



SPARTA ACADEMY

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PHILOSOPHY AND OBJECTIVES

Statement of policy

This handbook is neither a contract nor an offer to contract. Sparta Academy reserves the right to make changes in objectives, policies, regulations, fees and offerings as circumstances may require at any time.

Origin

Sparta Academy is a non-sectarian, co-educational college preparatory and general education school, administered by a non-profit corporation chartered under the laws of the State of Alabama in May 1969. Sparta Academy is accredited by SACS and the Alabama Independent School Association, and we are a Blue Ribbon School.

Vision

Excellence in education, achievement, and in athletics.

Mission Statement

Children are unique with varied ability levels and interests. The mission of Sparta Academy is to promote educational success for all students and to promote life-long learners who can make a positive impact on their community, nation and world. Under a framework of Christian values, and in a safe and nurturing environment, our dedicated faculty is committed to preparing our students for college and careers while fostering their intellectual, social and moral growth.

Although Sparta Academy is not a church sponsored school, we do feel that we provide a Christian atmosphere for our students. Every class is required to have a daily devotion during homeroom. In most cases this consists of a Bible reading, Pledge of Allegiance, or a combination of any of these. Most elementary teachers also will have a short prayer before lunch. Sparta Academy also sponsors a Fellowship of Christian Athletes Club. We are very proud of this organization. The FCA meets weekly for a short period of devotion and fellowship.

Beliefs

1. A safe, structured and comfortable environment promotes student learning.
2. Continuous school improvement and teacher training are imperative for production of confident, self-directed, lifelong learners.
3. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
4. Students are valued individuals with the ability to learn. Through meaningful work, students find purpose and desire to excel.
5. Schools have a duty to address not only the intellectual needs of students, but also their emotional, social and physical needs.
6. Positive interaction and mutual respect among students and staff enhance the learning process.

7. Proper materials, resources, and support services are essential for effective instruction.
8. All stakeholders share the responsibility to promote the school's mission.
9. The most valuable resources of our community, nation and world are educated people with a purpose.

Conduct and Behavior Policy

In order to provide the best possible educational opportunities and experiences, all pupils are expected to be considerate of others and to conduct themselves responsibly at all times. It is the duty and prerogative of the school to determine the severity and method of punishment to be issued.

Sparta students will be responsible for their conduct, keeping in mind that they have an obligation to reflect the credibility, philosophy, and educational goals of Sparta Academy whether on or off campus. Likewise, Sparta parents are expected to abide by AISA and Sparta policies on and off campus. Sparta Academy will not tolerate inappropriate behavior from parents and/or family members. Conversations during conferences or at any other time will cease should parents and/or family members exhibit such behavior. The Headmaster and/or Board of Directors reserve the right to question a student and his parents and/or family members concerning incidents or circumstances which might bring negative attention to Sparta Academy.

All disciplinary actions will be within the guidelines of the policies of The Sparta Academy Board of Trustees. Those students who do not abide by the rules and regulations of the school will be treated in a fair, firm and consistent manner. Students are the responsibility of the school from the time they enter the campus until they leave the campus. All school rules and regulations apply to students while on campus and/or on school activities away from campus. Students may be referred to the Administration based on excessive disciplinary behaviors. The Headmaster reserves the right to regulate the disciplinary actions needed to maintain a sound academic atmosphere for all students.

Admissions Policy

Students enrolling at Sparta Academy and their parent(s)/guardian agree to abide by the policies and educational philosophy practiced at Sparta Academy. When applying, the prospective student and parent(s)/guardian will be required to accomplish the following:

1. Be interviewed by the administrator and approved by the board of directors.
2. Provide two personal references to vouch for the student's character. In addition, local transfers (within the county except where there is a school district change) will be asked to submit letters of recommendation from two (2) non-related families who are in good standing at SA, and from a board member from their district.
3. Submit properly completed application forms.
4. Read and sign the student handbook.
5. Sign or provide the following forms:
 - a. Records release from previous school(s), which includes all disciplinary records.
 - b. Birth and vaccination certificates and a copy of the social security card.

- c. A copy of latest report card and transcript, and if transferring during the school year, a grade withdrawal form.
 - d. Entrance test (if required).
 - e. Take and pass a drug test before being admitted (for students entering grades 7-12).
6. Married or pregnant students, and expecting fathers, will not be allowed to enter or remain in school. Students who are parents will not be allowed to enter school.
 7. Upon acceptance, pay all required fees.
 8. K5 entrance requirements: child must be five years of age on or before September 1st. Copy of birth certificate will serve as evidence of age.
 9. Adherence to dress and appearance codes is required.

Designated Gifts Policy

Sparta Academy will accept designated gifts only for the following purposes and under the conditions set out in this policy statement:

1. Gifts solicited by the school for the specific purposes as set out in the appeal of solicitation (for example, a capital funds campaign that provides for designation to one or more of the funds or activities stated in the campaign description).
2. Gifts received for one or more of the funds established by the school, such as its General Scholarship Fund, Academic Enrichment Fund, etc.
3. Gifts for the general fund. All gifts not otherwise designated will be placed in the general fund unless otherwise allocated by the administrator and/or its Finance and Legal Committee.
4. Gifts for any regular program or established activity such as athletics, cheerleading, art, etc.

Fee Payment Policy and Early Withdrawal

All accounts must be paid in full before your child/children can return at the start of a new school year (August) and/or the semester (January). When a family becomes two months behind in tuition payments, a termination notice will be issued at the end of the second month, and your child/children will not be allowed to attend Sparta until tuition has been paid. You have the right to appeal to the board for extraordinary circumstances. (When you enroll your child/children at Sparta, you are obligated to pay the full school year tuition). After going through this process three times, your child/children will not be allowed to return to Sparta Academy, and any unpaid balance will be taken to court for collection.

2019- 2020 Fee Schedule

	Year	6 Months	10 Months	Monthly
1 child	3840.00	1920.00	384.00	320.00
2 children	6240.00	3120.00	624.00	520.00
3 children	7800.00	3900.00	780.00	650.00
4 children	8580.00	4290.00	858.00	715.00

Tuition is due on the first (1st) day of each month, and will be delinquent after the tenth (10th) of each month. After the tenth, a late fee of \$35 per month will be charged.

Class Fees are:

K5:	260.00	Art Fee - \$10.00	Library Fee- \$10.00
1-6:	275.00	Art Fee - \$10.00	Library Fee - \$10.00
		*Weekly Reader Fee - \$5.25	
7-8:	310.00	----	Library Fee - \$10.00
9-12:	335.00	----	Library Fee - \$10.00

There is a 350.00 building fee per family for the year. (K5-12th)

There is a 245.00 Athletic Fee per family (K5-12th) for the year. This fee must be paid by September 4th and includes 2 adult passes and 1 pass per enrolled student. The athletic pass is for use at all Home athletic events, excluding tournaments. Passes must be presented at the events (No exceptions). Additional yearly all-sport passes will be available for \$50 per person.

There is a 10.00 P.T.A. Fee per family for the year. (K3-12th)

The Family Participation Fee requires mandatory participation by each family of K3-12th grade students. Each family will have 35 tickets at \$10.00 each. The total cost per family is 350.00. No two-party checks will be accepted. You may either buy all of the tickets or sell them. Tickets and money is due no later than October 12, 2018. There will be four \$1000 drawings during the school year. If a winner has an outstanding balance, winnings will be reduced to clear the account.

