....	16
Definitions-Excused & Unexcused Absences.....	16
Leaving School during the Day.....	16

Sign-Out Sheet.....	12
Tardiness.....	13
Truancy.....	13
<b>Student Conduct/Discipline</b> .....	13
Types of Disciplinary Action.....	13
Detention.....	13
Alternative Study.....	14
Suspension.....	14
Expulsion.....	14
Removal from Class.....	14
Administrative Rights.....	14
Faculty Rights.....	14
Student Rights.....	14
<b>Disciplinary Infractions</b> .....	14
Authority Statement.....	14
Bus Safety Regulations.....	14
Bus Rules.....	14
Cell Phones, iPods, etc.....	14
Defiance/Insubordination.....	15
Disrespect.....	15
Drugs and Alcohol.....	15
Extortion.....	15
Fireworks.....	15
Food and Beverages.....	15
Forging a Pass.....	15
Gang Activity.....	15
Harassment/Bullying.....	15
Harassment and Threats towards Personnel.....	15
Sexual Harassment.....	15
Hazing.....	15
Improper Dress.....	16
Last Day Offenses.....	16
Littering.....	16
Misuse of Internet.....	16
Physical Contact.....	16
Plagiarism.....	16
Profanity/Inappropriate Language.....	16
Prohibited Articles.....	16
Public Display of Affection.....	16
Smoking or Tobacco Products/Paraphernalia.....	16
Students in Unauthorized Area.....	16
Theft.....	17
Truancy.....	17
Vandalism.....	17
Other Disciplinary Infractions.....	17

## DISTRICT POLICIES

<b>Special Education Services</b> .....	17
Identifying Children with Disabilities.....	17
School Based Student Services Teams.....	17
Special Ed Referral Form.....	18
Individual Full Evaluation.....	18
Eligibility / Placement/ Services.....	18
Behavioral Interventions for Students with Disabilities.....	19
Section 504.....	19
<b>Extra-Curricular Athletic IHSA Policies</b> .....	19
<b>Extra-Curricular Activities</b> .....	19
Eligibility.....	19
Participation Rules.....	20
<b>Sparta District # 140 Code of Conduct</b> .....	21
Statement of Philosophy.....	21
Expectations.....	22
Sports Code.....	22
Coaches.....	22

Parents and Athletes .....	22
Code of Conduct Form .....	24
Code of Conduct Violation.....	24
Voluntary Admission.....	24
Code of Conduct Violation Penalties.....	24
IHSA Rules .....	24
<b>District Operating Policies / Procedures .....</b>	<b>24</b>
<b>Medication Policy .....</b>	<b>24</b>
Steroids or Enhancement Supplements .....	24
No Steroids or Enhancement Supplements	
Will Be Allowed at School.....	24
Care of Students with Diabetes.....	24
Communicable Disease.....	24
Head Lice.....	24
Students with Food Allergies.....	24
<b>Authorization for Administration of</b>	
<b>Emergency Medical Treatment .....</b>	<b>26</b>
Equal Educational Opportunities .....	27
Family Education Rights & Privacy Act .....	27
Sexual Harassment/Bullying .....	27
Reporting Sexual Harassment .....	27
Bullying.....	27
Definition and Examples.....	27
Mandated Reporters.....	28
McKinney-Vento Homeless Act.....	28
Student Welfare-Child Abuse Policy .....	28
No Child Left Behind Notification	
-Right to Know & Parental Involvement.....	28
Pest Control Notification Registry.....	28
Physical Examinations & Immunizations.....	29
Residency Requirements .....	29
Safety Drill Procedures.....	29
Sex Education Instruction.....	29
Sex Equity .....	29
Violen Offender.....	29
Student Transfers.....	29
Teacher Qualifications.....	29
Bus Transportation.....	29
<b>Internet Policies .....</b>	<b>30</b>
Agreement Regarding Permissible	
Computer Use.....	30
<b>Pest Control Notification Registry .....</b>	<b>31</b>
<b>Student-Parent Handbook Sign-Off .....</b>	<b>31</b>

## **SPARTA HIGH SCHOOL**

This handbook is not all-inclusive in that it cannot possibly address all the possible scenarios which may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations which are not specifically addressed herein.

## **INTRODUCTION**

The Sparta High School Handbook provides students and parents with essential information. We encourage you to read it carefully and discuss its contents with your son or daughter. Included are sections on graduation requirements, academic information, school honors, student services, attendance/disciplinary procedures, district policies and other information. The distribution of this handbook is a way of notifying parents and students of Sparta High School's expectations and procedures. Our belief is that an effective partnership with parents and students is based upon this sharing of information. The policies and procedures of this handbook are summaries of Board of Education policies and regulations, which are available for review in the Sparta School District administrative offices, and are subject to revision in accordance with Board of Education and administrative practice during the school year. This handbook may also be amended during the school year without notice.

## **SPARTA HIGH SCHOOL VISION**

*The vision of Sparta High School is to create a learning environment focused on promoting collaboration in order to provide an educational experience for all students preparing them to be successful life-long learners within the global community.*

## **SPARTA HIGH SCHOOL MISSION**

*The mission of Sparta High School promotes the collaboration and accountability of all stakeholders in maintaining a high standard of academic rigor supported by the implementation of current technology, enhanced by varied instructional methods executed by knowledgeable teachers, and dedicated to rewarding and celebrating the success of each of our students in order to empower them to be life-long learners and to achieve success in our global community.*

## **SPARTA HIGH SCHOOL GOALS**

*The professional community at Sparta High School has set forth the following goals in order to accomplish its stated mission:*

- *Create a collaborative work environment that is positive, respectful, and considerate of the individual and group needs of students, parents, community, teachers, and administrators.*
- *Establish learning standards for students based upon both high expectations for student performance and a rigorous, aligned common core curriculum.*
- *Integrate technology effectively in the daily education of all students, for the purpose of enhancing both engaged learning time and deeper, reflective learning experiences.*
- *Utilize instructional strategies grounded in current understandings of best teaching practices, including differentiation of instruction, problem-based and inquiry-based learning, small-group and whole-group learning and formative assessment designed to guide instruction.*
- *Celebrate the intellectual and personal accomplishments of our students.*
- *Create a safe, clean, comfortable school setting with an infrastructure supportive of the learning strategies most conducive to the success of our students within and beyond that setting.*

## **SPARTA CUSD #140 BELIEFS ABOUT THE PURPOSES AND OBJECTIVES OF EDUCATION**

We believe that education is preparation for good citizenship and the world of work. We believe that education is the key to proper development of the individual. We believe that education extends the limits and boundaries of expectations for each individual. We also believe that schools are only one of the "supports" in the child's life – along with the home, the church, the community and other agencies – that share the responsibility of providing quality educational experiences for each child. We believe that education is the key to our country's economic development – which poverty can, and will, be eliminated only through the advanced education of our population.

1. It is the responsibility of the schools to provide ways for each child to reach their maximum potential, according to the child's interests and needs.
2. It is the responsibility of the schools to provide guidance to students in order that they may identify their personal interests and abilities.
3. It is the responsibility of the schools to teach a core curriculum (such as reading, writing, mathematics, spelling and the basic essentials of written/oral communication and numeric computation) as a foundation for future higher-order thinking of each student.
4. It is the responsibility of the schools to demonstrate and provide practice for the American democratic way of life.
5. It is the responsibility of the schools to encourage students' tolerance of other people and their ideas.
6. It is the responsibility of the schools to provide students with opportunities to appreciate and understand the value of different art forms in our and other societies.
7. It is the responsibility of the schools to help students to be physically active and acquire good health habits, and to observe appropriate rules of safety in every area of their lives.
8. It is the responsibility of the schools to help students learn how to use their leisure time wisely, hopefully leading to a full and happy life.
9. It is the responsibility of the schools to teach students to understand and live by high moral ethical standards.
10. It is the responsibility of the schools to organize the curriculum so that all of the component parts come together in a meaningful way and students will learn and maintain skills that will enable them to contribute successfully to society in general.

**KIDS COME FIRST!**

**S**TUDENTS  
**P**ARENTS  
**A**DMINISTRATORS  
**R**ESOURCES  
**T**EACHERS  
**A**CADEMICS

WORKING TOGETHER TO ENSURE THAT **KIDS COME FIRST!**

**SPARTA SCHOOL DISTRICT #140**

**BOARD OF EDUCATION:**

Mr. Terry Waldron, *President*  
Mr. Mark North, *Secretary*  
Ms. Mekalia Cooper  
Mr. Howard Gallois  
Mr. Kevin Holliday  
Mr. Kenny Kempfer  
Mr. Corey Rheinecker

**SPARTA HIGH SCHOOL PERSONNEL**

**ADMINISTRATION**

R. Scott Beckley, *Principal*  
Lynda Loesing, *Assistant Principal*

**FACULTY**

Yvonne Balleto – *Art*  
Jim Jeffers – *Athletic P.E.*  
Matt Blair – *Math*  
Laura Borger- *English*  
Rebecca Davis – *Special Education*  
Sheila Eaton – *Math/Guidance*  
Marcy Edwards – *Social Studies/Business Occupations*  
Adam Baird - *Ag/Industrial Occupations*  
Kelley Gardiner - *English*  
Kelly Schlueter - *Special Education*  
Sean Honey– *Family/Consumer Science*  
Jakeb Schlich - *Band Director*  
Rhonda Jones – *Special Education*  
Rebecca Juelfs - *Math*  
Claudia Kerens – *English/Social Studies*  
Terry Mezo – *Spanish*  
Abbey Miles – *Aerobics/P.E.*  
Clint Peck – *Industrial Occupations*  
Larry Pierson - *Science*  
                                  - *Social Studies*  
Dan DeWerff – *Social Studies*  
Rachel Thies - *Science*  
Mary Stolte - *English*  
Larry Stork - *Industrial Occupations*  
Rob Kirk - *Driver Education*  
Amy Wildermuth – *Special Education*  
Rich Williams – *Athletic Director/PE*  
                                  - *Science*  
April Zimmermann - *Math*

Kathy Williams – *Paraprofessional*  
Effie Claybourn – *Paraprofessional*  
Barry Dickerson - *Paraprofessional*  
Brenda York – *Maintenance Director*  
Kenny Hunter - *Custodian*  
Steve Klingeman - *Custodian*  
Sandy Eggemeyer – *Custodian*  
Mark Zollner - *Custodian*  
Wanda Anderson - *Cook*  
Glenda Penny – *Cook*  
Vanessa Roberts - *Cook*  
Sonya Stork - *Cook*

**STAFF**

Cathy Hess- *Administrative Secretary*  
Britney Mayo- *Secretary*  
Sue Falkenhein-*Guidance Secretary*  
                                  - *Paraprofessional*  
Laurie Penford - *Paraprofessional*

## GENERAL INFORMATION

**Accidents and Injuries:** Students must notify the office of any accidents, injuries, or illnesses. If an accident, injury, or illness occurs at school, other than in the classroom, the student is to notify a teacher, or report to the office.

**Animals on School Property:** In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

**Arrival and Departure:** Breakfast is served in the cafeteria starting at 7:30 a.m. for students who choose to eat. Classes begin at 8:00 a.m. During inclement weather, students who must arrive at school prior to 7:50 a.m. may wait in the cafeteria. Students are not to be in the halls, restrooms, etc. before 7:50 a.m. unless under the direct supervision of a teacher. The school day ends at 2:45 p.m. No students, unless under the direct supervision of a teacher are to be in the building after school.

**Automobiles:** Students driving to school must register in the high school office to apply for a parking permit at a cost of \$10.00 per semester or \$15 per year. Other permits may be available as space allows. Those students with parking permits must agree to follow the S.H.S. driving/parking guidelines, which will be given to them at that time.

- Students may not enter the parking lot during the school day. Vehicles driven by students must remain parked and locked (if possible) until the end of the school day. The only exception to this is when permission is granted by the principal or assistant principal for a student to use his/her vehicle for extenuating circumstances. Students are not to be in the parking lot during any part of the school day.
- The student parking area is in the northeast parking lot. Students should not park along the street or in other non-designated areas. Students who park in non-designated areas may have their vehicles towed away at their expense.

**Fire and Crisis Procedures:** Instructions for procedures in case of fire, violent storm, or other crisis situations are contained in each classroom and in other areas of the school. Drills are scheduled to help students learn the appropriate procedures.

**Free and Reduced Lunch:** Sparta District #140 participates in the national school lunch and breakfast program. Information about the requirements and eligibility for this program is available in the Sparta High School office.

**Large Gym:** No one wearing street shoes is to walk on the gym floor. To protect the gym floor, only non-marking soled shoes, such as those worn for basketball, are to be worn. Unless participating in an activity on the gym floor, students are not to walk across the floor. Students going to and from P.E. are to use the concourse. No food or drink is allowed on the gym floor.

**Lockers:** Sparta High School provides lockers for the convenience of its students. The lockers are the property of Sparta Community School District #140. The school district reserves the right to reassign, or terminate the use of lockers at any time. Students are to use only their assigned locker. Students must clear any locker changes through the main office before moving to another locker. Students are held responsible and take ownership of any article placed in their locker. Each student is responsible for damage to his/her locker beyond ordinary wear. If we must repaint your locker, you will be charged for the time and material. Lockers may be searched, with or without the permission of the student, when there is reasonable suspicion or a random search.

Because of the attraction of insects and the potential for health and cleanliness problems, students are not to keep open food or beverage containers in their lockers. Students are expected to keep their lockers in a clean and orderly condition. Students are not to mark on or vandalize lockers. At the end of the school year, students are to empty and clean their lockers.

- Combination padlocks may be purchased in the office. Only padlocks purchased through the school may be used on school lockers. The use of any other padlock on a school locker is prohibited. Padlocks other than those sold to students through the school, will be removed from the locker.
- Lockers should be locked at all times. An unlocked locker invites vandalism and theft. Leaving valuables or money in lockers is discouraged. It is the responsibility of each student to provide locks for lockers. The school district assumes no responsibility for lost or stolen property.

**Loitering:** Loitering is not permitted in restrooms, halls, or on school property at anytime during the school day or after school.

