

# Sheridan High School



## Student Handbook 2018-2019

**“Together we foster a collaborative community  
that ensures learning for all”**

Dear Bronc Students and Parents:

**Welcome to Sheridan High School!** Whether you are new to the high school, or a returning student, we sincerely hope that you have an outstanding year.

Your experiences in school are preparing you for the future, and the best way to be prepared is by obtaining the very best quality education. Please take full advantage of all the various academic and co-curricular opportunities our school has to offer.

A positive life outlook, self-confidence, and respect for self and others can make all the difference. An ethical, mannerly, thoughtful, and hard-working high school student is employable and ready for the next step in life. Have a great school year!

~SHS Administration and Staff~

# District Mission Statement

*Sheridan County School District Number Two faculty, staff, and administration are dedicated to preparing every student with the skills, knowledge, and attitudes needed for success.*

## School Board Goals

**Teaching and Learning Goal:** SCSD2 will continuously promote student learning as the primary focus of every staff member in the school district. The Board of Trustees is committed to helping all students reach their potential both academically and in many other aspects of human endeavor. This goal is at the center of the board’s philosophy, policy, and action.

**Leadership Capacity Goal:** SCSD2 will exhibit and monitor the district role in promoting academically-focused leadership. The Board of Trustees believes that, as a public entity, the District is responsible to the Sheridan community to model and provide governance and leadership that is consistent and coherent. Board policy needs to be congruent with administrative priorities and procedures. There should be a feedback loop to ensure the ongoing evaluation and refinement of the degree to which board policy is implemented with fidelity and results. The Board of Trustees holds regular and proactive communication with stakeholders as a top priority, including communication from Trustees and district administration.

**Resource Utilization Goal:** By their very nature, school districts consider human capital (teachers and other staff) their most valued resource. SCSD2 will continue to recruit and retain high quality teachers and staff. Model professional development programs, with the support of Professional Learning Communities (PLC), which build teachers’ capacity for success and learning for all students, will be used to develop and upgrade our teachers and staff. The District has established and will continue to improve its training programs for all teachers as a support system and to meet the Every Student Succeeds Act (ESSA) mandates for highly qualified teachers. SCSD2 will continuously monitor the financial aspects of the District.

**Communication Goal:** SCSD2 will foster ongoing and timely communication with stakeholders. The Board of Trustees believes that as a public entity responsible for the learning of youth, the District must actively communicate with students, parents/guardians, district personnel, and the public.

### SHERIDAN COUNTY SCHOOL DISTRICT 2 SCHOOL BOARD MEMBERS 2018-19 School Year

<b>Chairman</b> Ann Perkins	<b>Vice Chairman</b> Sue Wilson	<b>Treasurer</b> Craig Achord	<b>Clerk</b> Shane Rader
<b>Trustees</b> Terry Burgess Tony Wendtland	Marva Craft	Wayne Schatz	Molly Steel

**SHERIDAN HIGH SCHOOL CONTACT INFORMATION**  
**(307) 672-2495 / Fax (307) 939-7081**

<b>ADMINISTRATION</b>		<b>EXTENSIONS</b>
Principal	Brent Leibach	3108
Assistant Principal	Mike Swan	3119
Assistant Principal	Casey O'Connor	3105
Activities Director	Don Julian	3106
Assistant Director	Kasey Garnhart	4103
Discipline Assistant	Ryan Murner	4101
Discipline Assistant	Raith Durham	4112
<b>SCHOOL COUNSELORS</b>		
A - D	Becky Leno	3117
E - K	Kristina Nicholls	3107
L - Rh	Anne Travis	3112
Ri - Z	Brenda White	3118
College Connection Center Coordinator	Jenna Mavrakis	2108
<b>SUPPORT STAFF</b>		
Principal's Secretary/Office Manager	Cody Dahlen	2002
Activities Secretary	Debbie Hanson	2001
Attendance Secretary	Jane Buell	2003
Discipline Paraprofessional	Marjorie Allred	4102
Guidance Secretary	Marilyn Pettit	3116
Receptionist Paraprofessional	Stephanie Mills	0 or 2000

**CALENDAR FOR SCHOOL YEAR 2018-19**

August 28	School Begins (Full Day)
September 3	Labor Day (No School)
TBD	Lifetouch School Picture Day
October 8	Teacher In-Service (No School)
TBD	Lifetouch School Picture Retakes
November 1	Early Dismissal for Parent/Teacher Conf.
November 2	Parent/Teacher Conferences (No School)
October 20	End of 1 <sup>st</sup> Trimester
November 21-22	Thanksgiving Break (No School)
December 24-January 4	Christmas Break (No School)
January 18	Teacher In-Service (No School)
February 22	End of 2 <sup>nd</sup> Trimester
February 28	Early Dismissal for Parent/Teacher Conferences
March 1	Parent/Teacher Conferences (No School)
March 25-29	Spring Break
TBD	ACT Exam
April 19	Good Friday (Early Dismissal)
TBD	SAT Exam
May 26	SHS Graduation
May 27	Memorial Day (No School)
May 31	Last Day of Classes – End of 3 <sup>rd</sup> Trimester
June 3	Teacher In-Service (No School)
June 4 & 5	Snow Days

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## GRADUATION REQUIREMENTS

To graduate from Sheridan High School, a student must meet the following requirements:

1. 24 credits in grades 9-12.
2. Be proficient in the principles of the Wyoming Constitution that are included in Government classes.
3. Take the ACT.
4. Meet the credit requirements listed below.

<u>Class</u>	<u>Required Credits</u>
English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Health	.5 credit
Physical Ed.	1 credit
Electives	9.5 credits

## ENROLLMENT

Once week four of a semester has started, a student may not enroll at SHS without transfer grades.

## PROMOTION

Students that have been in Wyoming schools since entering high school will be classified by their cohort group, as determined by the state of Wyoming. Students transferring to SHS from out of state will be classified according to their number of credits. To ensure students are on track for graduation with their designated cohort group, we expect the following.

- 10th graders to have at least 6.0 credits
- 11th graders to have at least 12.0 credits
- 12th graders to have at least 18.0 credits

## STUDENT FEE

Sheridan High School students will pay a \$10.00 fee at the beginning of each school year during registration. Benefits gained from this fee will be a student ID, activity pass for all home athletic events, parking privileges and sticker, school assemblies, and Drug and Alcohol Programs.

