

Sparta Academy



Student/Parent Handbook
2014-2015

SPARTA ACADEMY

300 Pierce Street
Evergreen, AL 36401

ESTABLISHED 1969

OFFICE HOURS: 7:30 A.M. - 3:30 P.M.

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Wayne Hammonds - Administrator
Angie Pierce - Secretary/Bookkeeper
Brandy Riley - Receptionist

I. PHILOSOPHY AND OBJECTIVES

A. 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.

B. Origin

Sparta Academy is a non-sectarian, co-educational college preparatory 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.

C. Vision

Excellence in education, achievement, and athletics.

D. Mission Statement

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

E. Beliefs

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

F. Admissions Policy

Students enrolling at Sparta Academy and their parent(s)/guardian agree to abide by the policies and educational philosophy practiced by 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. Pay membership fee.
3. Submit properly completed application forms.
4. Read the Student Handbook.
5. Sign or provide the following forms:
 - a. Records release from previous school(s).
 - b. Birth and vaccination certificates and a copy of the social security card.
 - c. Copy of latest report card, and if transferring during the school year, a grade withdrawal form.
 - d. Entrance test (if needed).
 - e. All new students entering Sparta Academy in grades 7-12 must take and pass a drug test before being admitted.
6. Married or pregnant students, and expecting fathers, will not be allowed to enter or remain in school. Students who are parents will not be allowed to enter school.
7. Upon acceptance, pay all required fees.
8. K5 entrance requirements: child must be 5 years of age on or before Sept. 1. Copy of birth certificate will serve as evidence of age.

G. 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 specific purposes as set out in the appeal or 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, cheerleaders, art, etc.

H. Fee Payment Policy of Early Withdrawal

If you choose to pay tuition monthly the cost will be prorated. If a student is withdrawn before the end of the school year, the parent(s)/guardian will owe the prorated amount based on the percentage of the nine (9) month school year attended.

II. 2013 – 2014 Fee Schedule

	<u>Year</u>	<u>6 Months</u>	<u>10 Months</u>	<u>Monthly</u>
1 child	3480.00	1740.00	346.00	290.00
2 children	5580.00	2790.00	558.00	465.00
3 children	6840.00	3420.00	684.00	570.00
4 children	7320.00	3660.00	732.00	610.00

<u>K3</u>	<u>10 Months</u>
Only Child	All Day (8:00-3:00) \$348.00

<u>K3</u>	<u>10 Months</u>
1 st Student	\$348.00
2 nd Child	\$558.00
3 rd Child	\$684.00

After School: \$6.75 per day, with a maximum of \$85.00.

There is a \$10.00 P.T.A. Fee per family for the year.

Family Participation Fee must be purchased by each family. The total cost per family is \$350.00, and is due **no later than October 17, 2014**. You may either buy all of the tickets or sell them.

Tuition fees are due on the (1st) day of each month, and are delinquent after the tenth (10th) of each month. After the tenth a late fee of \$25.00 per month will be charged.

Class Fees:

K5	\$240.00	
1 – 6	\$255.00	*an additional \$10 art fee
7 – 8	\$290.00	*an additional \$10 art fee
9 – 12	\$315.00	*an additional \$10 art fee

*for those taking art instead of P.E.

Building Fee: 235.00 per year per family.

Membership K3 – 12th: 100.00 one time fee per family.

Workdays: 800.00 per year per family.

Two workdays per semester are required. 4 hours equals one day, which consist of 200.00 per day.

There is a \$225.00 activity fee per family for the year. This fee may be divided into three installments, but the total amount must be paid by October 31, 2014.

Activity Cards- The card is only to be used by the person named on the card.

Please note: Any person allowing a person to use their card will forfeit their family rights to use the activity cards for the remainder of the school year.

Any family who does not pay \$225.00 by Friday, October 31, 2014 will not be allowed to use their card for any activity until the balance has been paid.