**Lunch Periods:** The high school has two lunch periods, 4th and 5th. The period students have for lunch is determined by the class schedule. They may eat the meal served in the cafeteria, select from the a la carte, or bring a sack lunch. If parents choose to bring lunch to the school for their students, the food must be delivered to the office. Deliveries made from local restaurants are not permitted.

OPEN CAMPUS is available for students meeting ALL of the following criteria:

1. Maintain 3.5 or better GPA
2. Absent no more than one day per quarter
3. Tardy no more than two times per quarter

Students taking anyone to lunch off campus without permission will lose their lunch privileges. Students leaving without permission will be considered truant. During days of nice weather, students are permitted to spend their lunch period on the back patio but are not to go to their cars. Students are not to be in the halls. They must be in the cafeteria/forum or outside.

**Lunch System:** Lunch money should be brought to the Sparta High School office or meals may be purchased on-line using the My School Bucks program. (To get started with My School Bucks, you will first enroll at [myschoolbucks.com](http://myschoolbucks.com).) Students will not be allowed to accumulate more than ten credits at any given time.

Students may not charge a la carte items. If your child brings lunch money to school, please place the money in an envelope with the student's name on it. The student should bring the envelope with lunch money to the main office secretary between 7:50 and 8:00 a.m., during their lunch period or after school.

**Passes:** No students are allowed to be out of class once the bell rings without a signed pass from the teacher. The pass must state the date, time, and destination of that student.

**Personal Property:** Students are advised to keep all personal belongings locked in lockers when not being used. Items of value should not be brought to school. The school can assume no responsibility for a student's personal property including but not limited to cell phones, ipods, electronic readers, or any other electronic device that has been approved by the principal or teacher for educational purposes. Book bags, purses, and drawstring bags are to be placed in lockers upon arrival. For more information see "Prohibited Articles."

**Posters:** All posters or announcements to be displayed anywhere in the building must be approved by the office. Attach only to surfaces that will not be marred by masking tape. Do not use paste, cellophane tape, or thumbtacks and do not attach to painted walls.

**Searches of Students:** Searches of student's personal possessions or locker shall be conducted by the administration for the welfare and safety of the students if the administration has a reasonable basis for believing that a student is concealing material which is prohibited by federal, state, or local law or the provisions of the Illinois School Code. A student's locker is the property of the school. Lockers may be searched by the administration at any time, with or without the student's knowledge or consent.

**Search of Vehicles:** By entering the property of Sparta School District #140, the person in charge of any vehicle consents to search of vehicle with or without cause by school officials or police officers.

**Severe Weather Conditions:** In the event that we have severe weather, (i.e. heavy snowfall) school may be closed due to hazardous road conditions. School Reach service will announce any such school closing or early dismissals.

**Sportsmanship:**

Students at SHS will be expected to back their team with true school spirit and show respect for their school's reputation. SHS students will strive to maintain favorable relations with opposing teams and schools. Students will cooperate with the cheerleaders in pep sessions and at games. Students are to sit in the bleachers during the game.

**Telephone:** The use of the school's telephones by students for personal use is not permitted. Students may ask a secretary to call home for them if there is an emergency. Students will not be allowed to receive phone calls other than an emergency call from parents or guardians.

**Video Monitoring Systems:** A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

**Visitors:** All visitors must use the front entrance; state law requires that all visitors report directly to the office. Students will not be allowed visitors without prior approval. All visitors will be required to wear a visitor pass and keep it visible. Junior high students and adults 21 and older may not attend any school dance as dates or guests.

**Volunteers:** All school volunteers must complete the Unit Office Form, Complete a Background Check, and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **PARENT/GUARDIAN INFORMATION**

**Notification of Student Fees Waiver:** The Board of Education shall waive all fees assessed by and payable directly to the District for instructional and extra-curricular activities, including textbook fees for students whose parents are unable to afford them according to established standards, including those children eligible for free lunches or breakfasts under the Community School Lunch Programs.

Parents or Guardians of eligible students may obtain applications for student fee waivers from the school offices during the hours 7:30 A.M. to 4:00 P.M., Monday through Friday, or they may write to **Sparta High School, 205 W. Hood, Sparta, IL 62286** or call **618-443-4341** to have an application mailed to their home. A copy of the District's student fee waiver policy and the applicable rules and regulations including information on the eligibility standards and the appeal procedure, will be included with each application.

**Parent Connect:** You have the ability to view school information over the Internet. A link has been created on the school website that will take you into "Parent Connect". Once connected, you will have the ability to view information simply by entering your user ID and password. Please contact the school office if you need assistance.

**Proof of Residency:** Parents/guardians are required by law to show proof of residency every school year upon enrollment of their children.

The following will be accepted as proof of residency:

1. Current monthly utility statement (i.e., electric, gas, cable, and water)
2. Closing papers on a recent purchase of residence
3. Current Illinois Public Aid card

The following items will not be valid for proof of residency:

1. Water activation receipt
2. IL driver's license
3. Real estate tax bill
4. Employment letter
5. Voter registration card
6. Library card
7. Mortgage payment book
8. Firearm's ID card
9. Gun registration card
10. Rent receipt
11. Auto registration
12. Telephone bill

**Public Release:** At times, the Sparta School District has the opportunity to publish the achievements of students at school. Publications may occur through school or district WebPages, newspapers or other media. It is the intent of the Sparta School District to protect all students from harm or injury. If parents/legal guardians do not wish their child's picture or student produced materials to be used for this purpose, or parents/legal guardians wish to have their child's name omitted, please send a letter outlining this request to the student's building principal by September 15, 2013.

**Sexual Offender Registry:** The sex offender registry for Randolph County is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

## **ACADEMIC INFORMATION**

**College/Career Days:** Senior students in high school may use a maximum of two days from school to visit colleges they are contemplating attending or to search for job opportunities. The first visit will be considered a school-related function and therefore will not be counted as an absence from school. The second day used to visit will be counted as an excused absence. The use of these days requires the following procedure:

- A student must request from the high school office permission for a college/career day at least two days before the requested day.
- A student may not take a college/career day on a day he/she is scheduled to have an exam at school. The student must have signed verification from each

of his/her teachers that no exam is scheduled on the requested day.

- The student must have written parental verification that he/she is requesting a college/career day to be used for its intended purpose.
- Upon returning to school after a college/career day, the student must submit to the high school office written confirmation from the college or place of business visited stating that he/she was there seeking information. This verification should be written on letterhead or stationary which identifies the authenticity of the verification. Only senior grade students are eligible for College/Career Days.

**Driver Training:** Students must have received a passing grade in at least eight courses during the previous two semesters in order to receive driver training.

**Field Trips:** Students may be denied in participating in field trips when they have reached the nine days absence policy. They may also be denied if they have earned (1) F or (3) D's during the grading period.

**Guidance and Counseling:** The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

**Library/Computer Lab:** Library/Computer Lab is to be used by students who have assignments requiring research materials. No food, drink, game playing, web surfing or socializing will be allowed in this area. The Library/Computer Lab is a quiet area.

**Parent Connect:** You have the ability to view school information over the Internet. A link has been created on the school website that will take you into "Parent Connect". Once connected, you will have the ability to view information simply by entering your user ID and password. Please contact the school office if you need assistance.

**Schedule Changes:** Staffing at the high school is based on the course selections that you make during the previous year. Minimum enrollments are established for each course and cannot be jeopardized. The schedule you selected is the schedule you have for the year. If there is a mistake in your schedule, see a guidance counselor.

**Study Hall:** Study hall is an assigned part of a student's schedule. Students are expected to report to study hall promptly. Attendance rules apply to study hall as in other classes. Study halls are provided for the purpose of giving students the opportunity to work on assigned schoolwork. For this reason, study halls are to be quiet and free of distractions. No socializing or game playing is permitted in study hall. Students must bring something to do.

**Textbooks:** Textbooks checked out to students are the responsibility of the students to whom they are assigned. It is the responsibility of each student to exercise care in maintaining the condition of all books assigned to him/her. A student who returns books that are damaged or in poor condition, beyond what is expected through normal use will be assessed for the damage. Students who fail to turn in the books assigned to them will be assessed for the missing books.

**Grade Reports:** Final semester grades are cumulative. Report cards are issued four times each school year approximately at nine week intervals. Progress reports are issued at the mid-point in each quarter. These reports are used to inform parents of both good and poor progress and should encourage parent/teacher conferences throughout the school year.

**Grading System:** The standard for grading the students of District #140, established by the Board of Education, is as follows:

A	92-100	Superior	4.0
B	83-91	Good	3.0
C	74-82	Average	2.0
D	65-73	Below Average	1.0
F	0-64	Failing	0.0
I		Incomplete	0.0

**Disclaimer Statement:** (for Special Education Students and/or Special Needs Students) Recognizing that students reflect differing abilities, attitudes, and efforts, the teacher may make adjustments in the above numerical grading scale.

#### **A – SUPERIOR**

A grade of "A" represents work of excellent quality. This means that the student does all assigned work in an outstanding manner. In addition, the student takes the initiative for doing more than is required by the teacher. This grade is for truly outstanding work.

#### **B – GOOD**

The grade of "B" represents the completion of all required work in a better than average manner. This mark is for students who are clearly above average.

#### **C – AVERAGE**

The grade of "C" represents that a student completes all assignments in an average manner.

#### **D – BELOW AVERAGE**

The grade of "D" represents a warning that the student is working below his ability or his work is poor quality and needs improvement.

#### **F – FAILING**

The grade of "F" represents non-mastery of a sufficient amount of course content. No credit will be awarded for receiving an "F" as a semester grade.

#### **W – WITHDRAWAL**

The grade "W" signifies an approved drop or withdrawal from a class with no grade penalty. This option is available until the mid-term of the 1st quarter of the course. Dropping a course after this point will result in an "F" grade which will be computed into the GPA.

#### **I – INCOMPLETE**

Incomplete work may be due to absence or some other cause. Students receiving an incomplete at the end of a semester have the following one semester to make up the incomplete work. An incomplete will become permanent on the student's transcript if the incomplete work is not made up by the end of the following semester after receiving an "I" incomplete.

## **SPARTA HIGH SCHOOL CURRICULUM**

### **English:**

Language Arts

Literature and Language I

Literature and Language II

Literature and Language III

Literature and Language IV

Journalism (elective)

Yearbook Journalism (elective)

Speech (elective)

English 101-102 (SWIC)

**Foreign Language:**

Spanish I  
 Spanish II  
 Spanish III/IV

**Science:**

Integrated Science  
 Biology  
 Advanced Biology  
 AP Biology  
 Chemistry  
 Advanced Chemistry  
 Physics  
 Zoology  
 AP Chemistry (SEMO)

**Fine Arts:**

Art History  
 Basic Art Intro to 3-Dimensional Art  
 Advanced Drawing  
 Intro to Painting  
 Graphics Arts I  
 Graphics Arts II  
 Studio Art  
 Band  
 Jazz Band  
 Vocal Music  
 AP music Theory

**Mathematics:**

Applied Algebra  
 Applied Geometry  
 Applied Algebra II  
 Algebra I  
 Geometry  
 Pre-AP Geometry  
 Algebra II  
 Algebra III  
 Trig and Pre-Calculus  
 AP calculus

**P.E./Health/Drivers Ed.:**

Physical Education  
 Health  
 Driver Education  
 Athletic P.E.  
 Aerobic P.E.

**Social Studies:**

World Studies  
 American History  
 Psychology  
 Psychology 101 (SEMO)  
 Sociology  
 U.S. Government

Minority History  
 AP American History  
 Early American History 105 (SEMO)  
 Society and Culture 102 (SEMO)

**Family/Consumer Sciences:**

Orientation to Home Ec. I-Foods  
 Orientation to Home Ec. II-Clothing  
 Foods and Nutrition  
 Foods and Nutrition II-Food  
 Child Development  
 Clothing and Textiles I  
 Child and Day Care  
 Interior Design  
 Adult Living  
 Parenting

**Work Experience Programs:**

ORS Related  
 ORS Work Experience  
 COOP Related  
 COOP Work Experience

**Office Occupations:**

Accounting  
 Computer Concepts and Software  
 Adv. Computer Concepts and Software  
 Applications  
 Marketing and Management  
 Resource Management

**Career and Technical Education:**

Web Design  
 Advanced Web Design  
 AP Microeconomics  
 Machine Shop  
 Production Technology  
 Intro. To Transportation  
 Transportation/Energy Tech.  
 Communication Technology  
 Electrical Wiring  
 Intro to Drafting  
 Intro to Agriculture  
 Animal Science  
 Plants and Soil Science  
 Landscaping  
 Basic Construction  
 Construction I (Woodworking)  
 Construction II (Carpentry)  
 Building Trades I/II  
 CCSI Classes  
 Welding  
 Intro to Automotive

*\*By State Mandate, a junior or senior may be excused from participating in Physical Education class to enroll in a course required for graduation or college entrance. Physical Education waiver forms are available in the Guidance Office. A student must be enrolled in seven periods of class to receive this waiver.*

**STATE EXAM TESTING**

State Testing occurs in the spring annually. Students tested are students who are in their third year of attendance at Sparta High School.

## GRADUATION COURSE REQUIREMENTS:

Class standings in order to graduate are determined solely by the number of credits earned, not the number of years in attendance at SHS. Students must earn a minimum of 24 credits and are required to pass the following:

- English – 4
- Health Education – ½
- Resource Management – ½
- American History – 1
- U.S. Government – ½
- Science – 2
- World Studies – 1
- Mathematics – 3
- Physical Education - \*

\*According to *Illinois School Code, [ILSC 5/27-5]* Students are required to take 3 ½ years of Physical Education; the ½ section to bring credits to four years is Health Education. The only exceptions to this requirement is if the student properly obtained a P.E. Waiver or the student is taking Driver's Education for one quarter earning ¼ credit.