## HIGHLY QUALIFIED STAFF

If you have any questions in regards to any staff member's qualifications, please contact the principal.

## ACADEMIC LETTERING

Students in grades 9–12 may earn an academic letter, if their GPA for the current year is at or above a 3.75.

## HONOR ROLL/GPA/CLASS RANK

To be eligible for the quarterly Honor Roll, a student must be enrolled in five classes at Sheridan High School. The Gold Honor Roll will consist of students who earn a 4.0. The Blue Honor Roll will consist of students who earn a 3.00 to 3.99 average with no grades lower than a "C".

GPA is calculated on a straight A=4, B=3, C=2 and D=1 basis. All pluses and minuses will be converted to A's, B's, C's and D's for GPA calculation. Plusses and minuses will still be shown on the transcript, but will not be used in the GPA. The percentage equivalent for grading purposes is as follows:

A+ = 100-99	B+ = 89-88	C+ = 79-78	D+ = 69-68	F = 59-0
A = 98-92	B = 87-82	C = 77-72	D = 67-62	
A- = 91-90	B- = 81-80	C- = 71-70	D- = 61-60	

**Class Rank** = grade point average X the total number of classes (add .5 for each AP class taken, as long as the student achieved "C" level work). Class rank serves for academic recognition at SHS only. Class ranking is computed for the first time after the first semester of the junior year. Final calculations take place two weeks before graduation, current grades will be analyzed by counselors, and any grade that drops a student from top 10 status will result in a shift for recognition purposes, including the selection of the valedictorian and salutatorian. Independent Study classes, once approved by SHS administration, may count in the calculation of class rank.

### ACADEMIC PROGRESS

Academic progress is checked weekly, with teachers updating grades by Thursday at 12:00 pm. Progress reports will be issued at the middle and end of each nine weeks and reports will be available on the parent portal. Dates for progress reports are: September 26<sup>th</sup>, November 30<sup>th</sup>, February 20<sup>th</sup>, and May 1<sup>st</sup>. Infinite Campus (the district Student Information System) will give parents an up-to-date accounting of progress in classes.

### TRANSCRIPTS

Students will be provided free transcripts up to one year after graduation. After that time, a \$3.00 fee will be assessed, with a \$5.00 fee for faxed documents.

### LIBRARY

**Library Hours are 7:30 a.m. – 4:30 p.m. Monday – Thursday; closed at 4:15 p.m. Friday.** Fines will be assessed for lost or damaged materials or books. Student records will be withheld until such fines have been paid in full. Computers are for educational use only. Students will abide by the electronic use agreement in the handbook. School cell phone rules apply in the library.

### TEXTBOOKS AND EQUIPMENT

Textbooks and equipment are provided to students for their use at no cost, although some courses may have lab fees for expendable materials. Fines will be assessed for lost books at replacement cost. Fines for other damage that was a result of improper care may also be levied. **All fines must be paid before transcripts and grades will be issued.** Wyoming Education Code Section 21-4-308 states that a diploma or credit shall not be deemed earned until payment has been made for all indebtedness due to the school district.

### STUDENT FEES, FINES AND CHARGES (JQ Policy)

The District shall not assess instructional fees. Books will be provided on a loan basis; no rental fees will be assessed for textbooks and workbooks used in the classroom or for reference.

Students participating in activities that are not required by the teacher or used in the determination of a grade may be required to pay charges covering the cost of the activity. These charges may include, but are not limited to, admission fees, food costs, and transportation costs on field trips. Students shall pay for materials used to produce major projects when such projects will be retained by the student. However, it is incumbent upon the teacher and principal to make every effort to be sure no student is denied the right to participate in field trips or other classroom-related activities because of lack of funds.

Pupils will be assessed fines for late return, lost, damaged, or defaced books, including library books, materials or equipment. The fines will be for the amount of the loss or for the actual replacement cost.

Fines for illegal parking by students shall be assessed at a reasonable fee.

Fines for damage to school property shall be assessed at a reasonable rate, designed to restrain further damage.

The District offers multiple payment remittance options:

- Pay online by utilizing the parent portal, with a credit card or e-check,
- Drop payments off at any school front office or at the front desk of the District office, located at 201 N. Connor Street, or
- Mail your payment to PO Box 919, Sheridan, WY 82801.

The district will implement the following steps for students with negative account balances.

Step 1:

- Daily notifications will be made to all parents of students who have a debt via automated dialer. Phone/text & email notifications will be made Monday - Thursday for all balances owed. Notifications will continue over the entire calendar year.

Step 2:

- Collection of negative balances up to \$50 will be handled by central office staff in cooperation with building administrators.

- In addition to the daily notification in step 1, the central office will mail a letter/statement to each household providing parents the opportunity to set up a payment plan.

Step 3:

If a parent does not establish and comply with a payment plan with the district or begin making regular deposits within 10 days of the date of the letter/statement, the Superintendent or his designee may take one or more of the following actions, unless or until prohibited by state law or regulation:

- Withhold academic credit
- Prohibit participation of the student in the graduation ceremony and other senior activities.
- Prohibit participation of student from participating in any future fee-based program, extra-curricular activities, or non-curricular school activities until outstanding balances are resolved.
- Pursue collection for negative balances exceeding \$50.00 for the total household or if student has transferred out of the district and negative balance remains after 10 days.

Charges not paid before the end of the school year will still be owed.

### **COLLEGE ARTICULATION, DUAL CREDIT, CONCURRENT CREDIT**

SHS students have the opportunity to gain college credit by taking courses from Sheridan College. All core subjects must be taken at Sheridan High School. Students may not take college courses to fulfill graduation credit. Semester graduation is disallowed because of opportunities for internship, concurrent enrollment, and dual enrollment. Seniors are eligible for dual enrollment. Dual Enrollment is defined as college classes, taught by Sheridan College instructors, which will be recorded on the college and high school transcripts. Documentation will need to be provided to the counseling office before the beginning of the second semester to show proof of college class enrollment for dual enrollment classes. Sheridan College administration has agreed to pay the tuition for up to 12 credit hours for a "C" or better grade, if the student is currently enrolled at Sheridan High School. A final grade report must be submitted to the SHS Counseling Office to include the grade on the high school transcript. Concurrent Enrollment provides **juniors and seniors** an opportunity to earn college credit and continue coursework on the Sheridan High School campus.

