

Sparta High School

8520 Hwy. 14E
Sparta, MO 65753
(417) 634-3224

www.sparta.k12.mo.us

@SpartaHSTrojans



**2019-2020
STUDENT HANDBOOK**

District Mission

Sparta R-III School District, together with our families and community, will inspire excellence through high impact teaching and rigorous learning opportunities.

Vision

*Cultivating a tradition of excellence
in teaching and learning.*

This handbook and the digital forms included can be accessed at sparta.k12.mo.us.

Handbook Index

SUBJECT

PAGE #

Welcome-----	3
School Calendar-----	4
Technology Usage Policy-----	5
High School Bell Schedule-----	5
Master Schedule-----	6
Counselor-----	7
Graduation Requirements-----	7
Sparta's A+ Schools Program-----	8
Student Information-----	9
Drills-----	12
Extracurricular Activities-----	12
Drug Testing Policy-----	12
Transportation-----	15
Bullying Policy-----	15
Discipline Policy-----	17
Code of Student Conduct-----	18
Federal Forms-----	21
Legal Policies-----	21

Sparta School Song



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

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

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

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

WELCOME

Welcome to the 2019-2020 school year. We challenge and encourage each of you to become an active participant in the classes and activities of Sparta High School. Take advantage of every opportunity. Your active involvement will make your school year a rewarding one. This handbook has been provided as a vital part of your school information system. The intent of these policies and procedures are to insure a safe, orderly, and productive atmosphere for all students. This handbook is the digital version intended for use with our 1:1 initiative.

Ms. Gwenda Barton

High School Principal

Patty Murray

High School Counselor

Randi Iorg

High School Administrative Assistant

Board of Education

Keith Roller - President

Dennis Lilly - Vice President

Betty Braden - Secretary

Danny Joe Rains

Danny Schnieder

Jacob Finney

Jason Loveland

Superintendent

Rocky Valentine

Curriculum Coordinator

Nicole Humble

Process Coordinator

Anna Heriford

2019-2020 School Calendar

[*online version*](#)

August	12, 13, 14 15 30	Teacher In-Service First Day of School No School-Labor Day Weekend
September	2 20 23	No School-Labor Day No School No School PD Day
October	11 17 17-21	End of 1 st Quarter No School-PD 8-11- Parent/Teacher Conference 12:00 – 7:30 PM No School-Fall Break
November	11 27-29	No School-Veterans Day No School-Thanksgiving Break
December	20 23-31	End of 2 nd Quarter No School-Christmas Break
January	1-3 6 3 20	No School-Christmas Break No School- Teacher Inservice 8:00 AM-3:30 PM Students Return No School-Martin Luther King, Jr. Day (1st Snow Makeup Day)
February	13 14 17	Scheduled Parent/Teacher Conferences 3:30-7:30 pm No School (2nd Snow Makeup Day) No School-Presidents Day (3rd Snow Makeup Day)
March	6 16-20	End of 3 rd Quarter No School-Spring Break
April	10-13 13	No School-Easter Break (4th Snow Makeup Day)
May	15 15	Last Day of School-End of 4th Quarter -Early Release 12:30 Teacher In-Service 12:30-4:00

Potential Make-Up Days:

Day 1 - Jan 20

Day 2 - Feb 14

Day 3 - Feb 17

Day 4- Apr 13

Any other missed days will not be made up

School Cancellations

In the event of inclement weather school cancellations will be made on area media outlets, the school alert system and the school's social media outlets.

Technology Usage Policy

Abbreviated Version

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

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

Student/Parent 1:1 Handbook

High School Bell Schedule

MONDAY

First Bell 7:45 AM
Period 1 7:50--8:40
Period 2 8:44--9:34
Period 3 9:38--10:28
Period 4 10:32--11:22
Period 5 11:26--12:42
Period 6 12:46--1:36
Period 7 1:40--2:30
1st Lunch 11:26--11:52
2nd Lunch 12:16--12:42

TUESDAY-FRIDAY

First Bell 7:45 AM
Period 1 7:50--8:40
Period 2 8:44--9:34
Period 3 9:38--10:28
ACE 10:32--10:58
Period 4 11:02--12:18
Period 5 12:22--1:12
Period 6 1:16--2:06
Period 7 2:10--3:00
1st Lunch 11:02--11:28
2nd Lunch 11:52-12:18

Arrival and Departure (High School):