## COURSE SEQUENCE

### FRESHMEN

English  
Math  
Science  
World Studies  
P.E.  
Elective

### JUNIORS

English  
Math  
American History  
P.E.  
Elective  
Elective

### SOPHOMORES

English  
Math  
Science  
Health/P.E.  
Elective  
Elective

### SENIORS

English  
Resource Management  
U.S. Government  
P. E.  
Elective  
Elective

\*\*The above requirements are BASIC GUIDELINES. If there is a particular college students are interested in, it is imperative that students check their recommendations as each university has different requirements in all areas.

## COLLEGE REQUIREMENTS:

Illinois State universities require more academic units for entrance into college than Sparta High School requires for graduation. Colleges vary as to the number and type of requirements for entrance into their programs. The college bound student should contact his or her college to find out what the specific entrance requirements are. Below is an example of courses needed in order to enter most colleges.

English	4 years
Social Studies	3 years
Math [Algebra and above]	3 years
Science [LAB sciences]	3 years
Foreign Language	2 years

## BACCALAUREATE AND COMMENCEMENT CEREMONY

The successful completion of a student's high school career is culminated by a baccalaureate service and a commencement ceremony. Each of these events is a milestone in the lives of the graduating students and their families. In keeping with the dignity and honor of each of these activities, all participating members of the graduating class will be expected to adhere to a dress code and conduct code for baccalaureate and commencement.

Attire for these events will be the traditional caps and robes used for baccalaureate and commencement. **Students are not allowed to adorn any part of their cap or robes.** Just as important as the cap and robe is the attire worn under these robes. Acceptable attire will include dress, skirt, dark slacks and light colored shirt. Shoes are expected. Adherence to this policy is important and necessary to maintain a standard of appearance that is appropriate and commensurate with the nature of the ceremonies. Graduating seniors will not be allowed to participate without adhering to this policy.

Graduating seniors are expected to conduct themselves before, during and after the baccalaureate and commencement ceremonies in a manner commensurate with the dignity of the ceremonies. Students who fail to conduct themselves in an acceptable manner or whose actions are disruptive before or during either of these ceremonies will be removed from the premises.

The principal must certify that all students at the commencement service have met the requirements for graduation as set forth by the State of Illinois and the Sparta Community Unit District #140 Board of Education. No students will be permitted to participate in the commencement ceremony that has not met all requirements for graduation.

**Credit Granted for Alternative Programs:** Sparta High School students may generally earn a maximum of four credits toward the 24 credits needed for graduation through any combination of the following programs. Any exception may be approved with concurrence of the Superintendent and the Principal.

- **Independent Study Program:** Students are not assigned any specific amount of class time during a semester. Credit is granted for satisfactory performance on proficiency examinations or for successful completion of curricular units, steps, or phases which have been approved by the building principal as comprising the equivalency of a unit of work.
- **Credit through Correspondence Study:** The amount of credit being pursued in regular high school classes plus the credit taken by correspondence may not generally exceed the load carried by a full-time student. Correspondence courses must be taken through a regionally accredited college or university and may not be used generally in lieu of regular courses offered by Sparta High School and the student must receive written approval from the building principal prior to enrolling in the course.
- **Credit from Institutions of Higher Education:** One high school credit will be awarded for successful completion of a college course providing the course had been approved in advance and in writing by the building principal. The course must be taken from a regionally accredited college or university, a course offering two or three semester hours of college credit and may not generally be taken in lieu of a regular course offered at Sparta High School.

**Make-Up Work:** A student with an excused absence may turn in assignments due during the absence and make-up tests and quizzes missed. It is the responsibility of the student to contact the teacher to arrange for make-up work. Previous knowledge of assignments and due dates may result in work being due upon returning to school or within a shortened period of time. Teachers may grant extensions or exercise restrictions

**Semester Exams:** Semester exams are given at the end of the second and fourth nine week grading periods. The semester exam is calculated as part of the semester grade; therefore, it is important that students do well. Students must remain in class the entire exam period to receive credit for the exam. All students are to attend first semester exams. The only exception is for seniors who met or exceeded in all areas of the state exam.

The school recognizes the need for students to be in attendance and to achieve academic success. To encourage these behaviors, we suggest that teachers exempt students from semester exams who have three or fewer absences (not school related), two or fewer tardies and an A or B average. However, teachers are free to set their own individual policy, such as a credit system, final project, no exemptions, etc. to fit individual class needs for second semester.

**Subject Load:** All students are expected to carry a minimum of six periods of class. Junior or senior students may substitute a course necessary for college admission or high school graduation for P.E. Sophomore students may waive one semester of P.E. to take health class. Students may carry an overload consisting of six or seven academic subjects plus P.E., after receiving permission from the guidance counselor to do so. Exceptions to this policy are special education students whose educational programs are established through their I.E.P.'s.

**Special Students:** An exceptional child who requires continued public school education experiences to facilitate his integration into society shall be considered for such services until he/she is twenty-one or upon successful completion of the secondary program. If the child becomes twenty-one during the school year, he/she shall be allowed to complete that year. If through an expanded and enriched program, a student earns the required academic credits for graduation in less than four years, he/she may be excused from school at the end of the seventh semester with approval of the parents, high school administration, and the Board of Education and provided that the student's attendance record is no less than 95% and he/she has a GPA of 3.00 or better for seven semesters. In the event that an exception is granted at the end of a student's sixth semester, the class rank would be calculated with the class in which he/she began high school.

## **STUDENT HONORS**

The students of Sparta High School have a tradition of representing themselves and their school through high levels of achievement in many different areas. In addition to the recognition and awards students receive during their school years within their special areas, Sparta High School supports other programs for recognizing students who excel.

**Academic Awards Night:** The Academic Awards Night annually recognizes honor roll recipients and student achievement in individual course work. In order to receive the high honor roll certificate a student must have been on the high honor roll for first, second, and third quarters. To receive an honor roll certificate a student must have been on the honor roll for at least the first, second, and third quarters.

### **Graduation Recognition:**

Seniors will be awarded the below academic honors for cumulative grade average.

Summa Cum Laude	4.0
Maxima Cum Laude	3.8 - 3.99
Magna Cum Laude	3.6 - 3.79
Cum Laude	3.5 - 3.59

**Honor Roll:** At the close of each nine week period, a scholastic honor roll will be made available. To be eligible for the high honor roll, a student must have an academic average of 4.0. To be eligible for the honor roll, a full-time student must have an academic average of 3.5 or above. Honorable mention for the honor roll shall be between 3.0 and 3.49.

**National Honor Society:** Induction into the Sparta High School Chapter of the National Honor Society is an honor restricted to junior and senior students. To be eligible for this award, a junior or senior student must first maintain a grade point average of 3.25 or better. Voting for new members for induction is done by the faculty and administration on the basis of the eligible student's qualities of scholarship, character, leadership, and service and on the basis of teacher evaluation.

**Senior Address:** This honor is awarded to the graduating senior selected on the basis of scholarship, character, and leadership by the members of his/her class. The recipient of this honor will give the senior address at the commencement exercise.

## **ATTENDANCE**

Parents/legal guardians are required to inform the school within 48 hours (two school days) of a student's absence. It is recommended that the parent/legal guardian inform the school by telephone on the day of absence. This notification may also be in the form of a doctor's slip or note from the parent/legal guardian upon the student's return to school. Any absence not reported within 48 hours (two school days) will be considered unexcused and any work for that day will not be accepted. Students participating in off-campus education must report to study hall during those periods when the off-campus institution is not in session. Students not following school policy will be considered unexcused or truant.

Regular attendance is essential for a student to make use of the educational opportunities offered at Sparta High School. Regular attendance develops dependability

and responsibility in the student and contributes to academic achievement. The high school shall not be liable for the educational progress of students who fail to maintain regular attendance habits, nor will the high school be liable for the progress of students who are removed from school for extended periods of time contrary to law or good educational practice.

Article 26 of the *Illinois School Code* is the Compulsory Attendance Law for children ages 7-17 years of age in the state of Illinois. Under this statute, it is the responsibility of parent(s) or guardians of enrolled pupils under age seven and 7-17 years of age or older to see that they attend school the entire time it is in session during the regular school term. Any child enrolled in grades 1-12 in a public school shall follow the compulsory attendance law. Parent(s) or guardians of school age children who knowingly and willfully permit their child to be truant from school are liable to a Class C misdemeanor and shall be subject to a fine of up to \$500. Any person who induces or attempts to induce a child to be absent from school unlawfully, or who knowingly employs or harbors a child absent from school for 3 consecutive school days is guilty of a Class C misdemeanor. For a further explanation on truancy, see "Truancy" on page 35 in this handbook.

#### **ABSENCE FROM SCHOOL:**

- If a student is absent, the parent should call the office at 443-4341 before 8:00 a.m. each day stating the reason for the absence. Beginning at 5:00 a.m., the answering machine will take calls from a parent or legal guardian regarding their child's absence from school.
- Written notes will be accepted only if the parent has made a request to the school before the absence. This request must include the student's name, the reason for excusing the student in this manner and a parent's signature. This request must be made in person in order to verify signature.
- A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).
- Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.
- Students who enter or leave school throughout the day, for any reason, must sign in and/or out in the assistant principal's office with the permission of the parent. Failure to do so will result in the absence being automatically classified as **truant** (see "truancy"). (Note: Parent calls after a student leaves school will not excuse the absence.)

#### **DEFINITIONS FOR EXCUSED AND UNEXCUSED ABSENCES:**

- **Excused absences** are limited to nine per semester and are those that are beyond the control of the student and parent, such as illness under doctor's supervision, death in the immediate family, family emergencies, doctor appointments that cannot be made outside the school day and temporary placement in professional institutions. In order to be considered excused, the parent must call the school the day of the absence. An excused absence affords the student an opportunity to make up missed work for full credit. Teachers may grant extensions or exercise restrictions with regard to make up work. Assignments that are due on the date of absence are to be handed in when the student returns to school unless otherwise indicated by the teacher.
- **Nine Day Absence Policy:** Students are required to be in attendance every day school is in session. Occasionally there will be absences. Parents may call to excuse their child from school up to nine days per semester. After nine days, any absence from school may require a doctor's note to be excused. Any absence exceeding the nine day limit during a semester may be considered an unexcused absence. Any absence from class as a result of a school sanctioned activity is not recorded as an absence.
- **Unexcused absences** are those that are for reasons other than those listed above, which include, but are not limited to oversleeping, working, missing a bus, car problems, truancy, and any absence exceeding the ninth absence of a semester. The administration will make determinations in all other instances not listed above. A student will receive a "0" for work missed during an unexcused absence.

#### **Loss of Privileges Due To Poor Attendance:**

A student's inability to attend school will affect their ability to participate in school activities.

- Students who are absent (unexcused) 10% or more of the time will not be allowed to attend Homecoming Activities or Prom activities.
  - Homecoming Activities – 3 or more unexcused absences
  - Prom Activities – 16 or more unexcused absences

**Leaving School During the Day:** Students must have permission from the principal or assistant principal to leave school. With the exception of students on the work program, no student may leave the school during the school day without first receiving permission from the attendance office and signing out. Students who become ill during the school day are to come to the office for assistance. If necessary, the student's parent or guardian will be called.

Students who have doctor appointments, family emergencies, etc. during the school day are to bring a note from a parent or guardian to the attendance office requesting permission to be dismissed from school at a specific time for this purpose. A parent or guardian, or other authorized person may be notified when a student must leave for an appointment. The student must sign out when leaving and, if returning to school, must sign in upon returning.

**Sign-Out Sheet:** The purpose of the sign-out sheet is to legitimize a student leaving the school grounds. Students who wish to sign out must follow these procedures:

- Students must have a note from your parent/guardian in order to sign out, or
- Students must have a doctor/dentist appointment card to sign out, or
- Students must allow the office to verify your need to leave by calling home or the doctor/dentist office, or have a parent call in when you arrive home.

The sign-out sheet is located in the Main Office. Students not following proper procedure will be assigned detention, etc. (see list)

Failure to Sign Out (*may be considered truant*)

**1st time:** Alternative Study

**2nd time:** Three Alternative Studies

**3rd time:** Alternative Study days or may result in Out-of-School Suspension

**Tardiness:** *Students must be in their seat when the bell rings.* The guidelines below are per class per semester.

- |         |                                                                                                       |
|---------|-------------------------------------------------------------------------------------------------------|
| 1 and 2 | Warning                                                                                               |
| 3       | Lunch detention                                                                                       |
| 4       | Lunch detention                                                                                       |
| 5       | One day alternative study and parent conference                                                       |
| 6       | One day alternative study, parent conference, may lead to removal from class and "F" for the semester |

### **Truancy: Right Track Truancy Program**

1. Local interventions for excused/unexcused absences – Each principal keeps track of “incidents” at his/her building and do interventions at the school level first. [See below]
2. After three incidents the student is referred to the Right Track Program.
3. The Sheriff or police will deliver a letter of referral to the parents.
4. The truancy interventionist visits with the student and parents. An IOEP is created and the attendance is monitored.
5. Continued absences result in a certified letter requiring the student and parent to appear in front of the Truancy Review Board at the Randolph County Courthouse.
6. Continued absences will result in a referral to the Randolph County State’s Attorney. The student and parents are required to appear in front of a judge.

### **BUILDING LEVEL INTERVENTIONS**

1. After three days absence in one semester, a letter is sent to the parent expressing concern that there might be a potential problem with the student’s absences.
2. After six day’s absence in one semester, the administrator will place a phone call or make a visit to the parent to discuss the problems with attendance.
3. After nine day’s absence in one semester, a second letter is sent to the parent, stating that if absences accumulate to ten days in one semester, the student will be referred to the Right Track Program. This letter will indicate that the Sheriff or the police will deliver the letter of referral to the program.
4. After ten day’s absence in one semester, the student is referred to the Right Track Program and the Sheriff or police will deliver a letter of referral to the parent stating that the student has been referred.