"20 Guns in 20 Days"- Each family is required to purchase or sell 10 - \$20 tickets per year. Tickets sells begin in November and will continue through January. Guns will be given away each weekday in February. Funds raised help us avoid raising tuition and fees.

Each family is required to work a minimum of 16 work hours per school year. These hours benefit our school tremendously. If the work hours are not completed by the end of the school year, the family account will be billed \$50 for each hour not worked.

AFTER SCHOOL: \$8.00 per day, with a maximum of \$100.00 per month.

Sparta Academy

School Calendar 2019-2020

August

Aug 6-7 Teacher In-Service/Professional Development Days
 Aug 8 1st day of school for students (Half Day - Dismiss at 12)

September

Sept 2 Holiday-Labor Day

October

Oct 7 AISA Professional Development Day- No School
 Oct 10 2nd 9 weeks begins

November

Nov 25-29 Thanksgiving Holidays

December

Dec 17-19 Semester Exams
 Dec 20- Jan 5 Christmas Holidays

January

Jan 6 Back to school/3rd 9 weeks begins
 Jan 20 Holiday-Martin Luther King/Robert E Lee Day

February

Feb 17 Holiday-Presidents Day

March

Mar 9 4th 9 weeks begins
 Mar 23-27 Spring Break

April

Apr 10 Good Friday
 Apr 30-May 1 Weather Days

May

May 17 Baccalaureate
 May 19 K5 Graduation
 May 15, 18, 19 Semester Exams
 May 20-21 Teacher Work Days
 May 21 Graduation

Grading Periods

1st 9 weeks	August 8 - October 9	(43)
2nd 9 weeks	October 10 - December 19	(46)
3rd 9 weeks	January 6 - March 6	(43)
4th 9 weeks	March 9 - May 19	(44)

Total Days for students: 176

Academic Policies

Grading Scale

A - Excellent	90 – 100
B - Good	80 – 89
C - Fair	70 – 79
D - Poor	60 – 69
F - Failure	Below 60

Progress Reports to Parent(s)/Guardians

At the end of the fourth week of each reporting period, progress reports will be available on Gradelink if:

1. The pupil is not performing up to potential.
2. The pupil's work has taken a definite drop.
3. The pupil has been continuously misbehaving.
4. The teacher deems it necessary.
5. The teacher feels it is important to point out the advancement of the student.

Report Cards

The purpose of the report card is to inform the parent(s)/guardian of the progress a student is making in his/her school work. At the end of each nine (9) weeks period, the report cards will be available on Gradelink. Parent(s)/guardian(s) are urged to carefully consider these reports and to read explanations and notes found on the cards.

Homework

Homework is given to students to develop mental discipline, to provide practice in new skills, and to reinforce previously learned material. Homework assignments are the responsibility of the student, but may require parent(s)/guardian involvement. If your child seems to spend excessive time doing homework, a conference with the teacher is in order.

Parent(s)/Guardian Teacher Conferences

Teachers will be happy to discuss a student's work with parent(s)/guardian(s) during a conference which can be arranged through the office between 2:50 and 3:30 p.m. Parents are not precluded from texting teachers. However, teachers' time off should be respected by parents and students alike.

Grading Criteria: 1st–6th

1. A minimum of 14 daily grades are to be taken per nine (9) weeks.
2. A minimum of four (4) test grades are to be taken per nine (9) weeks.
3. In order to be promoted to the next grade, a child must not fail two core courses or more. (Core courses are math, history, language and science).
4. Handwriting grade: K4–6th grade – ESN handwriting grades will not be used in determining the A & B Honor Roll.
5. In determining the Top three (3) students for each class, the grades will be averaged through the midterm of the 4th 9 weeks.
6. Awards Day: Yearly Honor Roll will be determined through the 3rd nine weeks.

Averaging Grades for Report Cards 4th–6th

All daily grades will be averaged into one grade. The average test grade will count as 2/3 of the final grade for the nine weeks. The averaged daily grade will count as 1/3 of the final grade.

Conduct Grade

Please be advised when looking at your child's report card that the conduct grade is used to determine who is on the All A Honor Roll as well as the A & B Honor Roll. For example, a child who has all A's in academics, but a C in conduct, would not be on either honor roll. The rule applies to K4-6th grades.

Grading Policy for 7–8 Grades

In order to be promoted to the next grade, a child must not fail two (2) core courses. Grades are an average of both semesters.

Grading Criteria for Grades 7-12

Grades are determined by the following system:

1. Nine (9) Weeks Grades
 - a. 2/3 Tests
 - b. 1/3 Daily Grades
2. Semester Grades
 - a. 75% - Two Nine (9) Weeks Grades
 - b. 25% - Semester Exam
3. Students in grades 7–12 can only pass a class if their yearly average is 60 or above. Exceptions are classes that are delegated as 1/2 credit classes.
4. A minimum of 10 daily grades are to be taken per nine (9) weeks.
5. A minimum of 4 test grades are to be taken per nine (9) weeks.
6. Awards Day: In determining the top three (3) students for each class, grades will be averaged through the midterm of the 4th nine weeks.
7. Awards Day: Yearly Honor Roll will be determined through the 3rd nine weeks.

Course changes

High school students may drop or add elective courses during the first (1st) week of school ONLY. All students must take a full course load.

Semester Exams and Exemptions

1. Semester exams will be the 1.5 hours in length. Students taking the exam will be required to stay in the testing room the allotted time period. Exempt status may be lost if a student fails to attend school the week prior to semester tests.
Students who take summer school will receive a maximum grade of 60 for the course on their transcript regardless of the summer school grade.
2. Revised Guidelines for Semester Test Exemptions
 - a. 9th-12th grades students shall, at the discretion of the course instructor, be exempt from the second semester exams, provided they have maintained a 90 or better for both their academic and their conduct

average. Exemptions are calculated as (3rd Nine Weeks average + 4th Nine Weeks average). Students will not be eligible for exemptions if they have missed more than ten (10) days during the year (no matter what the excuse may be).

- b. Students who win an individual first, second, or third place award at a state level competition in an academic area shall, at the discretion of the course instructor, be exempt from the second semester exam for the related course. For example, students winning an individual 1st, 2nd, or 3rd place at the AISA state math tournament may be exempt from their second semester math exam. Students winning an individual 1st, 2nd or 3rd place at AISA state technology fair may be exempt in their technology course.

*Note that students who are part of a team that finished 1st, 2nd or 3rd in a state level competition may not be exempt on the basis of the team award.

Credits

In grades 9–12, credits are earned toward high school graduation. A student’s grade status will be determined according to a minimum number of credits earned.

Freshmen Status	0 Credits
Sophomore Status	5 Credits
Junior Status	11 Credits
Senior Status	17 Credits

****Exceptions can be made for Algebra I, Geometry and Foreign Languages****

Graduation Requirements

1. Senior tuition costs are calculated on a ten-month basis. All senior accounts must be current in order to participate in graduation ceremonies.
2. There are two (2) types of diplomas awarded to graduates:
 - a. Standard Diploma
 - b. College Prep Diploma

Beginning the school year or 2019-2020, freshman must declare standard or advanced (college prep) diploma. Students may drop from advanced to a standard diploma at the beginning of any subsequent school year or within three weeks of the beginning of the current school year. However, students may not move from a standard diploma to an advanced diploma.

