



SPARTA ACADEMY

HANDBOOK

2024-2025

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PHILOSOPHY AND OBJECTIVES

Statement of policy

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

Origin

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

Vision

Excellence in education, achievement, and athletics.

Mission Statement

Sparta Academy's mission is to promote educational success for students of all abilities within a framework of traditional Christian values and in a safe, nurturing environment and to create lifelong learners who can make a positive impact on their community, nation, and world.

Beliefs

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

1. A safe, structured and comfortable environment promotes student learning.
2. Continuous school improvement and teacher training are imperative for production of confident, self-directed, lifelong learners.
3. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
4. Students are valued individuals with the ability to learn. Through meaningful work, students find purpose and desire to excel.
5. Schools have a duty to address not only the intellectual needs of students, but also their emotional, social and physical needs.
6. Positive interaction and mutual respect among students and staff the learning process.
7. Proper materials, resources, and support services are essential for effective instruction.
8. All stakeholders share the responsibility to promote the school's mission.
9. The most valuable resources of our community, nation and world are educated people with a purpose.

Conduct and Behavior Policy

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

Sparta students will be responsible for their conduct, keeping in mind that they have an obligation to reflect the credibility, philosophy, and educational goals of Sparta Academy whether on or off

campus. Likewise, Sparta parents are expected to abide by AISA and Sparta policies on and off campus. Sparta Academy will not tolerate inappropriate behavior from parents and/or family members. Conversations during conferences or at any other time will cease should parents and/or family members exhibit such behavior. The Headmaster and/or Board of Directors reserve the right to question a student and his parents and/or family members concerning incidents or circumstances which might bring negative attention to Sparta Academy.

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

Admissions Policy

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

1. Be interviewed by the administrator and approved by the board of directors.
2. Provide two personal references to vouch for the student's character. In addition, local transfers (within the county except where there is a school district change) will be asked to submit letters of recommendation from two (2) non-related families who are in good standing at SA, and from a board member from their district when possible.
3. Submit properly completed application forms.
4. Read and sign the student handbook.
5. Sign or provide the following forms:
 - a. Records release from previous school(s), which includes all disciplinary records.
 - b. Birth and vaccination certificates and a copy of the social security card.
 - c. A copy of latest report card and transcript, and if transferring during the school year, a grade withdrawal form.
 - d. Entrance test (if required).
 - e. Take and pass a drug test before being admitted (for students entering grades 7-12).
6. Upon acceptance, pay all required fees.
7. K5 entrance requirements: child must be five years of age on or before September 1st. Copy of birth certificate will serve as evidence of age.
8. Adherence to dress and appearance codes is required.

Designated Gifts Policy

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

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

	Year	10 Months	Monthly
1 child	\$4,200.00	\$420.00	\$350.00
2 children	\$6,960.00	\$696.00	\$580.00
3 children	\$8,880.00	\$888.00	\$740.00
4 children	\$10,020.00	\$1,002.00	\$835.00

****All accounts with a senior student will be billed on a 10-month schedule. ****

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

Fees:

Academic Fee: \$350 per Student (K5-12th)
Operational Fee*: \$625 Per Family
Technology Fee***: \$50 Per Student (7th-12th)
PTA Fee: \$10 Per Family
Art Fee: \$20 Per Student (K-th)
After school: \$8 per day (maximum \$100/month)

"20 Guns in 20 Days"- Each family (K3-12th) is **required** to purchase or sell 40 - \$20 tickets per year. Tickets sells begin in August and will continue through October. Guns will be given away each weekday in November.

Each family (K5 and up) is required to work a minimum of 16 work hours per school year. These hours benefit our school tremendously. If the work hours are not completed by the end of the school year, the family account will be billed \$100 for each hour not worked. ****Work hours are not transferable to non-family members unless approved in advance by the office.**

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

*The Operational Fee includes two (2) adult athletic passes and one (1) athletic pass per enrolled student. Passes may be used at all home athletic events, excluding tournaments. Additional yearly all-sport passes will be available for \$65 per person.

***Technology Fee is an iPad device fee.

If the iPad becomes damaged, the student/parent is responsible for the Apple Care deductible rate of \$50 per incident and may have limited access to an iPad while being replaced. If the iPad is lost/stolen, the student/parent is responsible for the whole cost of the iPad and case (\$500 for the device and \$34 for the case).



Sparta Academy

School Calendar 2024-2025

*****Subject to Change*****

August

Aug 7-8 Teacher In-Service/Professional Development Days
Aug 8 Open House (4:00-6:00)
Aug 12 1st day of school for students

September

Sept 2 Holiday-Labor Day
Sept 18 Professional Development Day for Teachers (Students dismiss at 11:45)

October

Oct 9 End of 1st 9 weeks
Oct 14 Columbus Day – NO SCHOOL***

November

Nov 4 AISA Annual Conference (No school for students)
Nov 11 Holiday-Veteran's Day
Nov 25-29 Thanksgiving Holidays

December

Dec 11 Professional Development Day for Teachers (Students dismiss at 11:45)
Dec 19-20 Semester Exams (Students dismiss at 11:15) *End of 2nd 9 weeks
Dec 23- Jan 3 Christmas Holidays

January

Jan 6 Back to school
Jan 9-11 Sparta Deer Hunt
Jan 20 Holiday-Martin Luther King/Robert E Lee Day