1. No student should arrive at school before 7:25 AM unless an arrangement has been made with a teacher.
2. After arrival, students are not to leave school grounds without permission from the principal.
3. If students arrive at school after 7:50 AM, they must sign the late arrival log in the office. See the discipline code for the infraction for excessive tardies.
4. If students must leave before 3:00 PM, they will need a note from a parent and will need to sign the departure log in the office.
5. All students should be out of the building or in an assigned area with a teacher or coach by 3:05 PM.
6. Students who drive will leave the parking lot using the north exit only.
7. Parking spaces along the front of the building are reserved for teachers and visitors.
8. Driving privileges can be revoked if students arrive or leave the student parking lot in a careless and/or unsafe manner.
9. All OTC riders will board the bus at 6:55 am. If you are not there at 6:55 am, you will be left at the school.

2019-20 Master Schedule

	1	2	3	ACE	4/Lunch	5	6	7
	7:50-8:40	8:44-9:34	9:38-10:28	10:32-10:58	11:02-12:18	12:22-1:12	1:16-2:06	2:10-3:00
Baldwin	MS	MS	PLAN	ACE	Art	Art	Art	Art
Brown	HS PE	FOCUS	HS PE	ACE	HS PE	HS PE	PLAN	AD
Buist	PLAN	MS	Foods I	ACE	Foods I	Pro Start I	Child Dev I	Clothing/ Entrepenuership
Bumgarner	Biology I	Biology I	Anatomy & Physiology	ACE	Biology I	PLAN	Environmental Science	FOCUS
Cubellis	Trig/Stats	PLAN	Algebra II	ACE	FOCUS	Algebra II	Math Analysis/Colg Alg	Real World Math
Freeman	English II	English II	PLAN	ACE	English III	DC English Comp	English II	English III
Fox	Fish & Wildlife	Agriculture I	Animal Science	ACE	Ag Science I	Greenhouse	Ag Structures	PLAN
Gailey	Intro to Business	Computer Applications/Intr o to Computer	Business Technology	ACE	Mass Media	Personal Finance/Personal Finance	PLAN	Publication (Yearbook)
Gerik	Physical Science	Chemistry	FOCUS	ACE	Physical Science	PLAN	DC Chemistry	Physical Science
Heriford	Resource	HS	Alternate Math	ACE	Alternate Math	Resource	HS	PLAN
Hopkins	American Govt.	Law	World History	ACE	PLAN	World History	American Government	World History
Lafferty	HS Functional Room	HS Functional Room	HS Functional Room	MS	PLAN	MS Functional Room	MS Functional Room	MS Functional Room
Loveland	FOCUS	Boys Wts	PLAN	ACE	CoEd Weights	MS	MS	MS
McElhinney	Geometry	PLAN	Algebra I	ACE	Geometry	Algebra I	Algebra I	Geometry
Morris	HS/MS LMC	HS/MS LMC	HS/MS LMC	ACE	HS/MS LMC	HS/MS LMC	HS/MS LMC	HS/MS LMC
Nelson	HS Choir	MS	EM	EM	EM	EM	EM	EM
Nichols	MS	MS	MS	MS	MS	PLAN	HS Band	Music Appreciation
Perry	English I	English I	PLAN	FOCUS (ACE)	English IV	Oral Interp	English I	Drama
Murray	A+ Tutoring	A+ Tutoring	A+ Tutoring	ACE	A+ Tutoring	A+ Tutoring	A+ Tutoring	A+ Tutoring
Wallace	MS	MS	MS	MS	MS	Health/Health	Girls Weight Training	PLAN
Willis	Civil War/Pop Culture	Amer. History	Amer. Heritage	ACE	PLAN	American History	FOCUS	Amer. History
				1st Lunch 11:02-11:28 -- 2nd Lunch 11:52- 12:18				

COUNSELOR

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

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

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

GRADUATION REQUIREMENTS

Students who enter high school must have completed the requirements for promotion from the 8th grade. High School students must obtain 25 units of credits in order to graduate. A four-year program will be cooperatively planned by the student, parents, and school personnel.

Students must pass the United States and Missouri Constitution tests during American Government as well as successfully pass Personal Finance. Exceptions to the above will be determined on a one-to-one basis by evaluation of transcript and attendance records, with possible academic testing.