Units for Graduation – Standard Diploma

- 4 units of English
- 4 units of Mathematics
- 4 of Social Studies
- 4 units of Science
- 1 unit of Physical Education
- ½ unit of Health Education
- ½ unit of Fine Arts

1 unit of Computer Application
5 units of Electives

24 Total Units

Units of Graduation – College Prep Diploma

4 units of English
4 units of Mathematics
4 units of Social Science
5 units of Science
1 unit of Physical Education
2 units of Foreign Language
½ unit of Health Education
½ unit of Fine Arts
1 unit of Computer Application
3 ½ units of Electives

25 1/2 Total Units

Valedictorian, Salutatorian, Honor Student

Beginning the school year of 2016-2017, to be eligible for valedictorian or salutatorian, students must have entirely completed their freshmen, sophomore, junior and senior years at Sparta Academy. Students must have entirely completed their junior and senior years at Sparta Academy to be eligible for honor student status. They will be selected from academic classes which exclude P.E., Art, and Alpha Staff. Students must have a 90% cumulative average from grades 9-12 to qualify for honors and must be on the college prep diploma. Starting fall 2017, ACT composite scores will be used in the case of a tie.

Special Tests & Dual Enrollment

The ASVAB test will be given to all Juniors.

Students may be required to take a nationally based performance test.

Advanced diploma students are encouraged to take the ACT at the end of the sophomore, junior and senior years. An ACT or SAT is required before graduation if a student is on the college prep schedule. These tests are part of a national testing program and it is the responsibility of the parent(s)/guardian or student to pay for these tests when and if there is a charge.

***Dual enrollment may be allowed at the discretion of the administration. In order to be considered, a student must maintain at 2.5 GPA in each class taken at Sparta Academy.**

Alabama Independent School Association (AISA) Academic Requirements for Athletic Eligibility

1. Seventh grade students must have passed the sixth grade and have been promoted to the seventh grade.
2. Eighth grade students must have passed the seventh grade and have been promoted to the eighth grade.
3. Ninth grade students must have passed the eighth grade and have been promoted to the ninth grade.
4. Seventh and eighth grade students must pass five (5) subjects the first semester to be eligible for the second semester.
5. Ninth through twelfth grade students may earn and/or retain second semester eligibility by passing 2.5 new Carnegie units during the first semester of the current year. A minimum of one core curricular credit is required. Core curricular subjects include English, History, Math, and Science.
6. Tenth through twelfth grade students must have passed six (6) new Carnegie units during the previous academic year to be eligible for the first semester. A minimum of four (4) core curriculum credits is required. Core curricular subjects include English, History, Math and Science.

Note: A student-athlete repeating any grade will be ineligible regardless of the reason for repeating.

Home School Policy

Any student who enters Sparta Academy from an accredited Home School shall be placed temporarily in the grade that his or her transcript indicates for a four-week period. At the end of the four-week period the teachers of said student will evaluate the students' progress and make a recommendation to the headmaster about the student's grade placement.

Special Education Policy

Sparta Academy's mission is to provide general and college preparatory education to the area students. Special Education students, namely, EMR (Educable Mentally Retarded), LD (Learning Disabled), ADD (Attention Deficient Disorder) and other generally recognized acronyms have been and are enrolled in Sparta Academy. An identified student's instructional program has been modified to the needs of the student. These modifications are limited by teacher time and training.

In the future, Sparta Academy teachers will not participate in the review process required by the local education association to test students. If parents want to have their children tested, they must contact the appropriate professional personnel at their expense. Sparta Academy, on occasion may suggest professional testing, but only at the parent's expense. The teachers will modify instruction for individual students only if that instruction does not interfere with regular classroom instruction.

Science Fair Policy

In the years Sparta Academy holds science fairs, it is mandatory that all students in grades 5–10 participate.

Discipline

The goals of the disciplinary system are twofold. The first goal is to encourage the development of self-discipline and personal responsibility. The second goal is the correction of behavioral problems and the prevention of recurrence. The administrator and the faculty will seek to make judgments according to what is appropriate in a particular circumstance. Consequently, it is of primary importance that students and parent(s)/guardian accept these judgments and work toward correction. Audio and/or video equipment may be used as a part of disciplinary strategies.

Behavioral Probation

A student may be placed on behavioral probation for continual violations and will be dismissed from school in the event that he/she is guilty of a significant violation of school policy or rules, in the judgment of the administrator. Parents of a disruptive student will be monetarily fined if the student is supervised by a faculty member for any reparation resulting from the student's behavior. **Any student deemed not beneficial to the school will not be retained.**

Corporal Punishment

Corporal punishment may be employed by the administrator, or his/her representative. Corporal punishment may be used in cases of disrespect, disobedience, rebellious attitudes, fighting, improper language, bizarre improper actions, or deliberate damage to property, etc.

Parents may make a written request that their child be exempted from corporal punishment. A written letter must be sent to the school prior to an incident that would warrant corporal punishment and the student will be suspended.

The following guidelines are to be used with the use of corporal punishment for students:

1. Student/parent(s)/guardian will be given the choice of licks or up to five days suspension.
2. This punishment will only be administered by the administrator or his/her representative. When possible men will administer punishment to boys and women will administer punishment to girls.
3. Corporal punishment will be administered to students in grades K-12.

Suspension

1. Suspension is defined as corrective action taken by the administrator due to conduct or behavior which violates school rules and standards.
2. Suspension may vary in duration from one to five days depending upon the time needed to communicate with parent(s)/guardian and to achieve their cooperation in finding a solution to the problem.

3. The administrator will notify the parent(s)/guardian by telephone of the suspension **at the time the action is taken, and schedule a conference for all parties involved.**
4. During the suspension period, students will be expected to obtain and complete all homework assignments and all other work and turn them in at the prescribed time in order to be readmitted to that class. Failure to complete an assignment will result in the student not being admitted to that class and receiving a zero for that day. In addition, the student is responsible for the work missed that day. However, he/she will receive a zero on any test, quizzes, or homework missed during the suspension period.
****If no grade is given during the suspension period, the suspended student will receive a minimum of a zero for a daily grade.**

Expulsion

Sparta Academy has a commitment to its school families to maintain an atmosphere that is conducive to learning. It is school policy that if a student displays behavior or attitudes which are detrimental to the progress of the school, then suspension or expulsion may be required to remove the student from the school for a short time or permanently. The authority to suspend or expel a student is vested in the administrator. All expulsions will be approved by the Board of Directors. Any student who is dismissed will not be readmitted to school for the balance of the current semester plus the following semester. Those returning to school after dismissal will return in a probationary status for one semester and must have Board Approval.

Other Disciplinary Methods

Other forms of discipline that might be used are detention, in-school suspension, and other forms that are determined necessary by the administrator.

STUDENT POLICIES AND PROCEDURES

Attendance

Students who place importance on regular attendance are usually individuals who demonstrate ability in self-control, will power, dependability, and the determination to reach a goal. Give your school an important place in your life. It is your business, your job, your responsibility, and most of all your future. School attendance is part of your permanent record. Colleges and employers are interested in your attendance records. Students missing more than ten days per year of any one class may be subject to failure in that class. The ten days of absences are not to be used as skip days, but used as allowed in the handbook. There will be no skip days. After ten (10) days, a doctor's excuse is required or the absence will be unexcused.