III. 2013 – 2014 School Calendar

August 7-8	Teacher In-Service
August 11	First Day for Students
September 1	Labor Day - Holiday
September 10	Deficiency Reports
October 6	Professional Development Day - Holiday
October 10	End of First Nine Weeks (44 days)
October 13	Begin 2nd Nine Weeks
November 10	Veteran's Day - Holiday
November 12	Deficiency Reports
November 26, 27, 28	Thanksgiving Holidays
December 16, 17, 18	Semester Exams (43 days)
December 19 – January 5	Christmas Holidays
January 5	Begin 3rd Nine Weeks
January 19	Robert E. Lee's Birthday - Holiday
February 5	Deficiency Reports
February 16	President's Day – Holiday
March 6	End of 3rd Nine Weeks (43 days)
March 9	Begin 4th Nine Weeks
March 23-27	Spring Break
April 3	Good Friday (Holiday)
April 15	Deficiency Reports
April 22, 23, 24	Storm Days
May 17	Baccalaureate
May 18, 19, 20	Semester Exams (44 days)
May 21, 22	Teacher Work Days
May 22	Graduation
Total Days for Students	175
Total Days for Teachers	180

<u>Grading Periods</u>	<u>Deficiency Reports</u>	<u>Semester Tests Schedule</u>
08/11 – 10/10	09/10	
10/13 – 12/18	11/12	12/16, 17, 18
01/05 – 03/06	02/05	
03/09 – 05/20	04/15	05/18, 19, 20

Scholastic Monthly Schedule

	ON ROLL	OFF ROLL
08/11 - 04/29	20	0
04/30-05/20	15	0

IV. ACADEMIC POLICIES

A. Grading Scale

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

B. Progress Reports To Parent(s)/Guardian

At the end of the fourth (4th) week of each reporting period, progress reports are to be sent to the parent(s)/guardian if:

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

C. Report Cards

It is the purpose of the report card to inform the parent(s)/guardian of the progress a student is making in his/her school work. At the end of each nine (9) weeks period, the student will be given reports of their scholastic grades. These reports must be taken home for the parent(s)/guardian inspection. Parent(s)/guardian are urged to carefully consider these reports and to read the explanations and notes found on the cards.

D. 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.

E. Parent(s)/Guardian Teacher Conferences

Teachers will be happy to discuss a student's work with parent(s)/guardian during a conference, which can be arranged through the office between 2:50 and 3:30 p.m.

F. Grading Criteria: 1st - 6th

1. A minimum of 14 daily grades are to be taken per nine weeks.
2. A minimum of 4 test grades are to be taken per nine weeks, in grades 4-6.
3. One test per subject per week in grades 1-3.
4. In order to be promoted to the next grade, a child must not fail two core courses or more.
5. Handwriting Grade - K-4 - 6th grade - ESN handwriting grades will not be used in determining the A & B Honor Roll.

G. Averaging Grades for Report Cards 4th – 6th

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

- H.** 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. This rule applies to K4-12th grades.

I. Grading Policy for 7-8 Grades

In order to be promoted to the next grade a child must not fail (2) core courses. Grades are averaged by both semesters.

J. Grading Criteria: 7th – 12th

Grades are determined by the following system:

1. 1st & 3rd Nine (9) Weeks Grades
 - a. 33% - Daily Grades. This includes class participation homework, class work, and attitudes in class.
 - b. 33% - Scheduled Tests and Major Assignments
 - c. 33% - Nine (9) Weeks Tests
2. 2nd and 4th Nine(9) Weeks
 - a. 2/3 tests
 - b. 1/3 daily
3. Semester grades
 - a. 75% - Two nine weeks grades
 - b. 25% - Semester exam
4. Beginning 2008-09 students in grades 7 - 12 can only pass a class if their yearly average is 60 or above. Exceptions are Health and Drama. No 1/2 credits will be given.
5. A minimum of 10 daily grades are to be taken per nine weeks.
6. A minimum of 4 test grades are to be taken per nine weeks.

K. Course Changes

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

L. Semester Exams and Exemptions

1. Semester exams will be the equivalent of two (2) regular class periods. Students taking the exam will be required to stay in the testing room the allotted time period. Exempt status may be lost if a student fails to attend school the week prior to semester tests. Students who take summer school courses will receive an automatic 60 for the course on their transcript regardless of the summer school grade.

2. Revised Guidelines for Semester Test Exemptions

- a. Effective with the 2005-2006 school year, 10th, 11th, and 12th grade students in the college preparatory courses shall, at the discretion of the course instructor, be exempt from the second semester exam, provided they have maintained a 90 or better for both their academic and their conduct average. Exemptions are calculated as (3rd Nine Weeks average + 4th Nine Weeks average.) Students will not be eligible for exemptions if you miss more than 8 days during the year (no matter what the excuses are).
- b. Effective immediately, 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 state level competition may not be exempt on the basis of the team award.

