Sparta High School

Student and Athletic Handbook

v3.4
Sparta Area Schools
HS Administration

Sparta High School

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Mr. Matt Spencer	Principal
Mrs. Stacey Rumsey	Dean of Students
Mr. Todd Toporski	Dean of Students
Mrs. Pam Reyers	Secretary
Ms. Kaitlin Douglass	Attendance Secretary
Mrs. Kelly Rider	Athletic Supervisor
Mrs. Teresa Converse	Guidance Counselor
Mr. Adam Pfeffer	Guidance Counselor
Mr. Blake Schanski	Guidance Counselor
Mrs. Kim Pfeffer	Guidance Secretary

The Sparta Area Schools does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. In order to protect these rights and assure compliance, the Sparta Area School District has appointed Mr. Joel Stoner as Coordinator of Title II, IX, VI, and the Age Discrimination Act. Mrs. Tina Mortensen as the Coordinator of Section 504. The district Anti-Harassment Compliance Officers are Mrs. Tina Mortensen and Mr. Joel Stoner.

Dear Spartan,

Welcome to the 2018-2019 academic year. As a Sparta Spartan, you are called upon to enrich the strong tradition and history of our school community. We encourage you to approach this school year as an important step toward becoming a productive and responsible citizen of the United States of America. To maximize the opportunities available to you at Sparta High School, we strongly encourage you to:

I. **Practice regular attendance**. Be here, and be on time. Attendance is essential to academic success, and it is an important life and job skill that will help ensure future successes.

II. **Take challenging courses**. Challenge yourself within rigorous and relevant courses: Focus on your goals, and choose classes that will allow you to achieve those goals.

III. **Try your best**. Giving a good faith effort will help you succeed within your course work. If you encounter any obstacle, proactively communicate with a teacher or counselor.

IV. **Be respectful and responsible**. You own your actions and words. Disrespect and irresponsibility will not be tolerated. The Spartan Values will drive our interactions.

V. **Get involved**. Sparta High School offers a number of co-curricular activities that will certainly enrich your school year. Join today.

The professional staff at Sparta High School is committed to partnering with you to ensure your success.

Go Spartans!

Matthew P. Spencer

Mr. Matthew Spencer

Purpose of this Handbook

Many questions arise regarding procedures that affect the children and parents of Sparta High School. The information in this handbook is an attempt to answer your questions, and at the same time, provide some definition to our policies and procedures. This handbook is intended to proactively communicate our expectations and practices, student accountability, as well as the steps we will follow in problem solving. Please keep this as a reference throughout the school year, and we encourage you to call Matt Spencer at 887-8213 with any questions or comments you may have about it. We look forward to working with you and your students this year.

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SPARTAN ALMA MATER

O' Alma Mater glorious,
Forever more victorious,
We pledge to thee,
Undying Faith and Loyalty.
O' may your wisdom guide us,
Forever stand beside us,
Through all our lives we pledge,
Devoted faith in thee.

SPARTA FIGHT SONG

Sparta on to victory,
Let them hear our story,
Sparta spirits conquer,
Go out and win this game.
RAH, RAH, RAH!
Bring the victory back tonight,
Do it for the Blue and White,
Oh, may our colors ever fly,
For the dear ol' Sparta High.
FIGHT, FIGHT, FIGHT!!!

ADMINISTRATIVE DISCRETION:

The principal reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process. The principal retains the right to apply consequences for student choices not specifically stated herein and to alter consequences as he/she considers necessary.

Pubic Complaint Procedures are located on the District Web Site under: Departments/Board of Education/9000 Relations/9130 Public Complaints = neola.com.

These are part of our School Board Policy/Written Procedures – translations available.

1.0 COUNSELING DEPARTMENT

1.1 Guidance

The guidance office is located in the main office. As a high school student, you will have to make many decisions. The counselors will help you understand your options in making these decisions. Some of the major areas you should consider are: educational planning, interpreting test scores, and obtaining information for career planning and scholarships. **Whenever you wish to see your counselor, go to the guidance office to schedule an appointment.**

1.2 Counseling Services

The guidance counselors and social workers are available to provide counseling and information about drugs, alcohol and other problems (home/school). All conferences are strictly confidential within the State and federal guidelines/laws. Outside referrals may be suggested.

1.3 Course Grades and Earning Credit

1.3.1 Progress Reports/Report Cards

Progress reports will be sent home after the first and second six-week marking periods each semester. Progress reports indicate the percentage academic score to date and the attendance/tardy totals of the student. Parents and students should review the progress report carefully and discuss it. In the case of unsatisfactory or low grades (below 60%), **a conference with the teacher, student and parent are highly recommended**. Please call the teacher to arrange a conference. Report cards are issued to the students at the end of each semester. Report cards depict the final grade earned in each class. Students and parents can access up-to-date assignments and progress online through PowerSchool at www.spartaschools.org. To obtain a username and password, please contact the high school office.

1.3.2 Grading System

Sparta High School uses the following grading scale:

Percentage	Letter Grade	Grade Point Average (GPAP Value
100-93%	A	4.0
92-90%	A-	3.667
89-87%	B+	3.333
86-83%	B	3.0
82-80%	B-	2.667
79-77%	C+	2.333
76-73%	C	2.0
72-70%	C-	1.667
69-67%	D+	1.333
66-63%	D	1.0
62-60%	D-	0.667
Below 60%	F	0.0

Additional Grading Marks:

W: **W**ithdrawal from class/No Credit
NC: **N**o **C**redit due to excessive absences or failure to earn credit in a credit/no credit course
CR: **Cr**edit earned in credit/no credit course or credit earned but no grade due to attendance
WF: **W**ithdrawal from class due to **F**ailing grade, no credit earned
P: **P**ass, earns credit but no grade
F: **F**ail, no credit earned
NM: **N**o **M**ark due to attendance or time owed. Time must be made-up by end of semester to earn a grade.
I: **I**ncomplete, no credit earned

An "I" may be assigned when extenuating circumstances exist. The teacher assigning the incomplete shall supervise the completion of the course requirements in cooperation with the guidance office. This should be completed within two weeks of the end of the semester. Exceptions to this deadline must be arranged in writing with administration.

1.3.3 Online Grade Book (PowerSchool):

Grades and attendance records will be updated on a regular basis through our online grade book program called PowerSchool. Parents and students can monitor their academic progress online, including attendance, communication with teachers, etc. To access a student's account, a username and password are needed. This information may be obtained from the high school office. PowerSchool can be accessed through the district's website: www.spartaschools.org.

1.3.4 Low Grades

Lists of students with low grades (below 60%) will be available every Monday. Guidelines for re-testing and late/missing work are determined by the classroom teacher and are to be consistent with departmental guidelines. All semester work must be completed by the end of the semester. The classroom teacher, in an effort to provide academic, behavioral or social support for a student, may initiate a Plan for Success. All plans will be coordinated through the guidance office. All Educational Plans (I.E.P's, 504's, etc.) may incorporate alternative policies.

1.3.5 Weighted Grades

Courses using weighted grades include but are not limited to: Honors Algebra 1, Honors Algebra II, Honors Biology, Honors Chemistry, Honors English 9, Honors English 10, Honors Geometry, Honors Physics, Honors Spanish 4, AP Biology, AP Calculus, AP Computer Science, AP English Language and Composition, AP English Literature and Composition, AP European History, AP Psychology, AP Statistics, AP U.S. History, and any approved AP online classes. Students will earn an additional .5 for an honors and/or AP courses that are calculated into their GPA. For example, a 'B' would be averaged in as 3.33, rather than a 3.0. As outlined in section 1.10, dual enrollment courses are not used for GPA. They appear as credit or no credit on a student's transcript.

1.3.6 Good Faith Effort Behavior Includes:

· Student attempts all homework assignments in a timely manner at quality standards.
· Student actively participates in class.
· Student arrives on time and is prepared for class (Chromebook/notebook/textbook/pencil/etc.).
· Student pursues help outside of class if he/she has difficulties.

1.3.7 Drop/Add Policy

Students may drop/add a class within the first four days of each semester and must have parent/guardian permission. Any deviation from this policy has to be approved by an administrator. Classes dropped after the four-day period may be recorded as a "W" and computed as an "F," adversely affecting the student's GPA.

1.3.8 Prerequisites

Some courses (honors and Advanced Placement) require earning credit at a 90% or better level in previous courses before a student can enroll in the class. These requirements are determined by the department.

1.4 Grade Level Classification

A student's classification will be based on the number of credits earned, not on years of attendance, and will be reflected in the student's course schedule, yearbook picture, prom eligibility, etc. The classification will be determined at the beginning of the school year as follows:

9th grade: Freshman
less than four credits
10th grade: Sophomore
four to ten credits
11th grade: Junior
eleven to seventeen credits
12th grade: Senior
eighteen or more credits

1.4.1 "On track to graduate"

It is important that students remain "on track" to graduate in four years. If a student falls below the pace of graduating with his/her class, the student may be required to earn credit outside the normal school day or during the summer, or he/she may be placed in an alternative setting. Currently, students can earn 26 credits at Sparta High School and 24 are required for graduation, (refer to **7.0 Graduation Requirement Transition, pg. 37)**. A student who has failed to earn credit or meet the prerequisite for consecutive courses more than four times is no longer on track to graduate. A student may also be off track if he/she does not have enough semesters remaining to complete a course sequence. For example, a senior who reaches the final semester and still needs credit in English 11 and English 12 cannot complete both in the same semester. **Also see section 1.7 Academic Probation**.

1.5 Renaissance Program Criteria and Incentives

Cards remain the property of the school and must be surrendered if abuse of privileges occurs (i.e. loaning a card out) and that student will be ineligible to receive a Renaissance card for the next semester. **Lost or stolen cards can be replaced at a cost of up to $5.00.**

1.5.1 Gold Card

-All A's or .75 GPA improvement (cumulative to current semester), no "NM," "W," "NC" or "I" grades, no incidents of truancy, no suspensions, and not exceeding allowed absences for any class. No LMC fines or over due books.
-Benefits of owning a gold card include: Free admission to school events (not including homecoming, spring fling, prom, or drama productions), and 1.5 preplanned days off.

1.5.2 Silver Card

-All "A's" or "B's," or .50 GPA improvement (cumulative to current semester), no "NM," "W," "NC" or "I" grades", no incidents of truancy, no suspensions, and not exceeding allowed absences for any class. No LMC fines or over due books.
-Benefits of owning a silver card include: 50% off admission to school events (not including homecoming, spring fling, prom, or drama productions), and 1 pre-planned day off.

1.6 Honor Roll/Academic Letter

Students are eligible to be on the Honor Roll each semester if their grades average 3.00 or better without "W", "NC" or "NM", or "I." Criteria for earning an academic letter are:

- Sophomores at the end of the second semester who have completed seven semester credits and have a GPA. of 3.90.
- Juniors who have completed fourteen semester credits at the end of the fourth semester and have a GPA. of 3.75.
- Seniors at the end of the sixth semester who have completed twenty semester credits and have a GPA. of 3.60.
- To graduate with academic honors, a student must not have a "W," "NM," "NC," or "I" grades on his/her transcript.

1.7 Academic Probation

(1) Any student who falls below the minimum credit requirements, according to grade level classification, will be placed on academic probation.

(2) Any student whose grade-point average falls below a 2.0 will also be placed on academic probation. Academic probation means students are not in good standing at Sparta High School. Any student on academic probation will be given one semester to meet the credit and grade-point average requirements to graduate from Sparta High School. If these requirements are not met in one semester, steps toward an alternative placement will be taken.

1.8 Preparation for College Entrance

Please consult with your counselor. The following items are necessary or highly recommended for students to complete prior to college entrance. Check with counseling for test dates.

1.8.1 PSAT 8/9 TEST

The PSAT 8/9 is the first test in the new SAT Suite of Assessments and is designed for 8th and 9th graders. Tightly aligned with the SAT and PSAT/NMSQT, it focuses on the knowledge and skills that current research shows are most essential for college and career readiness and success. It will support all students with early feedback on the skills and knowledge that matter most for college and career success.

1.8.2 PSAT 10 TEST

The PSAT 10 is the second test in the new SAT Suite of Assessments and is designed for 10th graders. Tightly aligned with the SAT and PSAT/NMSQT, it focuses on the knowledge and skills that current research shows are most essential for college and career readiness and success. This test is very similar to the PSAT/NMSQT but is offered in the spring. However, students may not qualify for the National Merit Scholarship Program with scores earned on the PSAT 10.

1.8.3 PSAT/NMSQT

The newly redesigned Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a program co-sponsored by the College Board and National Merit Scholarship Corporation (NMSC). It is designed for 10th and 11th graders and is tightly aligned with the redesigned SAT. The purpose of the PSAT/NMSQT is: to give students feedback on strengths and weaknesses on skills necessary for college study; to show students how their performance on admissions test might compare with others applying to college nationwide; to enter scholarship competitions (11th grade students only); to participate in the Student Search Service; to gain access to online study plans and career and college planning tools; and to help prepare for the SAT.

1.8.4 Redesigned SAT (Scholastic Aptitude Test)

The redesigned SAT is a globally recognized college admission test that gives students the opportunity to show colleges what they know and how well they can apply that knowledge. It tests students' knowledge of reading, writing and math. All students will take the SAT during their junior year (in April) as required by the State of Michigan. Students may take it again if they choose but are responsible for payment of subsequent tests. Almost all colleges and universities use the SAT to make admission decisions.

1.8.5 ACT

The ACT is a national college admissions examination that consists of subject area tests in: English, math, reading and science. The ACT Plus Writing includes the four subject area tests plus the 30-minute Writing Test. The ACT is administered on six test dates throughout the school year at various national testing centers throughout Michigan and the United States. The ACT multiple-choice tests are curriculum-based, and the ACT is accepted by 2 year colleges, as well as 4-year colleges and universities.

1.9 School Withdrawal/Transfer

Any student who is leaving Sparta High School must obtain a checkout form from the guidance office. This form must be signed by all teachers, the librarian, counseling office and athletic director. All schoolbooks and property must be returned and all fees paid in full.

1.10 Dual Enrollment

Dual Enrollment is an opportunity for students to take classes at a post-secondary institution (college/university), while still attending high school. If interested in dual enrollment between 9th and 12th grades, PSAT, SAT or ACT scores from the previous year will be used to determine eligibility. A senior's MME (Michigan Merit Exam) scores from the student's junior year may also be used to determine eligibility for Dual Enrollment. A student will be eligible if the following criteria are met:

Earn State and/or college-specified scores on one of the aforementioned standardized tests. Earn a high school GPA specified by the college. Courses taken at the post-secondary institution cannot be in the area of a hobby, craft, recreation, physical education, theology, divinity, or religious education. Students wishing to apply for dual enrollment must meet with their guidance counselor,

complete the proper paperwork at the local college or university and receive written approval from the building principal. Dual Enrollment grades are not used to calculate a student's GPA.

Dual/Concurrent Enrollment: Dual and Concurrent Enrollment courses will be assigned Credit/No Credit, and will not be assigned grades. These courses will NOT receive weighted grades. (For prospective collegiate student-athletes, they may receive a non-weighted grade per NCAA regulations).

1.11 Graduation Requirements

Participation in commencement ceremonies is a privilege, not a right.

1.11.1 ***Class of 2019 and beyond***

a) 24 credits
b) Educational Development Plan
c) Satisfying all student debts
d) Serving all disciplinary actions
e) Complete Sparta High School and Michigan Merit Curriculum Requirements:

English (4 credits) *NOTE: Students must be enrolled in and earn credit for an English course every year*

- English 9 OR Honors English 9
- English 10 OR Honors English 10
- English 11 OR AP English Language and Comp.
- College Prep, English AP English Literature and Comp. OR Ferris State University English

Math (4 credits) *NOTE: Students must be enrolled in and earn credit for a math course every year.*

- Pre-Algebra, Algebra 1 OR Honors Algebra 1
- Algebra, Geometry OR Honors Geometry
- Geometry, Algebra 2 OR Honors Algebra 2
- Algebra 2 OR Math elective

Science (3 credits)

- Physical Science OR Honors Biology
- Physical Science, Chemistry OR Honors Chemistry
- Chemistry, Honors Chemistry, Physics OR Honors Physics

Social Studies (3 credits)

- World History
- U.S. History OR AP U.S. History
- Civics/Economics OR Honors Civics/Honors Economics

Physical Education (.5 credit)

Health (.5 credit)

Visual, Performing and Applied Arts (1 credit)

World Language (2 credits in the same world language)

Electives (6 credits)

Online Experience (no credit is requirement, but the experience is required by the State of Michigan)

1.11.2 Full-Time Student Requirement

All students must be enrolled in seven classes (includes seminar) each semester or the equivalent as specified by the State of Michigan Pupil Accounting Manual (1098 instructional hours). **Note:** Students may meet the requirements through a State approved, personal (modified) curriculum.

1.11.3 Assessment Requirement

All students must actively participate in all components of the SAT with Writing and Michigan Merit Exam (or appropriate MI-ACCESS assessment if deemed appropriate in the student's IEP) and the Career Readiness Certificate Assessment Program, in order to be eligible to earn a Sparta High School diploma. Further, the student must attempt the standardized assessments with good faith effort in order to demonstrate their level of skill and knowledge. Students' good faith effort will be determined by the assessment administrator. The resulting scores on these assessments are not a condition for earning a high school diploma.