*Sparta School District #140 and the City of Sparta have united in their efforts to reduce truancy. The following ordinance has been established:*

- A. It shall be unlawful for any person under the age of 18 being either:
  1. Enrolled in a public or private school within the City of Sparta;  
or
  2. A resident of the city enrolled in a public or private school outside of the city,
  3. A non-resident of the city enrolled in any public or private school outside of the city; to be present within the city and absent himself from attendance at school during session without the permission of his parent or legal guardian.
- B. Any person who so absents himself without said permission shall be guilty of the offense of truancy and shall be subject to the penalty set forth below:
  1. Upon the first conviction, the payment of a fine in an amount not in excess of \$75.00;
  2. Upon the second conviction within a one-year period, the payment of a fine of not less than \$150.00 ; and
  3. Upon the third conviction within a one-year period, the payment of a fine of not less than \$200.00
- C. Emergency or unforeseen absences due to illness or other causes beyond the control of the person so absenting himself from school without said permission shall not constitute truancy; provided that permission from the parent or legal guardian for such absence is submitted in writing to the proper school authorities within 24 hours of such absence.
- D. It shall be unlawful for a parent or legal guardian to knowingly permit a person in his custody or control to violate this provision.
- E. A parent or legal guardian convicted of subsection (D) shall be subject to a fine of not less than \$75.00 or more than \$750.00. (*Ord. 99-08, passed 9-13-99*)

## **STUDENT CONDUCT/DISCIPLINE**

The Board of Education is entrusted with protecting the safety, health and welfare of the students, staff and property of the school district, it may be necessary at times to discipline students whose conduct affects the well-being of the schools.

The following disciplinary guide has been developed to inform all of the procedures used at Sparta High School when legally permissible in cases of misbehavior, infractions of school rules and regulations, etc. While it is impossible to list every type of situation, the following information serves as a guide.

- If an incident occurs that is not included in this handbook, the administration will determine the appropriate action to be taken.
- In the event of extreme circumstances, the administration may advance the disciplinary action to an appropriate level.
- In a case of suspension or expulsion, you will have the right to review the case with the Sparta District #140 Board of Education.
- Students/parents must request such a review within five days after the notification or eight days after the date of the mailing of the notification, whichever is earlier.
- Failure to make such a request for review shall be considered a waiver of your right to a review hearing.
- Students have the right to be represented at the suspension or expulsion review hearing by an attorney or other representative. We ask that students /parents inform us of the name of their representative.

## **TYPES OF DISCIPLINARY ACTION (NOT INCLUSIVE)**

One purpose of disciplinary consequences is to deter the student from continuing inappropriate behavior at school or school functions.

**Detention:** Required presence of a student during the student’s assigned lunch period. Students are to bring study materials.

**Alternative Study:** Alternative Study is the most restrictive form of in-school discipline. It is the temporary removal of a student from one or more classes for disciplinary reasons. The student’s attendance at school is still required. Failure to serve the assigned alternative study the full day will result in the student repeating the full day of alternative study the following day. Students who misbehave in alternative study will receive an out of school suspension and will be required to serve the original Alternative Study time upon returning.

*After being assigned to Alternative Study, those students who continue to exhibit inappropriate behavior that normally results in being assigned Alternative Study will be assigned out of school suspension.*

**Suspension:** Suspension is the most severe form of discipline except for expulsion. It is the temporary removal of a student from school property for disciplinary reasons not to exceed ten school attendance days. Suspended students are not permitted on school property during the school day or for school activities. If it becomes necessary to suspend a student for a third time for any reason, a recommendation of expulsion will accompany the suspension. Parents must meet with Sparta High School administration before a student is allowed to return to school. Students suspended from school will be allowed to make up their work. A student

suspended from school is provided with a copy of the suspension notice. An attempt will be made to reach the parent by telephone. A copy of the suspension notice is mailed to the parent/guardian.

**Expulsion:** Expulsion is the most severe form of discipline. It is the removal of a student from school property for disciplinary reasons for a period of time exceeding ten school attendance days. Expelled students are not permitted on school property during the school day or for school activities. No make-up work may be done for credit.

**Removal From Class:**

**1<sup>st</sup> Offense:** Removal from the class for the remainder of the period and teacher must make parent contact

**2<sup>nd</sup> Offense:** Removal from the class for the remainder of the period and teacher must make parent contact

**3<sup>rd</sup> Offense:** At the discretion of the Administration, students may be permanently removed from the class with loss of credit, no replacement course for credit permitted that grading period, written notification to parent.

*Note: When a student has been removed from a class, the parent must contact the teacher within two school days or the student will receive Alternative Study and a letter of explanation will be sent to the parent(s).*

**Administrative Rights:** The administrators reserve the right to proceed to an appropriate measure of disciplinary action in order to preserve the learning climate and to insure the health, safety and welfare of the students and staff.

**Faculty Rights:** Teachers have the right to teach free from interruption and the right to preserve the climate for learning and teaching.

**Student Rights:** Students will be afforded due process and the opportunity to present the facts as they perceive them. Board Policy 7045 governs behavioral interventions with students with disabilities.

## **DISCIPLINARY INFRACTIONS**

**Authority Statement:** All students shall comply with directions of the teacher, student teacher, substitute teacher, administrators, bus driver or any other school personnel whenever a student is under authority of the school. All students shall demonstrate proper respect toward all school officials and must comply with all directions given by such officials.

**Bus Safety Regulations:** Riding a school bus is a privilege extended to the students and can be taken away anytime for disruptive or unsatisfactory conduct. All pupils being transported are under the authority of the school bus driver and must obey his/her requests.

**Bus Rules:**

1. Pupils being transported are under the authority of the bus driver.
2. Be on time for the bus both morning and evening.
3. Wait patiently for the school bus.
4. Stand a safe distance from the curb or highway.
5. Get in line when the school bus is approaching.
6. Always use the steps and handrail.
7. Sit in seats as assigned by the driver.
8. Never crowd or push.
9. Take your seats quietly and quickly.
10. Remain seated while bus is in motion.
11. Never walk or stand in aisle while bus is in motion.
12. Do not extend hands, arms, head or objects through bus windows.
13. Never throw anything while on the bus.
14. Have written permission from the principal to leave the bus other than at home or school.
15. Talk in normal tones; loud or vulgar language is prohibited.
16. Do not open or close windows without permission of the driver.
17. Keep the bus clean; never place books, pencils, etc. in the aisle.
18. Be courteous to the driver, to fellow pupils and to passersby.
19. Never talk to the bus driver when the bus is in motion.
20. Remain seated until the bus comes to a complete stop.
21. Always face the front when getting off the bus.
22. Always walk in front of the stopped bus if it is necessary to cross the street or highway.
23. Always use steps when leaving the bus, never jump.
24. Pupils who refuse to obey the directions of the driver promptly or refuse to obey regulations shall forfeit their right to ride the buses.

**Students disobeying the bus rules and endangering the lives of other students with disruptive behavior will accept the following consequences:**

Will be held accountable with consequences ranging from a verbal warning to possible suspension/expulsion from school.

**Cell Phones and Any Other Electronic Device:** Cell phones and other electronic devices will be allowed during the school day except during class periods or in the restrooms/locker rooms. No picture taking will be allowed or tolerated. No headphones or ear buds are permitted.

Three-step system of consequences:

**1<sup>st</sup> offense:** item confiscated including battery.

**2<sup>nd</sup> offense:** item confiscated including battery, item withheld and picked up by parents, and one lunch detention.

**3<sup>rd</sup> offense:** item confiscated including battery, item withheld and picked up by parents, and one day alternative study served

Failure to relinquish the electronic device will result in an automatic three days in school suspension

**The administration reserves the right to forego the above listed consequences and impose more restrictive consequences depending on the severity of the infraction.**

**Defiance/Insubordination:** The willful failure to respond to or carry out a request made by school personnel. Any offense of this nature may lead to alternative studies or suspension/expulsion of student or students.

**1<sup>st</sup> offense:** Removal from class for period

**2<sup>nd</sup> offense:** One Alternative Study

**3<sup>rd</sup> offense:** May Result In Out-of-School Suspension

**4<sup>th</sup> offense:** May Result in Recommendation for Expulsion

**Note:** *The severity of the offense may lead directly to suspension/expulsion.*

**Disrespect:** To insult, call derogatory names, question the authority of, dishonor, or in another manner abuse verbally, nonverbally, or in writing any member of the school staff during the school year on or at school sponsored activities.

**1<sup>st</sup> offense:** Three Alternative Studies

**2<sup>nd</sup> offense:** May Result in Out-of-School Suspension

**3<sup>rd</sup> offense:** May Result in Out-of-School Suspension

**4<sup>th</sup> offense:** May Result in Recommendation for Expulsion

**Note:** *The severity of the offense may lead directly to suspension/expulsion.*

**Drugs and Alcohol:** Possession, use or distribution of or any attempt to use or distribute any illegal or a controlled substance including alcohol, drugs or any look-alike. Punishment may result in recommendation for expulsion.

**Extortion:** The forcing of other students to give you things of value or money, unless both parties enter into the agreement freely and without presence of either an implied or expressed threat. Punishment will be determined by the administration.

**Fireworks:** The possession or use of any exploding, noise, smoke, or stink device on school property. Possession/Use: may result in suspension and possible referral to Board of Education for expulsion, and to the authorities.

**Food and Beverages:** Students are only allowed to have food and beverage in the cafeteria, forum, and gymnasium (during sporting events). Students are not allowed to have food in hallways, bathrooms or any area except where designated. All food and beverages must be disposed of before leaving designated areas.

**Forging a Pass:** Forging a pass with a teacher's or administrator's name, etc.

**1<sup>st</sup> offense:** One Alternative Study

**2<sup>nd</sup> offense:** Two Days Alternative Study

**3<sup>rd</sup> offense:** Three Days Alternative Study

**Note:** *The severity of the offense may lead directly to suspension/expulsion.*

**Gang Activity:** Students are prohibited from engaging in gang activity. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, or other things that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policy, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to serious disciplinary actions, including possible suspension or expulsion from school.

**Harassment/Bullying:** The act of endangering the physical or psychological well-being of other students by conduct or actions including: hitting, grabbing, name calling, racist remarks, spreading rumors, taking and hiding other's papers, threatening emails, or social media messages, etc. even in jest (see the District Policy).

**1<sup>st</sup> offense:** One Alternative Study

**2<sup>nd</sup> offense:** Three Alternative Study

**3<sup>rd</sup> offense:** May Result in Out-of-School Suspension

**Note:** *The severity of the offense may lead directly to suspension or expulsion.*

**Harassment and Threats Towards School Personnel:**

The act of making verbal, nonverbal or written threats towards school personnel, their families or property made on school property, on school transportation or at school sponsored activities at other locations where the school is a participant. Such actions may lead to referral to police.

**1<sup>st</sup> offense:** May Result in Out-of-School Suspension and referred to Board of Education for expulsion.

**Sexual Harassment:** It is illegal and against Board of Education policy for any employee or student, male or female, to sexually harass a student or employee by making unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which creates an intimidating, hostile or offensive educational environment. This shall be considered sexual harassment and is prohibited. The offense will be dealt with on an individual basis and severity of consequences will be determined by the administration and/or authorities.

**Hazing:** The hazing of any student on or off school property is prohibited, whether conducted by school or non-school organizations or individuals. Any initiations which involve the slightest element of physical danger or poor taste are not permitted. Students involved in dangerous or unacceptable initiations will be dealt with on an individual basis and severity of consequences will be determined by the administration and/or authorities.

**Improper Dress:** Any type of dress apparel or grooming habits that is disruptive, distracting or that reflects negatively upon the school and student body will not be permitted. Apparel that universally offends a person's religious beliefs, race, ethnicity or sexual preference will not be permitted. Failure to follow the dress code will result in changing attire or serving alternative study. Examples of apparel not permitted include:

- A. Patches, pictures, and inscriptions on wearing apparel will not be permitted if they express or reflect vulgarity or obscenity; this also holds true for the location of the patch. All items with the marijuana symbol or image will be confiscated. Suggestive apparel such as "Get it in," "Strap on a Pair," "I boobies," "Skilled in every position," etc. Also, shirts that promote drugs, alcohol and tobacco products will not be permitted.
- B. Caps, hats and other headwear will not be worn to school unless part of an official school uniform or during special activities.
- C. Pants/shorts/skirts must be worn around the waist. The length of shorts, skirts, and holes in pants must be appropriate for the school setting. Midriffs and cut off shirts will not be permitted on girls or boys. Navels must be covered. Shirts must have sleeves. If shirts are "see through", there must be a full-coverage tank top or other shirt underneath.
- D. Any bandanas and/or anything that can be construed as a gang identifier will not be allowed on school property or at school-related activities at home or away.
- E. Spiked apparel and chains will not be allowed.

**Last-Day Offenses:** Students violating the discipline code on the last day(s) of school will serve the appropriate consequences (time) in school after the school year is over. Grades will not be issued until students have completed serving their time.

**Littering:** Littering on school property including school buses will not be permitted. Students will be assigned appropriate cleaning duties by the administration.

**Misuse of Internet:** Students who misuse the Internet (including the school web page) for the purpose of viewing or downloading information for personal use (including but not limited to pornography, purchasing of products, hate group propaganda, social media, etc.) will be subject to severe disciplinary actions. The administration will determine the consequences based upon the severity of the infraction.

**No Dress P.E.:** Students that fail to dress for P.E. will be subjected to the following consequences including loss of points.

**1<sup>st</sup> offense:** One Hour of Alternative Study

**2<sup>nd</sup> offense:** One Hour of Alternative Study

**3<sup>rd</sup> offense:** One Hour of Alternative Study

**4<sup>th</sup> offense:** One Day of Alternative Study

**Physical Contact:**

Encouraging a fight or argument

**1<sup>st</sup> offense:** One day of Alternative Study

**2<sup>nd</sup> offense:** Two days of Alternative Study

**3<sup>rd</sup> offense:** May Result in Out-of-School Suspension

**4<sup>th</sup> offense:** May Result in Recommendation for Expulsion

Grabbing, pushing, shoving, etc.