M. 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

N. Graduation Requirements

1. Senior tuition costs are calculated on a ten (10) month basis. All senior accounts must be current in order to participate in graduation ceremonies.
2. There are two (2) types of diplomas awarded to graduates:
 - a. Standard Diploma
 - b. College Prep Diploma

O. Units For Graduation – Standard Diploma

- 4 units of English
 - 4 units of Mathematics
 - 4 units of Social Studies
 - 4 units of Science
 - 1 unit of Physical Education
 - ½ unit of Health Education
 - ½ unit of Fine Arts
 - ½ unit of Computer Application
 - 5 ½ units of Electives
- 24 Total Units

P. Units For Graduation – College Prep Diploma

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

25 Total Units

Q. Valedictorian, Salutatorian, Honor Students

To be eligible, students must have entirely completed their junior and senior years at Sparta Academy. Students will be selected from the college prep diploma recipients. Grades will be calculated from academic classes only, excluding P.E., Art, and Alpha Staff. Students must have a 90% average from grades 9-12 to qualify for honors.

R. Special Tests

Sparta Academy administers the Stanford Achievement Tests and the Otis-Lennon Mental Ability Tests each year to grades 2, 4, 6, 8 and other grades if necessary, as part of a statewide testing program. Students in the 10th grade are encouraged to take the PLAN if on general education schedule. It is mandatory if on college prep schedule. Students in the 11th grade are encouraged to take the PSAT if on general education. It is mandatory if on 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. Advanced diploma students are encouraged to take the ACT at the end of their sophomore year and junior and senior years.

S. 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 (1) core curricular credit is required. Core curricular subjects include English, History, Math, and Science.
6. Tenth through twelfth grade students must have passed six (6) new Carnegie units during the previous academic year to be eligible for the first semester. A minimum of four (4) core curriculum credits is required. Core curricular subjects include English, History, Math, and Science.
Note: A student-athlete repeating any grade will be ineligible regardless of the reason for repeating.

T. 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.

U. Special Education Policy

Sparta Academy's mission is to provide general and college preparatory education to the area students. Special Education students, namely, EMR (Educable Mentally Retarded), LD (Learning Disabled), ADD (Attention Deficient Disorder) and other generally recognized acronyms have been and are enrolled in Sparta Academy. The identified students instructional program has been modified to the needs of the student . These modifications are limited by teacher time and training. In the future, Sparta Academy teachers will not participate in the review process required by the local education association to test students. If parents want to have their children tested, they must contact the appropriate professional personnel at their expense. Sparta Academy, on occasion may suggest professional testing, but only at parents expense. The teachers will modify instruction for individual students only if that instruction does not interfere with regular classroom instruction.

V. Science Fair Policy

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

III. 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. Judgments made by the faculty and the administrator will seek to do 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.

A. Behavioral Probation

A student may be placed on behavioral probation for continual violation 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.

B. 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.

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 up to three (3) licks or five (5) days suspension.
2. This punishment will only be administered by the administrator or his/her representative. When possible men will administer punishment to boys and women will administer punishment to girls.
3. A faculty member will witness the punishment.
4. Corporal punishment will only be administered to students in grades 2 to 12.

C. 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 (1) to five (5) 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.**

D. 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 (1) semester and must have Board approval.

E. 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.

IV. STUDENT POLICIES AND PROCEDURES

A. 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 a part of your permanent record. Colleges and employers are interested in your attendance records. The State of Alabama requires a student to be present not less than 160 days for satisfactory completion of a course of grade level work. Students missing more than eight (8) days per semester of any one (1) class are subject to failure in that class. The eight (8) days of absences are not to be used as skip days, but, used as allowed in this handbook. There will be no skip days.

B. Absences

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.

a. Absences are classified in two (2) 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.

b. When a student is absent:

1. He/she should bring an excuse signed by a parent or guardian to the office.
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 a one (1) week time period 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. A grade of zero (0) for any work missed in each class while absent.
10. After 3 absences (per semester), a Doctor's excuse is required.
11. A student is considered absent after 9:00 a.m.
12. If an athlete misses a scheduled test, assignment, project etc. during the school day, they will not be eligible to practice or play in a game that afternoon unless the test or assignment is made up.