*By state law, a student who has more than twenty (20) days of unexcused absences cannot receive credit for the year. If a high school student is absent for twenty (20) days, for any reason (excused or unexcused), the days over twenty (20) must be made up in summer school before any credit will be given. Special circumstances will be considered by the Headmaster.

Students are to attend all classes. Teachers will maintain an accurate record of student attendance. Absence from class for whatever reason does not excuse students from full responsibilities for class work or assignments missed. Students will be allowed to make up daily work and/or tests only if the absence is excused.

Absences are classified in two categories:

1. Unexcused Absences
2. Excused Absences
 - a. Illness of the student.
 - b. Death in the immediate family.
 - c. Doctor and dentist appointments approved.
 - d. Extenuating circumstances excused by the administrator.

When a student is absent:

1. He/she should bring an excuse signed by a parent or guardian to the office.
*****Texts and/or emails will not be acceptable for excusing absences*****
2. The student will be given a class admit pass which will indicate if the absence was excused or unexcused.
3. The pass will be presented to the teacher (each teacher in high school) for documentation.
4. Teachers will not let students in class without this pass.
5. All make up work must be completed at the teacher's discretion.
6. All absences not documented by an excuse signed by a parent within two days will be considered unexcused.
7. It is the responsibility of the student to schedule all make up work.
8. It is a student's responsibility to be ready for all exams that were announced.
9. Unexcused absences carry a penalty of a grade of zero (0) for any work missed in each class while absent.
10. A student is considered absent after 10:00 a.m.
11. If an athlete misses a scheduled test, assignment, project, etc. during the school day, he/she will not be eligible to practice or play in a game that afternoon unless the test or assignment is made up. If provisions have been made with the teacher to make up the missed tests or assignments, an exception may be made if the administrator is informed of the absence and gives approval for the absence in advance.

****Note-** any student missing more than 10 days will forfeit the opportunity to be in Jr. or Sr. Beta Clubs, Mu Alpha Theta and SGA. Unless unusual circumstances, approved by the administrator, account for the absences. Additionally, those students will not be eligible for other honors as well.

Tardiness

1. Students in grades 1-12:
School begins at 7:50 a.m. Any student not in his/her homeroom when the bell rings will be counted as tardy. Any student who is tardy to school will report to the office and secure a pass to enter the classroom.
2. Students in grades 1-6:
After three tardies, students in grades 1-6 will receive one unexcused absence. Habitual tardiness could result in suspension.
3. Students in grades 7-12
 - a. Ample time is allowed between periods for changing classes and students are required to be in their classes on time. Students who are late for class will report to the office for a pass to enter the classroom.
 - b. Three tardies will result in one absence and detention. Teachers are not to admit students that have been late or absent to class without a pass.
 - c. A tardy/detention hall will be held every day during break or other specified time. If a student does not attend tardy/detention hall, the time will be doubled. After six tardies in a semester, students will attend tardy hall at 7:00 a.m. and/or after school. Additionally for every unexcused tardy above six, the student will be fined \$5.00.
 - d. A student is considered tardy until 10:00 a.m.

***** HABITUAL TARDINESS COULD RESULT IN SUSPENSION OR EXPULSION.**

Student drivers could lose their driving privilege for a week after five tardies.

Check Out Procedures

Absences caused by checkouts are discouraged. Teachers are required to help a student make up excused absences only. When a student leaves school during the day, he/she must follow these procedures:

1. Students must bring a note signed by a parent/guardian and get prior approval by the administrator. Students must obtain a checkout slip from the office and get it signed by the teachers before checking out. This checkout will either be excused or unexcused. When a checkout is excused, work may be made up. When a checkout is unexcused, work may not be made up.
2. Parent(s)/guardian must sign out students in the office.
3. Please refer to attendance rules. The eight-absences rule applies in each class. This rule includes excused and unexcused absences. Parent(s)/guardian will be advised at intervals. Special problems must be addressed by the administrator prior to the absence(s).
4. Students checking out of school may not participate in any activities for the remainder of that school day unless they received prior administrative approval.
5. **There are too many afternoon checkouts in both elementary and high school. These should occur only in emergency situations. A zero will be given for unexcused absences.**

Make-Up Classes

All make-up work must be approved by the administrator on an individual basis.

Interruption of Classes

Classes in session will not be interrupted by students under any circumstances. If there is an emergency, a faculty member, administrator, or the secretary will get the message to the student involved.

Sickness

Please do not send your child to school if he/she has a fever. When students become sick and develop a fever during the day, parent(s)/guardian will be called to make arrangements for picking up the child. The office staff and administrator should be notified of all prescription medicine that a student needs to take.

Substitute Teachers

It is most difficult for anyone to step into the middle of any instructional program at a moment's notice. Every student will be expected to be cooperative and show the substitute teacher the courtesies expected of a Sparta Academy student.

Visitors

1. Visitors are welcome on the campus of Sparta Academy, but they must first check in through the office.
2. Animals should not be brought on campus without prior approval of the administration.

Parent Conferences

Parent conferences with teachers are necessary and encouraged. However, such conferences should be arranged through the office. Teachers and staff should always be treated with respect. Absolutely no profanity or other abuse of school personnel will be tolerated.

Work Permits

Sparta Academy students **will not** be granted permission to leave school during normal hours in order to work because of class scheduling and state requirements for graduation.

School/Office Hours

K4 -K 5	8:00 a.m. – 2:40 p.m.
1 st – 12 th	7:50 a.m. – 2:55 p.m.

Please respect the dismissal time by picking up your child promptly. If you cannot pick up your child within twenty minutes of dismissal, please make other arrangements for care. The office is open daily from 7:30 a.m. – 3:30 p.m. No student will be allowed in the office unless there is an emergency, to get an admission slip, or to take care of school business.

After School Student Pickup

1. Front Door – All High school students and their younger siblings will exit from this door.
2. Back Door – 4th, 5th and 6th grade students and their younger siblings will exit from this door.
3. Side Door – 1st, 2nd and 3rd grade students and their younger siblings will exit from this door.
4. After-school will report to the back door and wait until released by the supervising teachers.
5. Teachers will supervise all areas of student pickup. The teachers will be able to see who picks up your child and will know whether or not they have been picked up. This will keep your children safe while in our care.

Telephone/Cell Phones/Digital Cameras/Smart Watches

*****POLICY APPLIES TO ALL ELECTRONIC DEVICES****

Sparta students will be allowed to have their cell phones at school at designated times and in designated locations.

Grades K4-6: If a phone or device must be brought to school, it should be kept in their backpack in the off position. These students are not allowed to use them during the school day.

Grades 7th -12th: When entering the building at the beginning of the school day, devices must be turned off and out of sight (in pocket, purse, backpack, locker, etc). Appropriate device use will only be permitted during break and lunch. After those time periods, the phones must be off and out of sight. No device should be used in the hallways, classrooms, or bathrooms of Sparta.

Inappropriate use would be, but not limited to, the following:

- Using a cell phone/device after being instructed not to
- Recording or taking pictures in classroom without staff permission
- Consequences for breaking the policy:

First Offense: First time violations of this policy will result in the device being taken-up by the teacher and turned into the office. The device will be kept in a safe location and returned to the parent(s) upon request. A \$50 fine will be assessed.