**1<sup>st</sup> offense:** Two Days Alternative Study

**2<sup>nd</sup> offense:** May Result in Out-of-School Suspension

**3<sup>rd</sup> offense:** May Result in Recommendation for Expulsion

**Note: The severity of the offense may lead directly to suspension/expulsion.**

Fighting:

**1<sup>st</sup> offense:** May Result in Out-of-School suspension plus five days Alternative Study

**2<sup>nd</sup> offense:** May Result in Suspension and recommendation to the Board of Education for possible expulsion

**Note: The authorities will be notified of all instances of fighting.**

**Physical contact with employee:** Notify authorities and possible suspension with recommendation to the Board of Education for expulsion

**Plagiarism:** To steal and pass off the ideas or words of another as one's own; to commit literary theft. (Webster's 9th New Collegiate Dictionary, 1991)

Students shall not copy the words or ideas of another from any written material (books, magazines, computer internet, fellow or former students) and turn them in as their own. This includes computer translation programs or sites, as using these programs to complete a writing assignment in foreign language classes is strictly prohibited as well. Any use of plagiarism will result in a zero for the assignment.

**Profanity/Inappropriate Language:** The use of curse words, offensive language, racial slurs, etc. will not be used at school or school sponsored activities. The severity of consequences will be determined by the administration on an individual basis.

**Prohibited Articles:** Articles that are brought to school which may be hazardous to the health such as scented personal hygiene products are prohibited. Articles that are hazardous to the safety and welfare of the students will not be permitted at school such as toy guns, water pistols, bean shooters, sling shots, hard balls, firecrackers, toys, etc. If brought to school, these items will be confiscated and returned at the end of the year. Violations of this rule may result in suspension/or expulsion.

**Public Display of Affection: [PDA]:** Public displays of affection, other than hand-holding, will not be allowed.

**1<sup>st</sup> offense:** Written Warning

**2<sup>nd</sup> offense:** One Alternative Study

**3<sup>rd</sup> offense:** Alternative Study or possible Out-of-School Suspension

**Smoking or Tobacco Products/Paraphernalia:** The act of or the possession of smoking or tobacco products and paraphernalia will be prohibited.

**1<sup>st</sup> offense:** Three Alternative Studies

**2<sup>nd</sup> offense:** Five Alternative Studies

**3<sup>rd</sup> offense:** May result in suspension and/or recommendation to Board of Education for expulsion

**Students in Unauthorized Area:** No student shall be in the hall, gym or parking lot without a pass, or proper supervision. Students are not allowed to leave class without permission. This may be considered truant.

**1<sup>st</sup> offense:** One Alternative Study

**2<sup>nd</sup> offense:** Three Alternative Studies

**3<sup>rd</sup> offense:** May Result in Out-of-School Suspension

**Theft:** Theft is the act of taking or acquiring the property of others without their consent. Accepting stolen property (possession) will also be considered as a theft. The extent of the crime will determine the degree of punishment. Theft of personal property or academic materials (exams, quizzes, student homework) will result in a five day Out-of-School Suspension. This includes any and all school related functions.

**Truancy:** Truancy ("skipping school", "cutting class") is a violation of state as well as school rules. The following situations are considered truancy (**but not limited to truancy**):

1. Leaving school without signing out.
2. Being absent from class without permission.
3. Obtaining a pass to a place and not reporting there.
4. Becoming ill and staying in the bathroom all period without notifying a staff member.
5. Coming to school but not attending classes.

**1<sup>st</sup> offense:** One Alternative Study

**2<sup>nd</sup> offense:** Three Alternative Studies

**Subsequent offenses:** Parent Conference and referral to the Right Track Truancy Program

**Note:** A student may be considered truant for an entire day or portion of a day.

**Vandalism:** The willful destruction of property belonging to others. This also includes tampering with fire safety equipment, writing on desks or walls or tearing up seats, but not inclusive to this list. Accidental damages will not result in suspension if reported to the office immediately. Students will be charged for damages. Vandalism may result in suspension and/or referral to the police. Severity of incident will determine punishment.

**Weapons:** Students shall not have in their possession, locker or car or make use of or threaten use of any dangerous weapons of items that resemble weapons. The term "weapons" shall include the following items: any loaded or unloaded firearm, any knife, any defensive weapon, any martial arts device or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm, or which by virtue of its shape or design gives the appearance of any of the aforementioned. Weapons will be confiscated, and the student and any weapons will be turned over to the police. Possession of a weapon may result in expulsion.

**Other Disciplinary Infractions:** Discipline for any student actions that jeopardize the safety of other students, school property, or school personnel, or that disrupts and/or interferes with the environment that is conducive to education (not otherwise outlined in this policy) will be left to the discretion of the administration. The following are other disciplinary infractions and are not inclusive.

- Improper release of a school fire alarm or tampering with fire extinguishers
- Starting, or attempting to start, a fire on school property
- Setting off, or any attempt to set off, explosive devices on school property
- Disruptive behavior or conduct
- Sexting (sending sexually explicit messages or photos electronically)
- Repeated incidents of misbehavior, including repeated refusal to comply with school rules.
- Any other acts which directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.
- Taking photographs that are not school related and approved by administration

Threats of violence, intimidation, terrorist like threats, implied or stated, whether serious or in jest toward others (school staff, students, school property, etc.) will be taken seriously and considered as gross disobedience. Any violation or infraction may lead to the suspension/expulsion of the student(s).

## **SPECIAL EDUCATION SERVICES**

A student with a disability who is between the ages of three and twenty-one who legally resides in the district and is enrolled in the district and requires special education and related services to address the adverse effects of the disability on his /her education is entitled to receive a free, appropriate public education. These services are mandated by Article 14 of the *Illinois School Code*, its implementing regulations and the federal law, *Individuals with Disabilities Education Act* [IDEA]. Upon request, parents/guardians may receive a copy of the Illinois state Board of Education's regulations on special education services and their rights. This means that special education and related services must be available to meet the unique needs of the child and be specifically designed for the individual student. The need for special education and related services must be determined at an IEP Team meeting following a full individual evaluation. The educational rights of students with disabilities are reviewed with parents before an evaluation is conducted. Parental consent is necessary for evaluation and initial placement.

### **IDENTIFYING CHILDREN WITH DISABILITIES:**

Nondiscriminatory screening and identification procedures are used to identify all children three to fifteen with disabilities who legally reside in the district. Appropriately credentialed personnel who participate in ongoing staff development perform such procedures. Any concerned person, including school district personnel, the parents /guardians of the child, an employee of a community service agency, another professional having knowledge of a child's problems, a child, or an employee of the Illinois State Board of Education, may initiate referrals for an individual and full evaluation.

### **SCHOOL BASED STUDENT SERVICES TEAMS:**

- District #140 has a Student Services Team which meets on a regular basis to review concerns about individual students. The goal of the team is to develop interventions which assist the student to be successful in the educational environment.
- The Student Services Team also meets to make referrals and/or to consider referrals made by parents /guardians, or other concerned persons for individual and full evaluations. Such referrals are considered when a child is suspected of having a disability that impacts his/her education. Requests for a referral may be made by contacting the school's principal. To make a student referral for testing and review for special education services, contact the Sparta High School – School Counselor to begin the referral process. The school counselor will assist the person making the referral in filling out the following form:

**SPARTA HIGH SCHOOL SPECIAL EDUCATION REFERRAL FORM**

Date: \_\_\_\_\_  
 Name of Student: \_\_\_\_\_  
 Grade: [CIRCLE ONE]      9      10      11      12  
 Name of Person making referral: \_\_\_\_\_  
 [CIRCLE ONE]      TEACHER      PARENT      OTHER: \_\_\_\_\_  
 SCHOOL COUNSELOR: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 Referral Process began on \_\_\_\_\_ [DATE]  
 + PERANDO CONTACT PERSON: \_\_\_\_\_  
 DATE CONTACTED: \_\_\_\_\_  
 REVIEW OF STUDENT RECORDS TO BEGIN ON: \_\_\_\_\_  
 STAFFING WILL OCCUR: \_\_\_\_\_ AT: \_\_\_\_\_  
 PARENT/GUARDIAN CONTACT DATE: \_\_\_\_\_

Visual Impairments	Hearing Impairments	Orthopedic Impairments
Speech/Lang. Impairments	Specific Learning Disability	Autism
Emotional Disturbances	Mental Impairments	Multiple Disabilities
Blindness	Other Heal Impairments	

Including but not limited to: Deafness, Attention Deficit Disorder, Developmental Delays.

[CIRCLE ANY OF THE ABOVE THAT APPLY]

District #140 will provide assistance to enable persons making referrals to meet these requirements. All parents / legal guardians will be provided notice with respect to their procedural safeguards.

- If the Student Services Team determines the referral for an individual and full evaluation is warranted, the child’s parents / legal guardians will be contacted to obtain their informed consent before proceeding with the evaluation. If the parent / legal guardian refuses consent for an initial evaluation, District #140 may continue to pursue the evaluation via a due process or mediation. If the Student Services Team determines not to proceed with the evaluation, it will provide the parent / legal guardians with written notice of the date of the referral, reasons for which the evaluation was requested, and the reason for the decision to deny the request. The Students Services Team shall also provide written notice of the decision to deny the request to the person making the referral, if not the parent /legal guardian, and the reason [s] for the denial of the request subject to *Illinois Student Records Act* and its implementing regulations. The team will also advise the parent / legal guardian of their right to seek an impartial due process hearing to review the decisions of the team.

**INDIVIDUAL FULL EVALUATION:**

The purpose of conducting a full /individual evaluation is to gather educationally relevant information to permit the IEP Team to determine whether the student is a student with a disability for whom a free and appropriate public education must be provided. State law requires than an IEP Team determines what assessments are needed to evaluate the individual needs of a child. The IEP Team will be made up of qualified professionals able to assess and interpret evaluation data. The composition of the team will vary depending upon the nature of the child’s suspected disability and other relevant factors. Domains to be considered by the team include: hearing, vision, health, social / emotional status, general intelligence, academic performance, communication status, and motor abilities. Results are reviewed at an IEP meeting. A parent/ legal guardian who disagrees with the results of the evaluation may request an independent evaluation. The district may challenge the parent’s request when they believe that their evaluation was appropriate, through a due process hearing.

**ELIGIBILITY / PLACEMENT/ SERVICES:**

Eligibility for and the provisions of special education for a child is based upon an individualized education program [IEP] developed at an IEP meeting, involving a child’s parents/legal guardians and other members of the IEP team. The IEP is reviewed annually, or upon request of the parents/legal guardians or school personnel. A student is eligible for services if he/she needs special education and related services as a result of having one or more of the following:

- |                        |                              |
|------------------------|------------------------------|
| Visual Impairments     | Hearing Impairments          |
| Orthopedic Impairments | Speech/Language Impairments  |
| Emotional Disturbances | Specific Learning Disability |
| Mental Impairments     | Autism                       |
| Blindness              | Other Heal Impairments       |
|                        | Multiple Disabilities        |

Including but not limited to: Deafness, Attention Deficit Disorder, and Developmental Delays.

The District has made a strong commitment to educate all students with special needs in our district. We offer a continuum of services to meet the individual needs of our students. They include: consultative, resource, instructional home / hospital and preschool special education. Related services are also provided if necessary to assist the child eligible for special education. Parents may obtain information regarding the rights of special education students and further information by contacting Special Services.

If parents/ legal guardians object to special education as it relates to their child, they have a right to a due process hearing. Parents are encouraged to discuss their concerns with the school principal and other staff working with their child. They may also address their concerns to the district’s Assistant Superintendent for Educational Services. Further, parents may request a mediator from the Illinois State Board of Education before requesting a due process hearing.

## **BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES:**

The Board of Education has adopted a policy and procedures related to the use of behavioral interventions for students with disabilities as required by public Acts 89 1103 and 98 019. A fundamental principle of the policy is that positive behavioral interventions should be used to the maximum extent possible and are preferable to the use of aversive or restrictive interventions. The use of restrictive interventions should maintain respect for the individual's student dignity and adhere to professionally accepted educational practices. All of the procedural safeguards available to students with disabilities and their parents / legal guardians under the Individuals with Disabilities [IDEA], including notice and consent, opportunity for participation in meetings, and rights of appeal, must be observed when developing and / or implementing behavioral interventions.

- The Board shall furnish a copy of its local policies and procedures to parents / legal guardians of all students with individualized education plans, within 15 days after the policies and procedures have been adopted by the Board. Or within 15 days of amending such policies and procedures or at the time an individualized education plan review is first implemented for a student. In addition, at the annual individualized education plan review, the Board shall explain the local policies and procedures, furnish a copy of the local policies to parents / legal guardians, and make available upon request of any parents and guardians, a copy of local procedures. Each school shall also annually inform its students of the existence of the policies and procedures.
- For more information about the District's Behavioral Interventions Policy/Procedures, contact the school principal or the district's Assistant Superintendent for Educational Services.

## **SECTION 504:**

Students who are legal residents in district #140 and have a physical or mental impairment that substantially limits one or more major life activities as defined in the federal Section 504 of the Rehabilitation Act of 1973 [caring for oneself, performing manual tasks, walking, working, seeing, hearing, speaking, breathing, or learning], may be determined eligible for reasonable accommodations to ensure that they receive a free appropriate public education. A school based 504 Team, consisting of a group of people who have knowledge about the child, will review relevant information to determine if the child is handicapped under Section 504. The 504 Team will then develop an Accommodation Plan to enable the child to benefit from his/her educational program.

- Questions regarding the evaluation to determine eligibility for 504 services can be directed to the school principal.

## **EXTRA-CURRICULAR ATHLETIC IHSA POLICIES**

**Attendance:** Students participating in any school activity held on a day when school has been in session must have been in attendance no less than the last half of the day on which the activity is scheduled. Exceptions to this are cases in which a student is absent for a reason of a family emergency, funeral, College/Career Day, or doctor's appointment. Students who are ill during the school day afternoon of a scheduled activity, or who have an unexcused absence for all, or portion of the school day of a scheduled activity will not be permitted to participate in the school related activity. Once a student leaves a school activity, including athletic events, he/she will not be permitted to return. A student who misbehaves at a school activity or athletic event will be asked to leave with the potential of being denied the privilege of attending future events.

**Student Athlete Concussion and Head Injury:** Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and by-laws of the Illinois High School Association<sup>1</sup> before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

**Eligibility:** Semester Basis: After completing the first semester of 9th grade, a student must have successfully passed 25 hours (five classes) the previous semester in order to be eligible for the succeeding semester.