To be eligible for Dual Enrollment, students must:

- Have completed 24 credits toward graduation, or
- Have a plan to earn 24 credits by the end of his/her senior year.

"Full-load" scenarios considered for Dual Enrollment eligibility:

- 1 class at SHS plus the number of college classes to equal 12 credit hours
  - The SHS class for this scenario may be a 2-hour internship block or one .5 credit class.
- 2 classes at SHS plus 3 college classes (9 credits)
- 3 classes at SHS plus 2 college classes (6 credit hours)
- 4 classes at SHS plus 1 college class (3 or more credit hours)

College classes:

- Students may not substitute for SHS classes that are already offered at the high school level (i.e. Welding I & II concurrent).
- A 1-2 college credit-hour class will be recorded as a .25 SHS credit.
- A 3-6 college credit class, or a three-credit hour class plus a lab hour, will be awarded .5 SHS credits.

### **SPECIAL PROGRAMS**

**ACCELERATED ENGLISH:** This program for high-ability students is designed for students whose intellectual capacity and aptitudes, academic achievement, and rate of learning demand experiences apart from the regular curriculum. Students are provided enrichment and acceleration with an emphasis on critical thinking skills. Data collected for eligibility includes standardized test scores, district assessment scores, teacher recommendation forms, grades, and specialized assessment scores such as the Arlin Test of Formal Reasoning or Otis Lennon School Ability Test depending on the content area. Student eligibility decisions are data-driven, and students are not placed in advanced programs at parent request. Because of the extensive and detailed nature of the eligibility process, we invite parents with questions to set up an appointment with the building principal.

**ACCELERATED WORLD HISTORY:** This ninth grade class is designed for students who have advanced verbal and social studies skills. Accelerated World History is the second year of two years of Accelerated History with the first year being American History taught at the eighth grade. Data collected for eligibility includes standardized scores, district assessment scores, teacher recommendation forms, grades, and specialized assessment scores such as the Arlin Test of Formal Reasoning or Otis Lennon School Ability Test depending on the content area. Student

eligibility decisions are data-driven, and students are not placed in advanced programs at parent request. Because of the extensive and detailed nature of the eligibility process, we invite parents with questions to set up an appointment with the building principal.

**INDIVIDUALIZED LEARNING PLAN:** A document utilized to help students, parents, and staff plan for academic success.

**PROGRAMS OF STUDY:** SHS seeks to make learning more relevant for students. Teachers will share students and work together for their success.

Programs of Study aim to help students select classes that are meaningful for future aspirations.

**SPECIAL EDUCATION:** Special Education classes provide students with the information, instruction, and support they need in all areas of the curriculum, with reading, writing, and mathematics as an emphasis, at no cost to the parents. Skill development is the priority, with a variety of teaching and assessment practices being employed, to meet the unique needs of a student with an identified disability. Related services may include transportation, speech/language therapy, physical and occupational therapy, school health services, medical services for diagnostic or evaluation, psychological services, and social work services.

Every student with an identified disability is entitled to specially designed instruction and related services that meet the student's unique needs in accordance with federal law that enables the student to receive a free and appropriate public education (FAPE). The needed services are provided at public expense, under public supervision and direction, and without charge to the parents.

**Referral Process:** Each school building is required to have a Building Intervention Team (BIT Team) that is responsible for receiving and processing referrals for students who may be having severe difficulties academically and/or behaviorally that interfere significantly with academic learning. The BIT (Building Intervention Team) is responsible for collecting educational data on the student, including descriptions that specifically describe the student's difficulties.

**Math Lab:** This course is designed to provide support and extra practice for the regular Algebra 1 curriculum that emphasizes the development of skills, techniques, and applications that deal with algebra, number relations, linear equations, formulas, polynomials, graphing, systems of equations, factoring, and quadratic and exponential equations. The extra time will allow students to read, write, and discuss solutions with other students and apply the math to life outside of school.

#### **WRITING AND READING COURSES**

**Program Description:** Literature Studies classes are designed to help students who need skill development with reading and writing. Assistance will be provided in the Reading class under the supervision of a reading and/or writing instructor to help students reach grade level proficiency in reading and writing.

**Program Rationale Statement:** Teachers, parents, and counselors help identify 9<sup>th</sup> grade students who are reading and writing below grade level.

**Identification Criteria:** State assessment, standardized testing, other testing data and grades, teacher recommendation, and counselor recommendation are all utilized to determine eligibility. Students, who score below grade level, are not proficient, or fail English are eligible for this program.

**Selection Process:** English teachers and counselors make the final selections into these courses.

#### **HOMESCHOOL STUDENTS AT SHS**

Homeschool students are welcome, as long as they follow board policy, to take classes at SHS, but must have their curriculum registered with SCSD2 Central Office. Paperwork is available at Sheridan High School in the Guidance Office or at Central Administration. It is a school district policy that all homeschool students are enrolled in two SHS courses each semester. If a student takes four courses, he/she is considered a full time SHS student and not a homeschool student. Homeschool students are also welcome to participate in athletics at SHS, but must sign a WHSAA waiver and pay a fee, if taking fewer than four classes. See the Activities Director for more information. ACT testing is optional, but recommended. SHS will review homeschool curriculum, transcripts, and test scores to determine acceptance of credits. Upon principal and counselor approval, credits may be awarded. An SHS diploma will not be awarded to homeschool students unless they meet the graduation requirements of Sheridan High School. Homeschooled students not enrolled in at least two classes at SHS must obtain permission to participate in activities not open to the public, which includes prom and assemblies.

#### **CORRESPONDENCE / SUMMER COURSES**

Sheridan High School students that take courses at colleges or other institutions will be required to submit an official transcript and course syllabus for determination of credit approval. SHS counselors and administration will determine credit approval and a grade of C or better is required. These situations will be considered on a course by course and student by student basis. Pre approval of coursework is recommended.



## STUDENT ELECTRONIC ACCEPTABLE USE AGREEMENT

All students enrolled at SHS will be granted access to the internet and other programs through our district's networked computer system.