1.11.4 Administrative Modifications

The administration has the ability to modify these graduation requirements as circumstances merit.

1.12 Sparta High School Exit Standards

Sparta High School students have a number of opportunities to demonstrate proficiency of these exit standards as outlined in our course syllabi. Students will reflect on their mastery of these standards by periodically updating an Education Development Plan.

Cooperative Worker	**Quality Producer**
Creative Thinker	**Reading**
Listening	**Self-Directed Learner**
Oral Communication	**Written Communication**

1.13 Valedictorian, Salutatorian and Latin Honors System

The Valedictorian, Salutatorian, and honors recognition as a member of the graduating class will be determined by the administration. Factors utilized in this determination are GPA, attendance (see section 2.7.3) and citizenship, **which includes behavioral choices** (including but not limited school and co-curricular suspensions).

Sparta High School uses the Latin Honors System to include honors at the following three levels:

- cum laude, meaning "with praise" or "with honor" 3.50 – 3.69
- magna cum laude, meaning "with great honor" 3.70 – 3.99
- summa cum laude, meaning "with highest honor" 4.0 and higher

2.0 ATTENDANCE

2.1 Contact Information

Ms. Douglass, Attendance Secretary

Attendance Line: 616-887-1741

2.2 Philosophy

The staff of Sparta High School believes that the maximum educational achievement occurs for students through regular attendance in classes. The student and their parents/guardians are responsible for regular class attendance. Excessive absences from any class may result in poor achievement and/or failure to earn a grade/credit required for graduation.

Class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability, and self-discipline. The purpose of the attendance procedures is to help students develop these responsibilities and to maintain academic standards for earning a grade or credit. Sparta High School believes that students should arrive to class on time, and regularly attend class.

2.3 Absence: Definition

When a student misses 15 minutes or more of a class period, he/she is considered absent.

2.4 Absence Categories

*2.4.1 *Excused Absences (X marked in attendance)*

These are absences excused by a parent/guardian. The parent/guardian should place a call to the attendance line (887-1741) and report the student's name, grade, reason for absence, and the name of the parent/guardian making the call. If a call or note is not received within 24 hours, the absence will be considered unexcused. **The high school administration reserves the right to determine if an absence can be considered excused.**

*2.4.2 *Unexcused Absences/Truancy (U marked in attendance)*

This is an absence that has not been excused by a parent/guardian or occurs when a student is absent for an unacceptable reason. The student will lose credit for work missed with the understanding that the student will have the opportunity to complete missed work to gain content knowledge and comprehension of that material.

2.4.3 School Business (S marked in attendance)

This mark is used when a student has missed a class for a school event or activity. These types of absences must be pre-arranged with the appropriate forms through the staff member supervising the activity or the main office. College visits are allowed under this category if it is pre-arranged, the paperwork is completed, and documentation of visit provided. Forms are available in the main office. With documentation, court ordered appointments are categorized as school business. School business absences are not included in the maximum allowable total for earning credit.

2.4.4 Medical (M is marked in attendance)

A medical absence is allowed when official documentation from the medical provider is given to that attendance secretary stating there was a medical reason for the absence (appointments, illness, doctor's orders, etc.). Medical absences are not included in the maximum allowable total for earning credit.

2.4.5 Funeral (F is marked in attendance)

A student is absent to attend a funeral. Documentation may be required. Funeral absences are not included in the maximum allowable total for earning credit.

2.4.6 Absent (A is marked in attendance)

An absence that has not yet been classified using the above codes remains as an 'A' in attendance until it is resolved.

2.4.7 In-School Suspension (I marked in attendance)

In-School Suspensions (ISS) means a student has spent the class period in the ISS room. Students will receive credit for all work completed during an in-school suspension. Suspensions are not included in the maximum allowable total for earning credit.

2.4.8 Out-of-School Suspension (O marked in attendance)

Out-of-School suspensions (OSS) means a student has been removed from school for a period of time. Depending on the length of the suspension, students will be given the opportunity to complete assigned work during the suspension or when they return. Suspensions are not included in the maximum allowable total for earning credit. 1-day suspensions are not appealable.

2.5 College Visits

Students are allowed one college visit as a junior and two as a senior, for a total of three days for college visits. These absences need to be pre-arranged to be marked as school business. See section 2.4.3 for procedures.

2.6 *Prearranged Absences, Extended Absences, & Homework Requests

Students who know they will be absent for two or more days can make arrangements in advance of the absence by picking up a pre-arranged absent slip from the office. This informs teachers of the impending absence and the need to make the work for that time available to the student. Make-up work must be completed according to each classroom teacher's expectation and should be completed outside of scheduled class time. ***Pre-arranged absences will count toward the 9 absence limit.**

If a student is absent for two or more days, the office should be contacted for homework assignments. Assignments requests will be forwarded to teachers and the work will collected in the office. For short term absences, the student should contact the classroom teacher directly.

2.7 Attendance Required to Earn Credit

2.7.1 Earning Credit

Daily attendance is critical for student success in the classroom where student participation in classroom discussions, activities, and peer-to-peer interactions all enhance the learning process. Students shall be present for 90% of scheduled classes in each course to earn credit, if all other course objectives are met. **For the 2018-19 school year, 90% equals nine absences allowed**.

2.7.2 Credit NOT Earned Because of Attendance (seven or more absences)

When a student does not attend enough class periods to earn attendance, a mark of "NM" is placed in the grade book until attendance is earned. Students may earn credit by attending Success Quest, (Tuesdays and Thursdays after school from 2:30-4:00 in the Media Center). EXCEPTION: A failing grade (or below C- in core classes) will remain on the student's report card and transcript.

2.7.3 Attendance Resolution

a) Success Quest: Resolution comes in the form of making up time. Students must make-up 1.0 hour for every class period they are below the 90% requirement. Once time is completed, grade and credit will be earned for the course.

b) Demonstrating Content Mastery: Students that do not make-up time, but demonstrate content mastery, will receive credit for the course. They will not, however, receive a grade for the course. Mastery of the content is demonstrated by achieving a 77% grade on the testing out criteria for the course. Students must also already be passing the course with a 60% or higher. **Note: Students who receive credit but no grade due to absences during their junior or senior years are not eligible for academic honors, which includes valedictorian and salutatorian. See section 1.14.**

2.8 Early Dismissal

If a student has to leave during school for an appointment, a note or phone call from the parent must be received by the main office prior to the appointment. The office will then issue to the student an Early Dismissal Pass, so the student may leave at the assigned time.

VIOLATION: Students leaving school without office permission will be held responsible for their choice. See 3.5.4.q in this handbook.

2.9 Illness During the School Day

If a student feels sick during the day, he/she must report to the main office. The student must call a parent/guardian to go home. Any class time missed will count as an excused absence. The school is not authorized to administer any medication, including over-the-counter medication (Tylenol, Ibuprofen, etc.) without parent permission.

2.10 Closed Campus

The Board of Education has deemed Sparta High School a closed campus. Once students arrive on school grounds, they are to remain in the school building for the rest of the day. **Students are not allowed in the parking lot areas or leave the school building during the school day, for any reason, without staff permission.** Students who leave school without office permission will be held responsible for their decision.

2.11 Perfect Attendance

Starting with the 2008-2009 school year, Sparta High School choose not to provide perfect attendance awards, because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day that they are capable of attending.

2.12 Skip Day

The high school will **not** approve or sanction any such day.

2.13 Visitors

Any student wishing to bring a visitor into the school must have the permission of the administration and their teachers at least one school day in advance. Permission may not always be granted. The visitor may not miss their home school to visit at Sparta High School. Any student wishing to bring a visitor to a school activity must have the permission of the administration as well. Visitors must follow all Sparta High School rules including dress code. Forms are available in the office for visitor passes.

2.14 Excessive Absences

A student with excessive absences will miss a large portion of the content of a course and may hinder their ability to pass the course. **Additionally, students under the age of 16 may be referred to the county truancy officer for excessive absences**.

2.15 Student/Parent Appeal Procedure for Attendance Issues

2.15.1 Request a Formal Hearing

Requests for a formal hearing with the Attendance Committee are made by contacting either the Principal or Dean of Students.

2.15.2 Notification of Hearing

The Attendance Committee shall notify the student and parent/guardian of the next available meeting date following the receipt of the appeal. The Attendance Committee shall consist of three or more staff members, including administrators and will consider input from staff members involved.

2.15.3 At the Hearing:

a) Parents and/or the student will have the right to examine all evidence.

b) Parents and/or the student shall be given the opportunity to present any pertinent information regarding the student's attendance patterns. This would include any medical documentation.

c) The decision made by the Attendance Committee will be conveyed to the parents and/or student in a timely manner.

2.15.4 Further Appeals

a) If the parent and/or student feel that they have not received due process, they may appeal the decision to the Principal of Sparta High School.

b) If a parent and/or student feel that they have not received a satisfactory response from the above, they may appeal to the Superintendent.

c) If a parent and/or student feel that they have not received a satisfactory response from the above, they may appeal to the District Board of Education.

2.16 Students of the Age of 18 and Above

Attendance policies and all school rules are the same for eighteen year-old and above students. This includes requirements for a parent/guardian to approve actions. Students may complete an Age of Majority form to remove the requirement for parent/guardian permission. Parent/Guardian permission is also required for this action.

2.17 KISD Program Attendance (KCTC, Kent Innovation High, KTC and ATYP)

Kent Innovation High, KCTC, ATYP, and KTC absences are excused by calling the Sparta High School attendance line and are considered the same as absences from classes at SHS. An absence for a class that counts as two periods at SHS is treated as two absences.

Students enrolled at the KISD are required to attend classes on days when those schools are in session, even when Sparta High School is not.

3.0 STUDENT RESPONSIBILITY

3.1 Philosophy

Each student at Sparta High School is responsible for his/her own actions and words. Sparta High School expects that students conduct themselves with high levels of respect, responsibility, and safety. These attributes will help to ensure that our students will experience the highest levels of academic performance and productive citizenship. (also see Appendix F on page 46 for Board Policy)

3.1.1 Due Process

It is the belief of the Board of Education, supported by the employees of this district, that all infractions of rules identified in this document are to be treated fairly and openly, and that rules, and the consequences of breaking them, will apply to all. Due process is the right of the accused to:

a) Receive oral or written notice of charges

b) An opportunity to state his/her side of the story

c) Have access to an appeal process. (1-day suspensions are not appealable.)

The Principal may review any disciplinary action, taking into consideration all extenuating circumstances which might alter the student responsibility process.

3.1.2 Progressive Consequences

Progressive consequences serve as the basis of Sparta High School's Student Responsibility guidelines.

3.1.3 Student Responsibility Plans

Each time a student is assigned a consequence, that student will complete a Student Responsibility Plan. These plans are intended to help students create alternative strategies and behaviors, as well as to problem solve with the appropriate staff member. A student must complete a successful plan, with staff signature(s), before he/she is allowed to return to class.

3.1.4 Students with Individualized Education Programs (IEP's)

These students may be subjected to alternative consequences outlined in behavior improvement plans (BIPs) created by the IEP team.

3.1.5 Students of the Age of 18 and Above

All school rules are the same for eighteen year-old and above aged students.

3.2 Weapon Free School Zone/Safe Schools Policy

The Board of Education of Sparta Area Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety and welfare of students, employees and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous articles. Furthermore, the Board of Education of Sparta Area Schools shall permanently expel a pupil from attending school in the School District, if the pupil possesses a weapon or dangerous article (including look-a-likes), commits arson or rape, on district grounds or at district or school events. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

a) That the object or instrument possessed by the pupil was not possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon.

b) The weapon or dangerous article was not knowingly possessed by the pupil.

c) The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous article.

d) The weapon or dangerous article was possessed by the pupil at the suggestion, request, direction of, or with the express permission of school or police authorities.

Expulsions mandated under this policy shall be imposed in accordance with the procedures for student discipline as established by the school district and as set forth in the Student Handbook or other appropriate documents. (also see Appendix E)

The consequences for any offense under this category are up to a 10-day suspension, police contact, and possible recommendation for expulsion or long-term suspension.

3.3 Zero Tolerance for Gang Activities

Sparta Area Schools is committed to keeping the district schools and students free from threats or harmful influence of any groups or gangs which advocate drug use, violence, or disruptive behavior. Our goal is to provide quality education in a safe, healthy, and violence free environment. The district does not permit the presence of any apparel, jewelry, accessories, and manner of grooming which, by virtue of its color arrangement, trademark or any other attribute, denotes membership in a gang. The district does not permit gang activity of any kind including, but not limited to, graffiti, gang symbols, intimidation, and threats. A student may be suspended or expelled for any gang related behavior.

The consequences for any offense under this category are up to a 10-day suspension, police contact, and possible recommendation for expulsion or long-term suspension.

3.4 Harassment Policy

Sparta Area Schools' policy prohibits harassment, sexual harassment, bullying and hazing of students. This behavior disrupts the educational process and interferes with this District's commitment to provide a stable environment to its students. All students are expected to conduct themselves with respect for the dignity of others. The Sparta Area Schools, because of its desire to prevent and prohibit this behavior, adopts this policy and gives notice that it is wrong and will not be tolerated by this District.

If a pattern of harassment is established, or if the circumstances of an individual incident are identified as harassment, the following consequences will be applied: up to a 10-day suspension, police contact, and possible recommendation for expulsion or long-term suspension.

3.4.1 Definition of Harassment:

a) Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District

b) Submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions, or privileges of the School District

c) The unwelcome conduct or communication interferes with the student's education, creates and intimidating hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

3.4.2 Definition of Sexual Harassment *(Note 1)*

Sexual Harassment may include, but is not limited to:

a) Verbal harassment or abuse

b) Pressure for sexual activity

c) Repeated remarks with sexual or demeaning implications

d) Unwelcome touching

e) Sexual jokes, posters, cartoons, etc.

f) Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance or public duties.

3.4.3 Definition of Sexually Inappropriate Behavior *(Note 1)*

Inappropriate sexual behavior include but are not limited to:

a. spreading sexual rumors;
b. inappropriate or suggestive sexual gestures;
c. touching an individual's body or clothes in a sexual way;
d. cornering or blocking of normal movements;
e. displaying sexually suggestive objects in an educational environment; or
f. displaying or engaging in sexually explicit behavior

3.4.4 Bullying and Other Aggressive Behavior Toward Students

The Sparta Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. Internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three.

Any student who believes s/he has been or is the victim of bullying should immediately report the situation to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. The complainant will be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Parents may request a complete copy of School Board policy 5517.01 in the main office or may visit our website (http://www.spartaschools.org/appleview/studentparenthandbook/) to view the policy in its entirety. Sparta Area Schools will adhere to State law and update this policy if/when changes are made at the State level.

3.4.5 Definition of Hazing[Note2]

Any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

a) Illegal activity, such as drinking or drugs
b) Physical punishment or infliction of pain
c) Intentional humiliation or embarrassment
d) Dangerous activity
e) Activity likely to cause mental or psychological stress
f) Forced detention or kidnapping
g) Undressing or otherwise exposing initiates

[Note1]: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State Law M.C. L. A. 722.621 et. seq.

[Note2]: If the school club organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

3.4.5 Reports of Harassment (harassment, sexual harassment, bullying, and hazing

The District encourages any student who believes he or she has been victim of harassment to report his/her concerns directly to any building principal or guidance counselor. Complaints or reports of harassment shall be handled as confidentially as possible. However, in certain circumstances, the District may be required by the Child Protection Law to report child sexual abuse to the Department of Social Services or other designated law enforcement agency. All reports or complaints will be promptly investigated by appropriate District representatives. Any student who violates this policy will be subject to corrective action, including suspension or expulsion. The District prohibits retaliation against students who file or make such complaints. Filing of a complaint will not reflect upon an individual's status nor will it affect a student's grades or work assignments. However, the District will take appropriate action if it finds that a student has deliberately filed a false complaint.

3.5 Code of Conduct for Students

We at Sparta High School are mandated by law to provide an equal education for all students. Any violation of state statute, Board of Education policy, expected code of conduct, or social norms will result in possible disciplinary action.

The rules and policies of Sparta High School apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or any school-sponsored activity, or whose conduct at any place or time creates a substantial disruption to the operations, discipline, or general welfare of the school, regardless of location, date, or time. This includes athletes, spectators, speakers, and performers. Violations of those expectations could result in school consequences and losing the opportunity to attend such events, including homecoming, prom, graduation, etc.

3.5.1 Controlled Substances and Medication

Zero Tolerance for Drugs and Drug References: The staff at Sparta High School believes that the exposure to illegal substances/ activities or the promotion of those activities, however they are communicated (verbally, electronically, written, visually

depicted, etc.), is detrimental to the establishment of the school as a safe environment for our students. As such, these activities will not be tolerated and the students involved in this disruptive behavior will have the appropriate consequences applied.

Self-Medication Policy: Students who are using prescription medication must have a statement from their doctor on file in the office. Medication must be in the prescription bottle. Students who take non-prescription medication must have a statement from the parent/guardian on file in the office. All medication must be kept in the office and will be dispensed according to their doctor's and/or parent's instruction. Failure to comply with this policy could result in a violation of the code of conduct.