February

Feb 7 Warrior Memorial Day - NO SCHOOL
Feb 17 Presidents Day – NO SCHOOL***

March

Mar 7 End of 3rd 9 weeks
Mar 12 Professional Development Day for Teachers (Students dismiss at 11:45)
Mar 24-28 Spring Break

April

April 18 Good Friday – NO SCHOOL

May

May 7 Professional Development Day for Teachers (Students dismiss at 11:45)
May 18 Baccalaureate
May 16 K5 Graduation (8:30 a.m.)
May 20-21 Semester Exams (Students dismiss at 11:15)
May 21-22 Teacher Work Days
May 23 Graduation

Grading Periods

1st 9 weeks	August 12 - October 9	(42)
2nd 9 weeks	October 10 - December 20	(44)
3rd 9 weeks	January 6 - March 7	(44)
4th 9 weeks	March 10 – May 21	(45)

Total Days for students: 175

*****In case of inclement weather or other necessary school closures, these holidays may be used as makeup days (Columbus Day and Presidents Day).**

Academic Policies

Grading Scale

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

Report Cards/Progress Reports

It is the parent's responsibility to check Gradelink periodically Teachers may contact parents if the any of the following criteria is not being met:

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

The purpose of the report card is to inform the parent(s)/guardian of the progress a student is making in his/her schoolwork. At the end of each nine (9) weeks period, report cards will be available on Gradelink.

Homework

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

Parent(s)/Guardian Teacher Conferences

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

Grading Criteria: 1st–6th

1. A minimum of 14 daily grades are to be taken per nine (9) weeks.
2. A minimum of four (4) test grades are to be taken per nine (9) weeks.
3. In order to be promoted to the next grade, a child must not fail two core courses or more. (Core courses are math, history, language, and science).
4. Handwriting grade: E/S/N (K4 & K5) handwriting grades will not be used in determining the A & B Honor Roll.
 - Teachers will assign a numerical grade to conduct. The conduct grade will be included in determining the top three students for each class for Awards Day purposes and determining A/A & B Honor Roll.
5. In determining the Top three (3) students for each class, the grades will be averaged through the midterm of the 4th 9 weeks.
6. Awards Day: For Awards Day purposes: The A/A & B Honor Roll as well as the top 3 honors will extend through the first Friday of May. The yearly annual honor roll is determined at the conclusion of the school year.

Averaging Grades for Report Cards 4th–6th

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

Honor Roll

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

Conduct Grade

Please be advised when looking at your child's report card that the conduct grade is used to determine who is on the All A Honor Roll as well as the A & B Honor Roll. For example, a child who has all A's in academics, but a C in conduct, would not be on either honor roll. The rule applies to K4-6th grades. Conduct grades are also used in determining the Top 3 for Awards Day for 1st-6th grades.

Grading Policy for 7–8 Grades

In order to be promoted to the next grade, a student must not fail more than ½ unit per core class. The third unit of a course failure will require credit recovery to advance to the next grade.

For example: if a student fails both semesters of a core class (Math, English, Social Studies or Science), a ½ unit must be made up to proceed to the next grade. In addition, if a student fails a ½ credit in three (3) difference courses, at least ½ credit must be made up to proceed.

Grading Criteria for Grades 7-12

Grades are determined by the following system:

1. Nine (9) Weeks Grades
 - a. 2/3 Tests
 - b. 1/3 Daily Grades
2. Semester Grades
 - a. 75% - Two Nine (9) Weeks Grades
 - b. 25% - Semester Exam
3. In grades 9-12, students must pass both first and second semesters. Students may not pass by averaging both semesters together. If a student passes first semester for ½ unit credit, then the student must make up the other ½ unit in summer school or repeat the failed work the following year. The student may also make up the work through an accredited online program that must be approved by the administrator.
4. A minimum of 10 daily grades are to be taken per nine (9) weeks.
5. A minimum of 4 test grades are to be taken per nine (9) weeks.
6. Awards Day: In determining the top three (3) students for each class, grades will be averaged through the first Friday in May. Only students who are on the advanced diploma curriculum will be eligible for this honor.
7. Awards Day: Yearly Honor Roll will be determined through the 3rd nine weeks.
8. Grading criteria for certain classes may deviate from the above guidelines at the discretion of the administration. Grading structure in such a case will be defined by the instructor and clearly communicated at the beginning of the course. Deviations to the prescribed grading structure should not occur in core classes

Semester Exams and Exemptions

1. Semester exams will be the 1.5 hours in length. Students taking the exam will be required to stay in the testing room the allotted time period. Exempt status may be lost if a student fails to attend school the week prior to semester tests.

2. Guidelines for Semester Test Exemptions

a. 9th-12th grades students shall, at the discretion of the course instructor, be exempt from the second semester exams, provided they have met certain conditions:

i. Students have maintained a 90 or better average as determined by 1st-4th 9 weeks averages. In addition, students must not have missed more than 10 class periods during the entire year.

ii. Student is a member of the “30 Club” as long as the student has not missed more than 20 days for the entire year. To be a member of the “30 Club”, a student must earn a composite of 30 or better on their ACT. Stacked scores are accepted in determining a students’ composite score.
*Once a student becomes a member of the “30 Club” their membership lasts throughout the remainder of their tenure at Sparta Academy.

iii. A student with perfect attendance (no absences, check-outs or tardies) for a given class with at least a 60 average.