Second Offense: Violation of the policy the second time will result in the device being taken-up by the teacher and turned into the office. The device will be kept in a safe location and returned to the parent(s) upon request. The student will also receive a 30- minute afterschool detention and a \$100 fine.

Third Offense: Students who are found in violation a third time will have their telephones turned into the office. The device will be kept in a safe location and returned at the parent's request. The student will receive a one-hour afterschool detention and be assessed a \$200

fine. The student no longer has the privilege of having the phone at school for the rest of the school year.

***Students bring electronic devices to school at their own risks. Sparta will not be responsible for lost or damaged devices. This includes devices which have been confiscated for not adhering to the policy.**

Purchasing

Students and teachers are to clear all school purchases with the administrator or the school board chairman.

Collecting money

1. Students and teachers, when collecting money for Sparta Academy, must write a receipt to the person from whom they collect money.
2. When students collect money for Sparta Academy, they must turn that money into the sponsor/teacher by the next school day and receive a receipt from the secretary for that money.

Gifts to Students and Staff

Flowers, balloons, and/or gifts to students or staff can delivered to the office and will be distributed at the end of the day.

Note: Office staff at times may not be able to deliver items that day due to possible time constraints. No items should be delivered on Valentine's Day.

All local shops have been advised of this policy.

Lunch

All students and teachers are expected to eat their lunch in the lunchroom. Delivering lunches from off campus will be prohibited due to safety concerns. On special occasions, lunch may be eaten elsewhere on the school grounds.

While in the lunchroom, students must:

1. Not talk loudly or yell
2. Clean up individual eating areas.
3. Eat quickly and exit the area allowing ample room for those following.
4. Not take food or drink out of the lunchroom.

Candy, Food, and Drink

No candy, food or drink will be consumed outside the designated eating area. Designated Area: lunchroom except for elementary grades. No teacher, student or organization will be allowed to sell food or drinks without prior approval from the headmaster. No enclosed cups will be allowed. (ex: Yeti cups)

Language

There will be no abusive language used at Sparta Academy for any reason.

Gum

Gum is not allowed on campus.

Drugs

Any student bringing unlawful drugs/alcohol of any description on the campus will be automatically suspended and may face expulsion. Re-admission must be approved by the Board. The police will be notified and offenders will be turned over to the proper authorities.

****Consult the Sparta Academy Drug Policy, located in this handbook, for drug screening guidelines.**

Smoking or Chewing Tobacco

Smoking or the use of smokeless tobacco on campus or while involved in any school-related activity is prohibited. Violators may face detention, suspension, or expulsion.

Guns and Knives

Possession of guns or knives on campus or while involved in any school related activity is prohibited. Violators may face detention, suspension or expulsion.

Fighting

Fighting will result in all parties concerned being disciplined unless one or more parties is left without recourse.

Gambling

Gambling of any kind is prohibited. Violators may face detention, suspension or expulsion.

Cheating

Students found cheating will receive a zero on work and the parent(s)/guardian will be brought in for a conference. The school reserves the right to dismiss any student not adhering to the honor system. Beta Club members found cheating will be placed on probation from the Beta Club for one year.

Honor System

Each student is a member of the Honor System. This system exhorts the student to be fair with himself/herself, with fellow students, and with teachers. No form of lying, cheating, or stealing will be tolerated. Each student is expected to report himself/herself or any other student who has violated these standards. We ask that our students tell the truth at all times, conduct themselves as ladies and gentlemen, and respect law and order in every aspect of life.

The school reserves the right to dismiss any student whose presence is considered detrimental to the student's or school's best interest.

Bullying Policy

Sparta Academy believes that all students have the right to a safe and healthy school environment. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner and demonstrate a level of respect and dignity toward others. This policy applies to students on school grounds, while traveling to and from school-sponsored activities, during the lunch period, whether on or off campus, and during school-sponsored activities.

Definition: Bullying is intentional harmful behavior initiated by one or more students and directed to another student. Examples of bullying are as follows:

1. Verbal: name calling, put downs, racial remarks, teasing, threats, or spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, text, social network, etc.)
2. Physical: pushing, hitting, shoving, damaging or stealing the victim's property, or making threats, initiating or forcing inappropriate touching, etc.
3. Cyber: using technology (social networking sites) to harass, threaten, spread gossip, or ridicule a person. **See Social Media Policy for full policy.
4. Social: ignoring or excluding the victim, encouraging others to dislike the victim, or spreading rumors and gossip.

Reporting: The procedure for intervening in bullying behavior include, but are not limited to, the following:

1. All staff, students, and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year, as part of the student handbook and/or information packet, as part of the new student orientation, and as part of the school system's notification to parents.
2. The school will make reasonable efforts to keep a report of the bullying and the results of the investigation confidential. (Not all conflicts constitute bullying).
3. Staff are expected to immediately intervene when they see a bullying incident occur.
4. People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Consequences: Students who are found guilty of bullying of any form will be subject to disciplinary actions ranging from a conference with the headmaster to possible suspension or in extreme cases expulsion from Sparta Academy.

Representation of Sparta Academy within the community

Appropriate student conduct and decorum away from campus as well as on campus is an expectation for Sparta Academy students. A student's conduct should promote the general welfare and reputation of the school and community. The student's conduct must not reflect poorly on the school, its name, or the community in general. Sparta Academy reserves the right to take disciplinary action at the discretion of the administration if a student's conduct is a poor reflection of the school.

Campus Parking and Driving Regulations

1. Students who drive cars to the school campus are expected to drive slowly, safely, and courteously.
2. The campus drive is ONE WAY and marked as such.
3. The speed limit on campus is FIVE MILES PER HOUR (5 MPH) at all times.
4. Students are expected to park in designated areas.
5. No car may pass a car loading or unloading students.
6. Students will not be permitted to drive on school property without a valid driver's license.
7. Upon arrival at school, high school students must report to their homerooms and NOT return to their automobile until the final bell of the day has sounded.
8. Violations of safety, courtesy, and speed regulations could result in suspension of driving privileges.
9. Parent(s)/guardian are also asked to abide by these regulations.
10. Sparta Academy assumes no responsibility for damages of any kind to automobiles.

Rolling, Egging, or Defacing School Property or Personal Property.

Students caught or involved engaging in any of these acts will be dealt with on an individual basis. Punishment may result in cleaning up defaced property, suspension, or expulsion, or the student may be turned over to law officials.

Dress Code

The purpose of our dress code is to instill within our students a sense of pride in themselves and our school community. We believe that dress is a direct reflection on the individual as well as the school within the community. In addition, we feel that dress and appearance should not interfere with the educational process. This policy should serve as a guide and it should be remembered that the Headmaster, or his designee, reserves the right to determine the appropriateness of dress in individual cases with prior full approval from the Board of Directors. The Headmaster's decision is final.

Hair

When naturally combed, boys' hair will not touch or cover the eyebrow in front, will not be longer than the middle of the ear, will not extend over the collar, will not be of any extreme style including afros, bleached, etc. Sideburns are not to extend lower than the bottom of the earlobe, and facial hair is not permitted.

Girls' should wear their hair in such a manner that it does not cover the eyes during normal activities of the school day. No extreme hair style or unnatural color will be permitted.