- Weekly Basis: All students must be carrying six periods of class work. A student failing three classes will be declared ineligible immediately for a week. A student failing any two classes for two consecutive weeks will be declared ineligible for a week.

**Participation:** Students who participate in extra-curricular activities at Sparta High School serve as representatives of our school in these activities. Students participating as representatives of Sparta High School are to conduct themselves in a manner which reflects a positive image of our school. Students who do not conduct themselves in an appropriate manner may be dropped from the extra-curricular activity.

**Transportation:** Transportation to out-of-town extra-curricular activities for all participating students is provided by the school district. Students must travel in district transportation to an event unless transportation is not available. The only exception to this rule will be for students who wish to ride home from an activity with their parents or guardians. In this case the supervising school personnel must be contacted in person by the student's parent(s) or guardian at the activity prior to the student leaving with them.

**Sportsmanship:** Students are to conduct themselves in reasonable manner at all athletic events. Displays of poor sportsmanship, such as booing, whistling, inappropriate gestures, foul language, etc., will result in the student being removed from the event with the potential of being denied the privilege of attending future events.

## **EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular activities by students in the Sparta Community Unit Schools is strongly encouraged. Such participation, however, is a privilege, which is extended to those who can live by the rules set down by the individual organization. Each organization shall prepare a written set of rules, which will be distributed and explained to all participating members. All existing school rules pertain to all extra-curricular activities. All students must maintain minimum academic requirements. Extra-curricular activities shall include all school sponsored activities which are administratively approved, and to which an advisor or coach is appointed or assigned. Students that do not meet the minimum academic requirements (failing two classes) will be excluded from all extra-curricular activities and put on the Academic Watch List. This list will be compiled at mid-quarter and quarter. In order to be removed from the list, the student must show proof of passing all classes, or have no more than one "F" at the next grading period.

## **ELIGIBILITY**

Sparta Schools abide by the eligibility rules established by the Illinois High School Association and District No. 140.

1. A student must have an up-to-date physical examination before he/she may practice and compete in athletics.
2. Academic grades will be turned into the office every Monday by noon or Tuesday on weeks when school is not in session on Monday. Students will: be ineligible:
  - to participate in athletics and extra-curricular activities for seven calendar days, Tuesday through the following Monday,Scholastic Standing

A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).

B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

Please refer to the enclosed current IHSA (Illinois High School Association) eligibility rules and pay particular attention to scholastic standing, age, and physical examination. All questions concerning athletic activities should be directed to the athletic director. Questions regarding individual sports/activities should be directed toward the coach.

## **PARTICIPATION RULES**

1. All athletes including cheerleaders and pompons, must have school insurance or an insurance waiver on file with the athletic director or building principal before participating in any sport. No special insurance is needed for participation in other extra-curricular activities unless otherwise noted by the sponsor.
2. The use of alcohol, drugs and tobacco is forbidden for participants in extra-curricular activities. Students, regardless of age, are prohibited from using these substances while participating in the scheduled extra-curricular activities or while representing the school at these activities. *Rules for Sparta School District #140 apply year round, including the summer months.*
3. Individual extra-curricular organizations may further define requirements for a particular activity. Such restrictions must be printed in the organization's handbook and be fully explained to the participant by the advisor.
4. Students who fail to abide by the guidelines as established by this policy will be subject to disciplinary action. The severity of this action shall be governed by the number of infractions on record. Students wishing to appeal any disciplinary action should follow the procedure listed in the student handbook.
5. Whenever any disciplinary action is necessary for a first, second, third or fourth offense violation, notification should be made by the coach or advisor with the student, his/her parent or guardian, the advisor, and the building principal. If the participant wishes to appeal a decision made by the administration, he/she should submit a letter to the athletic director/principal stating the concerns.
6. Student athletes will not be allowed to try out for an extra-curricular activity after the season has begun for the reason of fulfilling a code violation suspension. The extra-curricular activities in the Sparta Community Schools have been grouped into three categories as listed below. Also listed below are the rules and regulations that govern the participants in each of these activities.

### **Group 1 Athletics**

Interscholastic Athletics

Cheerleaders

Dance Team

### **Group 1 Codes**

IHSA/IJHSAA Athletic Code

Sparta School District

Activities Code

### **Group 2 Extra-Curricular**

### **Group 2 Codes**

Prom Court

Beta

Homecoming Court

Student Senate

Math Team

FBLA

FFA

WYSE

Play

Dinner Theater

Musical

Literary Contest

Spelling Contest

Art Contest

Activities Code

Board Policy

Building Student Handbook

### **Group 3 Co-Curricular**

### **Group 3 Codes**

Newspaper

Yearbook

National Honor Society

Art Club

SADD

Lifesavers

Class Officers

Math Club

FFA

Foods Club

Science Club

Beta Club

Band

Swing Choir

Jazz Ensemble

Board Policy

Building Student Handbook

Sparta School District

Activities Code

The activities code was developed by coaches, advisors, faculty, administration, students and parents. The purpose of the activities code is to provide uniform and consistent written guidelines to all of our extra-curricular activities and their participants.

**All participants in our interscholastic programs will adhere to the following rules and regulations:**

#### **I. Academic Requirements (Administrator Responsibility)**

Students must carry a class load of at least six full credits of course work at all times.

## **II. Student Absence (Administrator Responsibility)**

- A. If a student is absent from school for the entire school day, he may not practice or participate in any extra-curricular activity held on that day. Pre-arranged/excused absences are the only exception to the above rule.
- B. A student must be in school the day following any performance or competition played on a day or night which is followed by a school day. An unexcused absence on one of these days will result in the student not being allowed to participate in or attend the next regularly scheduled activity. An acceptable parental or doctor's excuse is the only one that will be accepted.
- C. Any person who is absent due to illness after 12 o'clock noon will not be allowed to participate that day or evening.

## **III. Conflicts in Scheduling (Administrator Responsibility)**

- A. Conflicts are unavoidable with as many activities which are available to each student. Parents, students and the coach or sponsor should resolve conflicts. In order to avoid conflicts, everyone involved in scheduling activities should make themselves aware of any event which might cause potential conflicts. When two school activities conflict, as a general rule, the student shall decide in which activity he/she will participate. Under no circumstances shall the coach or advisor of the other activity discipline a student when he/she chooses to participate in the other activity. When the activity is also a class (i.e. Band) the student will be expected to attend the class activity.
- B. To help avoid conflicts a Master Calendar will be maintained in each school of all activities and events.

## **IV. Change of Sports (Administrator Responsibility)**

Athletes may not quit one sport and begin another, including intramural, during the same sport season except by agreement of both coaches, or coach and director, if intramural is involved. An athlete cut from one sport may try out for another sport during the same season providing he/she was not cut from the first sport for disciplinary reasons.

## **V. Equipment (Administrator Responsibility)**

- A. Athletic equipment is not to be taken from the school – nor is it to be used except on the school premises unless permission to do so is given by the athlete's coach.
- B. Any student who is wearing or who has in his/her possession athletic equipment from any other school which has not been issued to them by a coach or other responsible party shall make restitution.
- C. Students who owe money for fundraisers, equipment, dues or fees will not participate until restitution is made.

## **VI. Student/Athlete Transfer (Administrator Responsibility)**

Sparta Unit District No. 140 will not include in its extra-curricular programs any student athletes who have transferred into our district to avoid code violation penalties elsewhere. Moreover, any student athlete who transfers into our district and has disciplinary actions pending may be subject to disciplinary actions from Sparta Unit District No. 140 prior to participating in any extra-curricular activity.

The action may be appealed before the Principal/Athletic Director of Sparta Unit District #140 school in which the student is enrolled, to consider the specific circumstances of a student's suspension within another district.

## **VII. Grooming (Coaches Responsibility)**

All student participants will be expected to abide by grooming standards as set by the coach/advisor of the individual activities.

## **VIII. Hours (Coaches Responsibility)**

All students will abide by curfew hours as determined by the coach/advisor of their individual activity.

## **IX. Practices/Meetings (Coaches Responsibility)**

All student participants must attend all practices/meetings unless excused by their coach/advisor. Unexcused absences from practices/meetings will be handled by the coach/advisor of that activity according to the rules previously established.

## **X. Reduction of Teams/Activities (Coaches Responsibility)**

Each program may reduce squads at all levels based on what is manageable by the available coaches or sponsors.

## **XI. Practices/Meetings (Coaches Responsibility)**

- A. All practices must be held during the legal calendar dates for each activity or sport. No Sunday practices may be held unless prior written approval is received from the Administration.
- B. Practice may be held during a snow day for those who can attend. Reasonable care must be used on snow days. Practice cannot be mandatory.
- C. Regular practices may be held on holidays except Christmas Day and Thanksgiving Day. All varsity athletes are expected to attend regularly scheduled practices and games on all holidays during Thanksgiving and Christmas vacation and spring break. Freshman and Junior High athletes may not be expected to attend practices during these times.
- D. Practice schedules and procedures for conducting practice shall be the responsibility of the coach, including the procedure for limited closed practice sessions. Closed practice sessions must have prior approval of the building administrator.

**Sex Equity:** It is the policy of this School District not to discriminate on the basis of sex in any program, activity, service, or benefit. The School District guarantees both sexes equal access to educational and extracurricular programs and activities.

# **SPARTA DISTRICT # 140 CODE OF CONDUCT**

## **STATEMENT OF PHILOSOPHY**

Participation in extra-curricular activities (athletic and non-athletics) is a significant component of a high school student's development. Through participation, students develop many lifelong skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork and respect for rules and regulations.

Concurrently, participating in extra-curricular activities is a privilege. This privilege asks students to meet certain expectations beyond those found in the traditional classroom situation. These expectations are reflected in the Code of conduct.

Evidence suggests that most abuse of tobacco, alcohol, steroids and other illegal drugs takes place away from the school setting. Sparta District No. 140 strongly discourages students from attending parties and other situations where these abuses take place. Students involved in extra-curricular activities should not jeopardize their individual or team reputation by attending these functions.

Further evidence suggests that students are most successful in avoiding drug abuse when students, parents, school personnel and the community are working together and have consistent standards. These standards should include support and responsibility. If adolescents need help, it is the responsibility of the home, school and community to provide that help. At the same time adolescents need rules and regulations by which their actions are guided. When rules are violated, students should be responsible for their actions.

## **EXPECTATIONS**

Based on the above philosophy and in addition to the rules and regulations outlined in the Sparta District No. 140 Parent/Student Handbook, all athletic/student activities participants shall meet the following expectations:

1. Students shall not use or possess tobacco, alcohol, steroids or other illegal drugs at any time.
2. Students shall practice good citizenship in all environments by respecting the property and the rights of others.
3. Students shall realize the existence of and be held accountable for the individual rules as outlined by the coach/sponsor as well as those outlined in the Code of Conduct.

## **SPORTS CODE**

Philosophy: It is the CUSD #140 School Boards' intention that extracurricular sports and activities are important to the well-rounded development of the students in CUSD #140. Student participation in these activities should be a positive experience. The objectives of the Sparta CUSD #140 athletic program are to provide children with the opportunity to:

- Develop physical skills
- Engage in competitive activities
- Learn new skills beyond those already acquired in physical education class and to improve the skills already acquired
- Practice good sportsmanship as a means for learning good citizenship
- Experience both winning and losing
- Learn that consequences follow the violation of a rule
- Experience working as a member of a team to achieve a goal
- Experience a feeling of self-worth and to develop self-confidence
- Dedicate themselves to the task of achieving a given goal
- Gain experience in problem-solving and decision making
- Understand the ability to manage their time effectively
- Engage in competitive experiences in an acceptable manner
- Develop school loyalty and school spirit

## **COACHES**

Coaches and sponsors are "Ambassadors for CUSD #140". Coaches must be aware that their actions have an effect on the personal, as well as the athletic development of their athletes. Knowing that students emulate the actions of coaches, the following expectations are set forth:

1. Demonstrate Good Sportsmanship
  - a. Appropriately acknowledge opponent before and after game/match/meet regardless of the outcome of the event
  - b. Coach the entire game/match/meet regardless of how the team is competing
2. Ensure the safety of all athletes
  - a. Provide appropriate supervision at all times
  - b. Ensure that equipment is in proper working condition
  - c. Have appropriate safety equipment and emergency supplies available at all practices and competitions
3. Participation
  - a. Schedule appropriate practice sessions to begin at the date determined by the IHSA or the IJHSA
  - b. All scheduling must be approved by the Athletic Director
  - c. Attempt to involve all team members in games/matches/meets
  - d. Attempt to make all players feel a part of the team
4. Knowledge
  - a. IHSA rules and regulations
  - b. Hierarchy of skill progression
  - c. Game fundamentals will be taught to all players
5. All coaches will set an example for players to follow including actions, dress, and language at all times including:
  - a. Practice
  - b. Competition
  - c. Locker room
  - d. Etc.
6. All expenditures must be approved by the A.D.
7. All coaches will collect, inventory and check all equipment into storage at the end of the season.
8. All coaches will ensure that equipment and grounds are secure and accounted for at all times.
  - a. Emergency kit must be accessible at all practices/competitions
  - b. All equipment must be stored away, and premises must be empty before leaving the facility.
9. Tryouts
  - a. All students must attend tryouts unless they have been excused due to an emergency. Coaches will excuse players with emergencies. An emergency is defined as any sickness, death, or health problem with the student or student's family. Failure to attend all required tryout dates would result in the student being cut from the team. Coaches will arrange other times for excused players to tryout.
  - b. All students must have a current physical and proof of insurance on file with the athletic director before trying out for a team.