Language Arts - 4 units(including English I, II, III and one additional English credit)
Math - 3 units(including Algebra I, Geometry, and one additional Mathematics credit)
Social Studies - 3 units(including American History, World History, and Government)
Science - 3 units(including Physical Science, Biology, and one additional Science credit)

Physical Education 1 unit Health ½ unit
Practical Arts 1 unit Personal Finance ½ unit
Fine Arts 1 unit Electives 8 units

Graduation Honors (starting with the Class of 2021)

- **Summa Cum Laude**
 - **4.0 GPA or above on a 4.0 scale**
 - **90% attendance rate**
 - **Must take at least 3 weighted classes**
- **Magna Cum Laude**
 - **3.75-3.99 GPA on a 4.0 scale**
 - **90% attendance rate**
 - **Must take at least 2 weighted class**
- **Cum Laude**
 - **3.50-3.74 GPA on a 4.0 scale**
 - **90% attendance rate**
 - **Must take at least 1 weighted class**

* We will be eliminating the Valedictorian and Salutatorian starting with the class of 2021.

Advanced Courses:

Dual Credit Course: A college course that is taught on the high school campus by a college-approved high school teacher and/or an online environment and the cost is greatly reduced. Currently students are offered dual credit courses in: Composition 101 (OTC), Composition 102 (OTC), College Algebra (OTC), Chemistry (MSU), Art 100 Art and Experience (OTC), Art 105 Art History (OTC), BIO 100 Life Science, BIO 135 Nutrition for Living, COM 105 Public Speaking, HST 120 U.S. History I to 1865, HST 130 U.S. History II to Present, MTH 128 College Contemporary Math, MUS 105 Western Music Appreciation, PHL 101 Introduction to Philosophy, PHY 110 Introduction to Geology, PHY 115 Introduction to Astronomy, PLS 101 Political Science, PSY 110 Introduction to Psychology, and SOC 101 Introduction to Sociology. (Prerequisites for dual credit courses: 3.0 GPA, EOC Assessments completed in that core subject area, Counselor permission, and any applicable fees) All completed Dual Credit courses will be weighted grading.

Weighted Course: An advanced course that is taught on the high school campus. Courses will include if approved by the administration prior to the semester: Trigonometry, Math Analysis, Statistics, Anatomy and Physiology, Mythology. These courses will be weighted grading. .

Grading

GRADING SCALE - The following grading scale will be used in every class to determine grades:

95-100	A	80-82	B-	67-69	D+
90-94	A-	77-79	C+	63-66	D
87-89	B+	73-76	C	60-62	D-
83-86	B	70-72	C-	00-59	F

GRADE POINT SYSTEM / WEIGHTED GRADE POINT SYSTEM

The following system will be used to determine the grade point average (GPA) of each individual student. Final GPA will be determined at the end of the eighth semester. Graduation honors will be determined at the end of the seventh semester.

Regular Grade Point System					
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A	4.00	B-	2.66	D+	1.33
A-	3.66	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.66
B	3.00	C-	1.66	F	0.00

Weighted Grade Point System					
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A	5.00	B-	3.66	D+	2.33
A-	4.66	C+	3.33	D	2.00
B+	4.33	C	3.00	D-	1.66
B	4.00	C-	2.66	F	0.00

Sparta's A+ Schools Program

Sparta High School graduates who meet all the A+ Schools Program requirements can qualify for two years of free tuition (as state funds are available) to attend any public Missouri community college or vocational/technical school.

Although the A+ Award is NOT based on financial need, the A+ tuition reimbursements will be made available after the student has made a good faith effort to secure all available federal post-secondary student financial assistance funds that *do not* require repayment. The A+ tuition incentive will reimburse the unpaid balance of the cost of tuition, and general fees after available federal post-secondary student financial assistance funds have been applied to these costs.

Students will receive the incentive for two years. Students must be considered full-time by the institution and maintain a 2.5 GPA in the post-secondary setting to continue eligibility.

Students must complete two years of full-time enrollment within four years after graduation from Sparta High School. In other words, the funds do not have to be used immediately upon graduation.

If a student first attends a postsecondary school that is not a recipient of A+ funds and then transfers to a school that does accept A+ funds and wants to use his/her A+ tuition reimbursement, the student's transferred GPA must be at least 2.5.

Program Requirements:

In order to qualify for the A+ Financial Incentive, students must:

- Sign an A+ agreement form.
- Attend an A+ designated high school for 80% of grades 9-12..
- Graduate from high school with a cumulative grade point average of 2.5 on a 4.0 scale.
- Average at least a 95% cumulative attendance record for four years of high school.
- Perform 50 hours of unpaid tutoring for students through a school-based program.

- Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
- Fill out and submit a FAFSA prior to graduation.
- you will have to score PROFICIENT or ADVANCED on your Algebra I End of Course Exam in order to remain eligible.