Sheridan School District #2 students using the computer network are expected to act in a responsible, ethical, and legal manner in accordance with National Educational Technology Standards (NETS), district policy, and applicable federal and state law. While using the computer network, students will have web access filtered in accordance with the Children's Internet Protection Act (CIPA) and student browsing history may be monitored. **Each student is responsible for their account access and use, and will be held accountable for any violations. While working on school computers or within school assigned accounts, such as Google Suite, students should have no expectation of privacy.** Students who use personal devices while at school will be held accountable to the same acceptable use agreement as if using the school-owned devices. Students that violate the Acceptable Use Agreement will be subject to disciplinary consequences, removal of computer privileges, or both.

Students will demonstrate positive social and ethical behaviors when using technology to work cooperatively and collaboratively with peers and others. Students will accept personal responsibility for maintaining a safe technology environment and understand consequences of inappropriate behavior.

### **Group 1 - Minor misuse of electronic devices - includes, but is not limited to, the following:**

- Wasting school resources.
- Accessing e-mail/personal accounts without a teacher's permission.
- Accessing unauthorized games, files, music, blogs, chat rooms, instant messaging, twitter, social networking sites, or other electronic material.
- Giving out passwords or personal information, including names, addresses, phone numbers, or e-mail pertaining to yourself or any other person without appropriate staff supervision.
- Change properties or settings.

### **Group 2 - Serious misuse of electronic devices – includes, but is not limited to, the following:**

- Engaging in offensive or inflammatory communication (e.g., hate-mail, offensive pictures, or crude jokes).
- Destroying or otherwise disrupting the work or accounts of others.

### **Group 3 - Severe Misuse – includes, but is not limited to, the following:**

- Downloading or installing unauthorized games, files, music, pornography, or other electronic material.
- Engaging in plagiarism, cheating, academic dishonesty, or violation of copyright laws.
- Destroy, modify, or otherwise abuse district hardware and/or software.

### **Group 4 - Extreme Misuse of Computers – includes, but is not limited to, the following:**

- Engaging in commercial or for-profit ventures (e.g., purchasing or selling products or services unless it is a direct part of an academic course or club at SHS); steal software or hardware.
- Engaging in fraudulent activity (e.g., change, destroy, or manipulate student, staff, or district material, programs or hardware).
- Accessing sites promoting terrorism or weapons.

### **Group 5 - Unlawful Activity/Harm – includes, but is not limited to, the following:**

- Facilitating any illegal activity, including attempts to "hack" network or internet resources, disable or override virus or filter applications, or any other program intended to protect the computer applications and software of Sheridan School District #2.
- Using computers to threaten staff or students (including any form of harmful intent).
- Intentionally using personally owned computers or electronic devices to expose Sheridan School District #2 to viruses and other invasive software.

## LOST AND FOUND

Students who lose or misplace personal belongings while at school may inquire about them in the front office or locker rooms. Unclaimed items are typically held for four weeks and then donated to charity. The school is not responsible for lost items.

## THE BRONC SUCCESS CENTER

School counseling services are provided to help make the student's high school career more enjoyable and more successful. Services offered include:

- Academic counseling – individual sessions to make a student's schedule and discuss future plans and Hathaway scholarship courses
- Crisis support at any time for personal issues
- Self-understanding – the counselors will help students study their own interests and abilities with regard to high school and post high school planning

- Community resources – counselors can help contact other persons in our community, state, or federal agencies when assistance is needed.

**SCHEDULE CHANGES**

The following guidelines will be used to determine whether or not a schedule change will be allowed each semester.

It is encouraged that parents spend time helping their child choose their classes wisely. The SHS Counseling staff welcomes parents to attend registration appointments during the spring semester with their child and/or contact us with any questions or concerns at any time.

**Guidelines for Dropping Classes**

Students are able to drop classes and enroll in a different class during the first five school days of each semester as long as there is room in the desired class. After the first five days, students must have counselor and/or administrative authorization and written parental permission to drop a class; additionally, students must take a study hall in place of the dropped class in this situation. Drops granted in the first five days of each semester will not appear on the student’s permanent record.

**Class Withdrawal/Fail Procedure (year long class)**

Students may apply to withdraw from a year long course up until the 9th week (end of quarter one) of classes. Up until the 9th week, the transcript will reflect a “W” with no credit for the dropped class. A student who drops a class after the 9th week of the semester shall receive a “WF” grade on his/her permanent record and this grade will be factored into the GPA as if they received an “F” in the class. Medical situations will be given special consideration pending administrative approval.

<b>1-5 days:</b> Nothing posted to transcript.	<b>9 weeks:</b> "W" posted to transcript, GPA is not impacted.	<b>After 9 weeks: "WF"</b> posted to transcript, GPA will be impacted.
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**Class Withdrawal/Fail Procedure (semester long class)**

Students may apply to withdraw from a class during the first 20 days of a semester. Up until that date, the transcript will reflect a “W” with no credit for the dropped class. A student who drops a class after the first 20 days shall receive a “WF” grade on his/her permanent record and this grade will be factored into the GPA as if they received an “F” in the class. Medical situations will be given special consideration pending administrative approval.

Students who are experiencing difficulty in a class are encouraged to contact their teacher first, then a counselor, and finally an administrator. Consideration of a variety of strategies will be discussed in order to assist students in successfully completing their classes.

**THE BRONC SUCCESS CENTER - COLLEGE CONNECTION CENTER**

The College Connection Center, an extension of the Bronc Success Center, assists and advises Sheridan High School students as they plan their future education. It is located in Room B108, and is open to all students, parents, teachers, and staff. The College Connection Center is the school’s main resource for planning postsecondary education; university & college application processes, information on student financial aid, and Advanced Placement Examination coordination. College Connection Office hours are 8:00 am to 2:00 pm Monday through Friday. Students are welcome any time, or they can make an appointment to plan a meeting: telephone extension 2008.

College Planning: Students planning to go to college are encouraged to use the College Connection Center early and often. It provides reference materials, contact information, liaison with admissions offices, and advice about strategies for planning higher education and advanced vocational training.