## **PARENTS AND ATHLETES**

1. Equipment
  - a. Each athlete will be required to pay for equipment that they keep. The following is a list of equipment and items that are required to be purchased by individual team members: (This is not inclusive at this time.)
    - i. Baseball/Softball (Glove and Hat – Evansville)

- ii. Basketball: Shoes
  - iii. Cheerleading: (Bodysuit, briefs, shoes, socks, hair bows – Evansville)
  - iv. Volleyball: (Jersey – Lincoln), (knee pads, socks – Evansville)
  - v. Track: Running shoes/spikes, (Tee shirts – Evansville)
  - vi. Cross Country:
  - vii. Dance Team: Shoes
- b. All players are responsible for uniforms and equipment issued to them.
  - c. Players will be required to pay for any lost or damaged uniforms and equipment.
  - d. Players are not allowed to wear uniforms to school unless given permission by the Athletic Director
2. Transportation
- a. All players will be expected to ride the bus to away games
  - b. Parents may take their child home after an athletic contest under the following conditions:
    - i. Only parents will be allowed to sign their child out after the contest has ended. Please do not approach coaches before or during the contest.
    - ii. Parents may sign out their child and only their child.
 Please do not ask to sign out another child, or ask another parent to sign your child out.
3. Tryouts
- a. All students must attend tryouts unless they have been excused due to an emergency. Coaches will excuse players with emergencies. An emergency is defined as any sickness, death, or health problem with the student or student's family. Failure to attend all required tryout dates would result in the student being cut from the team. Coaches will arrange other times for excused players to tryout.
  - b. All students must have a current physical and proof of insurance on file with the athletic director to participate on a team.
4. Eligibility
- a. The following grade level requirements have been established for participation in each of the junior high sports categories:
    - LINCOLN
      - i. Softball: 6th – 8th grade
      - ii. Baseball: 6th – 8th grade
      - iii. Basketball: 6th – 8th grade
      - iv. Girls Basketball: 5th – 8th grade
      - v. Girls Volleyball: 5th – 8th grade
      - vi. Cheerleading: 7th – 8th grade
    - EVANSVILLE
      - i. Softball: 5th – 8th grade
      - ii. Baseball: 5th – 8th grade
      - iii. Basketball: 5th – 8th grade
      - iv. Girls Basketball: 5th – 8th grade
      - v. Girls Volleyball: 5th – 8th grade
      - vi. Cheerleading: 7th – 8th grade
5. Participation
- a. Students are to be in attendance at an event unless they are excused by the coach or sponsor.
  - b. Students who are absent from school all day or part of a day on the day of an event are not eligible to participate in that event, except as approved by the Athletic Director for a verified doctor or dental appointment. All athletes must be present the last half of the day of a practice or competition.
  - c. On the third tardy and/or absence on the day after an event, the student will not be eligible to participate in the next scheduled event except as approved by the Athletic Director for a verified doctor or dental appointment.
6. Code of Conduct – All members of Sparta CUSD #140 athletics and their parents are expected to adhere to the following code of conduct:
- a. Players
    - i. Accept seriously the responsibility and privilege of representing your school and community. Display positive public action at all times.
    - ii. Treat opponents with respect. Shake hands prior to and after contests.
    - iii. Respect fellow teammates, coaches, officials, and opposing players at all times.
    - iv. Refrain from behavior that could incite the fans.
    - v. When not participating in events, students are expected to remain in areas designated by the coaches or sponsors.
    - vi. Participants shall not leave the site of an event when participating in a sport. Participants should not leave the gym during basketball or volleyball games. Students should not leave the school grounds during track meets, baseball games, or softball games.
    - vii. Accept their role as a member of a team, not an individual.
    - viii. Follow all directions and guidance given by the coach.
    - ix. Serve as a role model and a leader for younger students to follow.
    - x. Abstain from using any tobacco, alcohol, or drugs at all times.
    - xi. Follow all school rules and regulations outlined in the Sparta CUSD #140 individual school handbooks.
 \*Failure to follow the above code of conduct may result in disciplinary action and/or removal from athletics. The athletic director and principal will be responsible for removing players from athletics.
  - b. Fans:
    - i. Realize that a ticket is a privilege to watch a contest and support school activities, not a license to verbally assault others or be generally obnoxious.
    - ii. Respect decisions made by officials.
    - iii. Be a role model by positively supporting teams in every manner possible, including content of signs and cheers.
    - iv. Respect fans, coaches, and players.
    - v. Be a FAN...not a FANATIC.

- v. PROFANITY is NOT allowed. Fans may be removed from a competition for use of profanity and obnoxious behavior. Fans removed from an event because of behavior will not be entitled to a refund of admission fees.
- vi. Smoking on school grounds is against the law. Please refrain from smoking on school grounds including the bleachers, outside the gym, in the parking lot or by the track.

### **CODE OF CONDUCT FORM**

The Code of Conduct Form is to be signed by a parent (guardian) and student prior to his/her participation. The commitment that those signatures represent will remain in effect for one calendar year from the date of signing.

### **CODE OF CONDUCT VIOLATION**

A verifiable code violation is deemed to have occurred when:

A District No. 140 employee, a parent of the student, or a law enforcement agency, or a representative thereof, personally confirms the student's possession or consumption of tobacco, alcohol, steroids or other illegal drugs. Violation also occurs when there is an act committed that seriously violates the rights or property of others such as theft or vandalism.

### **VOLUNTARY ADMISSION**

Voluntary admission on a first code infraction PRIOR to just cause suspicion, the student may continue uninterrupted participation when it is verified that enrollment in and continuing participation is taking place in a school recognized substance abuse program. In most cases, this shall be the school district's S.A.P. (Student Assistance Program). The next infraction shall be considered a second offense violation. Failure to report an infraction will automatically move the student to the next offense penalties. Rule violations will be handled on a cumulative basis.

## **CODE OF CONDUCT VIOLATION PENALTIES**

**First Offense Violation:** A meeting including the student, parent (guardian), Athletic Director/Administrator and coach/sponsor will be conducted to discuss the infraction.

*following that:*

The student will be suspended 1/10th of the regular season scheduled contests. The student may continue to practice/participate with the team/activity during his/her suspension. If a suspension is not completed by season's end, the suspension is continued to completion during the next season in which the athlete participates. If a student is not in a sport/activity, the suspension will start at the beginning of the next sport/activity.

**Second Offense Violation:** A meeting including the student, parent (guardian), Athletic Director/ Administrator and coach/sponsor will be conducted to discuss the infraction

*following that:*

The student will be suspended 1/3<sup>rd</sup> of the regular season scheduled contests and may be required to complete a recognized drug and alcohol evaluation before resumption of athletic eligibility is considered. The school district assumes no responsibility for the expense of an evaluation. The student may continue to practice/participate with the team/activity during his/her suspension.

**Third Offense Violation:** The student will be suspended from participation for one [1] calendar year of scheduled contests and may be required to complete a recognized drug and alcohol evaluation before resumption of athletic eligibility is considered. The school district assumes no responsibility for the expense of an evaluation.

Each offense after three [3] – one [1] Calendar year.

*Violations will be on a cumulative basis during the entire career of the student at the High School level.*

**See page 47 for IHSA Eligibility Rules**

## **District Operating Policies/Procedures**

### **MEDICATION POLICY**

It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. (105 ILCS 5/10-22.21b)

### **NO STERIODS OR ENHANCEMENT SUPPLEMENTS WILL BE ALLOWED AT SCHOOL.**

All medications, prescription or nonprescription (over the counter), including any dietary or physical enhancement substance, ex. Creatin, Hydroxycut, Y-Protein or any others not listed here, administered at school must adhere to the following regulations:

### **NO STERIODS OR ENHANCEMENT SUPPLEMENTS WILL BE ALLOWED AT SCHOOL**

*(unless prescribed by a physician.)*

### **CARE OF STUDENTS WITH DIABETES**

If you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

**Communicable Disease:** The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

**Head Lice:** The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## **STUDENTS WITH FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 443-4341.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **I. Authorization For the Administration of Medication and Emergency Medical Assistance**

- A. Any prescription or non-prescription medication brought to school must be taken directly by a parent or designated adult to the school administrative office for storage. No student shall be in possession of prescription or non-prescription medication on school property after the commencement of the school day without the following express authorizations having been provided to the school office.
  1. All medications to be administered, (prescription and nonprescription), must be accompanied by a written order from the student's physician, dentist or other person legally authorized to prescribe medication. The written order shall contain:
    - a) the student's name;
    - b) date of birth;
    - c) licensed prescriber's name, signature, and phone number;
    - d) name of medication;
    - e) dosage of medication;
    - f) route of administration of medication;
    - g) frequency and time of administration of medication;
    - h) date of prescription and order;
    - i) discontinuation date;
    - j) diagnosis requiring medication;
    - k) intended effect of medication;
    - l) possible side effects;
    - m) other medications that students is receiving
  2. A written request and waiver of liability from the parents and/or guardian requesting the administration of medication by school employees.
- B. Parents may sign a written authorization for medical assistance, included in these Procedures as the Parental Consent Form for Emergency Treatment, in order to authorize the provision of emergency medical assistance to a student by school personnel during school hours or at school-sponsored activities.
- C. Authorizations required by this Section shall be placed in the student's cumulative file, with a copy to the principal of the school the student attends.

### **I. Administration of Medication**

When the conditions contained in Section A of these Rules and Regulations are satisfied, medication shall be administered to students in the following manner:

- A. Prescription medications shall be brought to school in the original container, which shall display:
  1. the student's name;
  2. prescription number;
  3. medication name, dosage, route of administration and other required directions;
  4. licensed prescriber's name;
  5. date and refill instructions;
  6. pharmacy name, address, and phone number;
  7. name or initials of pharmacist.
- B. Over-the-counter medications shall be brought to school in their unopened original container with the seal unbroken and the student's name affixed to the container.
- C. All medications shall be stored in a separate locked or secure area. Medications requiring refrigeration shall be refrigerated in a secure area.
- D. The principal shall designate the employee or employees authorized to dispense the medication including employees who are required to administer medication in an emergency situation. Teachers or other non-administrative school employees, except school nurses, shall not be required to administer medication to students. However, such employees may be so designated if they agree or volunteer to administer the medication.
- E. Each dose of medication shall be documented for the student's health records. Documentation shall include date, time, dosage and route and signature or

initials of the person administering the medication. In the event the medication is not administered as ordered, the reasons therefore shall be entered in the record.

F. When requested by the student's physician, the medication's effectiveness and side effects shall be assessed and documented.

## II. Emergency Medical Treatment

School personnel shall be authorized to render emergency medical assistance to any student whose parents have signed written authorization for such assistance when paramedical personnel or licensed physicians are not available or have not arrived and such assistance is necessary to protect the student's health, safety or welfare. The school personnel providing emergency medical assistance shall attempt to contact the principal as soon as possible and contact a licensed physician or certified paramedical personnel to provide or assist in providing emergency medical assistance.

The student's parent or guardian shall be contacted as soon as possible after the injury-giving rise to the need for emergency medical assistance.

## III. Self-Administration of Medication

If a parent requests assistance from school personnel in a student's self-administration of medication, the procedures set forth in the Rules and Regulations concerning the administration of medication by school personnel shall be followed.

The school district and its employees and agents are to incur no liability, except for willful and wanton misconduct, as a result of any injury arising from the self-administration of medication by the pupil, and the parents or guardians must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the pupil.

Specifically, for a pupil's discretionary use of his or her prescribed ASTHMA medication, the parents or guardians of the pupil must provide to the school office:

A. written authorization for the self-administration of medication; and

B. a written statement from the person legally authorized to prescribe the medication, physician, containing the following information:

1. the name and purpose of the medication;

2. the prescribed dosage; and

3. the time or times at which or the special circumstances under which the medication is to be administered.

C. This information must be provided at the start of every school year, so that a pupil with asthma may possess and use his or her medication (i) while in school, (ii) while at a school-sponsored activity, (iii) while under the supervision of school personnel, or (iv) before or after normal school activities, such as while in before-school or after-school care on school-operated property.

Students must never share their medication with another student (or anyone else.) Any student who asks to borrow, or gives to another student, any medication, even an aspirin, risks damaging the health of the student who ingests the substance. Any student who asks for, offers, takes, or otherwise shares medication, could face significant disciplinary consequences as well.

## IV. Disposal of Medication

The parent(s) or guardian of a student will be responsible at the end of the treatment regimen for removing from the school any unused medication prescribed for their child. If the parent(s) or guardian does not pick up the medication by the end of the school year, the principal or his or her designee will dispose of the medication and document that the medication was discarded. Medications will be discarded in the presence of a witness.

## V. Summary

Illinois School Code and the Law require that students not be in possession of any medication at any time. The only exceptions to this are defined in Section IV.

Medication may only be given at school with a prescription/note from the physician, and the signed form from the parent/guardian. Students in possession of medications not defined in Section IV at any time are subject to suspension and/or expulsion.

## VI. Dissemination of the Policy

A copy of the Policy and these Rules and Regulations shall be distributed to the parents or guardians of each student within 15 days after the beginning of each school year or within 15 days after starting classes for a student who transfers into the school during a school year. A copy of the Policy and these Rules and Regulations shall be printed in the Student Handbook for said distribution. In addition, at the beginning of the school year, students shall be informed of the contents of the Policy and these Rules and Regulations in the following manner: Students shall be informed of the contents of this policy by their homeroom teachers.

**Annual Notice of Nondiscrimination:** It is the policy of the Board of Education of Sparta Community Unit District #140 not to discriminate on the basis of race, color, creed, national origin, religion, age, handicap unrelated to ability, or sex in its educational programs or employment policies or practices. Inquiries concerning the application of Title IX [sex equity], Section 504 [handicapped] or Title VI [minorities] should be directed to [Ryan McClellan Evansville Attendance Center Principal](#). A copy of the Grievance Procedure is available upon request from the Superintendent's office.

**Asbestos Management:** The U.S. Environmental Protection Agency [U.S. EPA] has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary.

Also under these regulations, we are to inform annually all parents, guardians, faculty, and staff of the presence of asbestos-containing building materials [ACBM] at our facilities.

An inspection was performed at all schools located within Sparta C.U. District #140; furthermore, a site specific asbestos management plan was developed, reviewed by the administration and the designated person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized.

All parents, guardians, faculty, and staff or others are invited to review this plan which is available in the District Office at 210 A Dean Avenue, Sparta, IL. Should there be any questions or one desires further information, please contact the Superintendent's Office.