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

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

3. Semester Exams will only be taken in the Core Courses defined as English, Math, History/Social Studies and Science.

Honors Day

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

Cheating

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

Honor System

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

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

Credits

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

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

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

Graduation Requirements

1. Senior tuition costs are calculated on a ten-month basis. All senior accounts must be current in order to participate in graduation ceremonies or other senior recognitions.
2. There are three (3) types of diplomas awarded to graduates:
 - a. Standard Diploma
 - b. Standard Diploma with Distinction
 - c. Advanced Diploma

Students will declare in 9th grade if they will be on the Advanced or Standard diploma path. We recognize that 9th grade students may mature throughout their freshman year and realize they wish to challenge themselves by pursuing advanced classes. As a result, these students may choose to move to the Advanced diploma at the beginning of their 10th grade year. A list of recommended free online courses may be encouraged to help them prepare for increased rigor in the advanced classes. Students pursuing this option are eligible for the Standard Diploma with Distinction indicating they have completed 8 of the 13 advanced courses offered at Sparta Academy. Students who are pursuing the Standard with Distinction designation will be considered eligible for the Senior Beta Club if they have participated in the required number of advanced classes as shown below and met the grade requirements for admission into the Beta Club. Only students who have completed the Advanced Math classes are eligible for Mu Alpha Theta. Students who are on the "with Distinction" track are not eligible for Valedictorian, Salutatorian or top 3 in the class.

Students may drop from advanced to a standard diploma at the beginning of any subsequent school year or within three weeks of the beginning of the current school year. However, students may not move from a standard diploma to an advanced diploma.

Units for Graduation – Standard Diploma

4 units of English	
4 units of Mathematics	(to include Alg I, Alg II and Geometry)
4 of Social Studies	(to include World His, US His I, US His II and Gov/Econ)
4 units of Science	(to include Biology and at least 1 Physical Science)
1 unit of Physical Education	
½ unit of Health Education	
½ unit of Fine Arts	
1 unit of Computer Application	
5 units of Electives	

24 Total Units

****A students' schedule is determined by classes offered at Sparta Academy and the timing/availability of those classes.**

Units of Graduation – College Prep Diploma

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

25 Total Units

The requirement for 2 units of a foreign language may be reduced to 1 unit if the student is enrolled in the Dual Enrollment Program

Summer School

Students who take summer school will receive a maximum grade of 60 for the course on their transcript regardless of the summer school grade.

Valedictorian, Salutatorian, Honor Student

Beginning the school year of 2020-2021, to be eligible for valedictorian or salutatorian, students must have completed their entire sophomore through senior years at Sparta Academy. Students who transfer to Sparta Academy as a Junior or Senior will be eligible to be an honor student if they were on a College Prep/Advanced Diploma schedule at their previous school. Valedictorian, Salutatorian and honor students will be determined based on academic classes which exclude P.E. and Alpha Staff. Students must have a 90% cumulative average from grades 9th-12th grades including 1st semester to qualify for honors and must be on the college prep diploma schedule. Starting fall 2017, ACT composite scores will be used in the case of a tie. Valedictorian, Salutatorian and honor students will be announced at the end of January.

Approved graduation regalia for students who have met the criteria for honors installations listed below include Beta Club Stole, honors medal, Mu Alpha Theta cords, 13-year pin or an insignia from the U.S. Armed forces (if applicable). Stoles, cords, medals or other insignia from other schools or installations are prohibited. Other regalia earned may be worn at the discretion of the Administrator but must be approved by April 1st.

Special Tests & Dual Enrollment

The ASVAB test will be given to all Juniors.

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

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

Dual enrollment may be allowed at the discretion of the administration and with the approval of the guidance counselor.

- A. To be considered, a student must have a minimum 2.5 cumulative GPA for Juniors or Seniors (3.0 for Sophomores), demonstrate academic readiness, and exhibit social maturity.
- B. Once enrolled, students must earn a grade of C or better in all attempted college courses. Students who fail to meet this requirement or who withdraw from a course will be suspended from the program for a minimum of one term and may only re-enroll at the discretion of the administrator and academic counselor.
- C. Students may take courses offered by the college for credit with the exception of English or Math classes that are also offered at Sparta Academy. Courses offered by the college may be canceled at the discretion of the college. Courses numbered below 100 are not eligible for dual credit.
- D. Courses approved for dual credit shall be posted on both the College and Sparta transcripts. It is the responsibility of the college to report grades (in numerical format) to Sparta Academy. These courses shall be considered when determining Valedictorian, Salutatorian, Honor Student status, Beta Club eligibility, or other academic awards.
- E. The Dual Enrollment for dual credit program shall operate on the college schedule, which may vary from Sparta's schedule. Students must follow the college schedule for dual enrollment for dual credit courses.
- F. In accordance with the current Dual Enrollment for Dual Credit Agreement currently in place, Sparta Academy students enrolled in the program agree to honor the college policies, student code of conduct, and grading policies for dually enrolled students. Students must adhere to all college policies and procedures including, but not limited to, attendance and instructional dates, drop/add and withdrawal policies, student code of conduct, and grading policies for dually enrolled students. Students must adhere to all college policies and requirements, including, but not limited to, those outlined in course syllabi, the academic calendar, the catalog, and the Student Code of Conduct. The college reserves the right to refuse re-admission to any student who violates college policies.
- G. Sparta faculty or administration will not have access to an individual student's Dual Enrollment assignments or grades. They will not be able to answer specific questions about the assignments. The student will be expected to engage with the college instructor as needed for specific help.
- H. Services described in a student's Individual Education Plan (IEP) or other academic accommodation made by Sparta Academy will not be honored by the College for the Dual Enrollment for the Dual Credit Course.
- I. Dual Credit courses become part of a student's permanent college transcript and must be reported to any college attended in the future.
- J. Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required by the college unless covered by alternative funding sources. Students must adhere to institutional policies and deadlines to avoid being automatically dropped from course rolls. Sparta Academy will be notified of such action. These courses are not included as part of the tuition paid at Sparta Academy.
- K. The college has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, healthy, and safety concerns, course availability, and/or local college policy.
- L. Classes that require clinicals are not eligible for Dual Enrollment. In addition, practical (hands-on)/non-academic classes may be taken but not exchanged for academic classes at Sparta.
- M. Individual schedules will be considered on a case-by-case basis by Sparta Administration including the Academic Counselor