Violations:

a) Sale, Furnishing, Purchasing, or Exchange of Narcotics, Illegal Drugs, Prescription and Non-Prescription Medication, or Alcohol: Students shall not exchange/furnish/sell narcotics, illegal drugs, medication, or alcohol. This includes all "look-a-likes".

b) Possession with Intent to Distribute

c) Possession or use of Drugs and/or Alcohol: Students shall not possess or use narcotics, illegal drugs, prescription and non-prescription medication, alcohol, "look-a-likes" or any other related paraphernalia (i.e. rolling papers such as zig zags, pipes, etc.) on school grounds or at school activities. Students attending school activities under the influence of narcotics, illegal drugs, or alcohol will be suspended from the activity and shall forfeit the right to attend like activities for the balance of the school year in addition to disciplinary action.

d) Possession of Drug Paraphernalia

e) Possession of Non-Prescription Medication: (including but not limited to over the counter medication, **CBD products** of any type, or similar products.

f) Possession and/or use of Tobacco Products: Students are not permitted to use or possess any type of tobacco on school property to include but are not limited to e-cigs, hookah pens, battery powered vapor pens, etc…

g) Possession and/or use of lighters & matches

h) Possession of Lookalikes or Synthetics: (include but are not limited to K-12, 616, etc.)

3.5.2 Abusive/Threatening Actions

a) Extortion: To obtain by coercion or intimidation.

b) Fighting/Assault

c) Aggressive Behavior

d) Instigating: the verbal or physical act of urging, inciting, or encouraging another person to behave in such a way that violates Sparta High School's Student Code of Conduct.

e) Threats to Students

f) Racism/Racial Insensitivity

g) Aggression, Assault or Threat toward Staff Member

3.5.3 Property and Facilities

a) Destruction of Property/Vandalism: Including both public and private property on school grounds or at school activities.

b) Theft, Attempted Theft, and/or Possession of Stolen Property: This includes stolen property brought to Sparta High School.

c) Unauthorized Access to the Building/Pranks: See Appendix C on page 45

Student Valuables: Sparta High School strongly recommends that students leave all valuables (including unnecessary amounts of cash, cell phones, iPods/mp3 players, phones, jewelry, etc.) at home. Sparta High School is not responsible if these types of items are lost or stolen.

3.5.4 Inappropriate Practices and Behaviors

a) Insubordination: Refusal to follow reasonable requests made school personnel, or showing disrespect to school personnel. Students are expected to cooperate with and give respect to staff at all times. Students are not permitted in the hallways during school time without a pass. This includes all returning skill center students and students on their lunch period.

b) Gross Insubordination: Any example of insubordination deemed excessive by administrative discretion.

c) Disruptive Behavior: Any behavior that disrupts the learning environment or the normal functioning of the safe school environment.

d) Major Disruptive Behavior: Any example of disruptive behavior deemed excessive by administrative discretion.

e) Cheating/Plagiarism: To plagiarize is to represent as your own: words, ideas, or information of another person without acknowledging the source. This includes written and online sources, and the copying and/or paraphrasing another's work. Any student knowingly participating in either giving or receiving aid on school work will be held accountable for their choice.

f) Profanity/Inappropriate Language: Verbal or written (including electronically).

g) Dishonest Student Behavior: Sparta High School students are expected to be truthful with staff members. Lying, forgery, phone fraud and similar behaviors will not be tolerated.

h) Missed Detention

i) Public Display of Affection (PDA): Students at Sparta High School are allowed to hold on to hands. Any physical contact that goes beyond holding hands (hugging, kissing, etc.) violates Sparta High School's expectations.

j) Possession of Pornographic Material/Computer Pornography

k) Computer Use Violation

l) False Fire Alarm
m) Possession and/or Use of Firecrackers, Smoke Bombs, Annoying or Dangerous Items
n) Unauthorized Use of Elevator
o) Out-of-Assigned Area: Students are expected to be with their assigned classes, in the cafeteria during their assigned lunch only, or at/in direct route to the specific destination of a specified pass granted by a staff member.
p) Leaving Without Permission: Students are allowed to leave school only with previous permission from the school. This can be arranged by a parent or guardian through the office. Leaving without permission violates Sparta High School's expectations.
q) Off-Campus: Sparta High School is a closed campus. Students are not allowed to be dismissed for lunch.
r) Cell Phone Usage Statement: Students will learn to use electronics in a responsible and ethical manner. Electronics in the classroom will be silenced and put away during class time, and only in use at the discretion of the teacher. During ALL assessments, ALL electronics are silenced and away for the entire testing period. Cell phones out or used during any assessment may result in an automatic ZERO for the assessment. Electronics in use and/or in view without permission may be confiscated and progressive discipline will follow the SHS Student Handbook. If necessary, phone searches are done in accordance with the search guidelines identified in section 4.18.
s) Unauthorized Photography, Filming or Video Recording: The use of cameras, video recording devices or filming on school property is not permitted without approval by staff. Taking pictures or recording video in certain situations can lead to major disruptions to the educational process and violate individuals' right to privacy, including the filming of student fights.
t) Dress Code Violation: See section 4.6.

3.5.5 Attendance

a) Truancy: A student is considered Truant if any absence is determined to be unexcused. Excessive truancy will be considered insubordination, as it is contrary to the reasonable expectation that students attend school. The student will lose credit for work missed with the understanding that the student will have the opportunity to complete missed work to gain content knowledge and comprehension of that material.
b) Tardiness: It is our expectation that students must be in their assigned rooms and ready for class to begin when the bell rings. **A student will be marked tardy if they enter the classroom within the first fifteen minutes of the class period**. Any student who arrives to class after the first fifteen minutes will be marked absent unless they are detained by a teacher, principal, assistant principal or the guidance office and have a pass.

3.6 Consequence Tables

Controlled Substances and Medication			
Sale, Furnishing, Purchasing or Exchange of controlled Substances or Synthetics	**All Offenses**: up to a 10-day suspension, police contact, and possible recommendation for expulsion or long-term suspension.		
Possession with Intent to Distribute	**All Offenses**: up to a 10-day suspension, police contact, and possible recommendation for expulsion or long-term suspension.		
Possession or use of Drugs (synthetics included) and /or Alcohol	**All Offenses**: up to a 10-day suspension, police contact, and possible recommendation for expulsion or long-term suspension.		
Possession of Drug Paraphernalia	**First Offense**: up to a 5-day suspension and police contact.	**Additional**: up to a 10-day suspension, police contact, and possible recommendation for expulsion or long-term suspension.	
Possession of Non-Prescription Medication	**First Offense**: up to a 3-day suspension.	**Second Offense**: up to a 7-day suspension.	**Additional**: up to a 10-day suspension.
Possession and/or use of Tobacco Products, Vapor Pens & E-Cigs	**First Offense**: up to a 3-day suspension.	**Second Offense**: up to a 7-day suspension.	**Additional**: up to a 10-day suspension. Possible police contact and possible recommendation for expulsion or long-term suspension.
Possession and/or use of lighters & matches	**First Offense**: up to a 3-day suspension.	**Second Offense**: up to a 7-day suspension.	**Additional**: up to a 10-day suspension. Possible police contact and possible recommendation for expulsion or long-term suspension.
Abusive/Threatening Actions			
Bullying	**All Offenses**: up to a 10-day suspension, police contact, and possible recommendation for expulsion or long-term suspension.		

Extortion	**All Offenses**: up to a 10-day suspension, police contact, and possible recommendation for expulsion or long-term suspension.		
Fighting/Assault	**All Offenses**: up to a 10-day suspension, police contact, and possible recommendation for expulsion or long-term suspension.		
Aggressive Behavior	**First Offense**: up to a 3-day suspension.	**Second Offense**: up to a 5-day suspension.	**Additional**: up to a 7-day suspension. Possible parent meeting.
Instigating	**First Offense**: up to a 3-day suspension.	**Second Offense**: up to a 5-day suspension.	**Additional**: up to a 7-day suspension. Possible parent meeting.
Threats to Students	**All Offenses**: up to a 10-day suspension. Possible police contact and possible recommendation for expulsion or long-term suspension.		
Racism/Racial Insensitivity	**All Offenses**: up to a 10-day suspension. Possible police contact and possible recommendation for expulsion or long-term suspension.		
Aggression, Assault or Threat towards Staff Member	**All Offenses**: up to a 10-day suspension, police contact, and possible recommendation for expulsion or long-term suspension.		
Sexual Harassment/Inappropriate Sexual Behavior	**All Offenses**: up to a 10-day suspension, police contact, and possible recommendation for expulsion or long-term suspension.		
<u>Property and Facilities</u>			
Destruction of Property/Vandalism	**All Offenses**: up to a 10-day suspension, police contact, and possible recommendation for expulsion or long-term suspension.		
Theft, Attempted Theft, and/or Possession of Stolen Property	**First Offense**: up to a 5-day suspension with restitution and possible police contact.	**Additional**: up to a 10-day suspension with restitution. Possible police contact and possible recommendation for expulsion or long-term suspension.	
<u>Inappropriate Practice and Behaviors</u>			
Insubordination	**First Offense**: up to a 1-day suspension.	**Second Offense**: up to a 3-day suspension.	**Additional**: up to a 5-day suspension. Possible parent meeting.
Gross Insubordination	**First Offense**: up to a 3-day suspension.	**Additional**: up to a 10-day suspension with parent conference and possible recommendation for expulsion or long-term suspension.	
Disruptive Behavior	**First Offense**: up to 1-day suspension.	**Second Offense**: up to 3-day suspension.	**Additional**: up to 5-day suspension. Possible parent meeting.
Major Disruptive Behavior	**First Offense**: up to a 3-day suspension.	**Second Offense**: up to a 5-day suspension.	**Additional**: up to a 10-day suspension with parent conference and possible recommendation for expulsion or long-term suspension.
Cheating/ Plagiarism	**First Offense**: The student will receive a zero on the assignment and up to a 1-day suspension.	**Second Offense**: The student will receive a zero on the assignment and up to a 2-day suspension	**Additional**: The student will receive a zero on the assignment, up to a 10-day suspension, parent meeting, and possible recommendation for long-term suspension or expulsion.

Inappropriate Practice and Behaviors

Profanity/ Inappropriate Language	**First Offense**: up to 1-day suspension.	**Second Offense**: up to 3-day suspension.	**Additional**: up to 5-day suspension.
Dishonest Student Behavior	**First Offense**: up to a 1-day suspension.	**Second Offense**: up to a 3-day suspension.	**Additional**: up to a 5-day suspension. Possible parent meeting.
Missed Detention	**All Offenses**: When detentions are assigned, students are given a window of time in which to serve the detention (approximately one week). If a student does not serve that detention by the deadline, the student will receive an in-school-suspension.		
Fire Alarm	**All Offenses**: up to a 10-day suspension, police contact, and possible recommendation for expulsion or long-term suspension and treated progressively.		
Public Display of Affection (PDA)	**First Offense**: The student will receive a ½-hour detention.	**Second Offense**: The student will receive a 1-hour detention.	**Additional**: up to a 1-day suspension.
Possession of Pornographic Material	**First Offense**: up to a 3-day suspension.	**Second Offense**: up to a 5-day suspension.	**Additional**: up to a 10-day suspension.
Computer Use Violation	**First Offense**: loss of computer privileges for two weeks and additional consequences consistent with handbook.	**Second Offense**: loss of computer privileges for the remainder of the semester or marking period and additional consequences consistent with handbook.	**Additional**: loss of computer privileges for the remainder of the school year or into the next school year and additional consequences consistent with handbook.

Inappropriate Practice and Behaviors

Possession and/or Use of Firecrackers, Smoke Bombs, or Annoying/ Dangerous Items	**First Offense**: up to a 5-day suspension with restitution and police contact.	**Additional**: up to a 10-day with restitution, police contact, and possible recommendation for long-term suspension or expulsion.	
Unauthorized Use of Elevator	**First Offense**: up to a 1-day suspension.	**Second Offense**: up to a 3-day suspension.	**Additional**: up to a 5-day suspension. Possible parent meeting.
Out-of-Assigned Area	**First Offense**: The student will receive a ½-hour detention.	**Second Offense**: The student will receive a 1-hour detention.	**Additional**: up to a 1-day suspension and treated progressively.
Leaving without Permission	**First Offense**: The student will receive a ½-hour detention.	**Second Offense**: The student will receive a 1-hour detention.	**Additional**: up to a 1-day suspension and treated progressively
Off-Campus	**First Offense**: up to a 1-day suspension.	**Second Offense**: up to a 3-day suspension.	**Additional**: up to a 5-day suspension and treated progressively.
Cell Phone Usage *Phones not picked-up by the end of the school year will be donated to charity	**First Offense:** phone confiscated until the end of the day, verbal reminder, and student signature.	**Second Offense:** phone confiscated until parent/guardian retrieves phone, verbal reminder, and parent signature.	**Additional:** phone confiscated until parent/guardian retrieves phone and treated as **insubordination**.
Unauthorized Photography, Filming or Video Recording	**All Offenses**: up to a 10-day suspension, possible police contact, and possible recommendation for expulsion or long-term suspension.		

Dress Code Violation	**First Offense:** corrective action, verbal reminder, and student signature.	**Second Offense:** corrective action, verbal reminder, parent contact, and student signature.	**Additional:** corrective action and treated as **insubordination**.
Attendance			
Truancy/ Unexcused Absences	**First and Second Offenses**: 1-hour after-school detention **for every period missed**. Loss of credit for work missed with the understanding that the student will have the opportunity to complete missed work to gain content knowledge and comprehension of that material.		**Excessive Truancy**: Is considered Insubordination and will result in In-School or Out-of-School Suspension with possible parent meeting and possible contact with county attendance officer.
Tardiness	**First, Second, and Third Offense**: the teacher will notify the student of the violation.	**Fourth and Fifth Offenses**: a ½-hour detention for each offense.	**Additional Offenses**: a 1-hour detention and treated progressively.

3.7 Definitions of Consequences

3.7.1 Detention

Detention periods are held on school grounds and are supervised. Detention can be assigned after school for a ½-hour or an hour. Students are required to attend an assigned detention by the specified deadline. Students who misbehave in detention or do not attend the assigned period will receive further consequences. Transportation is the responsibility of the student

3.7.2 In-School Suspension (ISS)

Students will be assigned an alternative setting during school hours, including KCTC/KTC/KIH, unless approved by administration. Students will be expected to complete assigned school work and comply with established in-school suspension rules. Failure to comply will result in further consequences.

3.7.3 Out-of-School Suspension (OSS)

This is removal from school, including KCTC/KTC/KIH, for a designated period of time due to a violation of school rules and regulations. Included are all violations that occur at KCTC/KTC/KIH. Students are prohibited from participating in after school activities, and are not allowed to be on school grounds for the duration of the suspension. Students found on school grounds or at school functions during a suspension will be subject to further consequences. The expectation is that work missed during suspension will be made up in a timely manner.

3.7.4 Long-Term Suspension & Expulsion

Disciplinary actions taken by the Board of Education, based on administrative recommendation, to exclude a student from public education in the State of Michigan for a period of time in excess of 10 days.

3.7.5 Law Enforcement Contact

State law mandates schools report to local law enforcement any criminal incidents involving or occurring at the school or during school events. As such, when a student makes a choice to break the law, police contact may be one of the consequences for that choice.

3.7.6 Search and Seizure

Guidelines and procedures for Search and Seizure are outlined in section 4.18.

3.7.7 Spartan Privilege Program

Guidelines and procedures for Search and Seizure are outlined in Appendix B on page 44

3.8 Procedure for Registering Complaints or Appeals

3.8.1 Step 1: Contact Staff Member

Students, parents and community members are asked to contact the staff member directly with whom they have a concern or complaint. **School counselors and social workers are available to mediate.**

3.8.2 Step 2: Contact Principal

If satisfaction is not attained, notify the building principal of the concern or complaint. The building principal will meet with the parties involved or refer the complaint to the appropriate person.

3.8.3 Step3: Contact Superintendent

If satisfaction is not attained, the Superintendent of schools should be contacted and a meeting with the concerned party or parties will be held.

3.8.4 Step 4: Request the Attention of the Board of Education

After the conference with the Superintendent, the party or parties may request that the Superintendent place the concern on the agenda of the next regularly scheduled Board of Education meeting.

3.9 Services Available to Students and their Parents

In an effort to meet the varied needs of all students, Sparta High School offers the following services available to eligible students: Success Quest, Responsible Thinking Center, counselors in the guidance department, a social worker, a psychologist, student mentors, student tutors and a school nurse. Please check in the main office for more information.

4.0 GENERAL INFORMATION

4.1 **2018-2019** Sparta High School Daily Schedule

1st Period	7:20 am – 8:13 am
2nd Period	8:18 am – 9:11 am
3rd Period	9:16 am – 10:09 am
4th Period	10:14 am – 11:12 am
5th Period with "A" Lunch	
A Lunch	11:17 am – 11:57 pm
Class Time	11:57 pm – 12:50 pm
5th Period with "B" Lunch	
Class Time	11:17 am – 12:10 pm
B Lunch	12:10 pm – 12:50 pm
6th Period	12:55 pm – 1:48 pm
Seminar	1:53 pm – 2:30 pm

4.1.1 Lunch Period

All students will be scheduled for a lunch period. A hot lunch program is provided for the students at a nominal cost during the first 25 minutes. No students are permitted in the halls, media center, parking lot, or outside of the building during the lunch period. It is our expectation that all students remain in the cafeteria until the bell for dismissal rings. All lunches must be consumed in the cafeteria. The cafeteria rules are as follows:

a) Bus your own dishes and dispose of any throwaway materials. Pick up after yourself.
b) No cutting in line
c) No running
d) Disruptive noise or disrespect toward staff workers will not be tolerated
e) Horse play will not be tolerated. Students will be held responsible for inappropriate behavior. Throwing of food and/or other material will result in cleaning the lunch room after the lunch hour is over and/or consequences.