STUDENT INFORMATION

Cell Phones/Electronic Devices:

At the high school, cell phones are allowed before and after school, during passing times between classes and during lunch. At all other times cell phones are to be turned off and not to be seen. If a student needs to communicate with a parent, there is a phone available for student use in the office. The school also has a voicemail system, so parents can always leave messages for their child if the secretary is not available. If a student is in In-School Suspension, they will turn their phone into the office for the day. See Section IV. E in the Code of Student Conduct for consequences.

Final Exams and Accountability:

The State (DESE) End-of-Course (EOC) exam will be given in the following core areas: English II, Algebra I, Government, and Biology I.

High School Attendance Policy:

Any student who misses more than eight periods in any one class per semester will be in jeopardy of losing credit in that class. ***All absences will count towards the eight days allowed in each class period per semester.*** Each absence will be labeled excused or unexcused. An excused absence is an absence that is justified by official documentation (i.e. doctor, dentist, approved college visits or job shadowing experience). An unexcused absence is any absence that is not supported with official documentation. Parents will be notified by letter on the 4th, 8th and 9th absence. The state goal is at least 90% attendance for ALL students.

****All students must be in attendance at least a half day of the day of an event or on Fridays for weekend events, in order to be eligible to participate in extracurricular activities.***

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

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

Closed Campus

The closed campus means visitors to the school must immediately report to the main school office and students may not leave school grounds during the school day without parental permission and checking out with the main school office. This includes leaving the parking lot prior to entering the school building. The purpose of this is to know who is in the building. Students should not leave campus for lunch. Non-students or visitors may not eat lunch at school unless they have obtained prior administrator approval. Students may not go to their cars during the school day without administrator approval. No opened or fountain drinks are allowed on campus by students during the school day or at school events.

Tardy Policy: (All tardies are calculated per semester)

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

1st Offense (7 Tardies): Teacher Assigned Before/After School Detention

2nd Offense (9 Tardies): 1 day of ISS

3rd Offense (11 Tardies): 2 days of ISS

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

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

Attendance Review Committee:

If a student loses credit due to excessive absences, he/she may request an appeal. It is the student and parent's responsibility to be present during the Attendance Review Committee (ARC). The appeal process begins with the ARC. If the student is not satisfied with the first appeal, he may request an appeal with the building principal. If the parent/student does not respond to the correspondence concerning the need for appeal, school officials will note this lack of action as a waiving of the appeal process and the credit will automatically be lost. This process will take place once each semester.

Make-up Work Policy:

Students are held accountable for any missed work while absent. Teachers will work with students to ensure assignments are completed in a timely manner. Students going on field trips must have a field trip form filled out prior to the trip and all work must be complete upon returning from the field trip.

SPARC (Sparta Alternative Resource Center):

SPARC is a credit recovery program embedded into the school day where students can make up credit that has previously not been obtained. The program is completed online and the work is completed at the pace of the specific student. This program is not designed for credit advancement or to take courses in place of regular instruction. Principal approval is needed to take credit recovery classes.

Classification/Promotion of Students:

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

Grade placement in high school will be based on the number of units obtained and not necessarily the number of years in high school.

Freshmen (Grade 9)	6 credits or less
Sophomore (Grade 10)	6+ credits to 13 credits
Junior (Grade 11)	13+ credits to 18.5 credits
Senior (Grade 12)	18.5+ credits or more

Only the seniors who have completely fulfilled graduation requirements will be allowed to participate in commencement activities.

Changing Schedules:

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

Honor Roll and Academic Letter:

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

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

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

To qualify for an **Academic Letter**, the student must have a cumulative GPA of 3.5 or better (9-12) at the end of the first, third, fifth, and seventh semester of a student's high school career.

ACE, Privilege, & Enrichment Time (9-12):

The ACE (Academically Centered Environment) is a high school intervention to support struggling students using guided tutoring and provides tiered privilege time for those students who do not require as much support. Student progress is evaluated every three weeks. Privilege Time is awarded to students who have met their standards in each of their classes for that three week period. Students who have a 59% or below on any standard will be in Focus time working on those standards so they can bring their grade up to passing. (Could be adjusted as the school year progresses. If it does change, we will notify students and parents.)

Visitors:

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

Communication with Parents:

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

Sparta Spotlight	District newsletter that is published and distributed electronically periodically.
Lumen WeBSIS	Mass notification system that calls parents in the event of school cancellations and other noteworthy circumstances.
Remind	Electronic communication tool that teachers/school will use for student/parent communication.
Social Media	Facebook and Twitter will be utilized to highlight events & activities
Parent Portal	Online portal where parents can log-in and check on everything from grades to lunch card balances.
District Website	Monthly updates on everything from sports schedules to important calendar events as well as links to teacher webpages.