Courses taken as part of a Dual Enrollment program will count as elective credits at Sparta.

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

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

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

Home School Policy

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

Special Education Policy

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

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

Discipline

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

Behavioral Probation

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

Corporal Punishment

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

Parents may make a written request that their child be exempted from corporal punishment. A written letter must be sent to the school by the end of the 1st week of school.

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

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

Saturday School

Saturday school will be used for students violating handbook or classroom procedures (when other measures have not been effective).

Examples include:

1. Excessive Tardies
A student will go to Saturday School once they receive five (5) tardies (including tardies between classes). Student will attend every 2nd tardy after that.
2. Students who repeatedly break school or classroom rules.
3. The 3rd violation of the cell phone policy.
4. Students who refuse to complete their work or participate in classroom activities may be required to attend Saturday School.
5. Dress code violations will be recorded in Gradelink. After the 3rd dress code violation, students will be required to attend Saturday School.

Saturday School will be held as needed throughout the year. At least two weeks advanced notice will be given to students who must attend. A minimum of four students is required before Saturday School will be held. If the required number of students is not met, students who must complete Saturday school will be deferred until the following month when the required number has been reached. Students attending will be required to pay a \$25 fee for the first offense, \$35 for the second offense and \$50 for the 3rd and following offenses. Students attending Saturday school may be required to perform custodial duties, academic work, or sit quietly without reading, sleeping, or talking or other discipline as determined by the instructor. Students who fail to pay on the Friday before or do not show up will be suspended on the following Monday.

Suspension

1. Suspension is defined as corrective action taken by the administrator due to conduct or behavior which violates school rules and standards.
2. Suspension may vary in duration from one to five days depending upon the time needed

to communicate with parent(s)/guardian and to achieve their cooperation in finding a solution to the problem.

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

Expulsion

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

Other Disciplinary Methods

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

STUDENT POLICIES AND PROCEDURES

Attendance

Students who place importance on regular attendance are usually individuals who demonstrate ability in self-control, will power, dependability, and the determination to reach a goal. Give your school an important place in your life. It is your business, your job, your responsibility, and most of all your future. School attendance is part of your permanent record. Colleges and employers are interested in your attendance records.

Students missing more than twenty (20) days per year of any one class may be subject to failure in that class. If a student misses more than twenty (20) days in any academic class, he or she must make up the hours missed during summer school. The twenty days of absences are not to be used as skip days but used as defined in the handbook. There will be no skip days.

After 3 consecutive days, a doctor's excuse is required, or the absence will be unexcused. Conecuh County's truancy officer will be engaged after ten (10) absences unless there are extenuating circumstances as determined by the administration. Extenuating circumstances will be evaluated on a case-by-case basis.

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

Absences are classified in two categories:

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

When a student is absent:

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

Extended Absence: PLEASE REVIEW AS THIS IS A SIGNIFICANT CHANGE

1. Students who miss school for an extended period (more than three consecutive days) or have an ongoing need to miss school for family or medical reasons should make the administration aware as soon as possible. Examples of extended absences may include surgeries, extended illnesses, family emergencies, chronic conditions, or ongoing physical therapy. In the case of medical issues, a doctor's excuse is required that defines the *expected* length of the absence (with the understanding that multiple variables will influence the *actual* length of the absence). Confidentiality will be maintained per HIPPA guidelines.
2. The administrator or academic counselor may request a meeting with the parent, student and applicable teachers to develop a plan for making up work in a timely manner. Each student's situation will be assessed on a case-by-case basis to determine the best strategy for making up work. These options may include, but are not limited to, providing online activities, work packets, alternate assignments, or reducing the number of assignments required with effective communication during the extended absence parents, students, and teachers can ensure the student gets what he or she needs to be successful.
3. In the event of an extended absence as defined above, a student may still be eligible for exemption at the end of the year per exemption standards listed in the handbook. These situations will be taken on a case-by-case basis and considered in conjunction with the student's attendance record (outside of the extended absence) as well as his or her academic performance.