**PLANNING FOR POSTSECONDARY EDUCATION**

As early as possible, students need to think ahead toward life after high school. About 30% of Sheridan High School graduates go straight to a four-year college or university, 40% enter two-year community colleges, and 30% go directly into the workforce, the military, or to a technical training school. The individual student’s plan will depend

on his or her own needs and expectations. The sooner she/he can define these, the better prepared the student will be to make important educational choices.

Students who plan to attend college for a bachelor’s (or higher) degree should begin planning their curriculum in eighth grade, and their financial planning should begin even earlier. The best reasons for obtaining a college degree include the following:

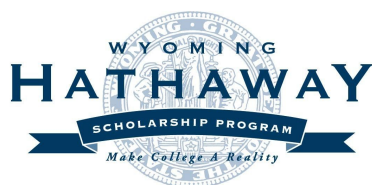
To Get a Better Job: College graduates earn, on average, twice as much as those who finish their education with just a high school degree.

To Learn How to Think Critically and Analyze Information: Critical thinking skills, logical reasoning, and analytical powers make a person’s life more interesting and provide many new career options.

To Build a Network of References and Resources for Future Careers: Future opportunities come from both *what* you know and *whom* you know.

To Develop a Knowledge of and An Appreciation for Different Ideas, Philosophies, Cultures, and People: Strong leadership and active community participation require us to understand the world at large.

To Have Fun and Experience Life: College life should be enjoyable and educational!



## “Will I Qualify for the Hathaway Scholarship Program?”

**Students and Parents:** If you plan on applying for the Hathaway Scholarship Program, any Wyoming Community College, or the University of Wyoming, please utilize the following informational charts.

**Using the information below locate your position for a current estimate**

SCHOLARSHIP LEVEL	NOT ELIGIBLE	PROVISIONAL OPPORTUNITY (Two years only)	OPPORTUNITY	PERFORMANCE	HONORS
<b>ACT SCORE</b>	Below 17	17 (or WorkKeys 12)	19	21	25
<b>GPA</b>	Below 2.5	2.50	2.50	3.00	3.50
COST PER SEMESTER	\$0	\$840	\$840	\$1,260	\$1,680
ANNUAL COST (4-YEARS)	\$0	(\$3,360)	(\$6,720)	(\$10,080)	(\$13,440)
<b>HATHAWAY SUCCESS CURRICULUM</b>		See <b>next page</b> for required classes	See <b>next page</b> for required classes	See <b>next page</b> for required classes	See <b>next page</b> for required classes

Disclaimer: This is a general guide only. Additional requirement(s), or legislative action may impact Hathaway qualification.

### **Coursework Requirements (By Scholarship Level):**

**Honors Level: \$1,680 per semester (for equivalent of 8 full time semesters - 4 can be used at a Wyoming community college)**

GPA and ACT Required: **3.5 GPA and 25 ACT**

Coursework Required:

- **MATH** - Students must complete four years of math to include Algebra I, Algebra II, Geometry, and an approved additional math course (consult your counselor about approved courses)
- **LANGUAGE ARTS** (English) - Students must complete four years of Language Arts at the college or industry preparatory level in grades 9-12 to include standards in Reading, Writing, Listening and Speaking.
- **SCIENCE** - Students must complete any four of the following Science courses: Physical Science, Physics I, Physics II, Chemistry I, Chemistry II, Biology I, Biology II, Geology, Computer Science, plus an approved additional Science course (consult your counselor about approved courses)
- **SOCIAL STUDIES** - Students must complete three years of Social Studies to include a combination of the five Social Studies content areas: World History, American History, Geography, American Government, and Economic Systems & Institutions
- **FOREIGN LANGUAGE** - Students must complete two sequenced years of the same foreign language, one of which must be taken in grades 9-12. The native language of Eastern Shoshone or the Northern Arapahoe, or American Sign Language may be taken in fulfillment of this requirement.
- **IN ADDITION TO THE ABOVE COURSEWORK**, students must also complete two additional years of **FOREIGN LANGUAGE** courses (may be sequenced or non-sequenced different language), **-or-** two years of **FINE AND PERFORMING ARTS** courses, **-or-** two years of **CAREER-VOCATIONAL EDUCATION** courses.

**Performance Level: \$1,260 per semester (for equivalent of 8 full time semesters - 4 can be used at a Wyoming community college)**

GPA and ACT Required: **3.0 GPA and 21 ACT**

Coursework Required:

- **MATH** - Students must complete four years of math to include Algebra I, Algebra II, Geometry, and an approved additional math course (consult your counselor about approved courses)
- **LANGUAGE ARTS** (English) - Students must complete four years of Language Arts at the college or industry preparatory level in grades 9-12 to include standards in Reading, Writing, Listening and Speaking.
- **SCIENCE** - Students must complete any four of the following Science courses: Physical Science, Physics I, Physics II, Chemistry I, Chemistry II, Biology I, Biology II, Geology, Computer Science, plus an approved additional Science course (consult your counselor about approved courses)
- **SOCIAL STUDIES** - Students must complete three years of Social Studies to include a combination of the five Social Studies content areas: World History, American History, Geography, American Government, and Economic Systems & Institutions
- **FOREIGN LANGUAGE** - Students must complete two sequenced years of the same foreign language, one of which must be taken in grades 9-12. The native language of Eastern Shoshone or the Northern Arapahoe, or American Sign Language may be taken in fulfillment of this requirement.
- **IN ADDITION TO THE ABOVE COURSEWORK**, students must also complete two additional years of **FOREIGN LANGUAGE** courses (may be sequenced or non-sequenced different language), **-or-** two years of **FINE AND PERFORMING ARTS** courses, **-or-** two years of **CAREER-VOCATIONAL EDUCATION** courses.

**Opportunity Level: \$840 per semester (for equivalent of 8 full time semesters - 4 can be used at a Wyoming community college)**

GPA and ACT Required: **2.5 GPA and 19 ACT**

Coursework Required:

- **MATH** - Students must complete four years of math to include Algebra I, Algebra II, Geometry, and an approved additional math course (consult your counselor about approved courses)
- **LANGUAGE ARTS** (English) - Students must complete four years of Language Arts at the college or industry preparatory level in grades 9-12 to include standards in Reading, Writing, Listening and Speaking.
- **SCIENCE** - Students must complete four Science courses, three of which shall satisfy high school graduation requirements

- **SOCIAL STUDIES** - Students must complete three years of Social Studies to include a combination of the five Social Studies content areas: World History, American History, Geography, American Government, and Economic Systems & Institutions

The SHS College Connection Center partners with Sheridan College to host several Financial Aid/FAFSA informational meetings in late fall/early spring. Students and interested parents and guardians should attend one of these meetings in order to understand the various funding opportunities available for post-secondary education. The date for these meetings will be advertised when confirmed.