Elementary Dress Code – Grades 1-5

- a. Girls' shorts must be finger length.
- b. Girls' straps on tops must be two fingers wide (no spaghetti straps).
- c. Girls' shirts cannot be longer than or as long as their shorts.
- d. Leggings are to be worn only with shirts that are fingertip length or longer.

Dress Code- Grades 6-12

Personal appearance reveals the respect every person has for himself/herself and for others who must look at him/her. Neatness and modesty are of principle concern in the following guidelines. The parent(s)/guardian are urged to cooperate with the school regarding this policy.

1. Any garment with obscene or offensive language may not be worn.
2. Shorts must be a 7" inseam or no shorter than 3" above the knee.
3. The following may NOT be worn:
 - a. Raveled, frayed, splotch-faded or extremely worn jeans, pants, shirts or tops are prohibited.
 - b. Loose, baggy, or sloppy clothes are prohibited.
 - c. Shower shoes are prohibited.
 - d. Short Rompers are not permitted.
 - e. Jean material shorts are allowed as long as they meet dress code.
 - f. Open back shirts without camisoles underneath are prohibited. Bralettes may not be visible.
 - g. No athletic or running shorts are allowed. P.E. Shorts must be at least a 5" inseam or longer, or compression shorts must be worn underneath.
 - h. Shirt straps must be at least two finger width.
4. There will be NO hats, caps, scarves, or sunglasses worn inside the building.
5. Girls may NOT wear dresses, shirts or blouses cut low in front or back, nor skirts with high slits. Girls may NOT wear see-through clothing, halters, or midriff blouses. Jackets MUST be worn with sundresses. Skirts and dresses MUST be within three inches of the knee. This includes the split in the hemline.
6. If leggings are worn, the tunic top MUST BE no more than 4 inches above the top of the knee. T-shirts over leggings IS NOT ACCEPTABLE. NO ATHLETIC LEGGINGS ARE ALLOWED!!
7. NO wind pants or sweat pants. (Exception: Team may wear on game day if approved by the coach and headmaster.)
8. Boys must wear a belt if pants have loops.
9. Boys may NOT wear earrings. Girls may only wear two earrings in each lobe.
10. Any extreme in dress, jewelry or cosmetics will be handled on an individual basis.

****Examples of Extremes:**

- a. Colored hair (only natural hair colors allowed)
- b. Size
- c. Number
- d. Words
- e. Logos

11. No toe rings
12. NO visible tattoos at Sparta Academy will be tolerated.

Students in violation of the Sparta Academy dress code will not be warned or given a second chance concerning proper attire/dress for attendance. There will be no exceptions. Students will be sent home. Driving students in violation of the dress code will be sent home immediately and will receive a zero (0) for all missed classes. Non-driving students will immediately go to in-school detention until appropriate clothing is made available. Those students in in-school suspension due to dress code violations will receive a zero (0) for all missed classes.

The Sparta Academy dress code will be enforced for all school sponsored events or extracurricular activities whether this event takes place at Sparta Academy or off campus. Any event where Sparta Academy is in attendance at another location or school not directly sponsored by Sparta Academy, all Sparta Academy students shall maintain the Sparta dress code. If a student and/or parent questions the ability to wear an article of clothing to Sparta, do not wear it until the clothing is approved by the administration. Any student in continuous, direct violation of the Sparta Academy dress code is subject to suspension.

Dress Code When Representing Our School

Boys should wear khaki pants with a tucked-in, collared shirt. Girls are expected to wear nice pants or skirt/shirt outfit or a dress. A student who is not dressed accordingly will not be allowed to leave the campus as a representative of Sparta Academy.

EXTRACURRICULAR ACTIVITIES

Parties

All parties or activities planned as class, club, organization or school functions must be given prior approval by the sponsors and the administrator. Grades K4-3 are limited to a Christmas, Valentine, Easter and End-of-the-Year party.

Dances

Dances must be approved by the administrator. At least two faculty members must be present, as well as two chaperones being parent(s)/guardian of children in school, all of which must be approved by the administrator. Escorts & dates to dances cannot be over 20 years old.

Homecoming Dance	10:30 p.m. - 1:00 a.m.
7th - 12th only	10:00 p.m. - 1:00 a.m.
Prom (11th & 12th & dates)	8:00 p.m. - 12:00 a.m.
***Dates must not be over 20 years old	

Field Trips for Elementary Grades

Field trips must be approved by the administrator. Field trips will be counted as part of a regular school day. All field trips require permission slips to be signed by a parent or guardian and turned into the office. **Students are to only ride with designated drivers if the school bus is not taken.**

Fund Raising Projects

All fundraising projects must be approved by the administrator. Students will not be involved with fundraising projects during the normal school day. Collecting money at stop signs and red lights is prohibited.

Senior Class Day

This will be held as a senior assembly for grades 7-12. It will be one period long. The senior class gifts, etc. will be made known at this assembly.

Honors Day

District and State competition winners, senior awards, and all other award winners will be recognized at a morning program. To be eligible for classroom awards at Sparta Academy, said student must be enrolled for a full semester.

Athletics and Organizations

The following activities, organizations, and clubs are sponsored by Sparta Academy for student participation. To play two spring sports, a student must have an 88 overall average.

1. Competitive Sports

Football - Varsity/Junior High/PeeWee	Baseball- Varsity/Junior High
Boys Basketball- Varsity/Junior High	Girls Basketball- Varsity/Junior High
Softball	Golf
Track	

2. Organizations and Clubs

Junior Beta Club	Math Club
Junior High Cheerleaders	Science Club
Senior Beta Club	Student Government Association
Varsity Cheerleaders	Alpha Staff (Sparta Yearbook)
Fellowship of Christian Athletes	Pee wee Cheerleaders
Majorettes	

Student Government Association (SGA)

The Student Government Association (SGA) is the primary means of communication between students and the administrator. Its primary function is the betterment of the school operation and promotion of school harmony.

The SGA at Sparta Academy is a member of the National Organization of Student Councils and the Alabama Independent School Association of Student Councils.

Officers elected are: President, Vice-President, Secretary, & Treasurer. In addition to the officers elected, multiple delegates are also allowed from each grade 7-12.

Service Hours

Students in grades 9-12 will be required to perform 20 service hours per year. A minimum of 10 hours must be performed on campus or for a school related function. Family members may not sign off on service hours.

Athletic Recognition Program

At the end of the school year, an athletic sports awards program will be held for all athletes.

Honor Roll

At the end of each grading period and each semester, an all "A" Honor Roll and "B" Honor Roll will be posted by the school and published in the local newspaper.

Alpha Staff

The Alpha Staff is the school yearbook staff. The yearbook sponsor and the administrator will choose those best qualified for the jobs on the staff.

Beta Clubs

The Junior and Senior Beta Clubs are non-secret, non-profit, leadership service clubs for members of grades 5-8 and 9-12. Their purpose is to encourage effort, reward merit, and promote qualities of character that make for good citizenship. The qualifications for members are: worthy character, good mental ability, credible scholastic achievement, and commendable attitude. Students must achieve a 90 average or above in all subjects except P.E., maintain an 88 average thereafter, and must receive approval of the faculty for induction. Only college prep students are eligible. They also must have been here their junior and senior years in order to hold the office of president.