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

Tardiness

1. Students in grades 1-12:
School begins at 7:50 a.m. Any student not in his/her homeroom when the bell rings will be counted as tardy.
2. Students in grades 1-6:
After three tardies, students in grades 1-6 will receive one unexcused absence. Habitual tardiness could result in suspension or Saturday School.
3. Students in grades 7-12
 - 3 Tardies = 1 morning detention
 - 5 Tardies = Saturday School.
 - 7 Tardies (Non-Driving Students) = Saturday School.
 - 7 Tardies (Driving Students) = Loss of driving privileges for 1 week and Saturday School.

****If a tardy hall/morning detention is missed or the student is late, non-driving students will have to attend Saturday School. Driving students who miss a day or are late to tardy hall/morning detention, will not be able to drive until the day is made up (this includes Saturday school).**

****Tardy Hall/Morning Detention will be Tuesdays and Thursday mornings at 7:00 a.m. Students should report to the morning duty teacher for directions.**

A student is considered tardy until 10:00 a.m.

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

Check Out Procedures

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

1. Students must bring a note signed by a parent/guardian and get prior approval. Students must obtain a checkout slip from the office and get it signed by the teachers before checking out. This checkout will either be excused or unexcused. When a checkout is excused, work may be made up. When a checkout is unexcused, work may not be made up.
2. Parent(s)/guardian must sign out students in the office.
3. Please refer to attendance procedures (pg. 17). The twenty-absences rule applies in each class, including PE or Alpha Staff. This rule includes excused and unexcused absences. Parent(s)/guardian will be advised at intervals. Special problems must be addressed by the administrator prior to the absence(s).
4. Students checking out of school may not participate in any activities for the remainder of that school day unless they received prior administrative approval.
5. **There are too many checkouts in both elementary and high school. These should occur only in emergency situations. A zero will be given for unexcused absences.**

If a student is checking out for a job, refer to the policy under the “Work Permit” section of the handbook.

Interruption of Classes

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

Sickness

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

Substitute Teachers

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

Visitors

1. Visitors are welcome on the campus of Sparta Academy, but they must first check in through the office. Parents must leave items for students in the office.
****Parents should not visit a teachers classroom without advance notice as a safety precaution and to minimize disruption.**
2. Animals must not be brought on campus or to games without prior approval of the administration. If animals are brought on campus, they must remain in the vehicle.

Parent Conferences

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

Work Permits **NEW INFORMATION- PLEASE REVIEW**

Sparta Academy students may be granted permission to leave school at 2:00 p.m. in order to work. Students who wish to leave at 2:00p.m. for work must be approved in advance by the Administrator or Academic Counselor. The student should complete the form and will be required to have his or her employer validate employment on a monthly basis. In addition, these students must maintain a 2.0 GPA with all grades being 60 or above. If a student fails to maintain grades or provide the required documentation, he or she will be informed by the Academic Counselor and have two (2) weeks to bring grades up. If at the end of the second week, grades have not been brought up, the students may lose the ability to leave early. During this time, he or she will be required to attend study hall for at least a week. Study hall will be held at 7 a.m., 2 p.m., or potentially after school. Grades will be evaluated weekly.

School/Office Hours

Nursery	7:00 a.m.– 5:30 p.m.
K4 -K 5	8:00 a.m. – 2:40 p.m.
1 st – 6 th	7:50 a.m. – 2:45 p.m.
7 th -12 th	7:50 a.m. – 2:55 p.m.

After school 3:00 p.m. – 5:30 p.m.
Office 7:30 a.m. – 3:30 p.m.

Please respect the dismissal time by picking up your child promptly. If you cannot pick up your child within twenty minutes of dismissal, please make other arrangements for care.

No student will be allowed in the office unless there is an emergency, to get an admission slip, or to take care of school business.

After School Student Pickup

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

Telephone/Cell Phones/Digital Cameras/Smart Watches

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

Sparta students will be allowed to have their cell phones at school, but they may not be utilized. Students may receive permission from a teacher, the administrator or office personnel (substitute teachers or other staff are excluded) if they need to use their phone. Such usage must be in the presence of the one granting permission. NO EXCEPTIONS. Break and lunch usage is prohibited.

**Smart watches will not be worn during tests.

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

Grades 7th -12th: When entering the building at the beginning of the school day, devices must be turned off and out of sight (purse, backpack, locker, etc.). No device should be used in the hallways, classrooms, or bathrooms of Sparta.

CONSEQUENCES:

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

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

Third Offense: Students who are found in violation a third time will have their telephones turned into the office. The device will be kept in a safe location and returned at the parent's request. The student will attend Saturday School and be assessed a \$150 fine. The student no longer has the privilege of having the phone at school for the rest of the school year.

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

***Unauthorized use of iPads/computers may result in the same consequences as the Cell Phone policy.**

- a. Unauthorized use of iPads may include but is not limited to use of social media, Netflix, music streaming services, chat rooms, Buy/Sell/Trade sites, taking unauthorized pictures of other students in class, use of the Air Drop feature when it causes a disruption in class. In addition, any use of the iPads when the teacher has restricted use may result in confiscation. Ear bud (or Air Pods) are prohibited during school hours. Smart watches should not be used for texting and should be removed prior to taking tests. Any device used in an unauthorized manner is subject to confiscation.
- b. Sparta Academy reserves the right to perform random iPad checks on school devices.

Purchasing

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

Collecting money

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

Gifts to Students and Staff

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

Note: Office staff at times may not be able to deliver items that day due to possible time constraints. No items should be delivered on Valentine's Day. All local shops have been advised of this policy.