School Equipment:

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

Book/Athletic Bags:

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

Administration of Medications at School:

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

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

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

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

The school nurse may administer Tylenol at his/her discretion only with parent/guardian permission. No other medications will be provided by the school. The permission form included at registration must be signed to cover the administration of Tylenol. Only students who have obtained prior permission from the nurse or principal may administer and/or carry their own medication. Asthma inhalers should be carried by the child or be with the classroom teacher.

MEDICATION PERMISSION FORM **MUST BE FILLED OUT AND ON FILE WITH THE SCHOOL NURSE**

Immunizations:

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

Glass Containers/Food/Drinks:

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

Dress Code:

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

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

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

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

***All students who are enrolled in courses at OTC must ride the school bus to and from Sparta High School. Failure to follow this guideline will lead to discipline and possible removal from the OTC program. Health Science students may receive special permission from the HS Principal in order to drive to clinicals.**

DRILLS

Fire Procedures:

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

Storm Procedures:

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

Earthquake Procedures:

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

Extracurricular and Co-curricular Activities

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

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

Sparta eligibility requirements for extracurricular/co-curricular activities:

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

In order to participate in extracurricular or co-curricular activities, a student must have been in school at least ½ day the day of the activity or ½ day on Friday for weekend activities (½ day is 11:30am). Half day absences must be excused in order to be eligible for participation in the activity, unless special arrangements have been made through the building principal. A student should not be repeatedly absent the day following an activity or action will be taken.

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

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

STUDENT DRUG TESTING POLICY

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

Statement of Purpose and Intent

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

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

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

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

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

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

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

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

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

DRUG TESTING PROCEDURE

Each student participating in extracurricular and/or co-curricular activities or who seeks to obtain/maintain a valid permit to park on district property shall receive copies of the "Student Drug Testing" policy JFCI and "Student Drug Testing" consent form JFCI-AF which shall be read, signed and dated by the student, parent and/or guardian. Students must turn in the consent form to the high school or middle school office before the student will be allowed to begin participation in any extracurricular and/or co-curricular activities, or receive his or her parking permit. Any student who does not turn in the required form will not be eligible to participate in any extracurricular and/or co-curricular activity. Any student who does not turn in the required forms will not be eligible to receive a valid parking permit.

Transfer students who intend to participate in extracurricular and/or co-curricular activities or who seek to park on district property have five school days from enrolling in the district to turn in to the high school or middle school office the consent form. Once a transfer student turns in the form, he or she will be placed in the testing pool within one week. If the transfer student fails to turn in the form within the required five-day period, he or she will not be eligible to participate in any extracurricular and/or co-curricular activity or park on district property during the remainder of the school year, including the months of May through August when school may or may not be in session.

Students in extracurricular and cocurricular groups to be drug tested include, but are not limited to, the following: interscholastic sports, trapshooting, cheerleading, band, FFA, Family, Community and Career Leaders of America (FCCLA), Future Business Leaders of America (FBLA), National Honor Society, academic teams, Science Club, Spanish Club, Student Council, drama, speech/debate, and Art Club. Testing Students will be required to provide urine samples as follows:

TESTING

Students will be required to provide urine samples as follows:

- On a random selection basis during the regular school year, up to ten percent of a building's population of students will be chosen approximately once a month from a list of all students participating in extracurricular and/or co-curricular activities or who have sought to obtain/maintain permits to park on district property; and
- At any time requested based on reasonable suspicion.

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

The random selection process will follow standard practices for federal random test selection. Student testing will identify a student by number rather than a name. Normally, the district will tally the number of participants in the random program(s) and provide that number(s) to the drug testing company. The district's Designated School Official (DSO), which will be the building administrator, would also assign a name to each number and create a student random ID list to indicate which student is assigned what number. The DSO would keep that list on file in a confidential manner.

On the day of random testing, the DSO will notify each student on the random selection list that he or she has been selected for a random drug test. The student will go to the collection site where the DSO will provide the student with the student's random ID number. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing.