**Complaint of Grievance:** When a student or parent /guardian believes school personnel violated a rule, law, statute, or the rights of a student or parent, a complaint may be filed. The complaint should first be addressed at the level where the concern arose [coach, teacher, counselor, administrator, etc.]. If the problem is still not resolved, it should be brought first to the Superintendent and finally may be brought to the Board of Education. If the order of resolution has not been followed, the student or parent /guardian will be referred to the appropriate level or individual in accordance to the district's chain of command. Remember, problems solved quickly in the best interests of the student are always the more positive course of action.

**Disclaimer:** The right of school districts to adopt and enforce all necessary rules for the management and government of schools is granted by [The Illinois School Code](#) [105: 5/1-20.5]. This handbook is not intended to create a contractual relationship with the student; it is intended to describe the school district along with its current practices, procedures, rules and regulations. The handbook does not presume to be all-inclusive. During the course of the school year, the Administration and Board of Education may establish written rules and regulations not included within this handbook. All such written rules and regulations shall be consistent with the policy established by the Board of Education.

**Emergency Cards:** Each parent / guardian is asked to review and update personal information on the student's enrollment card, including address, telephone number, emergency contact persons, emergency contact numbers, and medical conditions. It is essential that the school be able to contact the parent / guardian in case of emergency. Parents are asked to update the record immediately when any change occurs.

**Home and Hospital:** A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the school of attendance.

### **EQUAL EDUCATIONAL OPPORTUNITIES:**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

**Family Educational Rights and Privacy Act:** The Family Educational Rights and Privacy Act [FERPA] gives parents and students over 18 years of age certain rights with respect to the student's educational records. They are as follows:

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
- The right to request the amendment of the student's education records that the parent or 18+ year old student believes to be inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the educational records, except to the extent the FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA. The name and address of the FERPA office are as follows: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW., Washington, DC 20202-4605.

**Harassment / Bullying:** No person shall harass or intimidate another student based upon the student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation or other protected group status. Bullying behaviors are not tolerated. Complaints of harassment or intimidation are handled as stated below: *P.A. 92-0260, amending 105 ILCS 5/10-20.14 of The Illinois School Code*).

### **SEXUAL HARASSMENT:**

It is illegal and against Board of Education policy for any school adult or student, male or female, to sexually harass a student by:

1. Making unwelcome sexual advances or other verbal or physical conduct of a sexual nature;
2. Making submission to or rejection of such unwelcome sexual conduct the basis for academic decisions affecting a student;
3. Creating the purpose or effect of substantially interfering with a student's academic performance, or creating an intimidating, hostile or offensive educational environment by such unwelcome sexual conduct.

The terms "intimidating," "Hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing in relation to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. A student engaging in sexual harassment will be subject to discipline, up to and including expulsion. The initiation of a complaint of sexual harassment will not adversely affect the terms and conditions of the students' academic status.

### **REPORTING SEXUAL HARASSMENT**

1. If a student believes that he or she has been sexually harassed, the student (or parent of the student) should report the alleged act immediately to any teacher, the building administrator, or the Superintendent or designee.
2. There are no express time limits for initiating complaints under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.
3. Any student accused of sexual harassment will be notified of such accusations by the Building Administrator.
4. The student will be given every opportunity for explanation, comments, and presentation of facts as he/she sees them.

**Teen Dating Violence Prohibited:** Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

**Suicide and Deression and Prevention:** Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

### **BULLYING**

The Illinois State Board of Education has mandated that every school in Illinois have a Bullying Policy. (*P.A. 92-0260, amending 105 ILCS 5/10-20.14 of The Illinois School Code*).

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

### **DEFINITION AND EXAMPLES**

Bullying is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created, with the bully being stronger (or perceived to be stronger) than the victim and causes a disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a

violent or disorderly response from the student being treated in this manner. This also includes the encouragement or prodding of other students to engage in these types of aggressive behaviors. Some examples of aggressive behaviors are, but are not limited to:

1. Physical: hitting, kicking, grabbing, spitting, etc.
2. Verbal: name calling, racist remarks, put-downs, extortion, etc.
3. Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's papers, and/or possessions, etc.
4. Written: threatening e-mail, notes, and/or graffiti, etc.

Any student of the district who is determined, after an investigation, to have engaged in sexual harassment or bullying will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including suspension or expulsion.

**Mandated Reporters:** All school personnel are required by law to report any suspected child abuse or neglect directly to the Illinois Department of Children and Family Services. Any person required by law to report child abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor.

**English Learners:** The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact your school of attendance.

**School Visitation Rights:** The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

### **McKinney-Vento Homeless Assistance Act:**

## **McKinney-Vento Act Information**

### **If your family lives in any of the following situations:**

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

*Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.*

### **Your eligible children have the right to:**

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

**If you need further assistance with your children's educational needs, please contact Superintendent Larry Beattie, Ed.D. at [618-443-5331](tel:618-443-5331).**

### **STUDENT WELFARE-CHILD ABUSE POLICY**

According to Illinois law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. In such a situation, the staff member shall notify the head administration that a report has been made. Traditional consideration of confidentiality shall not constitute grounds for failure to report such cases.

Abuse and neglect as defined by Illinois law but may generally be understood as follows:

1. "Abuse" is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.
2. "Neglect" is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, or mental or remedial care required by law by one who is responsible for the child's welfare.

### **NO CHILD LEFT BEHIND NOTIFICATION –RIGHT TO KNOW & PARENTAL INVOLVEMENT:**

A range of parental notifications will be distributed over the course of the school year as appropriate. A parent /guardian who wish to preview all notices may request to do so at the Principal's Office at the appropriate attendance center.

### **PEST CONTROL NOTIFICATION REGISTRY:**

A registry will be established at all Sparta Community District #140 Attendance Centers in accordance with the State of Illinois Structural Pest Control Act, 225 ILCS 235, administered by the Illinois Department of Public Health. The State of Illinois passed a law effective August 1, 2000, which required districts to actively implement an Integrated Pest Management [IPM] Program. It also requires the district to provide information to parents, students, and employees about pesticide usage in the schools. Sparta High School is aggressively working toward the reduction of pesticides, implementation of IPM strategies, and utilizing chemicals with the lowest risk factor that are available.

-----Please contact: The high school office by phone [618] 443-4341 during school hours if there are any questions regarding the information. Sparta High School is sprayed on most Thursdays or prior to a three day weekend.

Parents and guardians of students and employees may make a request in the office at any time to be added to the Pest Control Notification registry. Parents and guardians of students and employees on the registry will be notified, in writing, 48 hours prior to any pest control spraying. As Sparta High School implements more physical controls to reduce the presence of insects or pests in school buildings and grounds, less chemical controls will be used.

Please sign off on this notification on the sheet provided at the back of the student handbook.

**Physical Examinations and Immunizations:** *Illinois School Code* requires students in Kindergarten, Grade 5, Grade 9, [1st day of school] or at initial enrollment [within 30 days] in school to present a record of a physical examination that was completed within the past calendar year on the required form, "Certificate of Child Health Examination." Up-to-date immunization records [as specified by the Illinois Department of Public Health] must be completed and submitted along with the physical examination form.

### **RESIDENCY REQUIREMENTS:**

The Sparta Community Unit District #140 Board of Education supports the laws of the State of Illinois relating to student attendance in the local school district in which the student or the student's parent / guardian resides.

**Safety Drill Procedures:** Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

**Sex Education Instruction:** Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **SEX EQUITY:**

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools [pursuant to *105 ILCS 5/3-10 of The Illinois School Code*] and, thereafter, to the State Superintendent of Education [pursuant to *105 ILCS 5/2-3.8 of The Illinois School Code*].

**Violent Offender:** State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

### **STUDENT TRANSFERS:**

Students who transfer to Sparta Community Unit District #140 from another Illinois school must submit a "Student in Good Standing" form. All students transferring to Sparta Community Unit District #140 must complete any suspension and/or expulsion from their previous school – whether that school is in Illinois or another state – prior to starting classes at Sparta Community Unit District #140. Students from public schools that hold Illinois School Recognition status will be accepted at the grade placement indicated by the sending school. A student from a non-recognized / non-accredited school will be assigned to a grade level according to academic proficiency when proficiency meets the satisfaction of the building principal. Academic credits awards and/ or grade placement is done at the sole discretion of the District. Grades previously earned do not count toward honor roll or class rank. [*105 ILCS 5/2-3.13a of The Illinois School Code*]

**Teacher Qualifications:** Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

**Bus Transportation:** The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

## **INTERNET POLICIES**

**Internet Access:** Permissible use of District computers and use of District means to access the Internet:

### **A. General use of District Computers**

1. Use of District computers by students shall be supervised and monitored by District staff and administration. Students are allowed access to information and data on the Internet that is consistent with the school's educational mission. Students are not authorized access to information which is inaccurate, illegal, indecent, defamatory, likely to result in harassment of another student or staff member, likely to cause material disruption in the schools, or is otherwise inconsistent with the District's educational mission, or try to enter or transmit such information. Students who attempt access to or to enter or transmit prohibited information shall be given a warning by the supervising staff members and shall be directed to immediately exit from the prohibited database and/or network.
2. As a condition of being allowed access to the Internet and the District's electronic mail communication through use of District computers, students shall consent to monitoring and inspection by school staff and administration of all student use of District computers and District means of access including any and all electronic mail communications made or attempted to be made or received by students and all materials accessed or downloaded by students.
3. Students must provide a copy of their passwords to the system administrator.
4. Students shall not use the District's computers network for any illegal activities, including, but not limited to, copyright violations and unauthorized access to or unauthorized access to or unauthorized use of databases.
5. Students shall not download software without school authorization.
6. Students shall not load into the network or Internet District 140 work product without prior approval from the Principal or his/her designee. Examples of material constituting District 140 work product include; but are not limited to District 140 curriculum. District 140 test or examination materials. Department guidelines and/or procedures, Parent/Student Handbooks, Personnel Handbooks, District 140 publications and brochures, school newspaper, school yearbook, District 140 policies and administrative regulations / procedures.
7. Students shall not use the District's computers network or District means of access to the Internet for personal financial or commercial gain.
8. Use of District's electronic mail communications network and access to and use of the Internet on District computers is a privilege. By engaging in conduct prohibited in these procedures the student shall lose the privilege and shall be denied access to the network and/or Internet.

### **B. Use of Electronic Mail Communication**

1. Electronic mail communication shall be used for educational purposes only. Students shall not be allowed to use the District's electronic mail communication for personal messages, anonymous messages or communication unrelated to the school program. Students shall not use electronic mail communication to create, communicate, repeat, or otherwise convey or receive any message or information which is illegal, indecent, obscene, defamatory, likely constitute harassment of another student or staff member or any other individual, likely to cause disruption in the school, or is otherwise inconsistent with the District's curriculum and educational mission.
2. Students shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them.

**C. Consequences of Improper or Prohibited use of District computers or District means of access to the Internet:** Improper or prohibited use of the District computers or District means of access to the Internet will result in discipline up to and including expulsion. Criminal conduct may be referred to law enforcement authorities.

**[8 ½ X 11 sign off sheets passed out during handbook explanation]**

**Student Social Networking:** School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **AGREEMENT REGARDING PERMISSIBLE COMPUTER USE**

Students and their parents should carefully review this agreement and the attached policy and procedures regarding permissible use of District 140 computers and access to the Internet using District 140 means of access. Parent and student should sign this agreement where indicated to evidence their agreement to follow the District 140 rules and regulations set forth in District 140 policy and procedures regarding permissible computer use. Students will be allowed to use District computers and to access the Internet using District means pursuant to this policy and procedures after they have returned this agreement signed by the student and his/her parents or guardian.

## PEST CONTROL NOTIFICATION REGISTRY

The Parent/Guardian and Student have been made aware of the Pest Control procedure used at Sparta High School.

Parents and guardians of students and employees may make a request in the office at any time to be added to the Pest Control Notification registry.

Parents and guardians of students and employees on the registry will be notified, in writing, 48 hours prior to any pest control spraying.

As Sparta High School implements more physical controls to reduce the presence of insects or pests in school buildings and grounds, less chemical controls will be used.

----Please contact: The Sparta High School Office @ [618] 443-4341 during school hours if there are any questions regarding the information.

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT-PARENT HANDBOOK 2015 - 2016

**STUDENT'S NAME** \_\_\_\_\_

I do hereby certify that I have received, read, and understand the Sparta High School Student-Parent Handbook which includes the rules of the Code of Conduct required to participate in school sponsored activities at Sparta Schools. The conduct of this handbook has been explained to me and an opportunity for questions has been provided. I understand that violation of the Code of Conduct may result in the forfeiture of my privilege to participate in activities.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read and I understand the School District's policy and procedures regarding permissible use of District 140 computers and access to the Internet using District 140 means of access. I consent to monitoring and inspection by school staff and administration of my use of District computers and District means of access including any and all electronic mail communications I make or attempt to make or I receive and all materials I download or access. I agree to follow District rules regulations set forth in the policy and procedures regarding permissible computer use. I understand that failure to follow District rules and regulations regarding permissible computer use. I understand that failure to follow District rules and regulations regarding permissible computer use will result in appropriate disciplinary action, which may include loss of computer access privileges.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## STUDENT-PARENT HANDBOOK 2015 - 2016

**STUDENT'S NAME** \_\_\_\_\_

Parent:

I do hereby certify that I have received, read, and understand the Sparta High School Student-Parent Handbook which includes the rules of the Code of Conduct required to participate in school sponsored activities at Sparta Schools. The conduct of this handbook has been explained to me and an opportunity for questions has been provided. I understand that violation of the Code of Conduct may result in the forfeiture of my privilege to participate in activities.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read and I understand the School District's policy and procedures regarding permissible use of District 140 computers and access to the Internet using District 140 means to access. I understand that the District's network and access to the Internet is for educational purposes only. I also recognize that it is impossible for the District to prevent access to all non-educational materials and that the responsibility for appropriate use of the District computers ultimately rests with the computer user. I agree to instruct my child accordingly. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained by using the Internet. I accept full responsibility for supervision if and when my child's use of District 140 means of access to the Internet is not in a school setting.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