4.2 National Honor Society Selection Procedure

4.2.1 Eligibility

All juniors and seniors with a grade point average of 3.5 or better are eligible. Students who are eligible will be notified by letter.

4.2.2 Responsibilities for Students Applying for Membership

a) Attend an informational meeting. Meeting dates will be stated in the notification letter.
b) Complete a student activity form and obtain necessary signatures.
c) Ask five teachers to complete a teacher recommendation form. Record the names of the teachers you have chosen to complete the form.
d) Write an essay stating why you would like to become a member of the Honor Society and how you plan to contribute.
e) Attach a recent picture to completed activity form, a list of the teachers you gave a recommendation form to, and your essay. Return to advisor by the stated time.

4.2.3 Selection

Students receiving a majority vote by the faculty council will be inducted into the National Honor Society. A point system will be used to evaluate candidates. This point system will not be an absolute determinate for membership. A cut-off point will be established prior to reviewing candidates. This cut-off point will not be an absolute determinate for membership. The faculty council will individually review each candidate who falls below the cut-off point.

4.2.4 Notification

Students who are selected will be notified by mail. Students must inform the advisor if they wish to accept the invitation to become a member of the Honor Society. Students who are not selected will also be notified by mail. They may schedule an appointment with the advisor if they wish to know the areas which they were weak and how they might improve.

4.3 Driving to School

All students who drive to school must park in the student parking lot during the school day. Parking permits will be granted by the high school administrative staff. Failure to obtain a parking permit may result in the car being towed at the owner's expense. The parking lot is a restricted area so no student can return to his/her vehicle during the school day without a pass from the office, this includes the lunch hour. All cars must be parked properly. Non-compliance with the parking regulations will result in disciplinary action.

4.4 Computer Usage

4.4.1 Computer Use Policy

Students and parents must sign a contract to use the computers at Sparta High School. Violations of the computer acceptable use policy will result in consequences.

4.4.2 Internet Registration Contract

Sparta Area Schools complies with all CIPA (Children's Internet Protection Act) requirements by purchasing and using surf-control, a highly respected Internet filtering software. Recognizing that no filtering software is foolproof, students are required to monitor their own activities and comply with the follow:

1. The use of the Sparta Area Schools Internet connection is a privilege for educational purposes only that may be revoked by the administrators of the system at any time for abusive conduct. Such conduct would include, but not be limited to, the following:
    - Download and/or install any program on a hard drive or network drive
    - View, download, e-mail any pornographic, objectionable or questionable material
    - Send inappropriate e-mail messages or use e-mail other than that provided by Sparta
    - Use any chat or instant messaging software or use e-mail for messaging each other
    - Create and/or post any web pages except for class requirements
    - Play computer-based games
    - Any conduct that embarrasses, harms, or in any way distracts from the good reputation of Sparta Area Schools
2. Sparta Area Schools have the right to view all material stored in files on the network and reserve the right to edit or delete all materials that it finds objectionable.
3. In consideration for the privilege of using the Sparta Area Schools Internet connection and in consideration for having access to the information contained on it, I hereby release the Sparta Area Schools Internet connection and its operators and sponsors, Sparta Area Schools and its faculty and staff, and all organizations, groups and institutions with which the Sparta Area Schools Internet connection is affiliated for any and all claims of any nature arising from my use, or inability to use, the Sparta Area Schools Internet connection.
4. My access to and use of the Sparta Area Schools Internet connection is subject to such limitations as may be established by the administrators of the system, and may be changed from time to time.
5. The staff of the Sparta Area Schools will be the sole arbiter of what constitutes unacceptable use or behavior as listed above.
6. I will not provide my full name, address, phone number, picture or any other personal information anywhere on the Internet. **The Internet connection is to be used for educational purposes only.**

4.4.3 Computer Lab Acceptable Use Policy

The use of the Sparta Area Schools computers is a privilege for educational purposes only that may be revoked by the administrators of the system at any time for abusive conduct. Such conduct would include, but not be limited to, the following:

- Disclose your password
- Physically abuse any hardware (case, keyboard, mouse, monitor, etc.) or lab furniture/equipment
- Login as anyone else for any reason
- Use another login with or without permission
- Access programs, files or any other information without permission
- Interfere with someone else's computer
- Install/remove any software
- Make illegal copies of any software owned by Sparta Area Schools
- Delete any files but your own
- Make any hardware changes (move mice, keyboards, cords, disconnect network connections, etc.) or alter any settings (desktop, screensaver, etc.)

4.5 Lockers

Lockers are the property of the school. They are assigned to students for their physical wellbeing and for the purpose of storing supplies, outdoor wear, and other items essential for the formal educational process. Periodic locker checks are designed for the purpose of insuring school and pupil safety. **Do not keep money or valuables in your locker**. The school is not responsible for anything stolen from a locker. Do not give your locker combination to anyone. Keep your locker locked at all times. Students are not to change lockers without permission from the office. If your locker does not work properly, you should contact the office. Keep your locker clean and locked at all times.

4.6 Student Dress Code

It is the right of the school administration to interpret the stated dress code.

4.6.1 Philosophy

The Sparta Area School District recognizes and expects the major responsibility for the dress and grooming of all students shall rest with the parents and/or guardians. Dress regulations governing the attire of students shall be based upon the health, safety, education and general welfare of the students. The dress and grooming of students shall be neat, clean and moral.

4.6.2 Dress Code

The following, while not all-inclusive, are to be followed:

a) Appropriate footwear (slippers are not allowed) must be worn (State Law).
b) Wearing of outdoor garments (coats, bandanas, etc.) in school are not permitted. Coats may be worn inside during cold weather (November 1 - Spring Break) at the teacher's discretion. **No hoods are permitted at any time in the high school.**
c) Clothing that advertises or promotes alcohol, drugs or violence and clothing that is offensive because of sexual, racial, or ethnic references is considered offensive and not allowed**. Examples might include (but are not limited to) swastikas, confederate flags, images or brands of alcohol, etc.**
d) All shirts must be appropriate and be long enough to be tucked in. Low cut, backless, T-strap/ spaghetti straps, clothing with a bare midriff, halter, tube tops, and "muscle" shirts are not allowed.
e) Pants, shorts, skirts, and dresses must be of an appropriate length (conservative mid-thigh) and worn at the waist.
f) Some examples of inappropriate attire for school include swim wear, pajamas or nightwear, see-through or revealing garments, sunglasses, large baggy pants, and "tights" worn as pants.
g) All clothing must be free of rips, tears and holes that could be revealing of underwear (from the shoulders to the knees).
h) Large chains as jewelry and spiked jewelry are not allowed.
i) Underwear should not be visible at any time.

4.7 Auditorium/Gym Usage

These areas are not avail. for use by students before or after school unless under the supervision of a coach or staff member.

4.8 Kent Intermediate School District (KISD) Programs: Kent Career Technical Center (KCTC), Kent Innovations High (KIH) Kent Transition Center (KTC), and Academically Talented Youth Program (ATYP)

These programs are available to a limited number of students. Students wishing to attend one of these programs will be interviewed and the selections will be made by the counseling department. A student's grade point average, attendance and behavior are all a part of the criteria for admission. The school district provides transportation to and from the KISD. Busing is available on days that Sparta High School does not have school. Students are expected to attend classes at the ISD except on snow days. Students must ride the school buses to and from the KISD unless receiving prior permission. Riders must also obtain permission. Grades earned at KISD are entered at Sparta High School and are used to determine credit and GPA.

4.9 Dance Policy

School dances are held in the cafeteria on Friday nights. On special occasions dances may be held on Saturday nights. Any school-sponsored group may put on a dance. The sponsoring group must fill out a dance form indicating that plans are complete for a successful party. This slip must be in the office 10 days prior to the dance. Dance rules call for strict adherence to school policies. **Students must be in school all day to attend Friday dances. NO ONE SHALL BE PERMITTED TO RE-ENTER THE BUILDING AFTER LEAVING IT.** The doors will be locked one hour after the start of the dance. Students wishing to bring guests from another high school **MUST** have a pre-approved guest pass or they will not be admitted. All guests must be 9th grade or above. Pre-arranged passes are available for students coming late due to work or school activities. **All dances end at 11:00 p.m.** Semi-Formal dances are from 8:00 to 11:00 p.m.

4.10 Library Media Center

All students must have a pass and sign in and out at the front desk. The working environment should be a quiet one allowing research, school work and/or reading. There will be a $5.00 fine for any student who removes or damages a bar code on a library book. There is a $.05 daily fine for over-due books. Student I.D's will be required to check out any materials. Students having outstanding overdue items or fines will lose their Media Center privileges. An outstanding fine is defined as one that is more than 1 month old. Losing privileges means that the student may only come to the Media Center with a class and they may not check out any materials. Students demonstrating economic hardship will be allowed to work off the fine.

4.12 Student Announcements

Student announcements are published each day and produced as video by Spartan News. Notices intended for the announcements should be emailed to the office and the Spartan News email address by the sponsor by 7:30 a.m. on the day the notice is to be published. A copy of the announcements will be posted in the main office and at www.spartaschools.org. The purpose of the daily announcements is to inform the students of activities for the ensuing week and provide advance information for effective planning of such activities.

4.13 Bulletin Boards

All signs, announcements, posters, etc. put on the hall bulletin boards must first be approved by the administration.

4.14 Work Permits

Work permits are issued at the high school office between the hours of 8:00 and 3:00 p.m.

4.15 Student Deliveries Policy

The office will make every attempt to inform a student that some item has been delivered to the main office. Students may pick up deliveries after school.

4.16 Gambling

Gambling is not permitted on school grounds and is considered a disruptive behavior (see Student Code of Conduct).

4.17 Electronic Communication Devices and Filming/Shooting Video

Electronic communications devices (cell phones) may be used in the classroom only at the discretion of each classroom teacher. Outside of the classroom, use is permitted during a student's lunch, in the lunchroom, or passing time until the end of the school day. Video recording devices, including camera phones, are not to be used in bathrooms or locker rooms. The use of video recording devices or filming on school property is not permitted without approval by staff. Unauthorized filming of students without their consent is also not allowed. Cell phones, cameras, or recording devices should never be out during any type of assessment while in the classroom. If these rules are not adhered to, progressive discipline will follow the SHS Student Handbook. If necessary, SHS reserves the right to search students' phones in accordance with the search guidelines identified in section 4.18.

4.18 Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and student cars under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag, electronic devices) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or content. If a properly conducted search yields illegal or contraband materials such findings shall be turned over to proper legal authorities for ultimate disposition.

4.18.1 Canine Detection

During the school year, canines will be used to search the campus to determine if there are any illegal or unauthorized items on campus. This may include all areas of campus and items on the campus, inside and outside the building. Student possessions may be inspected by the canines. A positive detection by a canine constitutes a reasonable suspicion that there is an illegal or unauthorized material present.

4.19 Testing for Drugs and Alcohol

The use of tests to determine the presence of Alcohol or drugs in a student's system is in accordance with Board policy. If a student refuses to submit to the test, disrupts the test, or attempts to falsify the test, they may be held accountable as if the test was positive.

4.20 Lost and Found

Items turned in will be kept in the office or in the designated 'lost and found' area at school. Items not claimed by the end of the school year will be disposed of or donated to charity.

4.21 Pets and Animals

Pets and animals should not be brought to school without prior arrangement with administration and only for school purposes. Assistance animals are an exception to this policy.

4.22 Student Fines

Student fines will be looked at twice a year and should be paid in a timely manner. If students owe money for fines, loss of privilege to attend the Homecoming dance or Prom may occur.

5.0 SPARTAN ATHLETIC CODE OF CONDUCT

5.1 Letter to Parents

This material is important to you if your son or daughter has a desire to participate in interscholastic athletics. We believe that participation in sports provides a wealth of opportunities and experiences, which assist students in personal development. It should be recognized that involvement in interscholastic athletics is a privilege. A student who elects to participate in athletics is voluntarily making a choice of self-discipline and commitment. These are the reasons we place conditions on involvement, as the health and safety and welfare of athletes must be our first priority. Good training habits and lifestyle are necessary for us to insure this experience. Failure to comply with the rules of training and conduct means exclusion from the squad. This concept of self-discipline and commitment is tempered by our responsibility to recognize the rights of the individual within the objectives of the team and the interscholastic program. There is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. This decision is not ours alone but that of the Supreme Court of the United States, as there have been challenges to athletic codes on five occasions and the Supreme Court has ruled in favor of such codes on each occasion under the premise that athletes' safety and health must be insured. Challenges to the athletic code shall be considered, but no consideration shall be given to any party or stakeholder who will not agree to such provisions.

It is the role of the department of athletics to establish and maintain rules that govern the spirit of training and competition for the school district. These are the clear and consistent boundaries that insure the success of our young people. These rules need a broad basis of community support, which is achieved only through communication to the parent, the coaches, the student athletes and fans. It is our hope to accomplish this objective through this athletic policy for students and parents.

When your son/daughter participates in athletics at Sparta Area Schools our staff will strive to provide your son/daughter with:

- Adequate equipment and facilities
- The best available, well-trained coaches
- Equalized contests with skilled officials
- Adequate supervised transportation

5.2 STUDENT-ATHLETE DEFINED

A student-athlete is considered to be a member of any interscholastic sports team. This includes, but is not limited to, team managers and student trainers.

5.3 Message to the Student-Athlete

As a student-athlete, you are subject to the SHS Athletic Code, the rules and regulations of the OK Conference and the rules and regulations of the Michigan High School Athletic Association (MHSAA). MHSAA guidelines can be found in the athletic director and principal's office or online at www.mhsaa.com. Your dedication as a student-athlete is essential for a successful athletic program.

Participation in interscholastic athletics is a privilege and it is also a responsibility. Being a member of a Sparta athletic team is a fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad of Sparta High School, you have inherited a wonderful tradition, which you are challenged to uphold. Like anything of value, it comes with a price tag. That price tag is a commitment from you to follow established rules. By participating in athletics to the greatest extent of your ability, you are contributing to the reputation of our school. We base our success on two separate venues:

1. The process - what you can learn through athletics that can be used throughout life.
2. The product - the win/loss records of our teams. We field teams to compete and our goal is to achieve and to compete at our best possible level, in every contest.

It is our deepest goal, that there is always a balance between these two areas.

Our tradition has been to win with honor, to develop young people of character, that our community has pride in, on and off the field. We desire to win, but only with honor to our athletes, our schools and our community. Such a tradition is worthy of the best efforts of all concerned.

It will not be easy to contribute to such a great athletic tradition. When you wear the colors of royal blue and white, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family and our community. Whether right or wrong, society holds athletes in esteem and your behavior at all times is under scrutiny.

5.4 RESPONSIBILITY

You are expected to share in the responsibility for such an opportunity that is provided. This includes:

5.4.1 Responsibility to Yourself

The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences, to live a healthy lifestyle, and to respect your health both physically and mentally at all times.

5.4.2 Responsibility to your Academic Studies

Your academic studies, and your participation in other extracurricular activities as well as sports, prepare you for your life as an adult. Athletics while very important to many young people is only a small part of life. It is important to realize how few athletes make it to the collegiate level and beyond.

5.4.3 Responsibility to Your School

Another responsibility you assume as a squad member is to your school. Sparta Area Schools cannot maintain its position as having outstanding schools unless you do your best in the activity in which you engage.

5.4.4 Responsibility to your Community

The community and school tax monies make this athletic experience possible. For that reason, we must remember that we hold a clear and paramount responsibility to our community. You assume a leadership role when you are on the athletic squad. The student body and citizens of the community know you. You are very visible with the spotlight on you. The student body, the community and other communities judge our schools by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Our desire is that our student athletes are a class act, not for the fact that we win rather that we are known as a program of character and excellence. Make Sparta High School proud of you and your community proud of your school, by your consistent demonstration of these ideals.

5.4.5 Responsibility to Others

As a squad member you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have measured up to that ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability everyday and that you have played the game "all out", you can keep your self-respect and your family can be justly proud of you, win or lose.

5.4.6 Responsibility to Younger Athletes

The younger students in the Sparta Area Schools are watching you. They know who you are and what you do. The older upper-class athletes are role models for the young athletes that will come after you. Make them proud. Be an example. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.
"Being the first to cross the finish line is only one phase of life. It's what you do after you cross the line that really counts." Ralph Boston, Olympic Gold Medalist

5.5 Purpose of the Athletic Code

Through the establishment and enforcement of uniform standards, it is expected that all student-athletes will strive for and attain high standards of self-discipline in all areas of their life, thereby allowing them to reach their full potential as students and athletes. The Athletic Code defines the positive expectations that we have for coaches, parents and athletes. The common values in our program reflect shared goals and a framework of principles agreed upon by the stakeholders need for active support from other stakeholders, such as the school board, school administration, other school staff and the community. As in a clearly laid out playing field, it defines how we as a school will establish and maintain a healthy environment in which student athletes can mature through athletics.