Upon entering the testing site, the student will be asked to provide the identification number given to him or her by the DSO. The student will then be asked to remove the contents of his or her pockets and remove outer garments. Next, the student will be asked to wash his or her hands. The collection technician will secure the bathroom, as applicable, by putting blue dye in the stool, taping off water supplies, removing trash cans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student. The collector will explain that the student is to provide a urine specimen in the collection cup. The student will also be reminded not to flush the toilet or to use the faucet until the collection is completed. The collection technician will step outside the bathroom and shut the door, allowing the student to provide a specimen in private.

When the student has completed the collection process, the student will be instructed to either place the cup on a pre-designated flat surface or hand the collection container to the collection technician. Once the student has completed providing the sample and opened the bathroom door, the collection technician will check the specimen for sufficient amount, appropriate temperature, no foreign color and no foreign odor. If the specimen does not show signs of tampering, the student will be allowed to wash his or her hands. The collection technician then initiates a preliminary drug screen of the specimen. The student will remain in the collection area and in sight of the collector until dismissed by the collection technician. All procedures will be conducted in accordance with accepted industry practices.

All results will be recorded by the technician on a form acceptable to the district. A Custody and Control Form (CCF) will be used: 1) If the initial screening test indicates a positive result; 2) if the collection technician is conducting an internal self-audit of a testing device; or 3) the district requires a CCF for all tests completed. If a CCF is used, the specimen collected will be poured into the specimen vials that came in the collection cup. This will be performed in the presence of the student. The collection technician will complete a CCF with the appropriate copy being sent (along with the specimen) to a U.S. Department of Health and Human Services-certified laboratory for a second screening test. If the second screening test is also positive, the laboratory will conduct a

more in-depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis. In some cases, the second screening test may be eliminated and the specimen sent directly for GC/MS.

If the GC/MS test is positive, the results will be forwarded directly to the Medical Review Officer (MRO). The MRO will contact the DSO to inform him or her of the positive result. At this point, the MRO will request that the student's parent/legal guardian contact the MRO directly to determine if there is a medical explanation for the non-negative results. The DSO will then contact the student's parent/legal guardian, inform him or her of the positive result, and provide the information necessary to contact the MRO. When the parent/legal guardian makes contact with the MRO and verifies their identity, they will discuss medications the student is taking. If any of the student's medications could explain the positive result, the MRO will verify the legitimacy of the prescription with the pharmacy who filled it and/or the prescribing physician. Once all pertinent information has been obtained, the MRO will make a final determination of the test result. Those results will be forwarded to the drug testing company, who will then forward the results to the DSO.

The MRO will reach out to the DSO on three separate occasions, over the course of three separate days (excluding weekends and holidays) to request a student's parent/legal guardian call them to discuss the student's positive result. If the parent/legal guardian does not make contact with the MRO during that time frame, the MRO will release the result as a "non-contact positive." A parent/legal guardian can make contact with the MRO after the result has been released.

If the district requires a split-specimen collection for a confirmation test, then the parent/legal guardian may contest the MRO's decision and request, within 72 hours of the decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and payment may be required prior to the test being conducted.

If a student does not provide a urine specimen in three hours (or the time limit designated by the district's policy), one of the two following procedures will be followed:

a. Follow U.S. Department of Transportation protocol by giving the student up to five days to have what is called a "shy bladder examination" to determine if there is a valid medical reason for not providing a urine sample in the three-hour time frame. If the student does not have the exam (done at the family's expense), or if there is not a valid medical reason, then the test would be deemed positive.

OR

b. Use a lab-based oral-fluid (saliva) test.

APPEAL

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

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

This decision may be appealed, in writing, to the Sparta R-III School District superintendent within five working days. Failure to appeal to the superintendent waives any further right to appeal the positive test result. The procedures set forth under policy JGD will be followed in the case of an appeal. The superintendent will make a written decision within five working days. The decision of the superintendent may be appealed, in writing, to the Sparta R-III Board of Education within five working days. Failure to appeal to the Board of Education waives any further right to appeal. The procedures set forth under policy JGD will be followed in the case of appeal. Initiating appeal procedures does not suspend imposition of the restrictions listed below while the appeal process is ongoing. The results of the initial screening will be communicated to the student, parent or custodial guardian by personnel of the Sparta R-III School District within five working days of testing

Retest After Service of Suspension

A student who has tested positive and has served the required suspension period will be required to undergo one or more additional drug-use tests at the expense of the student, parent or custodial guardian to determine whether the student is no longer using illegal drugs before he or she may rejoin an extracurricular and/or co-curricular activity and/or resume parking on district property.