The College Connection Center will assist students by:

- advising on strategies for postsecondary education;
- helping to identify appropriate post high school colleges and training sites;
- preparing and submitting official School Reports;
- writing recommendations; and
- communicating with admissions and financial aid offices.

College Applications: Students are responsible for their own college and university applications. The College Connection Center can provide students assistance with their applications to competitive and open-admission colleges and universities at any time, as needed. Simple endorsements can be provided at once.

To receive assistance with applications to selective colleges that require SHS to submit office School Reports and Recommendations, the student **must** provide all necessary paperwork to the College Connection Center, including college applications, official transcripts, and any other required documents. The College Connection Center will guarantee delivery of School Reports and Recommendations only when students submit their requests **at least 2 weeks before the deadline**.

If you find a college that is right for you, consider applying early, especially to more selective schools. Early decision and early actions plans allow you to apply early (usually in November) and get an admission decision from the college well before the usual spring notification date. You know by December or January, if you've been accepted at your first choice college. **Early decision plans are binding**. You agree to attend the college, if it accepts you and offers an adequate financial aid package. Although you can apply to only one college for early decision, you may apply to other colleges through the regular admission process. If you're accepted by your first choice college early, you must withdraw all other applications. **Early action plans are similar to early decision plans, but are not binding**. If you've been accepted, you can choose to commit to the college immediately or wait until the spring. Under these plans, you may also apply early action to other colleges. Usually you have until the late spring to let the college know your decision.

College Examinations: Colleges and universities use the ACT and/or SAT examinations to measure candidates' eligibility for admission. The ACT exams are given six times each year at Sheridan College. The SAT exams are given two times a year at Sheridan High School. The **SHS High School Examination Code is 510-395**. This code must be accurately entered in a student's exam registrations for scores to be recorded on her/his official SHS transcript.

- Ambitious **sophomores** will take the PSAT/NMSQT examination in the fall, for practice, and can take the SAT and/or ACT in the spring to gauge their standing.
- **Juniors** who intend to go to college should take the ACT and/or SAT exams in the winter or spring. Juniors must take the October PSAT/ NMSQT to compete for National Merit scholarships. **Remember, State law requires all juniors to take the April ACT exam given at SHS.**
- **Seniors** should complete their ACT and SAT exams in the fall to have scores ready for winter college application deadlines and financial aid decisions.

Registration and Fee Payments: The College Connection Center has ACT and SAT registration materials, practice books, and information about online exam preparation resources. Students should ask in the College Connection Center for instructions on procedures for registering and paying for the exams.

Federal grants, scholarships, loans, and awards can help pay for postsecondary education and training. Federal grants are allowances provided by the federal government to students who qualify according to statutory criteria for financial need.

Scholarships and student loans are made available based either on students' "need" or "merit." Scholarships are grants or discounts on tuition and fee costs, or living expenses, often renewable for more than one year of study under specified performance conditions. Scholarships do not need to be repaid. Students and/or their parents must repay loans.

Students have open access to financial aid references, files, and forms in the College Connection Office, and are advised to subscribe to the bi-monthly College Connection announcements closely to be aware of current scholarship and award opportunities and their particular deadlines. You can subscribe to the College Connection announcements via email. Contact the College Connection Center for more information.

## ***SHS - College Examination and Application Calendar Academic Year 2018-2019***

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SEPT 8	Sat	8:00 am	ACT Examination	Sheridan College
SEPT 10	Mon	3:35 pm	PSAT Examination Sign-Up Deadline	SHS Rm. B108
SEPT 25	Tue	9:00-10:30 am	Post-High Planning Day	Sheridan College
OCT 10	Wed	8:00 am	PSAT/NMSQT Examination	SHS
OCT 27	Sat	8:00 am	ACT Examination	Sheridan College
NOV 3	Sat	8:00 am	SAT Exam & Subject Tests (Language w/Listening)	SHS Rm. B108
DEC 8	Sat	8:00 am	ACT Examination	Sheridan College
FEB 9	Sat	8:00 am	ACT Examination	Sheridan College
TBD	Tues	8:00 am	State Mandated ACT for 11th graders	SHS
APR 13	Sat	8:00 am	ACT Examination	Sheridan College
TBD	Tues	8:00 am	Make up ACT Examination – Juniors	SHS
MAY 4	Sat	8:00 am	SAT & Subject Test Examinations	SHS
MAY 6-17		TBA	AP Exams	SHS
MAY 20	Mon	6:30 pm	Academic Honors Program @ Sue Henry Theater	SHS
JUNE 8	Sat	8:00 am	ACT Examination	Sheridan College

### **SHS COLLEGE PLANNING CALENDAR**

#### **Sophomore Year (10<sup>th</sup> Grade)**

Consult your Guidance Counselor and choose courses required for college admission. Verify the requirements of the type of college you want to attend. Also, work with your guidance counselor to ensure that you are following the Hathaway Success Curriculum if you are planning to attend a college in Wyoming. Ambitious sophomores can take the PSAT, ACT and/or SAT exams. Sophomores should also acquaint themselves with the resources in the College Connection Center that can assist them with choosing a college.