This Athletic Code is meant to be a useable, dynamic document to guide the educational process through our school's athletic program. It defines our mission, philosophy, goals and parameters of our programs.

5.6 SPARTA HIGH SCHOOL INTERSCHOLASTIC SPORTS PROGRAM

Sparta High School offers the following interscholastic sports to all students in grades 9-12:

5.6.1 GIRLS' SPORTS

Fall: Cheerleading, Cross Country, Volleyball, Football, Golf, Equestrian (club)
Winter: Bowling, Basketball, Competitive Cheer, Gymnastics (Co-op with Rockford)
Spring: Soccer, Softball, Tennis, Track & Field, Rugby (club with Rockford)

5.6.2 BOYS' SPORTS

Fall: Cross Country, Football, Soccer, Tennis, Equestrian (club)
Winter: Basketball, Bowling, Wrestling, Hockey (Co-op with Northview)
Spring: Baseball, Track & Field, Golf, Rugby, (club with Rockford)

5.7 EQUAL OPPORTUNITY

Sparta High School is an equal opportunity education institution and will not discriminate on the basis of race, color, religion, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

5.8 PHILOSOPHY OF ATHLETICS

Athletics are an integral part of the educational process of Sparta Area Schools. Therefore, it shall be referred to as a 'co-curricular' activity rather than an 'extracurricular' one. If our athletic program is to be successful, it must encourage individual physical fitness, develop a knowledge and appreciation of sports, teach athletic skills and cultivate a competitive nature with good sportsmanship. To this end, the athletic program is designed to stress that:

A. The student-athlete learns the value of teamwork, self-discipline, hard work and personal sacrifice, all of which are necessary attributes which prepare the student-athlete for success in a democratic society. The athlete learns that their contribution to the team is more important than their personal goals or desires.
B. The student-athlete learns in a positive manner to cope with the competitive nature of our society. The student-athlete learns the value of success, realizing that s/he will not always win, but s/he can succeed when they continually strive to improve.
C. The student-athlete learns to be a good sport. Through participation in athletics, the student-athlete must develop emotional control, honesty and cooperativeness and learn to be modest in victory and gracious in defeat.
D. The student-athlete learns the importance of having a sound physical body. To enjoy life and to be a contributing citizen, one must develop good health habits and must maintain a high degree of physical fitness.
E. The student-athlete will operate within the rules of the sport, the MHSAA (a copy of the MHSAA handbook is available in the Principal and Athletic Director's office and online at www.mhsaa.com), OK Conference and the SHS Athletic Handbook.
- It is better to be safe than ineligible, therefore if you have any questions concerning eligibility, read these rules very carefully and be sure you understand them. If you have any questions, ask them of your Coach, Athletic Administrators, Principal or Superintendent **before** you endanger your high school eligibility rather than **after**!!! After is too late.

In addition, the athletic program of Sparta Area Schools is governed by these general guidelines:

1. Participation in interscholastic athletics at Sparta High School is a privilege and not a right. While we do strive for maximum participation, interscholastic athletics is for those that have outstanding physicals skills in their respective sports.
2. We demand that the coaching staff, student-athletes, student body and adult followers never act in a manner, which would reflect negatively on Sparta Area Schools.
3. Success or failure of our athletic programs will be evaluated in light of our educational goals and general guidelines.
4. The athletic program at Sparta High School must reflect school and community values.
5. We will provide our student-athletes with the best teaching and coaching personnel available.

6. We will provide our student-athletes with the best facilities and equipment that are available in relationship to the financial conditions, which exist at the given time.
7. We will provide all spectators an opportunity to support the interscholastic teams of Sparta Area Schools.
8. Our athletic program will strive to provide all student-athletes an opportunity to grow physically, socially and emotionally, establish positive values and provide for a meaningful experience.

5.9 OVERALL ATHLETIC PROGRAM GOALS

Research tells us that the most important reasons why students participate in athletics are for:

1. Enjoyment (FUN!)
2. Participation (in practice and contests)
3. Personal improvement (skills of the sport and in performance)

Therefore the primary goals of the Sparta High School Athletic Program are to:

- Offer students an enjoyable experience;
- Provide the greatest opportunity possible for athletes to participate in both practice and competitions;
- Promote personal improvement in skills, physical condition, performance and knowledge of the sport;
- Promote programs of excellence, which will accomplish the above, and lead to success on and off the playing field.
- Our teams shall also pursue excellence at all times.

We desire a Program of excellence and strive to win every contest in which our teams compete. Central to the goals of Sparta Area Schools is the belief that interscholastic athletics can and should enhance the character of our youth. We put forth the following as the positive character expectations we hold for the primary stakeholders in our Athletic Program.

5.10 THE FOUR C'S

The 4 C's were developed to help develop character through sport. Beyond the basic skills taught, it is our goal to develop the character of our youth through our athletic program

We know that less than 2% of high school athletes go on to play team sports at the collegiate level. Therefore, we understand that high school athletics provide a unique opportunity for the development of not only physical conditioning and athletic skill, but also character traits essential for success in life. To that end we challenge every athlete to strive for the following:

5.10.1 Competence

The necessary level of knowledge and skill to sufficiently train and compete

- To develop the skills necessary to participate competently in the game.
- To demonstrate knowledge of the rules and conventions of the game.
- To demonstrate knowledge of the strategies of the game.
- To demonstrates a level of physical conditioning and fitness sufficient to participate competently in the game.
- To demonstrate knowledge of healthy behaviors including nutritional issues.
- To understand the necessity of abstaining from the use of alcohol, tobacco, and other drugs in order to achieve the positive benefits of interscholastic athletics

5.10.2 Character

The pattern of beliefs, attitudes and therefore behavior that relates to moral strength, constitution and essential qualities that embrace the positive values of Sparta High School and the Community

- · To be dependable in fulfilling obligations and commitments.
- · To accept responsibility for consequences of actions and not to make excuses or blame others.
- · To strive to excel.
- · To be committed.
- · To persevere, give 100% effort and not give up in the face of setbacks.
- · To demonstrate truthfulness.
- · To play by the rules of the game and not cheat.
- · To control anger and frustration and refrain from displays of temper and bad language.
- · To accept losing and winning graciously; to congratulate opponents, not sulk, or display other negative behaviors.

5.10.3 Civility

To demonstrate behavior that exemplifies appropriate respect and concern for others.

- To practice good manners on and off the field.
- To refrain from trash talk and other put- downs of opponents and teammates
- To treat all persons respectfully regardless of individual differences to show respect for legitimate authority (e.g. Coaches Officials Captains).
- To be fair and treat others as one wishes to be treated.
- To listen to and try to understand others.
- To be compassionate and sensitive to others.
- To actively support teammates and others.

5.10.4 Citizenship

Social responsibility as part of a 'community'

- To be faithful to the ideals of the game including sportsmanship.
- To keep commitments to team.
- To show team spirit, encourage others and contribute to good morale.
- To put the good of the team ahead of personal gain.
- To work well with teammates to achieve team goals.
- To accept responsibility to set a good example for teammates, younger athletes, fans and school community.

5.11 GENERAL ELIGIBILITY REGULATIONS

5.11.1 Forms

A student-athlete is not permitted to participate in interscholastic competition until the following items have been completed and are on file in the Athletic Office:

- A physical examination by a physician.
- The physician and parent or guardian must sign the physical form. The physical form is available in the Athletic Office. The physical must be dated on or after **April 15, 2018** in order to be valid for the **2018 - 2019 school year**.
- Injury Waiver Form which is part of the physical form.
- Emergency form for all sports which is part of the physical form.
- Pay the activity fee by the appropriate date. The current fee is $75 per student per year with a $200 family maximum, which includes students at both the high school and the middle school. The fee does not guarantee a player "playing time," participating means being a member of the team. Signatures on all forms that acknowledge the athletic code has been received and read.

5.11.2 Injuries

- The certified athletic trainer, physician and/or qualified health care provider can prohibit any student-athlete who sustains an injury from returning to participation until evaluated and released.
- Any student-athlete that sustains an injury is prohibited from returning to participation until the certified athletic trainer has had either written or verbal communication with the coaching staff.
- Any student-athlete who has been attended to by a physician and has been denied participation must have written release from the physician in order to return to participation.
- A parental medical release or waiver is not acceptable for a return to participation following an injury.
- If any healthcare provider involved in the care of the student-athlete feels the student-athlete is unfit to participate, the certified athletic trainer will not allow the student/athlete to participate.
- If a student-athlete is restricted in any physical education class, that student-athlete may not be allowed to participate in interscholastic athletic activities. The certified athletic trainer reserves the right to make exceptions to this rule.

5.11.3 Age

A student-athlete who competes in any interscholastic athletic contest must be under nineteen (19) years of age, except that a student-athlete whose nineteenth (19th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year.

5.11.4 Semesters of Competition:

A student-athlete may not have more than four (4) first and four (4) second semester seasons of competition in a sport in four (4) years of high school.

5.11.5 Semester of Enrollment:

A student-athlete shall not compete in any branch of athletics who has been enrolled in grades 9th through 12th, inclusive, for more than eight semesters. The seventh and eighth semesters must be consecutive. Enrollment in school beyond the fourth Friday after Labor Day (first semester) or the fourth Friday of February (second semester), or competing in one or more interscholastic athletic contest, shall be considered as enrollment for a semester under this rule.

5.11.6 Undergraduate standing:

A student-athlete who is a graduate of a regular four-year high school or who is a graduate of a secondary school, which has the same requirements for graduation as a regular four-year high school, shall not be eligible for interscholastic athletics. However, a student-athlete who satisfactorily completes the required number of credits for graduation in less than eight semesters shall not be barred from interscholastic athletic competition, while passing at least twenty credit hours of undergraduate work, until the end of the eighth semester.

5.11.7 Amateur practices:

After once representing Sparta Area Schools in competition in any sport, a student-athlete shall not be eligible to participate if that student-athlete receives money or other valuable consideration from any source for participating in athletics, sports or games listed in awards section or signs a professional contract. See #9 for clarification.

5.11.8 Awards:

- A student-athlete may accept, for participation in athletics, a symbolic or merchandise award, which does not have a value or cost in excess of $25.

- Awards for athletic participation in the form of cash, merchandise certificates or any other type of negotiable documents are never allowed.
- Banquets, luncheons, dinners, non-competitive trips, and fees or admissions to be a spectator at events, if accepted in kind, are permitted.
- A student-athlete shall be ineligible under this regulation if she/he accepts awards in violation of its provision only in the following activities: baseball, basketball, competitive cheer, cross country, football, golf, ice hockey, soccer, girls softball, swimming, tennis, track and field, girls volleyball or wrestling.
- A student-athlete violating this regulation shall be ineligible for interscholastic competition for a period on not less than one full semester from the date of the student-athlete's last violation.

5.11.9 Limited team membership:

- A student-athlete who, after practicing with or participating in an athletic contest or scrimmage as member of a Sparta Area School athletic team, participates in any athletic competition not sponsored by our school in the same sport during the same season, shall become ineligible for a minimum of the next three days of competition and a maximum of the remainder of that season in that school year. There are some exceptions. See the athletic director for these.
- A student-athlete shall not compete at any time in any MHSAA Tournament sport in any of the following events:
  a. Any event which is or purports to be an "All Star" contest, regardless of the method of selection;
  b. "All Star" fund raising events or similar exhibitions if they involve contestants other than the student/athletes and faculty of our school
  c. Any event that purports to be a national high school championship or the qualification thereto. Participation in such a contest by a student-athlete shall cause that student-athlete to become ineligible for all interscholastic athletics for a maximum period of one year of school enrollment.
- A student-athlete may participate as an individual at any time without losing eligibility as a member of a National Team or Olympic Development Team.

5.11.10 College Recruitment:

In the event a college recruiter contacts a student-athlete personally, the student-athlete has an obligation to notify his/her coach, counselor and athletic director of any such contact as soon as possible. The coach, counselor or athletic director will work with the student-athlete and his/her parents to make sure all recruiting rules are followed.

- NCAA Clearinghouse: Students who feel that they have the potential to compete at an NCAA Division I or Division II school must have both your academic and amateurism status certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse is an organization that works with the NCAA to determine a student's eligibility for athletic participation in his or her first year of college. Students who want to participate in college sports during their first year of enrollment at a Division I or II college or university must register with the Clearinghouse. Registration should take place at the end of sophomore year or beginning of the junior year. More information can be found at www.ncaaclearinghouse.net or in the high school guidance office.

5.12 ACADEMIC ELIGIBILITY

At Sparta High School, there is a two-part eligibility requirement. Student-athletes must meet both to be eligible to compete. The first part is semester eligibility and the second is weekly eligibility. These eligibility regulations are above the minimum requirements of the MHSAA. Member schools are permitted to adopt more rigid standards. At Sparta High School, we believe that student-athletes should be held to a higher standard. Therefore, our eligibility requirements are more rigid. We will do eligibility checks every week to ensure our students are meeting academic requirements. These checks are done to help motivate the student to do better academically.

5.12.1 Weekly Eligibility

- Athletic eligibility will be run on a weekly basis.
- Low-grade reports will be run every Monday by 3:00 pm.
- If a student-athlete has below 70% in more than two classes, the student will be placed on a "warning list" and parents notified along with contact to varsity program coach via email.
- If the student-athlete's grade is below 60% is two or more classes for two consecutive weeks, the student will be ineligible until the following Monday.
- If a student feels there has been a mistake, s/he will be responsible for taking care of it with the teacher. If there is a change, then the teacher should contact the athletic office. Parents will also be notified once the list is complete.

5.12.2 Semester Eligibility

For a student-athlete to be eligible for the semester, s/he must have 60% or better in four (4) of six (6) semester classes the preceding semester. If a student does not have 60% or better for a final grade in 4 out of 6 classes, the student-athlete will be ineligible for the following semester.

5.13 ATTENDANCE REGULATIONS

a) A student-athlete must be present the full school day on the day of interscholastic competition in order to compete in that day's activities (i.e. practice, games, etc.) The principal, deans of students, athletic director or athletic director's secretary

may grant exceptions (i.e. doctor appointment, funerals, family emergencies, etc.). Consequence: Up to a one day suspension from that day's practice or contest.

b) If a student-athlete goes home sick, she/he will not be allowed to participate in practice or competition for that day.

c) An athlete who is suspended from regular classroom attendance for four (4) class periods or longer (out-of-school suspensions) may not practice or take part in interscholastic competition during said suspension. Consequence: Suspension from that day's practice or contest.

d). Athletes must have excellent attendance in school. If absenteeism from class becomes a problem, the athletic director can deny the athlete the privilege of attending practice or games.

e) Coaches may impose their own consequences for players missing practice or games.

f) If the absence is inadvertently overlooked and the student-athlete participates in a contest, s/he must miss the next scheduled practice or contest.

5.14 EQUIPMENT AND UNIFORMS

1. A student-athlete is financially responsible for all issued equipment.
2. Destroyed, lost, or stolen equipment must be paid for, or the student-athlete will:
   - Not be allowed to participate in the next sport he/she goes out for in high school.
   - Not receive their athletic award.
   - In the case of seniors, may not participate in graduation.
3. School issued warm-ups and/or jackets are to be worn for games and practices only. They are not to be worn as general clothing items to school. Game uniforms are to be worn for games only.
4. School issued uniform shirts; sweaters or traveling outfits may be worn to school on game days only or as directed by the coach. Only shirts that are appropriate school attire will be allowed.

5.15 TRANSPORTATION

1. It is required that all student-athletes travel (when applicable) with the team on school provided transportation. Exceptions may be granted by the principal, athletic director or his/her designee and will follow the Board of Education transportation policies.
2. If a student-athlete will not be returning with the team, the following steps must be taken:
   a. Written approval of the coach or athletic director is obtained before or at the away contest.
   b. Signed permission statement by a parent/guardian and returned to the coach.

5.16 DROPPING A SPORT

Once an athlete has become a member of a team, but wishes to drop the sport, the athlete must have a conference with the coach. A student-athlete cannot drop one sport and go out for another sport in the same season without both coaches written approval. All changes must have the written approval of the athletic director. An athlete who has not followed these steps may not participate in another sport (practice, conditioning or open gyms) until the team's season is complete.

5.17 SUMMER DEAD PERIOD

The summer dead period is a period of seven consecutive calendar days after school is out in June and after a school's participation in MHSAA tournaments is completed. **June 29-July 5** will be the dead period for Sparta Area Schools. During the dead period, there is no involvement or contact by the school or coach with students in grades 7-12 in any sport. It is a zero coach-player period; at school or elsewhere. There are to be no school or coach conducted open gyms, conditioning or weight lifting programs on school premises or sponsored by the school or coach at other facilities. The Representative Council adopted the following to further clarify the intent of the summer dead period:

- The Summer Dead Period is intended to provide at least seven consecutive days when school coaches will have no contact with students in grades 7-12 of the school district in any manner related to any sport sponsored by that school. Unplanned, casual, normal community contact is permitted.
- It is intended that no sport-related involvement, including attendance at school sport-related fundraisers and functions, take place during the Summer Dead Period.
- It is intended that no sport activities occur on school premises during the Summer Dead Period that involve school coaches or are sponsored by the school or supported by the school.
- Because school personnel are prohibited from holding such activities, it is intended that no school facilities be planned for use by non-school groups or individuals for athletic purposes (including student-led practices or conditioning) during the Summer Dead Period.
- Following the intention and spirit of this regulation will involve the shutting down of athletics for these 7 days and not allowing non-school individuals or groups to do that which the school is prohibited from doing

5.18 PRE-SEASON DOWN TIME

The preseason down time is also a "pause in the action" that the MHSAA Representative Council adopted which prohibits open gyms (which in some schools has evolved into out-of-season practices) for a period of 6 to 14 days prior to the start of each season: From Aug. 1 to the start of fall sports practices, 14 calendar days before winter sports and from March 1 until the start of spring sports. Among the goals of the preseason down time are the following:

- More clearly distinguish the start of each season and its tryout period.
- Decrease the blurry line between allowed preseason activity (open gyms) and the start of tryouts and practices.
- Decrease the overlap of activity between the end of one season and the start of the next.