C. Tardiness

- a. Students in grades 1st – 12th
 1. School begins at 7:50 a.m. Any student not in their homeroom when the bell rings will be counted tardy. **Any student who is tardy to school will report to the office and secure a pass to enter the classroom.**
- b. Students in grades 1st - 6th

After three tardies, students in grades 1-6 will receive one unexcused absence. **Habitual tardiness could result in suspension.**
- c. Students in grades 7th – 12th
 1. Ample time is allowed between periods for changing classes and students are required to be in their classes on time. **Students who are late for class will report to the office for a pass to enter the classroom.**
 2. **Three tardies will result in one absence and early morning detention.**

Teachers are not to admit students that have been late or absent to class without a pass.
 3. A tardy/detention hall will be held every day at 7:15 to 7:45 a.m. If a student does not attend tardy/detention hall, the time will be doubled. Only the administrator and his/her designee will assign students to the tardy/detention hall. The administrator and teachers will monitor the tardy/detention hall and students must bring school work for the period.
Habitual tardiness could result in suspension or expulsion.

Student drivers could lose their driving privilege for a week after three tardies.
 4. A student is considered tardy until 9:00 a.m.

D. Check Out Procedures

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

1. Students must bring a note signed by a parent/guardian and get prior approval by the administrator. Students must obtain a check out slip from the office and get it signed by the teachers before checking out. This checkout will be either excused or unexcused. When a checkout is excused work may be made up. When a checkout is unexcused work may not be made up.
2. Parent(s)/guardian must sign out students in the office.
3. Please refer to attendance rules. The eight (8) absences rule applies in each class. This rule includes excused or unexcused absences. Parent(s) or 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.
5. **There are too many afternoon check outs in both elementary and high school. These should occur only in emergency situations. A zero will be given for unexcused absences.**

E. Make-Up Classes

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

F. 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.

G. 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) or guardian will be called to make arrangements for picking up his/her child. The administration should be notified of all prescription medicine that a student needs to take.

H. Substitute Teachers

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

I. Visitors

Visitors are welcome on the campus of Sparta Academy, but they must first check in through the office.

J. 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.

K. Work Permits

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

L. School/Office Hours

K-4 – K5	8:00 a.m. – 2:40 p.m.
1st – 12th	7:50 a.m. – 2:50 p.m.

Please respect the dismissal time by picking up your child promptly. If you cannot pick up your child within twenty (20) minutes of dismissal, please make other arrangements for care.

The office is open daily from 7:30 a.m. – 3:30 p.m.

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

No change will be given out before school. Change will be available at break in the gym only.

M. After School Student Pickup

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

N. Telephone/Cell Phones/Digital Cameras

1. Students will not be allowed to use the school phone. The school phone is a business phone and will be treated as such. In case of sickness or emergencies the office personnel or teachers will contact parents.
2. Students who have cellular phones must leave them in their automobiles during school hours and refrain from using their phones until they leave the campus in the afternoon.
3. First offense for taking up a cell phone will be 2 weeks or a \$25.00 fine; second offense could be suspension for up to 3 days or loss of phone for 3 weeks and a mandatory \$25.00 fine.
4. No digital cameras are allowed on campus unless prior permission is given.

O. Purchasing

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

P. 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 for that money.
3. Sponsors/teachers must turn money collected for Sparta Academy into the school secretary by the next school day and receive a receipt from the school secretary for that money.

Q. Gifts to Students and Staff

Flowers, balloons and/or gifts to students or staff will not be delivered. All local shops have been advised of this policy.

R. 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 out of the lunchroom.

S. Candy, Food and Drink

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

T. Language

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

U. Gum

Gum is not allowed on campus.

V. 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 on page 36 of this handbook, for drug screening guidelines.

W. Smoking or Chewing Tobacco

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

X. 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.

Y. Fighting

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

Z. Gambling

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

AA. Cheating

Students found cheating will receive a zero (0) 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. Students found cheating will be placed on probation from the Beta Club for one (1) year.

BB. 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 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.

CC. 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 toward 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
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 not limited to, the following:

1. All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of the new student orientation, and as part of the school system's notification to parents.
2. The school will make reasonable efforts to keep a report of the bullying and the results of investigation confidential. (Not all conflicts constitutes 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.