Lunch

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

While in the lunchroom, students must:

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

Candy, Food, and Drink

No candy, food or drink will be consumed outside the designated eating area (lunchroom except for elementary grades). Snacking between classes is prohibited. Food in lockers must be contained in a lunchbox and consumed during designated periods.

No teacher, student or organization will be allowed to sell food or drinks without prior approval from the headmaster.

No enclosed cups (ex: Yeti or Stanley cups) will be allowed during school hours including break and lunch. Clear bottles are allowed.

Energy drinks are prohibited on campus. They may not be consumed before school or during break or lunch.

Language

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

Gum

Students are not allowed to chew gum during school hours.

Drugs

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

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

Smoking/Vaping or Chewing Tobacco

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

Guns and Knives

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

Fighting

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

Gambling

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

Bullying Policy

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

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

1. Verbal: name calling, put downs, racial remarks, teasing, threats, or spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, text, social network, etc.)
2. Physical: pushing, hitting, shoving, damaging or stealing the victim's property, or making threats, initiating or forcing inappropriate touching, etc.

3. Cyber: using technology (social networking sites) to harass, threaten, spread gossip, or ridicule a person. **See Social Media Policy for full policy.
4. Social: ignoring or excluding the victim, encouraging others to dislike the victim, or spreading rumors and gossip.

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

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

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

Representation of Sparta Academy within the community

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

Campus Parking and Driving Regulations

1. Students and parents who drive cars to the school campus are expected to drive slowly, safely, and courteously.
2. The campus drive is ONE WAY and marked as such for the school day (7:00 – 3:20).
3. The speed limit on campus is FIVE MILES PER HOUR (5 MPH) at all times.
4. Students are expected to park in designated areas.
5. No car may pass a car loading or unloading students.
6. Students will not be permitted to drive on school property without a valid driver's license.
7. Upon arrival at school, high school students must report to their homerooms and NOT return to their automobile until the final bell of the day has sounded. **NO EXCUSES!**
8. Violations of safety, courtesy, and speed regulations could result in suspension of driving privileges.
9. Parent(s)/guardian are also asked to abide by these regulations.
10. Sparta Academy assumes no responsibility for damages of any kind to automobiles.

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

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

Dress Code

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

Hair

When naturally combed, boys' hair will not touch or cover the eyebrow in front, will not be longer than the middle of the ear, will not extend over the collar, will not be of any extreme style (including, but not limited to: a mullet, man bun, mohawks, etc.). Sideburns are not to extend lower than the bottom of the earlobe, and facial hair is not permitted. Hair will be checked on the 1st and 15th of each month to correct any issues. If the 1st or 15th occurs over a weekend or holiday, dress code violations should be resolved by the following school day. 3rd violation will result in the student having to attend Saturday School.

Girls should wear their hair in such a manner that it does not cover the eyes during normal activities of the school day. No extreme hair style or unnatural color or colored highlights (i.e., pink, green, purple, blue, etc.) will be permitted.

Elementary Dress Code – Grades 1-5

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

Dress Code- Grades 6-12

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

1. Any garment with obscene or offensive language may not be worn.
2. Shorts, dresses, or skirts must have a 5-7 inch inseam as long as the palm of the hand is not touching the skin.
3. The following may NOT be worn:
 - a. Raveled, frayed, splotch-faded or extremely worn jeans, pants or shirts
 - b. Loose, baggy, or sloppy clothes
 - c. Shower shoes
 - d. Open back shirts without camisoles underneath are prohibited. Bralettes may not be visible.
 - e. No athletic or running shorts are allowed (outside of PE). P.E. shorts must be at least a 5" inseam or longer, or compression shorts must be worn underneath. **T-shirts must never be longer than shorts.**
 - f. Shirt straps must be at least two finger width.
 - g. Compression shorts should not be worn without other shorts over them
 - h. No cut-offs
 - i. No swim trunks
 - j. No pajama pants

- k. No slippers or slipper looking shoes
 - 4. NO hats, caps, scarves, or sunglasses may be worn inside the building.
 - 5. Girls may NOT wear dresses, shirts or blouses cut low in front or back, nor skirts with high slits. Girls may NOT wear see-through clothing, halters, or midriff blouses. Jackets MUST be worn with sundresses. Skirts and dresses MUST be within three inches of the knee. This includes the split in the hemline.
 - 6. NO wind pants, sweatpants or joggers. Athletic pants (sanctioned as part of the school's athletic wear) are acceptable if neat and sized accordingly. Pants cannot be gathered at the ankle.
 - 7. T-shirts cannot be longer than shorts.
 - 8. Earrings:
 - a. No nose piercings.
 - b. No gauges.
 - c. No hardware.
 - d. Boys are not allowed to have earrings
 - 9. Any extreme in dress, jewelry or cosmetics will be handled on an individual basis.
- **Examples of Extremes are; but not limited to:
- a. Colored hair (only natural hair colors allowed)
 - b. Size
 - c. Number
 - d. Words
 - e. Logos
10. NO visible student tattoos at Sparta Academy will be tolerated. Students with tattoos must keep them covered at all times.

A dress code committee will be in place to help ensure adherence to the dress code. After the first warning, students in violation of the Sparta Academy dress code will be asked to resolve the issue before returning to class. Students will be sent home if proper clothes cannot be procured. Driving students in violation of the dress code will be sent home immediately and will receive a zero (0) for all missed classes. Non-driving students will immediately go to in-school detention until appropriate clothing is made available. Those students in in-school suspension due to dress code violations will receive a zero (0) for all missed classes. All dress code warnings will be documented under the Discipline tab on Gradelink. Students will be required to attend Saturday School after the 3rd violation and every other violation thereafter.