During the preseason down time certain activities are allowed:

- Contact by a coach within the three-player rule (voluntary, individual skill development).
- Non-mandatory weight training and non-sport specific conditioning.

Certain activities are not allowed:

- Open gyms, camps or clinics that involve that upcoming sport are not permitted.
- Competition (intra-squad or inter-squad) between groups that resemble school teams may not occur.

Non-school groups or individuals may not do that which the coach or school is prohibited from doing during the down time. The Representative Council has stated, "No open gyms, **camps and clinics** shall occur at the school or be sponsored elsewhere by the school and no competition (intra-squad or inter-squad) between groups that resemble school teams may occur with **any** of that school district's personnel present.

Because of the similarity between in-season practices in track & field, cross country and swimming & diving and preseason conditioning in these sports and others, the Council added the following language which provides some contrast to conditioning in these three sports which is allowed during the down time:

Regardless of what they are called or where they are held, coach-conducted running or swimming sessions which involve the structure of distances and timing and/or teach sport specific technique shall not be provided even on a voluntary basis during the down time prior to cross country, track & field or swimming & diving seasons if they are conducted by the school coaches of those sports.

Activity that includes both time and distance is more like practice for the sport than not and is not to occur during the down time. This may have the effect of changing how some cross-country teams condition preseason in the summer from August 1 to the start of practice. It does allow for aerobic conditioning (similar to that which is permitted in other sports) but must not resemble regular season practices in cross country.

5.18.1 Down Time and Sport Start Dates

Fall Sport	**Down-Time**	**Start Date**
Cross Country	Aug. 1 – 12	Aug. 13
Football	Aug. 1 – 10	Aug. 11
Soccer-Boys	Aug. 1 – 12	Aug. 13
Tennis-Boys	Aug. 1 – 12	Aug. 13
Volleyball	Aug. 1 – 12	Aug. 13
Girls Golf	Aug. 1 – 12	Aug. 13

Spring Sport	**Down-Time**	**Start Date**
Baseball	Feb. 25 – March 8	March 09
Golf-Boys	Feb. 25 – March 8	March 09
Soccer-Girls	Feb. 25 – March 8	March 09
Softball	Feb. 25 – March 8	March 09
Tennis-Girls	Feb. 25 – March 8	March 09
Track & Field	Feb. 25 – March 8	March 09

Winter Sport	**Down-Time**	**Start Date**
Basketball-Boys	Oct. 28 – Nov. 16	Nov. 17
Basketball-Girls	Oct. 21 - Nov. 09	Nov. 10
Bowling	Oct. 28 – Nov. 16	Nov. 17
Competitive Cheer	Oct. 21 – Nov. 09	Nov. 10
Wrestling	Nov.01 - Nov. 16	Nov. 17
Gymnastics	*Co-Op with Rockford	Oct. 27
Hockey	*Co-Op with Northview	Nov. 03

*See the athletic department for more information.

5.20 PLAYING DUAL SPORTS IN THE SAME SEASON

In some instances, a student-athlete may play two sports in the same season. For this to happen, the following criteria must be met:

- Both coaches must agree
- Permission form must be filled out by student, coaches and parent and signed by the athletic director.
- One of the two sports must be a varsity sport
- The student-athlete must designate one sport as a primary sport
- Sports must be compatible in some way

*5.20.1 ACTIVITIES CONFLICT GU*IDE

It is our belief that students can become well-rounded individuals through their participation in a variety of activities and events. It is understandable that students who participate in more than one activity or event may encounter conflicts. Administrators, teachers, coaches and activity sponsors will work together to help avoid conflicts when possible and resolve conflicts when and if they do occur. These guidelines are intended to address school related conflicts and are not intended to be applied to family or personal related conflicts. These guidelines have been formulated to:

- Reduce the possibility of these types of conflicts through calendar planning and scheduling;
- Increase communication between students, parents, teachers, coaches, and administrators so that conflicts can be avoided or resolved in amicable fashion;
- Employ common sense resolution strategies if unavoidable conflicts occur

5.20.2 Guidelines

In order to reduce the potential for conflicts to occur, and resolve conflicts as they occur, the following expectations and guidelines have been established:

- Communication: Coaches, teachers and activity sponsors will review the dates involving students for their activity so that conflicts will be identified at the earliest possible date. Coaches, teachers and activity sponsors are responsible for reviewing their schedules and dates with their students. Students are responsible for making their coaches, sponsors or teachers aware that a conflict exists.
- Notification & Resolution: When conflicts are identified, students will make the involved coaches, sponsors or teachers aware of each conflict at the earliest possible date, no later than two weeks (ten school days) prior the date in conflict. Coaches, sponsors and teachers will first attempt to assist the student in resolving the conflict without consequence to the student by employing one of the following solutions:

5.20.3 Performance/Competition vs. Practice/Rehearsal/Optional Act:

A performance or athletic contest always takes precedence over a practice, rehearsal or optional activity. The student will attend the performance/athletic contest. When possible, students will be allowed to leave the performance/athletic contest to attend the practice/rehearsal/optional activity once their responsibility to the performance/athletic contest has been completed.

5.20.4 Practice/Rehearsal/Optional Act vs. Practice/Rehearsal/ Optional Act

Every attempt will be made the by staff member involved to devise a schedule where the student can participate in both events if realistically possible. Practice/Rehearsal/Optional Activities may also be restructured to permit dual participation. Scheduled Activity vs. Rescheduled/New Activity is an activity that has been entered on the activities calendar in the spring takes precedence over activities that have been rescheduled or added at a later date except in the case where an activity has been rescheduled (due to a conflict) to a date where no conflicts exist and another activity causing a conflict is added to that date. In this case, the first rescheduled activity takes precedence.

5.20.5 Performance/Athletic Contest vs. Performance/Athletic Contest

In the event that a performance or athletic contest conflicts with another performance or athletic contest and the conflict was unavoidable due to calendar, league schedules, tournament scheduling or ”draws” or other restrictions out of our control, the teachers, coaches and/or sponsors will work with parent involvement to amicably resolve the conflict. If an amicable resolution cannot be found, the conflict will be mediated and resolved by the high school principal or his/her designee.

5.20.6 District/Regional/State/National Activity vs. “Regular” Activity

District, regional, state, and national performance/athletic activities take precedence over a regular school practice, rehearsal, performance or athletic contest. These types of conflicts are sometimes unavoidable due to tournament scheduling, draws and/or continued success (winning) by a team or activity. To insure the best chances for continued success by a team or activity, the district, regional, state or national performance/athletic activity shall take precedence over other school related activities even though the other activity may have been scheduled first.

In the event that a student fails to make the involved coach, sponsor or teacher aware of a conflict at the earliest possible date, no later than two weeks (ten school days) prior to the date in conflict, the student will be subject to consequences as deemed appropriate by the involved coach, sponsor or teacher for the event that is missed.

5.21 ATHLETIC AWARDS

5.21.1 Varsity Letter

a) One (1) varsity letter (8” block Blue “S”) will be awarded a student-athlete during his/her high school career.
b) Insert pins will be awarded for any other letters earned.
   i. The first year a letter is earned, an insert pin symbolizing that sport will be given.

ii. Each year afterwards that a letter is earned, an insert "bar" pin will be given.

c) A student-athlete who has earned more than one (1) letter and desires a second letter will be allowed to purchase the same.

d) Each head coach will determine the criteria for awarding a letter in their sport. These criteria must be explained to all student athletes at the beginning of each sports season. An athlete must complete the season as a member of the team in good standing in order to receive his/her award. An athlete under discipline at the end of the season who continues to practice as a faithful member of the team will be eligible for awards.

5.21.2 Freshmen Teams

All Freshmen will receive a certificate of participation and their graduation year numerals.

5.21.3 Sophomore (JV) Teams

All sophomores will receive a certificate of participation and their graduation year numerals (if they did not receive them as a freshman)

5.21.4 Senior Year

- An athlete who has not met the coach's criteria but has finished his/her senior season in good standing will receive his/her letter.
- An athlete who earns 4 Varsity letters in the same sport will receive the "Four-year letter-winner" plaque.
- The Triple Award is given to any senior student-athlete who plays 3 sports/year for 4 years. (starting with the class of 2011)
- Each sport will be allowed to present, at the expense of the school, three (3) awards to individual student-athletes. The individual awards given to the student-athletes will be a plaque.

5.21.5 MHSAA Guidelines

All awards must be given within the guidelines of the MHSAA.

5.21.6 Championship Awards

Patches will be given for district and regional championships. If 2 or more of these championships are won in a given year, 1 patch will indicate all championships won. If, in addition a state championship is won, special consideration for awards will be given. White "S" will be given to members of Conference Championship teams.

5.21.7 Team Captains

Team captains will be awarded insert to be place on letters (stars).

5.22 CONDUCT AND VALUES OF A STUDENT-ATHLETE

The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The health, safety and welfare of the student, is our major consideration and transcends any other consideration.

All athletes shall abide by a code of conduct, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the program and will not be tolerated.

The conduct of a student-athlete is closely observed in many areas of life. It is important that the student-athlete's behavior be above reproach in the following areas at all times:

A. In the classroom, the student-athlete should work hard and have good study habits and good behavior. Detentions must be taken care of promptly. A student-athlete must notify each coach of a detention or other disciplinary consequence, which always takes precedent over practice or games.

B. During competition, a student-athlete must always exhibit good sportsmanship. Use of profanity or illegal tactics is strictly forbidden and will not be tolerated. Student-athletes are not to argue with or show disrespect toward officials, coaches, teammates, opponents or any adult personnel. Disciplinary actions may be left up to the discretion of the coach.

C. On trips, student-athletes directly represent the community, school and coaches. Therefore, it is expected that all concerned will dress in an acceptable manner when traveling and conduct themselves on the bus in a respectful manner.

D. A student-athlete must respect school property and equipment at all times. If the student-athlete destroys, loses or steals equipment, s/he is taking from themselves, teammates and the school, entity or person that owned the equipment. Each student-athlete is financially responsible for destruction of equipment or loss of property. Student-athletes and parents will be notified by the coach within two-weeks upon the completion of the season, of any item that is missing or that needs to be replaced due to loss or destruction. Student-athletes, who intentionally destroy or damage school property or equipment, are subject to disciplinary sanctions up to and including loss of the privilege of participating in athletics, suspension or expulsion from school and/or referral to appropriate law enforcement authorities.

E. There will be occasions when there are conflicts of responsibilities. We will not excuse athletes from practice for routine conflicts, which, with prior planning can be scheduled around practice sessions and contests. Academics are most important, however, every attempt must be made to arrange obligations so that conflicts do not exist.

5.23 DISCIPLINARY ACTIONS

All current student-athletes and potential student-athletes shall be considered under the jurisdiction of the athletic code, upon enrollment in the Sparta Area Schools. It is understood that the principal, designee or other administrator may suspend from athletics a student-athlete at any time when the student-athlete's conduct may have a detrimental effect upon the image of Sparta Area Schools.

A. These regulations are in effect throughout the calendar year, summer months inclusive.

B. When serving a team suspension, a student-athlete must attend all practice sessions and (unless excused) must be present (not in uniform) at all contests. The only exception to this rule would be if a student-athlete were suspended for the full season in one sport. The student-athlete would not be allowed to participate with the team.

C. If a second consequence is imposed while a previous consequence is being served, the consequence for the second offense will not begin until the consequence for the first offense has been served.

D. If a consequence is not completed during a given sports season, the portion not served will be carried over to the next sport that the student-athlete previously participated in. (This would apply to student-athletes who are sophomores, juniors or seniors).

E. These offenses will accumulate throughout the athlete's high school career. Beginning with the third violation in any category, consequences may be applied under Category III consequences guidelines regardless of offense.

F. If student-athlete transfers into Sparta Area Schools while having a suspension from the school s/he is transferring from, that suspension will be upheld.

G. If a student is suspended from athletics the following conditions may need to be completed to return to program:

i. The student-athlete must show remorse for violating the code of conduct

ii. The student-athlete must address the coaching staff and the team as a restorative measure as well as apologize to any offended party.

iii. The student-athlete must meet with a school counselor or administrator to determine if there are deeper issues, which need to be supported.

iv. Other conditions as determined after consultation with the administration based on the offense.

5.23.1 SELF-DISCLOSURE

1. An athlete who, by him/herself or together with his/her parent or legal guardian, voluntarily discloses his/her violation of the substance abuse policy under this Code prior to any reports, charges, or complaints shall be referred to a counselor, and will be required to complete or program as recommended by the counselor. However, loss of eligibility can be modified as hereinafter provided in this section. The specific provisions for self-disclosure, as stated above, are as follows:
   a. Self-disclosure, whether by the student alone, or together with a parent or legal guardian, may be made to a coach, or to the athletic director or principal of the school, which the athlete attends.
   b. Self-disclosure, where appropriate in accordance with this Code, shall affect only the appropriate penalty for the violation and shall not affect the status of the violation itself. Self-disclosure, which meets the requirements of this section, shall apply only to an athlete's first offense. Upon a first violation, where there is appropriate self-disclosure as defined above, the athlete or participant may be referred to a counselor and the counselor will recommend programs.
   c. Self-disclosure shall not modify the penalties or sanctions for second or subsequent violations. In a first violation situation where an athlete has, as a result of self-disclosure, received the reduced penalty under the provisions of this section, any failure by the athlete to comply with the required program arranged by the counselor or with any other recommendation of the counselor shall result in immediate termination of the reduced penalty status. The penalty for the original violation shall be the same as though there had been no self-disclosure.

In an effort to aid the athletic department in determining and applying appropriate and fair consequences for violations, the following four distinct categories have been created:

Category I – Conduct Unbecoming An Athlete (Minor Infractions)
Category II – Conduct Unbecoming An Athlete (Major Infractions)
Category III – Controlled Substances and Medication / Abusive/Threatening Actions

5.23.2 CATEGORY I - CONDUCT UNBECOMING AN ATHLETE (Minor Infractions)

Conduct in and out of school shall be such as to bring no discredit to the athlete, parents, school or team. Some examples of misconduct in this area are, disrespect for authority, petty theft, aggressive behavior, profanity and abusing school property. This is not an all-inclusive list and the athletic director has the discretion to decide whether alleged infractions fall into this category.

5.23.3 CONSEQUENCES FOR CATEGORY I VIOLATIONS

A. First violation: May bring up to one contest date suspension.

Conditions for return to program

i. The student-athlete must show remorse for violating the code of conduct

ii. The student-athlete must address the coaching staff and the team as a restorative measure as well as apologize to any offended party.

B. Second violation: May bring up to a maximum of 50% of all the interscholastic regular season dates in present sport. If the consequence imposed is 50% of the season, the number of regular season games will be used regardless of when the violation occurred.

C. Third violation: May bring up to a maximum of one full season of competition. If the consequence imposed is 100% of the season, the number of regular season games will be used regardless of when the violation occurred.

D. Fourth violation: May bring a suspension from all athletics for 1 calendar year or any part thereof. This includes practice and competition.

5.23.4 CATEGORY II - CONDUCT UNBECOMING AN ATHLETE (Major Infractions)

Conduct in and out of school shall be such as to bring no discredit to the athlete, parents, school or team. Any activity that is unlawful in nature other than substance abuse will fall into this category. Some examples in this category would be: theft, destruction of property, fighting causing injury to others, vandalism, inappropriate use of the internet, hazing and harassment. This is not an all-inclusive list and the athletic director has the discretion to decide whether alleged infractions fall into this category.

Sparta Area Schools' policy prohibits harassment, sexual harassment, bullying and hazing of students. This behavior disrupts the educational process and interferes with this District's commitment to provide a stable environment to its students. All students are expected to conduct themselves with respect for the dignity of others. The Sparta Area Schools, because of its desire to prevent and prohibit this behavior, adopts this policy and gives notice that it is wrong and will not be tolerated by this District.

a) Definition of Harassment:

i. Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District
ii. Submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions, or privileges of the School District
iii. The unwelcome conduct or communication interferes with the student's education, creates and intimidating hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

b) Definition of Sexual Harassment [Note1]

Sexual Harassment may include, but is not limited to:

i. Verbal harassment or abuse
ii. Pressure for sexual activity
iii. Repeated remarks with sexual or demeaning implications
iv. Unwelcome touching
v. Sexual jokes, posters, cartoons, etc.
vi. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance or public duties.

c) Examples of Bullying (please refer to page 13, 3.4.3 and/or SAS Board Policy 5517.01)

Intimidation of others by acts, such as but not limited to:

i. Threatened or actual physical harm
ii. Unwelcomed physical contact
iii. Threatening or taunting verbal, written, or electronic communications
iv. Taking or extorting money or property
v. Blocking or impeding student movement

d) Definition of Hazing [Note2]

Any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

i. Illegal activity, such as drinking or drugs
ii. Physical punishment or infliction of pain
iii. Intentional humiliation or embarrassment
iv. Dangerous activity
v. Activity likely to cause mental or psychological stress
vi. Forced detention or kidnapping
vii. Undressing or otherwise exposing initiates

[Note1]: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State Law M.C. L. A. 722.621 et. seq.