DD. 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.

EE. Campus Parking and Driving Regulations

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

FF. Hair

When naturally combed, boys' hair will **not** touch or cover the eyebrow in front, will **not be longer than the middle of the ear**, will **not** extend over the collar, will **not** be of any extreme style including afros, bleached, etc.

Sideburns are **not** to extend lower than the bottom of the earlobe, and facial hair is **not** permitted. Girls' should wear their hair in such a manner that it does **not** cover the eyes during normal activities of the school day. No extreme hair style or unnatural color will be permitted.

GG. Elementary Dress Code - Grades 1st - 6th

- a. Girls shorts must be finger length
- b. Girls straps on tops must be two fingers wide (no spaghetti straps)
- c. Girls shirts cannot be longer or as long as their shorts.

HH. Dress Code – Grades 7th – 12th

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) or guardian are urged to cooperate with the school regarding this policy.

1. Any garment with obscene or offensive language may **NOT** be worn.
2. **The following may NOT be worn:**
 - a. **cut-offs, athletic shorts**
 - b. **raveled, frayed, splotch-faded or extremely worn jeans, pants, shirts or tops**
 - c. **loose, baggy or sloppy clothes are prohibited**
 - d. **no shower shoes**
3. There will be **NO** hats, caps, scarves or sunglasses worn inside the building.
4. Girls may **NOT** wear dresses, shirts or blouses cut low in front or back, nor skirts with high slits. Jackets **MUST** be worn with sundresses. Students may **NOT** wear see-through clothing, halters, or midriff blouses. Skirts and dresses **MUST** be within three (3) inches of the knee. This includes the split in the hemline.
5. Shirts **MUST** be tucked into slacks/waistband.
6. Boys & girls may wear finger tip length dress shorts only.

7. No wind pants or sweat pants.
8. Boys must wear a belt if pants have loops.
9. Boys may **NOT** wear earrings. Girls may wear only **two** earrings in each lobe.
10. Any extreme in dress, jewelry or cosmetics will be handled on an individual basis.
Examples of extremes:
 - a. colored hair /only natural hair colors allowed
 - b. size
 - c. number
 - d. words
 - e. logos
11. No toe rings
The dress code is a **“ZERO TOLERANCE”** policy.
Students violating the dress code will be automatically suspended.
12. No visible tatoos at Sparta Academy will be tolerated.

II. Dress Code When Representing Our School

Sparta Academy students who participate in events as representatives of our school are expected to dress appropriately. Boys should wear khaki pants with a tucked in, collared shirt. Girls are expected to wear a 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.**

JJ. No sweats or windsuits (windsuits may be worn on game day only).

KK. 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, expulsion, or student may be turned over to law officials.

V. EXTRACURRICULAR ACTIVITIES

A. 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 – 3rd are limited to a Christmas, Valentine, Easter, and End of The Year party.

B. Dances

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

- * Homecoming Dance 10:30 p.m. – 1:00 a.m.
- 9-12th (only) 8:00 p.m. – 12:00 a.m.
- Prom (11th & 12th) 8:00 p.m. - 12:00 a.m.

* no exceptions for 7th and 8th graders

C. 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.

D. Fund Raising Projects

All fund raising projects must be approved by the administrator. Students will not be involved with fund raising projects during the normal school day.

E. Senior Class Day

This will be held as a senior assembly for grades 7 – 12. It will be one (1) period long. The senior class gifts, etc. will be made known at this assembly.

F. Honors Day

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

G. Athletics and Organizations

The following activities, organizations, and clubs are sponsored by Sparta Academy for student participation.

1. Competitive Sports

Junior Football	Baseball
Junior Basketball	Softball
Boys' Varsity Basketball	Varsity Football
Girls' Varsity Basketball	Track

2. Organizations and Clubs

Junior Beta Club	Math Club
Junior Varsity Cheerleaders	Science Club
Senior Beta Club	Student Government Assoc.
Varsity Cheerleaders	ALPHA (Sparta Yearbook)
Fellowship of Christian Athletes	

H. 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 Students Councils.

Officers elected are: President – Senior, Vice President – Jr. Secretary – Senior, & Treasurer – Sophomore. In addition to the officers elected, two (2) delegates are also elected from each grade 7 – 12.

I. Athletic Banquet

At the end of the school year a banquet will be held for all athletes.