Mr. and Miss Sparta Academy

To be eligible, senior candidates must have attended Sparta Academy from grades 9-12. High school faculty or elementary faculty, working closely with those students, as well as the administrator, will vote on one senior boy and one senior girl.

Miss Homecoming

To be eligible, 12th grade girls must have attended grades 7-12 at Sparta Academy. Grades 7-12 will vote on one 12th grade girl. In case of a tie, a re-vote is taken on the top two. Parents will escort their daughters. All senior girls are eligible except for varsity cheerleaders.

Mr. Football

To be eligible, senior boys must be entering their 2nd full year at Sparta Academy. Football players, varsity cheerleaders, varsity majorettes and coaches will vote on one senior boy.

Miss Football

To be eligible, cheerleaders must be entering their 2nd school year at Sparta Academy. The varsity cheerleaders, varsity majorettes, cheerleader sponsor, football players, and coaches will vote for Miss Football. Miss Football candidates are not permitted to run for Miss Homecoming.

Miss Alpha

Once a participant wins a division, she will not be allowed to enter that division again.

Southern Pine Representatives

To be eligible, junior candidates must be entering their 2nd school year at Sparta Academy.

High school faculty members and the administrator will vote on one junior boy and one junior girl.

Boys and Girls State

To be eligible, junior candidates must be entering their 2nd school year at Sparta Academy. Faculty members familiar with the candidates and the administrator will vote on one junior boy and one junior girl.

**Southern Pine and Boys and Girls State must be enrolled in college prep curriculum and must maintain a "B" average in the core courses.

HOBY representative

High school faculty and administration will vote on one sophomore. To be eligible, students must be entering their second year at Sparta Academy.

RYLA Representative

High school faculty and administration will vote on one junior. To be eligible, students must be entering their second year at Sparta Academy.

Mu Alpha Theta

Members must be in the 11-12th grades and in the college preparatory curriculum. Inductees must have completed the equivalent of two years of college preparatory mathematics, including algebra and/or geometry, and have completed or be enrolled in a third college preparatory mathematics course. Additionally, they must maintain a 90 or better for mathematics courses.

Cheerleading

Please refer to the cheerleader constitution for all questions regarding cheerleaders.

Class Officers

Any student running for a class office must have completed 2 full consecutive years in high school at Sparta Academy.

Sparta Academy Social Media Policy

As an organization with a commitment to quality education and the safety of our students, as well as the building and preservation of an outstanding reputation as a school, the standards for appropriate online communication at Sparta Academy are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in Sparta Academy-sponsored sites or who represent themselves as Sparta Academy students, faculty, alumni, and community members.

I. SPARTA ACADEMY Social Media Comments and Participation Policy

For the privacy of users and their families, please assume that all postings to Sparta Academy-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to Sparta Academy-sponsored sites as outlined above, users give Sparta Academy the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. Sparta Academy reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

Sparta Academy further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on Sparta Academy-sponsored sites, you agree not to:

- Post material that Sparta Academy determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of Sparta Academy or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by Sparta Academy, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the Sparta Academy -sponsored site.

- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person's name.

Sparta Academy reserves the right to do any or all of the following:

- Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this Policy.

User agrees to indemnify and hold harmless Sparta Academy, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on Sparta Academy -sponsored sites.

By posting a comment or material of any kind on a Sparta Academy -sponsored site, the user hereby agrees to the Policy set forth above.

II. Faculty Use of Social Networking Sites

Sparta Academy respects the right of employees to use social media and networking sites, as well as personal websites and blogs, but it is important that employees' personal use of these sites does not damage the School's reputation, its employees, or its students or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. Sparta Academy strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites.

When using a social media site, an employee may not include current students as "friends," "followers," or any other similar terminology used by various sites. If an employee maintains or participates in a Sparta Academy-sponsored online community that extends to persons who are parents, alums, or other constituents, he/she must exercise good judgment about any content that is shared on the site. Additionally, employees should adhere to the following guidelines, which are consistent with Sparta Academy's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- An employee should not make statements that would violate any of Sparta Academy's policies, including its policies concerning discrimination or harassment;
- The employee must uphold Sparta Academy's value of respect for the individual and avoid making defamatory statements about the school, its employees, its students, or their families;
- An employee may not disclose any confidential information of the school or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

If Sparta Academy believes that an employee's activity on a social networking site, blog, or personal website may violate the school's policies, the Headmaster may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action, up to and including termination.

III. Creating and Maintaining Official Sparta Academy Social Networking Sites

All "official" Sparta Academy social networking sites must be approved by the Webmaster and Director of Communications and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School;
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within Sparta Academy guidelines and is appropriate to the subject matter of the page;
- Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the Sparta Academy network.

Unauthorized pages that have not been approved by the Webmaster and Director of Communications will be treated as personal pages, and are therefore limited to the standards provided above. Any unauthorized use of the Sparta Academy name or any of Sparta Academy's logos will be subject to disciplinary action and/or fines.

IV. Student Use of Social Media Sites

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Sparta Academy community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Sparta Academy community.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of Sparta Academy students and faculty, students may not, under any circumstances, create digital video recordings of Sparta Academy community members either on campus or at off-campus Sparta Academy events for online publication or distribution.
- Students may not use social media sites to publish disparaging or harassing remarks about Sparta Academy community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.
- Any and all postings to social media sites that are deemed inappropriate for our students will be subject to disciplinary action. This includes but is not limited to: any and all photographs taken during school hours, any and all videos taken during school hours, any and all pictures and/or videos taken that may reflect negatively on Sparta Academy and its community, any and all comments that may be deemed as harassing, confrontational, or otherwise provoking towards another student, parent, or faculty member.

V. Parental/Alumni/Community Use of Social Media

- Parents/Alumni/Community Members are expected to meet the same standards as students and faculty members when posting/commenting in any form of social media.
- Remember your association and responsibility with Sparta Academy in online social environments. If you identify yourself as a Sparta Academy employee, student, former employee, alumni, parent, friend, or any other relationship, ensure your profile and related content is consistent with how you wish to present yourself with colleagues,

parents, and students. Comments related to the school should always meet the highest standards of professional discretion.

VI. Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, condescending, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

- Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Failure to abide by this Policy, as with other policies at Sparta Academy, may result in disciplinary action as described in the Student Handbook.

Sparta Academy is committed to providing as safe and drug free an environment as is reasonably possible for both students and faculty. All prescription and over the counter medications should be kept in the office and administered from the office.

In order to reduce and eliminate the likelihood of drug use, the following drug program has been established:

A. Definitions

1. "Drugs" shall refer to any substance capable of producing physical, emotional, or mental changes in individuals consuming it. This includes alcohol.
2. "Illegal Drugs" are any drugs or controlled substances which are illegal (possession or sale).
3. "In Violation" means that an individual has been found guilty of one or more of the following drug-related offenses:
 - a. Distribution of
 - b. Possession of
 - c. Transfer of
 - d. Use of
 - e. Under the influence of
 - f. Tested positive for
 - g. Refusal to undergo testing

B. Purpose

1. To provide as drug free an environment as is reasonably possible in which students may learn and grow.
2. To educate students, teachers, and employees of Sparta Academy to the dangers of drug/alcohol abuse.
3. To reassure parents, students, and the community that the health, education and future of each student is a primary goal of Sparta Academy.
4. To identify any student, teacher, employee or board member that may be under the influence of drugs. The longer drug abuse problems go unchecked, the more serious academic and health problems become.
5. To remove the stigma of drug abuse from those students and others who are not drug users.