[Note2]: If the school club organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

e) Reports of Harassment, Sexual Harassment, Bullying, and Hazing

The District encourages any student who believes he or she has been victim of harassment to report his/her concerns directly to any building principal or guidance counselor. Complaints or reports of harassment shall be handled as confidentially as possible. However, in certain circumstances, the District may be required by the Child Protection Law to report child sexual abuse to the Department of Social Services or other designated law enforcement agency. All reports or complaints will be promptly investigated by appropriate District representatives. Any student who violates this policy will be subject to corrective action,

including suspension or expulsion. The District prohibits retaliation against students who file or make such complaints. Filing of a complaint will not reflect upon an individual's status nor will it affect a student's grades or work assignments. However, the District will take appropriate action if it finds that a student has deliberately filed a false complaint.

f) Abusive/Threatening Actions
   i. Extortion: To obtain from by coercion or intimidation.
   ii. Fighting/Assault: Intentionally causing or attempting to cause physical harm to another through force or violence.
   iii. Aggressive Behavior
   iv. Instigating: the verbal or physical act of urging, inciting, or encouraging another person to behave in such a way that violates Sparta High School's Student Code of Conduct.
   v. Threats to Students
   vi. Racism/Racial Insensitivity
   vii. Physical Attacks or Threats to Staff Member

g) Property and Facilities
   i. Destruction of Property: Including both public and private property on school grounds or at school activities.
   ii. Theft, Attempted Theft, and/or Possession of Stolen Property: This includes stolen property brought to Sparta High School.

Student Valuables: Sparta High School strongly recommends that students leave all valuables (including unnecessary amounts of cash, cell phones, iPods/mp3 players, phones, jewelry, etc.) at home. Sparta High School is not responsible if these types of items are lost or stolen.

h) Inappropriate Practices and Behaviors
   i. Insubordination: Refusal to follow reasonable request made school personnel, or showing disrespect to school personnel. Students are expected to cooperate with and give respect to staff at all times.
   ii. Gross Insubordination: Any example of insubordination deemed excessive by administrative discretion.
   iii. Disruptive Behavior: Any behavior that disrupts the learning environment or the normal functioning of the school.
   iv. Major Disruptive Behavior: Any example of disruptive behavior deemed excessive by administrative discretion.
   v. Disrespect to Staff: Behavior displaying or promoting disrespect to staff members.
   vi. Possession and/or use of Tobacco Products: Students are not permitted to use or possess any type of tobacco on school property.
   vii. Possession and/or use of lighters & matches.

5.23.5 CONSEQUENCES FOR CATEGORY II VIOLATIONS

A. First violation: May bring up to a maximum of 25% of all the interscholastic regular season dates in present sport. If the consequence imposed is 25% of the season, the number of regular season games will be used regardless of when the violation occurred.

B. Second violation: May bring up to a maximum of 50% of all the interscholastic regular season dates in present sport. If the consequence imposed is 50% of the season, the number of regular season games will be used regardless of when the violation occurred.

C. Third violation: May be all athletics or up to 1 calendar year or any part thereof. This includes practice and competition. a. It is recommended that the student be referred for assessment by a community agency or a professional individual outside the school.

D. Fourth violation: May bring a suspension from all athletics for the remainder of the student's high school career.

5.23.6 CATEGORY III – Controlled Substances and Medication / Abusive / Threatening Actions

DRUG-FREE STATUS REQUIREMENT:

These and other demands placed upon you as a student athlete by the school and community make it essential that you exist in a drug-free environment. **This status must be maintained year round, in and out of season and on and off the fields of competition.** We in no way concede that such rules end at the confines of our property or outside of our supervision or authority, nor shall we expect athletes to follow these standards during the competitive season and then give them any green light to partake in such behaviors out of season or during the summer. We are entrusted to educate and teach our youth and to maintain clear and consistent boundaries for them. Remember that the intent of this program regarding substance abuse is not punitive; it is preventive. It is designed to ensure that you remain drug-free and, in so doing, continue as a student athlete in your chosen sport at Sparta High School, continuing to benefit in the mental, social and physical health associated with the participation in organized athletics. We, as coaches, educators and administrators, recognize all the positive aspects of participation in athletics. But these benefits can truly only be realized in a drug-free environment. The many benefits of athletic participation would soon be diminished if we accepted the inclusion of drugs, alcohol and tobacco into our athletic programs. We cannot permit the use of these substances by a small minority of athletes to lessen the values of our athletic programs for the majority of athletes who are remaining drug-free and enjoying the full benefits of their participation. To reemphasize, a student-athlete shall not be in possession of, use, sell, distribute, or be under the influence of illicit controlled substances. The possession, use, sale, or distribution of substance abuse paraphernalia is also prohibited. Our message to student-athletes is loud and clear and should be understood by all ---NO USE!

Possession is defined as: **The student becomes part of a situation where alcohol or drugs are illegally present or being used.**

The use or possession of these types of drugs is strictly prohibited for our student athletes at all times. The associated nature of consequences for such violations shall be more severe than other violations as they constitute a greater degree of danger and legal and criminal action. – Simply stated, drug abuse is the consumption of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification. The use or misuse of drugs is a social problem. Students with a strong sense of purpose have no need for mood modifiers. The rule against substance abuse is in effect all year, on and off of school property.

a) Controlled Substances and Medication

Self-Medication Policy: Students who are using prescription medication must have a statement from their doctor on file in the office. Medication must be in the prescription bottle. Students who take non-prescription medication must have a statement from the parent/guardian on file in the office. All medication must be kept in the office and will be dispensed according to their doctor's and or parent's instruction. Failure to comply with this policy could result in possession of a controlled substance.

Violations:

i. Sale, Furnishing, Purchasing, or Exchange of Narcotics, Illegal Drugs, Prescription Drugs and/or Alcohol: Students shall not furnish/sell narcotics, illegal drugs, or alcohol. This includes all "look-a-likes."
ii. Possession with Intent to Distribute
iii. Possession or use of Drugs and/or Alcohol: Students shall not possess or use narcotics, illegal drugs, prescription drugs, alcohol, "look-a-likes" or any other related paraphernalia (i.e. rolling papers such as zig zags, pipes, etc.) on school grounds or at school activities. Students attending school activities under the influence of narcotics, illegal drugs, or alcohol will be suspended from the activity and shall forfeit the right to attend like activities for the balance of the school year in addition to disciplinary action.
iv. Possession of Drug Paraphernalia
v. Possession of Non-Prescription Medication

b) Abusive/Threatening Actions

i. Extortion: To obtain from by coercion or intimidation.
ii. Fighting/Assault: Intentionally causing or attempting to cause physical harm to another through force or violence.
iii. Aggressive Behavior
iv. Instigating: the verbal or physical act of urging, inciting, or encouraging another person to behave in such a way that violates Sparta High School's Student Code of Conduct.
v. Threats to Students
vi. Racism/Racial Insensitivity
vii. Physical Attacks or Threats to Staff Member

5.23.7 CONSEQUENCES FOR CATEGORY III VIOLATIONS

To provide for the safety and health of our student athletes, the following procedures, remedies and consequences are applied to any violation of your drug-free status with regard to the use of any ILLEGAL and PERFORMANCE ENHANCING DRUGS/SUPPLEMENTS violation.

A. First violation: May bring up to a one calendar year suspension from all interscholastic sport.
B. Second violation: May bring a suspension from all athletics for the remainder of the student's high school career. This includes practice and competition.
C. Third violation: May bring a suspension from all athletics for the remainder of the student's high school career. This includes practice and competition.

5.23.8 PROCEDURES FOR REPORTING VIOLATIONS AND RULE ENFORCEMENT

1. A report from a credible source of the alleged violation must be made to the athletic director, principal, dean of students or coach. (Anonymous sources will not be considered credible).

Online content may be used as a source of information.

2. The appropriate personnel will convene a meeting with the student-athlete to determine whether a violation occurred.
3. Appropriate personnel will provide verbal notification to the student-athlete of the reported violation.
4. Further investigation through interviews with those who may be aware of violations first-hand, those who may have limited knowledge of the violations, or those who may be involved with such violations will be conducted.
5. Any and all allegations of violations of the student-athlete's drug-free status will be seriously address and investigated.
6. The approved and appropriate remedies and consequences for the type of violation will be applied and enforced.
7. The athletic director or his designee will attempt to notify parents verbally and in writing of the reported charge of the student-athlete's violation and possible consequences.
8. At the conclusion of the hearing, the student-athlete will be notified verbally and the parents in writing within five (5) days of the ruling.
9. The athletic director will notify the school's counseling department to assist the student with follow-up substance abuse counseling, if the situation warrants such action.

5.23.9 COOPERATION DURING INVESTIGATION

It is important for all student-athletes to understand that involvement in our athletic programs is a privilege. With the responsibility of being an athlete, come commitments, which are the conditions of this code of conduct. In the event that a student athlete comes under investigation for possible violations to the provisions of this code, it is expected that:

1. The student-athlete be truthful.
2. That the student-athlete be forthcoming with information.
3. That the student-athlete not be deceptive or untruthful.
4. That the student-athlete be cooperative during the investigation of any student-athlete violation. The student-athlete must be truthful and forthcoming with information or the athletic director has within his/her power to impose a greater level of consequence if it is determined that the student-athlete has lied, been deceptive or untruthful prior to or after the determination of guilt and or consequences. Great weight must be placed on the privilege of representing our community outside the confines of our community and any student-athlete that would fail to be truthful and/or cooperative would jeopardize the perceived character of our programs. Failure to comply with the above conditions may result in full expulsion from the athletic program for the duration of the student-athlete's future career.

5.23.10 APPEALS PROCESS

A. Declaration of Appeal

If the parents or legal guardian feel that equity has not been granted their child, they may appeal the decision to the athletic director within 3 school days of verbal or written notification. Failure to comply with the time limit will result in automatic denial of the appeal.

B. Informal Discussion

After the written request has been submitted to the athletic director, there shall be an informal discussion by the person appealing a decision and the person who made the decision that is being appealed in an attempt to resolve the problem.

C. Informal Meeting

If the appeal is between a student-athlete and member of the coaching and administrative/professional staff other than the athletic director, the parties involved shall meet informally with the athletic director in an attempt to reach an agreement.

D. Formal Appeal

If a settlement cannot be reached informally, the appeal shall be filed with the chairperson of the Athletic Appeals Board. The Appeals Board will be made up of one:

- Female coach
- Male coach
- An administrator not involved in the earlier decision

E. Formal Hearing

- When possible, a hearing shall be conducted within 7 days of the receipt of the request. If the 7-day schedule cannot be met, the hearing shall be held at the earliest possible date thereafter.
- Both individuals involved in the appeal shall be present at the hearing to present their cases and to refute invalid information, which might be presented by the other party.
- After each party involved in the appeal has presented her/his case, members of the Appeals Board shall meet in private to render a decision.
- The parties involved shall receive, in writing, the decision of the Appeals Board within three (3) days of the completion of the review.

Note:

- The student-athlete may not participate in any interscholastic competition while the appeal is pending.
- If the appeal concerns a post-season tourney, it must be submitted within 1 day before the competition starts. All levels of appeal will be heard before the competition begins.

5.23.11 ADDITIONAL RULES AND REGULATIONS

Each coach has the authority and responsibility, with the approval of the athletic director, to establish his/her own rules and regulations as they pertain to his/her sport. No team rule however, may have as a consequence, one that will be in greater degree than what is allowed in these rules and regulations. All team rules must be in writing and clearly communicated to each team member and his/her parent(s) at the beginning of the season. Coaches have the right to dismiss participants for conduct considered detrimental to the team. To assure that such decisions by individual coaches are reasonably just and fair, any decision can be appealed.

6.0 Sparta Internet/Technology Responsible Use

6.1 Technology Responsible Use Policy

The use of the Sparta Area Schools technology is a privilege for educational purposes only that may be revoked by the administrators of the system at any time for abusive conduct. Such conduct would include but not be limited to the following:

- Disclose your password
- Abuse or misuse of hardware
- Change any computer settings without permission, i.e., wallpaper, desktop
- Login as anyone else for any reason
- Use another login with or without permission
- Install/remove any software

- Make illegal copies of any software owned by Sparta Area Schools
- Delete any files but your own
- Altering hardware settings
- Unauthorized use
- Violation of Board Policies 5500 (Student Conduct), 5513 (Care of District Property), 5517 (Harassment of students) and 5517.01 (Bullying and other aggressive behavior toward students)
- USE OF PERSONAL HOTSPOTS IN SCHOOL ARE PROHIBITED.

6.2 Internet Registration Policy

Sparta Area Schools complies with all CIPA (Children's Internet Protection Act) requirements. Recognizing that no filtering software is foolproof, students are required to monitor their own activities and comply with the following:

1. The use of the Sparta Area Schools Internet connection is a privilege for educational purposes only that may be revoked by the administrators of the system at any time for abusive conduct. Such conduct would include, but not be limited to, the following:
   - Download/install any program or file onto a hard drive or network drive without permission
   - View, download, e-mail any pornographic, objectionable or questionable material
   - Send inappropriate electronic messages
   - Create and/or post any web pages except for class requirements
   - Unauthorized use of software
   - Violation of Board Policies 5500 (Student Conduct), 5513 (Care of District Property), 5517 (Harassment of students) and 5517.01 (Bullying and other aggressive behavior toward students)
   - Any conduct that embarrasses, harms, or in any way distracts from the good reputation of Sparta Area Schools
2. Sparta Area Schools have the right to view all material stored in files on the network and reserve the right to edit or delete all materials that it finds objectionable.
3. In consideration for the privilege of using the Sparta Area Schools Internet connection and in consideration for having access to the information contained on it, I hereby release the Sparta Area Schools Internet connection and its operators and sponsors, Sparta Area Schools and its faculty and staff, and all organizations, groups and institutions with which the Sparta Area Schools Internet connection is affiliated for any and all claims of any nature arising from my use, or inability to use, the Sparta Area Schools Internet connection.
4. My access to and use of the Sparta Area Schools Internet connection is subject to such limitations as may be established by the administrators of the system, and may be changed from time to time. Students may not use a full name at any time in website material.
5. See Appendix G at the end of the handbook for AUP for students who are Bring Your Own Device (BYOD).

7.0 Overview and Purpose of School Safety Webpage

The safety and welfare of the members of our school community is and always will be a priority of Sparta Area Schools. In general terms, to feel **safe** is a basic need of humans. If the basic needs of a person are not met, the evidence is clear; they will likely not perform optimally.

In recent years there have been several tragic and horrific acts of violence involving school communities. These random and senseless acts have received tremendous amounts of media coverage. As the awareness and need for school safety increase, so does the value of communicating what districts are doing to address school safety in their local educational community. The information presented in this web-page is designed to provide the members of the Sparta School Community an overview of key components in the District's comprehensive School Emergency and Safety Plans.

Sparta Area Schools Emergency Drill Reports

Michigan's PA12 of 2014 *requires each school district to report its annual emergency drill schedule no later than September 15th to the Kent County Sheriff's Department Emergency Management Division, which is required to notify local police/fire agencies within the boundaries of the district. Districts are required to document the completion of scheduled drills within 30 days and post notification of completed drills on the school's website. The reports are to be maintained on the district site for three years.*

Prior to the start of the school year, Sparta Area Schools submits their annual schedule of safety drills to the Kent County Emergency Management Coordinator and the local Police and Fire agencies, as required. This has been common practice for many years. Documentation of Sparta Area School's emergency drill reports are posted on a website specifically developed by Kent Intermediate School District for schools in Kent County. Administrative personnel in each building are designated to update the reports after completion of each emergency drill.

Open the hyperlink all schools to view a complete listing of emergency drills conducted at each building in Sparta Area Schools during the **2017-18** school year. Each building's completed scheduled drills are represented on separate pages, and buildings are listed

in alphabetical order within the report. Viewers must use the scroll bar to view individual building reports. If you have any questions about the reports, please contact Joel Stoner, Human Resources Director at joel.stoner@spartaschools.org

Required Information for Annual School Emergency Drill Schedule Reports
(School Emergency Drill Reporting Citation: PA207, PA 337, PA 12 of 2014 and MCL 29.19)

1. School
2. School Year
3. Type of Drill:
   a. Fire: 5 required
   b. Tornado: 2 required
   c. Lockdown: 3 required
4. Date and time(s) of drill (note WECC and BAC conduct multiple drills in one day)
5. Acknowledgement of principal, program director or designee conducting the drill

SAS District Safety Teams

The District's Emergency and School Safety Plan include several building and district-level teams. Each team is strategically organized based upon recommended practices from national, state and local school safety authorities. Each group plays a significant role in the district's approach to safety preparedness including activities associated with: Prevention, Protection, Mitigation, Response and Recovery, or simply put, school safety activities before, during, and after an incident. Below is a partial list of School Safety Teams in Sparta Area Schools with a brief description of their roles and memberships.