Confidentiality

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

Violations

First Offense

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

Second Offense

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

Third Offense

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

Refusal to Submit to Drug Use Test

Students who refuse to submit to a drug-use test authorized under policy JFCI will be subject to the following restrictions:

The student shall be ineligible to participate in any extracurricular and/or co-curricular activities and/or parking on district property including all meetings, practices, performances, and competitions until such time that a drug-use test has been administered and passed. The cost of this test shall be the obligation of the student, parent or custodial guardian. The participating student shall then be subject to the Sparta R-III School District Student Drug Testing policy.

Any student who has a positive initial test and refuses to cooperate in arranging for a confirmation test will be treated as refusing to submit to testing.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: 2003

Revised: 06/20/2013; 07/19/2018

Sparta R-III School District, Sparta, Missouri

TRANSPORTATION

Transportation Rules/Regulations:

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

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

Use of Automobiles:

Students who drive must have a valid operator's license. If any time the faculty or administration suspects a student's driving is endangering the safety of the other students, or if the driving is done in an immature careless manner, that student's right to drive to school can be suspended. All students must register their vehicles in the office prior to the end of the first week of school or as soon as a student begins to drive to school. Driving and parking on school property are privileges granted by the Sparta Board of Education to persons who have reasons to be in the school or on school property. Students are expected to use all acceptable courtesies and safe driving practices on or around school property. The following regulations must be observed by those who drive:

1. Students must register their vehicle once they become a driver and will be given a numbered parking space.
2. Students must park in their assigned parking space during the day. Student must park within the yellow lines.
3. Parking permit/sticker must be displayed at all times.
4. No student is allowed to sit in a vehicle at any time during the school day.
5. Upon arriving at school, the driver must park his/her vehicle in the designated student parking places.
6. The vehicle should be locked and left alone until school is dismissed.
7. Careless and imprudent driving will not be allowed before or after school. The police department will be notified if this rule is violated.
8. The school is in no way responsible for vandalism to student's vehicles.
9. Speed limit is 10 mph on school grounds.
10. When leaving school in the afternoon, vehicles should not drive in front of the Middle School, because of the loading of the buses.
11. Students will be included in the Student Extracurricular and/or Co-Curricular Activities Drug Testing Policy.

BULLYING POLICY (JFCF)

General

In order to promote a safe learning environment for all students, the Sparta R-III School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational

performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's anti-discrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building was attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrator, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

DISCIPLINE POLICY

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

Definitions (in order of severity):

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

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

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

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

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

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

Penalties are meant to be progressive in nature and will eventually result in long-term suspension or expulsion if repeated. Violations by the same offender will be dealt with a progression of discipline measures (Lunch Detention, ASD/BSD, Sat. School, ISS (if used), OSS, and expulsion). In instances where civil or criminal laws are violated, the authorities may be summoned. School matters and legal matters will be handled separately as far as penalties for both are concerned.

Students who are in ISS/OSS will not be allowed to participate in any school sponsored activities during the days that they are on suspension.

DUE PROCESS:

Students have the right to due process concerning disciplinary actions:

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

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

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

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

CODE OF STUDENT CONDUCT

I. Violations Against Persons

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

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

****SUBSEQUENT OFFENSES:** In-school suspension, 1-180 days OSS or Expulsion. Restitution if appropriate

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

G. Sexual Harassment

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

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

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

2. Physical contact that is sexually harassing

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

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

H. Bullying- In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school.

Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

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

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

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

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

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

II. Violations Against Public Health and Safety

A. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

****SUBSEQUENT OFFENSE:** 11-180 Days OSS or Expulsion

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

B. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

****SUBSEQUENT OFFENSE:** 11-180 Days OSS or Expulsion

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

C. Possession of any tobacco products, electronic cigarettes (such as vapes) or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

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

****SUBSEQUENT OFFENSE:** Confiscate. Detention, ISS, or 1-10 days OSS

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

D. Use of any tobacco products, electronic cigarettes (such as vapes), or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

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

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

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

III. Violations Against Property

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

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

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

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

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

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

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

****1st OFFENSE:** Restitution, Principal/Student conference, detention, ISS, 1-180 Days OSS, or Expulsion

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

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

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

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

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

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

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

IV. Violations Against School Policy

A. Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

****SUBSEQUENT OFFENSE:** Detention or 3-10 Days ISS, and removal from extracurricular activities.

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

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

****SUBSEQUENT OFFENSES:** 1-10 days ISS

C. Tardiness- (See Tardy Policy on p. 9 of student handbook)

1st Offense (7 Tardies): Teacher Assigned Before/After School Detention

2nd Offense (9 Tardies): 1 day of ISS

3rd Offense (11 Tardies): 2 days of ISS

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

D. Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

****1st OFFENSE:** No credit for the work, grade reduction, or replacement assignment

****SUBSEQUENT OFFENSE:** No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

E. Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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

****SUBSEQUENT OFFENSES:** Confiscation, Principal/Student Conf., Detention, ISS, 10-0 Days OSS

F. Inappropriate Dress

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

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

G. Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicles at the request of school officials, failure to follow the directions given by school officials or failure to follow established rules for parking or driving on district property.