J. Honor Roll

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

K. ALPHA Staff

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

L. Beta Clubs

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

M. Mr. and Miss Sparta Academy

To be eligible, senior candidates must be entering their 2nd school year at Sparta Academy. High school faculty members and the administrator will vote on one (1) senior boy and one senior girl.

N. Miss Homecoming

To be eligible, 12th grade girls must be entering their 2nd school year at Sparta Academy. Grades 9 – 12 will vote on one (1) 12th grade girl. In case of a tie, a re-vote is taken on the top two.

(2). Parents will escort their daughters. All senior girls are eligible except for varsity cheerleaders.

O. Mr. Football

To be eligible, senior boys must be entering their 2nd full school year at Sparta Academy. Football players, varsity cheerleaders, and coaches will vote on one (1) senior boy.

P. Miss Football

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

Q. Miss Alpha

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

R. Southern Pine Representatives

To be eligible, junior candidates must be entering their 2nd school year at Sparta Academy. High school faculty members and the administrator will vote on one (1) junior boy and one (1) junior girl.

S. 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 (1) junior boy and one (1) junior girl.

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

T. Hoby Representative

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

U. Ryla Representative

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

V. Mu Alpha Theta

Grades 9-12. Math Honor Society. Must have an A for College Prep math courses. Candidates for President must have been here their Junior and Senior years.

W. Cheerleader

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

X. Class Officers

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

VI. SPARTA ACADEMY DRUG PROGRAM

Sparta Academy is committed to provide as safe and drug free an environment as is reasonably possible for both students and faculty. 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 influence of
 - f. Test 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, academic and health problems become more serious.
5. To remove the stigma of drug abuse from those students and others who are not drug users.

C. Drug 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 7th – 12th, 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.
4. All transfer students in grades 7-12 must pass a drug test before being admitted to Sparta Academy.
5. There will be random sampled drug screening throughout the school year to include students, teachers, employees and board members.

6. If at any time there is reasonable suspicion (just cause) of drug use or abuse, whether on or off school grounds, school officials may require said person to undergo a urine or hair drug screen. This drug screen is to be conducted either on campus by Michael English (One Choice Drug Testing Specialist) or at Dr. Mark Roberts office at the person's expense. Reports of the findings of said test shall be reported directly to the proper officials at Sparta Academy.

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

- a. Reduced quality of work
- b. Patterns 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
- i. At indeterminate periods, Sparta Academy will ask for a search of the campus by "Drug Dogs", under the supervision of the Evergreen Police Department. 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 Evergreen Medical Center, or Dr. Mark Robert's Office **within a two (2) 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 results.
9. Only highly reputable licensed (NIDA) or comparably certified and independent laboratories and medical contractors using the most up-to-date and accurate collecting and testing procedures shall be used by Sparta Academy to perform drug testing. Also, a confirmation test will be used to verify any positive indications

resulting from initial screens and no test will be reported positive without confirmation from the medical review officer.

10. In cases of violations of this program while on or off campus or at school activities or functions, immediate disciplinary action up to and including immediate dismissal from Sparta Academy will occur. See “Disciplinary Actions for Drug Program.”
11. Sparta Academy will assume the expense of the testing if specimens are referred to a laboratory and the result is negative. However, if 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.
13. All transfer students entering Sparta Academy must take and pass a drug screening test.

D. Disciplinary Actions for Drug Program

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 own expense, under go 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.

E. Sparta Academy Drug Program: Consent Statement

I/We the undersigned, hereby voluntarily consent to the taking of a urine 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 hereby consent to the following:

Sparta Academy Student and Parent Consent Form

I/We acknowledge receiving notice of the Sparta Academy drug testing program. I/We understand that I may be selected for random 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 submit to testing will result in immediate suspension and/or permanent dismissal from Sparta Academy.

Done this _____ day of _____, 2014

_____ Student Signature

_____ Parent: Mother

_____ Parent: Father

BOTH PARENTS MUST SIGN

_____ Single Parent

_____ Legal Custodial Parent

_____ Board Chairman

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

Parent(s) / Guardian Signature

Student Signature

Student Signature

Student Signature

Student Signature

Please detach, sign, and return to the office.

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

Notice of Non-Discriminatory Policy

Sparta Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, program, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, admission policies, scholarships and loan programs, athletic and other school administered programs.