Dress Code When Representing Our School

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

All special events or when visitors will be on campus, students will be required to dress up.

EXTRACURRICULAR ACTIVITIES

Parties

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

Easter and End-of-the-Year party. Class parties outside of those listed above should be cleared through the Elementary or High School Curriculum Coordinator.

Dances

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

Homecoming Dance (9th - 12th only)
Prom (11th & 12th & dates)

***Dates must not be over 20 years old and must be in at least the 9th grade.

Field Trips for Elementary Grades

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

Fund Raising Projects

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

**A mandatory meeting will be held prior to the start of school to coordinate major fund raisers.

Athletics and Organizations

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

1. Competitive Sports

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

2. Organizations and Clubs

Junior Beta Club	Mu Alpha Theta
Junior High Cheerleaders	Ambassadors
Senior Beta Club	Student Government Association
Varsity Cheerleaders	Alpha Staff (Sparta Yearbook)
Fellowship of Christian Athletes	Peewee Cheerleaders
Majorettes	

Student Government Association (SGA)

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

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

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

Service Hours

Students in grades 9-12 will be required to perform 20 service hours per year. A minimum of ten (10) hours must be performed on campus or for a school related function. At least ten (10) hours must be earned off campus or in conjunction with our community partner, the Conecuh County Extension office/4H. Hours worked as a member of an organization will not count toward the required service hour obligation. For example, a Junior may not record hours working on prom as service hours or a cheerleader cannot list service hours for a cheer fundraiser. Failure to acquire the required number of hours during the school year must be earned during the summer by completing projects assigned by the Administrator. A senior who has not completed their required service hours will not be allowed to collect their diploma until all hours are earned. Family members may not sign off on service hours.

Athletic Recognition Program

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

Alpha Staff

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

Beta Clubs

The Junior and Senior Beta Clubs are non-profit, leadership service clubs for members of grades 5-8 and 9-12. Their purpose is to encourage effort, reward merit, and promote qualities of character that make for good citizenship. The qualifications for members are: worthy character, good mental ability, credible scholastic achievement, and commendable attitude. Students must achieve a 90 average or above in all subjects except P.E., maintain an 88 average thereafter, and must receive approval of the faculty for induction. Conduct is included either grade (in elementary classes) or the existence of documented of multiple disciplinary actions as found in Gradelink (Grades 7-12). College prep students and students who are on the Standard with Distinction diploma track are eligible to be inducted into the Beta Club. If a student decides to opt out of taking Advanced classes, their membership in the Beta Club will be suspended. Students must have been at Sparta their junior and senior years in order to hold the office of president. Members should not have excessive tardies or absences (tardies > 10, absences > 20).

Mr. and Miss Sparta Academy

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

Miss Homecoming

To be eligible, 12th grade girls must have attended grades 9-12 at Sparta Academy. Grades 7-12 will vote on one 12th grade girl. In case of a tie, a re-vote is taken on the top two. Parents will escort their daughters. All senior girls are eligible except for varsity cheerleaders and majorettes.

Mr. Football

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

Miss Football

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

Southern Pine Representatives/Boys and Girls State

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

**Southern Pine and Boys and Girls State must be enrolled in college prep curriculum or on target to complete the Standard with Distinction curriculum and must maintain a "B" average in the core courses.

If a candidate meeting the criteria above is unable to attend, the program may be extended to students on the Standard curriculum with Administrative approval.

HOBY representative (Hugh O'Brien Youth Leadership)

High school faculty and administration will vote on one sophomore. To be eligible, students must be entering their second year at Sparta Academy. **Exceptions may be made in the event no candidate meets this criteria.

RYLA Representative (Rotary Youth Leadership Award)

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

Mu Alpha Theta

Members must be in the 11-12th grades and in the college preparatory curriculum. Inductees must have completed the equivalent of two years of college preparatory mathematics, including algebra and/or geometry, and have completed or be enrolled in a third college preparatory mathematics course. Additionally, they must maintain a 90 or better for mathematics courses. Members should not have excessive tardies or absences (tardies > 10, absences > 20).

Cheerleading

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

Class Officers

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

Social Media Policy

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

I. SPARTA ACADEMY Social Media Comments and Participation Policy

For the privacy of users and their families, please assume that all postings to Sparta Academy-sponsored sites will be publicly available on the Internet and therefore publicly accessible without

limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

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

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

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

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

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

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

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

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

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

II. Faculty Use of Social Networking Sites

Sparta Academy respects the right of employees to use social media and networking sites, as well as personal websites and blogs, but it is important that employees’ personal use of these sites does not damage the School’s reputation, its employees, or its students or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online

behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. Sparta Academy strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites.

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

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

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

III. Creating and Maintaining Official Sparta Academy Social Networking Sites

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

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

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

IV. Student Use of Social Media Sites

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

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

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

- To protect the privacy of Sparta Academy students and faculty, students may not, under any circumstances, create digital video recordings of Sparta Academy community members either on campus or at off-campus Sparta Academy events for online publication or distribution.