****1ST OFFENSE:** Suspension or revocation of parking privileges, Detention, ISS

****SUBSEQUENT OFFENSES:** Revocation of parking privileges, Detention, ISS, or 1-10 Days OSS.

H. Bus Discipline Policy:

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

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

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

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

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

I. Public Display of Affection-Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping. Hand-holding is the only physical contact allowable during school.

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

****SUBSEQUENT OFFENSES:** Detention, ISS, 1-10 Days OSS

J. Misbehavior at Activities

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

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

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

Actions will also coincide with the appropriate disciplinary action.

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

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

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

V. Violations Against Good Order

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

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

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

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

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

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

C. Disruptive Behavior

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

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

D. Failure to Meet the Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety

of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

****1st OFFENSE:** Verbal warning, Detention, ISS, 1-180 Days OSS, or Expulsion. Report to law enforcement for trespassing if expelled.

****SUBSEQUENT OFFENSES:** Verbal warning, Detention, ISS, 1-180 Days OSS, or Expulsion. Report to law enforcement for trespassing if expelled.

E. Technology Violations

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

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

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

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

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

- **Accessing obscene, indecent, vulgar, or pornographic information as well as advertisements for products or services not permitted to minors.**

- **Access or disseminate insults, harassing statements, threats, or hate-propaganda**

- **Accessing non district-approved web-based email, messaging, or chat sessions.**

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

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

- **Installation of non-district-approved software**

- **Unauthorized access (hacking) or introducing malicious code (viruses)**

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

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

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

EQUAL EDUCATIONAL OPPORTUNITIES

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

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

COMPLAINT PROCEDURE FOR DISTRICT AND FEDERAL PROGRAMS

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

The following are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

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

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

PUBLIC NOTICE

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

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

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

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

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

This notice will be provided in native languages as appropriate.

SURROGATE PARENT PROGRAM

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

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

FREE AND REDUCED-COST FOOD SERVICES

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

DISCLOSURE OF DIRECTORY INFORMATION

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

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

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

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

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

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

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

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

LEGAL POLICIES

THE CUSTODY OF STUDENTS

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

INTERROGATIONS AND SEARCHES

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

SEARCHES BY SCHOOL PERSONNEL

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

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

Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

REMOVAL OF STUDENTS FROM SCHOOL BY LAW ENFORCEMENT OFFICIALS

An officer of the law may take a student from the school only if the officer has ready for service a subpoena, a warrant for arrest or an order for civil arrest. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school with officer approval. Occasionally a principal may find it necessary to call the law enforcement officials for assistance in handling a serious offense committed at school. In such a case, the officials may not arrest the student unless a sworn complaint is filed. However, the circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant.

COMPULSORY ATTENDANCE LAW (Adopted 1991-92)

School attendance compulsory, who may be excused. Every parent, guardian or other person in this state having charge, control or custody of a child between the ages of seven and sixteen years shall cause the child to attend school regularly, public, private, parochial or parish, not less than the entire

school term of the school with regular daily instructions during the usual school hours which shall, in the judgment of a court of competent jurisdiction be at least substantially equivalent to instruction given to children of like age in the day schools in the locality in which the child resides; except that:

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

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

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

OFFICIALS TO ENFORCE COMPULSORY ATTENDANCE LAW

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

SEXUAL HARASSMENT OF STUDENTS

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

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

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, change in educational conditions, loss of privileges or benefits or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline.

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

PROGRAMS FOR HOMELESS STUDENTS

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

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

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

4. Migratory children who meet one (1) of the above-described circumstances.

SURVEYING, ANALYZING OR EVALUATING STUDENTS

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

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

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

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

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

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

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

Policy JHDF Suicide Awareness and Prevention

Purpose

Suicide is the leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Sparta R-III School District is committed to maintaining a safe environment to protect the health, safety, and welfare of students.

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No students will be excluded from school based solely on the district's belief that the student is at risk of suicide.

Below is the link to the District Policy.

[Suicide Awareness and Prevention](#)