C. Policy

1. Prior to enactment, parents and students must read, agree to, and sign the terms of Sparta Academy's drug program.
2. The drug testing program shall involve students in grades 7-12, teachers, employees, and board members of Sparta Academy.
3. Teachers, employees, and board members shall read, agree to, and sign the terms of Sparta Academy's drug program prior to accepting employment or placement onto the board. Refusal to abide with the terms of the drug program shall result in immediate dismissal.

***Any faculty and/or support personnel using drugs will be immediately placed on non-paid leave of absence. They will be required to meet with

the Headmaster the following day to explain their actions. This individual could be terminated immediately or required to attend drug counseling or a rehabilitation service. The cost of these services will be the responsibility of the staff member.

4. All transfer students in grades 7-12 must pass a drug test before being admitted to Sparta Academy.
5. There will be drug screenings through the school year to include students, teachers, employees, and board members.
6. If at any time there is reasonable suspicion (just cause) of drug use or abuse, whether on or off school grounds, school officials may require said person to undergo a urine or hair drug screen. This drug screen is to be conducted either on campus by Michael English (One Choice Drug Testing Specialist) or at Dr. Mark Roberts office at the person's expense. Reports of the findings of said test shall be reported directly to the proper officials at Sparta Academy.

Reasonable suspicion (just cause) includes, but is not limited to, the following:

- a. Reduced quality of work
- b. Pattern of unexcused absence from class or work
- c. Inability to get along with others
- d. Frequent tardiness
- e. Decreased manual dexterity
- f. Impaired short term memory
- g. Periods of unusual hyperactivity, irritability or drowsiness
- h. Other observations

At indeterminate periods, Sparta Academy will ask for a search of the campus by "drug dogs", under the supervision of the Evergreen Police Department **or other law enforcement agencies**. If the "drug dogs" have a positive reaction to a student's person, automobile, or personal belongings, a drug screening test will be conducted as soon as the student can be transported to the Evergreen Medical Center or Dr. Mark Robert's office **within a two-hour limit**. If a student refuses, he/she will be expelled. If the results of the drug screening test are positive, the policy will go into effect as outlined. Also, in cases of reasonable suspicion, the school reserves the right to use detection techniques and to inspect for the presence of drugs in all school property assigned to students and employees including, but not limited to, lockers, desks, and vehicles on school property. Such inspections will be conducted by authorized personnel and with the approval of the administrator and/or the board of directors of Sparta Academy.

7. Procedures for providing the urine or hair sample shall allow as much individual privacy as is possible unless the official collection personnel has reason to believe that a particular individual may alter or substitute the specimen. The collection site shall possess necessary qualified personnel, materials, equipment, facilities, and supervision to provide for the collection security, temporary storage, and transportation of the urine or hair sample to a drug testing laboratory under chain of custody. This will be carried out by a

licensed professional with a Sparta Academy official present. Further details of collection and means of testing are furnished by the laboratory.

8. The results of random or reasonable suspicion testing shall be treated as confidential and distribution limited to the administrator of Sparta Academy. Law enforcement officials will be notified only if required by law. In cases of positive results, the parents, employee or board member will be notified of the results.

9. Only highly reputable licensed (NIDA) or comparably certified and independent laboratories and medical contractors using the most up-to-date and accurate collecting and testing procedures shall be used by Sparta Academy to perform drug testing. Also, a confirmation test will be used to verify any positive indications resulting from initial screens and no test will be reported positive without confirmation from the medical review officer.

10. In cases of violations of this program while on or off campus or at school activities or functions, immediate disciplinary action up to and including immediate dismissal from Sparta Academy will occur. See "Disciplinary Actions for Drug Program."

11. Sparta Academy will assume the expense of the testing if specimens are referred to a laboratory and the result is negative. However, if the specimens are referred to a laboratory and the result is positive, the tested person must reimburse costs to Sparta Academy.

12. Sparta Academy reserves the right to change or modify the provisions of this policy and testing program as deemed necessary by the administrator and the board of directors to create and maintain a drug free environment.

D. Disciplinary Actions for Drug Programs

First Incident of Violation

1. The individual and legal guardian, if under 21 years of age will be contacted by the administrator in a confidential manner.
2. Individual is immediately suspended from Sparta Academy.
3. Individual may be reinstated upon agreeing to the following terms:
 - a. Individual will be evaluated at their own expense by an appropriate agency, designated by the Sparta Academy Board of Directors.
 - b. Individual will then, at his or her expense, undergo counseling as recommended by the administrator. The administrator will determine the length and manner of the program best suited to the individual.
 - c. Individual will not participate in an organized sport for the remainder of the school year.
 - d. Individual will not have a vehicle on campus for the remainder of the school year.
 - e. Individual will only be allowed to attend school from 8:00 a.m. - 3:00 p.m., Monday through Friday for the remainder of the school year.
 - f. Individual will not be allowed to attend any school functions except from 8:00 a.m. - 3:00 p.m., Monday through Friday, for the remainder

of the school year.

- g. Individual will be included at each drug screening, at his/her own expense, as long as enrollment continues.
- 4. If reasonable cause is given that a student is in possession of, distributing, transferring, using or under the influence of drugs or alcohol at Sparta Academy, they will be immediately expelled.
- 5. Failure to abide to any of the above terms will result in immediate and permanent expulsion from Sparta Academy.

Notice of Non-Discriminatory Policy

Sparta Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origins in administration of its educational policies, scholarship and loan programs, athletic and other school administered programs.



Sparta Academy

Handbook Acknowledgement Form

I, _____, have thoroughly read the Sparta Academy Student Handbook and acknowledge that all rules and guidelines are understood. The signatures at the bottom of this page indicate that my son/daughter/both will comply with all the rules of Sparta Academy. It is the responsibility of all parent(s)/guardian and students to read this handbook and return this page to the school office.

Done this _____ day of _____, 2019.

Father/Guardian Signature: _____

Mother/Guardian Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Please sign and return to your child's homeroom teacher.

This will become part of your child's permanent record file.



Sparta Academy

Student and Parent Drug Policy Acknowledgement and Consent Form

I/We the undersigned, hereby voluntarily consent to the taking of a urine/hair sample to be used for drug screening; authorize and give full written permission to the doctor, clinic, hospital, and/or agents to send this specimen to a laboratory for screening tests; and authorize these results to be given directly to authorized agents of Sparta Academy. Further, by signing this document, I/We give complete and unfettered consent to and for the searches of the students' person, locker, automobile, personal belongings by drug dogs, law enforcement officers, teachers, and officials of Sparta Academy.

I/We acknowledge receiving notice of the Sparta Academy drug testing program. I/We understand that I may be selected for screening by urinalysis or tested if I/We exhibit reasonable suspicions for the presence of controlled substances. I/We understand that a confirmed positive result of that testing or refusal to testing will result in immediate suspension and/or permanent dismissal from Sparta Academy.

Done this _____ day of _____, 2019.

Father/Guardian Signature: _____

Mother/Guardian Signature: _____

Student Signature: _____

*****BOTH PARENTS MUST SIGN*****

Single Parent: _____

Legal Guardian: _____

Board Chairman: _____