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

V. Parental/Alumni/Community Use of Social Media

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

VI. Cyberbullying

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

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

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

SPARTA ACADEMY DRUG POLICY

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

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

A. Definitions

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

- f. Tested positive for
- g. Refusal to undergo testing

B. Purpose

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

C. Policy

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

***Any faculty and/or support personnel using drugs will be immediately placed on non-paid leave of absence. They will be required to meet with the Headmaster the following day to explain their actions. This individual could be terminated immediately or required to attend drug counseling or a rehabilitation service. The cost of these services will be the responsibility of the staff member.

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

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

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

At indeterminate periods, Sparta Academy will ask for a search of the campus by "drug dogs",

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

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

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

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

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

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

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

D. Disciplinary Actions for Drug Programs

First Incident of Violation

1. The individual and legal guardian, if under 21 years of age will be contacted by the administrator in a confidential manner.
2. Individual is immediately suspended from Sparta Academy.
3. Individual may be reinstated upon agreeing to the following terms:
 - a. Individual will be evaluated at their own expense by an appropriate agency, designated by the Sparta Academy Board of Directors.
 - b. Individual will then, at his or her expense, undergo counseling as recommended by the administrator. The administrator will determine the length and manner of

- the program best suited to the individual.
- c. Individual will not participate in an organized sport for the remainder of the school year.
 - d. Individual will not have a vehicle on campus for the remainder of the school year.
 - e. Individual will only be allowed to attend school from 8:00 a.m. - 3:00 p.m., Monday through Friday for the remainder of the school year.
 - f. Individual will not be allowed to attend any school functions except from 8:00 a.m. - 3:00 p.m., Monday through Friday, for the remainder of the school year.
 - g. Individual will be included at each drug screening, at his/her own expense, as long as enrollment continues.
4. If reasonable cause is given that a student is in possession of, distributing, transferring, using or under the influence of drugs or alcohol at Sparta Academy, they will be immediately expelled.
5. Failure to abide to any of the above terms will result in immediate and permanent expulsion from Sparta Academy.

Notice of Non-Discriminatory Policy

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



Sparta Academy

Handbook & Drug Acknowledgement Form

Student's Name: _____

HANDBOOK POLICY

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

DRUG POLICY

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

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

Done this _____ day of _____, 2024.

Father/Guardian Signature: _____

Mother/Guardian Signature: _____

Student Signature: _____

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

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



SPARTA ACADEMY

Electronic resource acceptable use policy

Student's Name: _____

PROGRAM DEVELOPMENT:

Sparta Academy strives to provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research or to further enhance their learning environment. As much as possible, access to Sparta Academy information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students are required to follow the guidelines below to ensure proper network and internet activity. Filtering software is in use to block access to visual depictions that are obscene, contain pornography or are harmful to minors, **but no filtering system is capable of blocking 100% of the inappropriate material available on the internet.**

INTERNET RULES:

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The school network is provided for students to conduct school-related research and to complete assignments. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance that they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. **We highly recommend that you use monitoring software on your child's personal devices.**

The following is not permitted:

- Sending or displaying offensive messages or pictures.
- Misrepresentation of school policies or beliefs through visual or written means
- Using obscene language
- Giving personal information when using the system, such as complete name, address, phone number and identifiable photo without permission from teacher and parent or guardian.
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Hacking into others' files or computer systems
- Purposely bypassing school network security or internet filtering services
- Intentionally wasting limited bandwidth resources
- Employing the network for commercial purposes, financial gain or fraud
- Participating in social media websites

CONSEQUENCES

The iPad and any accessories that have been issued to students are the property of Sparta Academy. The iPad is on loan to the student and must be used in accordance with the following policies and procedures:

1. Parent/Guardians may be given the child's login name and password so they can supervise the student's use of the iPad. Parent/guardians and students should be aware that access to the internet outside of the school is often unfiltered.
2. Students are required to keep their iPads in the school supplied case at all times.
3. Sparta Academy has the right to randomly inspect any device or application. This random inspection could be done on site or remotely. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. Sparta Academy has the right to

review these items for appropriateness and to limit or revoke a student's access to them. In the case of remote access, no notification will precede this type of remote access.

4. Each iPad is assigned to an individual student. Students should never "swap" or "share" their iPad with another student, friend, or sibling. Students must have their iPad with them at school. Students should bring the iPad to school fully charged.
5. Use of the iPad for anything other than teacher directed activities during instructional time is prohibited. This includes, but is not limited to, games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
6. Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures are prohibited.
7. iPads or other devices are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or videos at school should only be done for instructional purposes as directed by the teacher.
8. Students will not use the iPads for illegal purposes. Students will not deliberately use iPads to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate personnel as well as local, state or federal employees.
9. If the iPad becomes damaged, the student/parent is responsible for the Apple Care deductible rate of \$50 per incident and may have limited access to an iPad while being replaced. If the iPad is lost/stolen, the student/parent is responsible for the whole cost of the iPad and case (\$500 for the device and \$34 for the case).

Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Electronic Resource Acceptable Use Policy will be subject to the appropriate disciplinary action.

FAILURE TO COMPLY WITH THE AGREEMENT AS STATED WILL RESULT IN SUSPENSION OR TERMINATION, OR BOTH, OF THE SERVICES AND THE USE OF THE IPAD FOR YOU AS A USER.

Student Printed Name

Date

Student Signature

Parent Signature