## SHS College Connection Calendar: Junior Year

<i>Month</i>	<b>Junior Year</b>	<b>Exams</b>
<b>September</b>	<i>Enroll in courses that fulfill college requirements: check w/ your school counselor. Engage in clubs and artistic, athletic, and community service activities. Inventory yourself. Define your interests &amp; the kind of higher education that you want and need.</i>	PSAT deadline Sept 10, 2018 ACT Sept 8, 2018 @ Sheridan College
<b>October</b>	<i>Consult your parents for their ideas on college options. Take PSAT exam. STUDY! Junior year grades are the most important.</i>	PSAT/NMSQT Oct 10, 2018 ACT Oct 27, 2018 @ Sheridan College
<b>November</b>	<i>STUDY MORE! High grades = more college choices &amp; financial aid! Know your math. Read with a dictionary at hand.</i>	SAT Nov 3, 2018 @ SHS
<b>December</b>	<i>Search out colleges in reference books &amp; online @ collegeview.com, wiredscholar.com, collegeboard.org, etc. and visit college websites. Get leads from your counselor.</i>	ACT Dec 8, 2018 @ Sheridan College
<b>January</b>	<i>Register for Spring ACT and SAT exam</i>	TBD
<b>February</b>	<i>Ask the SHS College Connection Center for information/advice. Build your personal postsecondary education strategy.</i>	ACT Feb 9, 2019 @ Sheridan College
<b>March</b>	<i>Refer to books &amp; internet to define your expectations. Identify and contact a dozen colleges that meet your needs. Plan summer school/job/volunteer project/travel.</i>	TBD
<b>April</b>	<i>Talk with friends, teachers, relatives, and coaches about the colleges and universities they know. Take the ACT. Request general information from a dozen colleges. Visit some colleges during Spring Break.</i>	ACT Apr 13, 2019 @ Sheridan College ACT ???, 2019 @ SHS <b>Required for all Juniors</b> Make-up ACT ???, 2019
<b>May</b>	<i>Discuss your college plans with your teachers. Confirm your academic plan for Senior year. Take the SAT and AP Examinations</i>	SAT May 4, 2019 @ SHS Advanced Placement May 6-17
<b>June</b>	<i>Schedule appointments for college campus visits. Think about where you will be going <u>next</u> year.</i>	ACT June 8, 2019 @ Sheridan College
<b>Summer</b>	<i>Read challenging books with a good dictionary handy. Visit many colleges, with your parents. Draft some practice essays for college applications.</i>	

## SHS College Connection Calendar: Senior Year

<i>Month</i>	<i>Senior Year</i>	<i>Exams</i>
<b>September</b>	<p><i>"Enroll / Engage / Inventory / Define" again, as in Junior Year Calendar.</i></p> <p><i>Discuss your college plan with your parents/guardians and teachers/counselor.</i></p> <p><i>Consult the SHS Success Center - College Connection Center.</i></p> <p><i>Research colleges/universities. Compile your list of the ones you like.</i></p> <p><i>Obtain application materials. Register for the ACT and SAT examinations.</i></p>	<p>ACT Sept 8, 2018 @ Sheridan College</p>
<b>October</b>	<p><i>Talk to Admissions Offices &amp; visit the colleges.</i></p> <p><i>Drafts, then write, then rewrite application essays.</i></p> <p><i>Identify teachers best able to write recommendations.</i></p> <p><i>(Submit Early Action &amp; Early Decision applications.)</i></p> <p><i>Take the ACT exam &amp; have scores sent to colleges.</i></p>	<p>ACT Oct 27, 2018 @ Sheridan College</p>
<b>November</b>	<p><i>Take the SAT exams &amp; have scores sent to colleges.</i></p> <p><i>Submit completed applications to selective colleges.</i></p> <p><i>Visit the colleges (in session) if you haven't already.</i></p>	<p>SAT Nov 3, 2018 @ SHS</p>
<b>December</b>	<p><i>Take ACT/SAT exams, if necessary.</i></p> <p><i>Prepare personal/family financial records for FAFSA.</i></p>	<p>ACT Dec 8, 2018 @ Sheridan College</p>
<b>January</b>	<p><i>FAFSA: Free Application for Federal Student Aid - file \$ data</i></p> <p><i>Submit applications to regional colleges and state universities.</i></p> <p style="text-align: center;"><i>(Keep a copy of everything you send!)</i></p>	TBD
<b>February</b>	<p><b><i>Watch out for financial aid application deadlines!</i></b></p> <p><i>Confirm that filed FAFSA data is complete &amp; correct.</i></p> <p><i>Confirm that Midyear Reports were sent by SHS.</i></p> <p><i>Inform colleges of any new honors or awards.</i></p> <p><i>Register for Advanced Placement examinations.</i></p>	<p>ACT Feb 9, 2019 @ Sheridan College</p>
<b>March</b>	<p><i>Receive acceptances/rejections &amp; financial aid offers.</i></p> <p><i>Record acceptances/rejections &amp; financial aid offers in College Connection Office.</i></p>	TBD
<b>April</b>	<p><i>Revisit top-choice campuses that remain options.</i></p> <p><i>Recalculate your higher education budget.</i></p> <p><i>Accept your admission at your chosen college.</i></p> <p><i>Notify other schools that you will not attend.</i></p>	<p>ACT Apr 13, 2019 @ Sheridan College</p>
<b>May</b>	<p><i>Keep Studying. You still must have the diploma.</i></p> <p><i>Apply to Open Admission colleges, as needed.</i></p> <p><i>Take Advanced Placement tests.</i></p>	<p>SAT May 4, 2019 @ SHS</p> <p>Advanced Placement Examinations May 6-17</p>
<b>June</b>	<p><i>Graduate! and verify that SHS sends your final transcript to your college.</i></p>	<p>ACT June 13, 2019 @ Sheridan College</p>



### SHS ATTENDANCE PROCEDURE (Policy JH)

**The Twelve-Day/84 Class Periods Limit:** A maximum of twelve full days or 84 class periods of non-school related absences will be allowed. Please be aware that if your student has ten (10) CONSECUTIVE days of absences, they will be automatically dropped from enrollment at SHS per state statute. The only exception to this would be if the student has been MEDICALLY excused by a physician. An absence count will begin with the student's first official day of enrollment in a class. No matter the length of the school day, a student is expected to attend. Students reaching the twelve full day/84 class periods limit must have all future absences for the rest of the school year excused by a doctor's note or the absences(s) will be unexcused. Consequences for the unexcused absences will be lunch detention, after school detention, Saturday School, or In-School Suspension (ISS), depending on number of classes missed.

The learning process requires an investment of effort, energy, and time. We believe that our attendance policy serves two purposes. First, since absence from classes has a substantial negative effect on academic performance, our goal is to get each student to be in class on time every day. The second function of this policy is to help reinforce society's expectations toward attendance as it relates to work and other important commitments. This policy will be enforced on a "per class," "per year" basis.