Core Crisis Response Team

The Core Crisis Team is the primary school safety organizational team in the district. The team develops plans, and establishes protocols and procedures, organizes programs and services, provides information and support, receives ongoing training and updates and generally oversees the school safety activities in the district. The Core Crisis Team has scheduled monthly meetings, yet may be called upon to meet as necessary. Membership Include:

- District and Building Administrators
- District Program Coordinators and Directors
- Counselors and Social Workers
- Designated Maintenance Staff
- School Nurse
- Local Police and Fire Personnel

MERT (Medical Emergency Response Team)

The Medical Emergency Response Teams provide support for medically related issues and emergencies which occur in the school community. MERT members are often called upon to assist with medical incidents in the school setting. They act as *first responders* for medical support until the school nurse, local EMT or licensed medical provider arrive at the scene. The team members are certified in CPR, AED, Basic First Aid (including Asthma Inhaler Administration, EpiPen Administration, Monitoring and Managing Diabetes and Seizure Management), Crisis Prevention Institute (a nationally recognized training in de-escalation, seclusion and restraint practices) and receive training in general school safety practices annually. Each building has a designated Medical Emergency Response Team. Membership Include:

- Designated Building Office Staff
- School Nurse
- Administrators
- Designated Teachers
- Designated Support Staff
- Supervisors and Coordinators
- Itinerant Staff

Core Response Team

The membership of the Core Response Team is primarily school counselors, school social workers, and school psychologists. The function of the team is to provide social and emotional support during and after the occurrence of a crisis incident in the school community. The Response Team members are trained professionals who help members of the school community with coping,

managing and effectively navigating personal or group crisis events. Team members are often made available to students, families, staff and sometimes other schools after a loss or tragedy. They are also called upon to help instruct and guide appropriate interactions among students, teachers and colleagues experiencing a personal loss or a tragic event. Depending upon the magnitude of the event, one or more Core Response Team members may be requested to provide support services. Members Include:

- Counselors
- Social Workers
- School Psychologists
- Assistant Superintendent

Core Response Leadership Team

The function of Core Response Leadership Team is to provide district-level leadership for all emergency and safety incidents in the Sparta Educational Community. The team provides orchestration, collaboration and communication in and between local, county, and state law enforcement & health officials, the members of our school community and media outlets as warranted by incident. Membership Includes:

- Chief Administrative Officials in District
- Designated Technology and Operations Personnel
- Local, County and State Law Enforcement and Emergency Management Agencies
- Local, County and State Community Health Agencies Health

Sparta Area Schools Emergency and Safety Plans, Protocols and Procedures

Each day our school district is entrusted to provide a safe, caring and orderly learning environment for over 2,600 students. The welfare and safety of our students and staff is top priority in Sparta Area Schools. We recognize schools play a significant role in taking proactive measures to prevent school safety incidents, and/ or reducing the impact of emergencies within our educational community. Therefore, we believe it is valuable for all members of our school community to know that our school system has well-crafted emergency and safety management plans which are specifically designed to keep students and staff safe from threats and hazards.

Our district plans are based on current principles of emergency management for schools. Our emergency and safety response protocols and procedures are continually refined and updated in collaboration with local, state and federal school emergency management authorities. The responsibility for emergency and safety planning primarily comes from District Administration and the District Core Crisis Team under the direction and governance of State, Federal and County agencies, related laws, and the local Board of Education Policies and Administrative Guidelines. Below are highlights of Sparta Area School's Emergency and Safety Response Plans.

School Safety Response Guides: *a flipbook located in every classroom that contains recommended safety protocols during school emergency situations in a school setting.*

Classroom Safety Folders: *a designated folder in every classroom that contains general and individual classroom information, and basic materials and resources used in school safety and emergency incidents.*

Evacuation Maps: *individualized evacuation maps which are located in every classroom.*

School Safety / Welfare pages on the District website:

a. Nurse's Corner: *contains guidance and useful information regarding individual health and wellness, state immunization requirements, and an overview of the district's Reproductive Health program.*
b. District School Safety: *contains information about our district's emergency and safety management plans, and helpful safety and wellness resources for parents and families.*

Off-Site School Safety Portal: *allows designated personnel off-site access to current student and school information/records.*

School Site Surveys: *A series of documents on file with the Kent County Office of Emergency Management that provide local, county and state law and health official's access to important contact and school site information for emergency management.*

Cardiac Emergency Response Plan: *written protocol s for cardiac emergencies located in the Nurse Offices and AED Cabinets in each building.*

District-wide Professional Development: *initial and/or annual school safety and emergency professional training for all SAS personnel. Examples include Blood borne Pathogens, Bullying, Concussions, Confidentiality (HIPPA/FERPA), and MIOSHA Hazardous Material Management.*

Resources and Information for Members of the School Community

Overview of Purpose

The purpose is to provide parents and guardians of students in Sparta Area Schools access to resources and information regarding safety and health in a school community. Information contained in this section is organized in a series of digital documents which can be accessed by opening the files under the Resources and Informational heading on the left side of the screen. The resources and information will likely change over time. Updates will be based upon information and resources provided by state and county health and school safety officials, and the needs within our local school community. Additional health information is located in the Nurse's Information section of the district's website: http://www.spartaschools.org/departments/nurseinformation/
For additional information regarding school Health and School Safety, please contact:

*School Nurse, Amy Roelse: amy.roelse@spartaschools.org
*District Chair of the Core Crisis Team, Joel Stoner: joel.stoner@spartaschools.org

Appendix A: General Procedures

Tardy/Absence Procedure

Attendance is vital to the success of your son or daughter. Students shall be present for 90% of scheduled classes in each course to earn credit, if all other course objectives are met. **For the 2018-19 school year, 90% equals 9 absences allowed**. Please use the following procedures to make sure their attendance is in order.

1. If your son or daughter will be absent from school, please do one of the following:
    a. Call the attendance line (24/7) at 887-1741 and leave a message excusing them
    b. Have them bring in a note excusing them signed by the parent
    c. Call the attendance secretary at 887-8213 and speak with her to excuse them
2. If the absence is resulting from an appointment with the dentist, orthodontist, doctor, etc. please bring a slip to mark the absence as medical
3. When arriving tardy you must:
    a. Sign in at the attendance desk
    b. Receive a pass from the office
    c. Report to class promptly once the pass has been given to you
4. Students absent from school may not be able to participate in athletic events that day. Please see the student handbook section 5.13 on page 28 or call the athletic office at 887-2098.
5. Any unexcused absences will be made up in detention or in-school suspension
6. More than four tardies in any given class will result in a half hour detention.

Student Pick Up Procedure

From time to time, you will need to pick up your son or daughter from school. Please follow the procedure below to ensure their safety at all times.

1. If students are leaving for an appointment, please have them pick up a pass to leave class at the prearranged time in the morning from the attendance secretary.
2. Before the student leaves the building, the parent (or someone on the student's emergency contact list) must come into the building and sign the student out with the attendance secretary.
3. Students may not leave the school for any reason with a person not on that student's emergency contact list.

Prearranged Absence Procedure

If your son or daughter knows in advance that they will be missing school for a vacation, college visit, or other acceptable reasons, please follow the procedure below:

1. Pick up a prearranged absence slip in the office
2. Have your teachers sign the slip if you will be missing their class.
3. Return the slip to the attendance secretary in the main office
4. Please see the student handbook section 2.6 on page 10 for more information.

Time Makeup Procedure

If your son or daughter owes time from excessive absences, unexcused absences, or detentions, their time owed can be made up in the following manner:

1. Students owing time will be notified in writing by the office. The amount of time owed and the deadline for time makeup will be stated. Students may receive a time owed slip, a detention slip, or an in-school suspensions slip will be mailed home if necessary.
2. If the time owed by a student is less than six hours, students may make up their time by a combination of the following:
    a. Lunch detentions on Wednesdays and Thursdays (0.5 hours per detention)
    b. After-school detentions on Tuesdays and Thursdays (up to 1.5 hours per detention)
3. If the time owed by a student is more than six hours or fail to make up their time through detentions, students may have to serve an in-school suspension to make up their time requirements.

Cell Phone Procedure

Cell phones are welcome to be used by students during lunch as well as before and after school. Besides those times, cell phone use in the classroom is at the discretion of individual classroom teachers. If students are using cell phones in class without permission, the following procedure will be followed:

1. **First offense:** The student will turn in their cell phone to the teacher or office. The student will be able to pick up the phone at the end of the school day.
2. **Second offense:** The student will turn in their cell phone to the teacher or the office. The phone will be held until the parent picks it up in the office at the end of the school day.
3. **Third offense:** The student will turn in their cell phone to the teacher or the office. The phone will be held until the parent picks it up in the office at the end of the school day. The student's actions will be treated as insubordination and treated in accordance with the student handbook.

If the student refuses to turn in the phone to the teacher or the office, additional consequences may occur consistent with the student handbook.

Appendix B: Spartan Privilege Program

The students at Sparta High School have many privileges. Some of those privileges begin the day students walk through the doors as a freshman and some are earned throughout your years here. Below is a list of privileges that many of the students enjoy at SHS.

- A full lunch everyday with your choice of seating in the cafeteria
- Before school time (with freedom to make choice of how you spend it)
- Attendance at co-curricular activities
- Participation in co-curricular activities
- Attendance at dances (regular, homecoming, prom)
- KCTC driving
- KCTC lunch
- Senior Seminar (see below)
- Senior off-campus lunch

Make no mistake that these items are privileges, not rights as a student. Certain expectations will need to be maintained to keep these privileges. **Academics**, **Attendance**, and **Behavior** will factor into the continuation of these privileges. If a

student begins to have problems with academics, attendance, or behavior then a loss of these privileges may occur. Depending on the student, grade, and schedule different privileges may be used to help improve behaviors.

It is our belief that we would prefer to have students in class and learning rather than out of class on suspension. We are hoping that we change behaviors by taking away privileges rather than going right to taking students away from classes. Students will always have the opportunity to earn their privileges back after demonstrating responsibility in academics, behaviors, and attendance. This program will not replace in-school or out-of-school suspensions, but hopes to supplement them when appropriate.

Academics

- Freshman students who are failing math or English after the first, six-week marking period may be required to attend Lunch Detention on Wednesdays and Thursdays or sit at an assigned table during lunch until their grade is passing.
- Students that fall below a D- (60%) average in any given class during the first, six-week marking period may need to attend Lunch Detention on Wednesdays and Thursdays during lunch or sit at an assigned table until that grade is above a 60% average.

Attendance

- Students with continued tardiness will lose lunch privileges for a week at a time after the second tier penalty has been reached. (The first two tiers will use detentions).
- Students who have unexcused absences or reach six hours of time owed will lose lunch privileges until time is made up.
- Additional loss of privileges from above may result with continued unexcused absences or tardiness.

Behavior

- Student behavior that is not consistent with the student handbook will result in the loss in lunch privileges for a one, two, or three-week period of time when more appropriate than an ISS or OSS.
- Additional loss of privileges from above may result with continued poor behavior.

Senior Seminar Privilege Requirements

- Begins after the first six weeks.
- Must have an 87% or better in all classes.
    - If you this goal is not achieved, a growth component may be added.
- No OSS or assigned ISS, 2 RTC referrals are allowed.
- No unexcused absences or have over 3 tardies per class.
- No more than 9 absences in a semester.

Appendix C: Unauthorized Access to the Building/Pranks

Students are reminded that any unauthorized access to the building can be considered trespassing. Any unauthorized use or trespassing shall be subject to disciplinary action including detention, suspension or expulsion with the possible notification of authorities. Any students involved in pranks, destruction of school property, vandalism, or behavior detrimental to facilities or grounds are subject to suspension or expulsion with notification of authorities. Seniors

planning, communicating about, or participating in behavior detrimental to school facilities or environment may also jeopardize participation in Prom and/or commencement and/or other graduation activities. Students are also reminded that pulling on locked doors for the purpose of gaining access to facilities is considered unauthorized access and will be subject to detention or suspension. If damage occurs students will be held accountable for the cost of repairs.

Appendix D: PROMOTION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

A student will be promoted to the succeeding grade level when s/he has in the opinion of the professional staff, achieved the instructional objectives set for the present grade, and demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum.

M.C.L.A. 380.132(4)(d), 380.248(d)

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

DEFINITIONS

A. **Promotion**:

Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy **5410** and restated below.

B. **Placement:**

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the teacher recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

C. **Retention**:

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the teacher with the concurrence of the building administrator.

At the high school level, students may be placed into five programs to help them best achieve their educational outcomes.

1. Sparta High School
2. Career Academy A.M. (CAD AM)
3. Career Academy P.M. (CAD PM)
4. MySchools (KISD)
5. SuccessLink (KISD)

The principal at Sparta High School has the final right of placement for all students. We want to work with parents and students to find the correct program to meet their needs, but in the end, it is the right of the building principal to make the final decisions on student promotion, placement and/or retention.

Appendix E: WEAPONS AND CRIMINAL ACTS

As of December 1995, the Schools Legislative Requirements were revised to read that school districts are required to expel students who possess a dangerous weapon in a weapon free school zone or commit arson or criminal sexual misconduct in a building or on school grounds. The State Law also requires the school districts to expel students who bring a weapon to school for not less than one

year. (See Policy 5772 for more details). Amendments to the state law require districts to consider seven factors before expelling or suspending a student for more than 10 days for any of the following behaviors:

- Student in grade 6 or above who commits physical assault against another pupil.
- Any student who brings a dangerous weapon on school property, commits arson or criminal sexual conduct.
- Student in grade 6 or above who commits physical or verbal assault against an employee, volunteer, or contractor or makes a bomb threat

Except for possession of a firearm, the following seven factors will be considered prior to expelling or suspending a student for more than 10 days:

- Student's age
- Disciplinary history
- Disability
- Seriousness of behavior
- Whether behavior posed safety risk
- Restorative practices
- Whether lesser interventions would address behavior

Restorative practices may be considered in addressing student behaviors at the high school. These are practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct. Restorative practices may include:

- Victim-Offender conference
- Apology
- Community service
- Counseling
- Restitution

Appendix F: EXPECTATIONS FOR STUDENT CONDUCT

Board Policy 5500 describes Sparta Area Schools' expectations for student conduct as follows:
"Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.
Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District."

Board Policy 5600 describes Student Discipline as follows:
"…the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions." This policy further states that students are required to follow rules and submit to disciplinary measures assigned for infraction of those rules.
Policy 5600 states school rules shall require that students:

- Conform to reasonable standards of socially acceptable behavior
- Respect the person and property of others
- Preserve the degree of order necessary to the educational program in which they are engaged
- Respect the rights of others
- Obey constituted authority and respond to those who hold that authority

Appendix G: BYOD Acceptable Use Policy

SPARTA AREA SCHOOLS
BRING YOUR OWN TECHNOLOGY
(BYOT) AUP

The district recognizes the importance of technology and the educational benefits available with technology. The use of portable electronic devices in the classroom can add educational value when such devices deliver content and extend, enhance or reinforce the student learning process. Classroom teachers determine the appropriateness of in-class use of electronic devices, consistent with district instructional objectives, and with approval of the building principal.

All personal electronic devices must be used in a responsible and legal manner. Students using their own devices are subject to the District Acceptable Use Policy and guidelines, all other Board policies and procedures, including but not limited to the student code of conduct. Failure to adhere to these guidelines may result in the revocation of the privilege to use personal electronic devices in the classroom and/or disciplinary action as appropriate.

The following personal electronic devices are approved:

1. Laptop computers
2. Tablet PCs
3. iPads
4. E-readers

Students at the high school level are permitted to use approved personal electronic devices for educational purposes under the direction of a classroom teacher.

Violations of any board policies, regulations, or school rules involving a student's personal electronic device may result in the loss of use of the device in school and/or disciplinary action. The school reserves the right to inspect a student's personal electronic device if there is reason to believe that the student has violated board policies, regulations, school rules or has engaged in other misconduct while using their personal electronic device. Any search will be conducted in compliance with board policies.

The use of an approved personal electronic device is a privilege, and students may be denied access at any time. Students wishing to participate in the Bring your Own Technology program must comply with the following guidelines and procedures. Students:

1. Must abide by the District Acceptable Use Policy and Regulations, and are subject to all student code of conduct restrictions and disciplinary consequences relating to use or misuse of technology.
2. Are responsible for ensuring the safety of their own personal devices. The District is not responsible for the loss or theft of a device, nor are they responsible for any damage done to the device while at school.
3. Will use approved devices only for an educational purpose, and only when directed by a classroom teacher or administrator.
4. Must keep devices turned off or closed and away when not directed to use them.
5. May not use the camera feature to capture, record, or transmit audio, video or still photos of other students, faculty, or staff without explicit permission given by the subject of the photo or video.
6. Are not to use the device in a manner that is disruptive to the educational environment.
7. Exhibiting harassing, intimidating behavior or found bullying with a personal electronic device are subject to discipline under the District Hazing and Bullying policy and procedures.
8. Are responsible for servicing their personal electronic devices. The District will not service, repair or maintain any non-district owned technology brought to, and used at school by students.
9. USE OF PERSONAL HOTSPOTS IN SCHOOL ARE PROHIBITED.

Student Signature _____ Parent Signature _____