Students hold the primary responsibility for daily attendance. Parents or guardians are expected to call daily if their son or daughter is absent. Parents or guardians will be given 48 hours to call in or deliver a note to the front office verifying any non-school related absence. Administration will address attendance 48 hours after an absence (unv). Consequences will be given if absences (unv) are determined to be unexcused (unx). Any tardies (unt) will have to be excused within 48 hours from the time of the tardy (unt). Our Attendance Secretary can be reached by dialing this number: 672-2495, extension 2003. A message can be left 24 hours a day to verify an absence. The Attendance Secretary or the automated attendance machine will make daily calls home for two or more absences per day.

According to state law, determination of whether an absence is excused or unexcused lies with the school and not with the parent.

**Attendance** - being in a designated classroom for a designated period of time, or attending an approved school activity.

**Absence** - not being in a designated classroom for a designated period of time. An absence will be recorded if a student enters the classroom more than 10 minutes after the tardy bell has rung, or misses 10 minutes without permission.

**School Related Absence** - missing class due to school related reasons. The following absences will not count toward the twelve-day per year absence limit:

- School sponsored activities (ACT)
- Field trips (ACT)
- Out-of-School Suspension (OSS)
- In-School Suspension (ISS)
- Administrative, counselor or teacher meetings (ACA)

**Non-School Related Absences** (MED, BER) - an absence that the parents and school personnel considers compelling or unavoidable. Non-school related absences that do not count toward the twelve-day total are:

- Weather or natural disasters that make travel perilous
- Family related: life-threatening illness, death in family (BER), or other crisis
- Court hearings that a student must attend (Proof required)
- Religious holidays (Written request to principal required)
- Emergency medical and/or dental treatment (Doctor's note) (MED)

Non-School related excused absences that will count towards/84 class periods the twelve-day/84 class periods total are: (ILL, OTH)

- Illness
- Family vacations
- Family circumstances (OTH)
- Visits to the nurse that exceed 15 minutes in length.

These absences permit a student to make up work.

**Tardy** - being on time is an important academic and work related skill. Tardy is defined only as: not being in the threshold of the classroom door when the tardy bell rings. Each tardy after the first two will result in consequences. If a student is detained by a teacher, administrator, or other school employee, the student's tardiness will not be penalized. It is up to the student to provide classroom teachers with a signed note explaining such cases. If you arrive after the 10 minute passing period given before Friday Early Out tutoring, you will be assigned one lunch detention. Consequences will be given as follows:

- 3 to 7 total tardies = 1 lunch detention
- 8 to 15 total tardies = 3 lunch detentions or 2 after school detentions
- 16+ tardies = In-School Suspension (ISS)

**Unexcused Absence** - an unexcused absence is an absence that the School District considers non-compelling or avoidable. An absence that is authorized by a parent is not, by virtue of that authorization, necessarily an excused absence. A student shall be considered unexcused or truant when his/her absence is deemed so by the principal. Unexcused absences also count toward the twelve-day per year absence limit in each class. Unexcused absences will be counted consecutively from first semester through second semester. (They do not start over second semester.) Teachers may not accept missed work as a result of unexcused absences. Failure to communicate with the school within two days after the student returns may result in an absence being recorded as unexcused.

**Makeup Work** - any activities, labs, assignments, tests, or quizzes that a student would have completed had the student not missed class. When a student is absent for any reason, it is the responsibility of the student to make arrangements for make-up work. If the student knows ahead of time that she/he will be absent, arrangements should be made to complete work before they leave. Makeup work will be required for all absences. If no graded work was done in class that day, the student will be required to get the notes, handouts, read the assigned material, or complete any activity, and then show the teacher the work or material. Some assignments may require work outside the regular class time. The student will be given assigned time to make up work, which is the number of days absent, plus one day. Athletes and field trip participants need to make prior arrangements for makeup work in advance of their absence.

**Compulsory Attendance** - students who demonstrate attendance problems, and are not yet sixteen or have not yet completed the tenth grade, will be referred to Juvenile Justice and/or the County Attorney's office. If the situation has not been corrected to the satisfaction of the court, on the fifth absence, the County Attorney may pursue criminal action against the child's parent, guardian, or custodian, alleging the child to be "a habitual truant" and the parent to have "willfully failed, neglected, or refused to comply with the provisions of the compulsory attendance law."

#### FRIDAY EARLY OUT (FEO)

Friday Early Out (FEO) was created to allow students with D's and F's to get help in classes and make up work during the school day. Those students with a D or F and/or requested to stay by their teacher(s) do not qualify for an early release and are required to stay until the regular dismissal time at 3:35pm on Fridays. Lists of students with As, Bs, and Cs (those who may leave early) will be notified. Administrators will assign consequences for those students with a D and/or an F who do not attend FEO. Each student will have a sign in and out sheet to account for and verify student attendance at the after-school help sessions. Students with Ds and Fs will be informed weekly of academic progress and whether they will need to stay on Friday. A phone message will be given to all parents on Thursday to inform them of the student's obligation to stay. Missing early out will result in a school consequence.

#### DAILY SCHEDULES

##### SHERIDAN HIGH SCHOOL REGULAR SCHOOL DAY MONDAY - THURSDAY (52 minute classes)

Period 1.....8:20 – 9:12  
 Period 2.....9:17 – 10:09  
 Period 3.....10:14 – 11:06  
 Period 4  
 9<sup>th</sup> Graders—1<sup>st</sup> Lunch  
 Lunch.....11:11 – 11:47  
 Period 4 Class.....11:52 – 12:44  
 10<sup>th</sup>-11<sup>th</sup>-12<sup>th</sup> Graders—2<sup>nd</sup> Lunch  
 Period 4 Class.....11:11 – 12:03  
 Lunch.....12:08 – 12:44  
 Period 5.....12:49 – 1:41  
 Period 6.....1:46 – 2:38  
 Period 7.....2:43 – 3:35

##### SHERIDAN HIGH SCHOOL REGULAR SCHOOL DAY EARLY OUT FRIDAY (40 minute classes)

Period 1 ..... 8:20 – 9:00  
 Period 2 ..... 9:05 – 9:45  
 Period 3 ..... 9:50 – 10:30  
 Period 4  
 9<sup>th</sup> Graders—1<sup>st</sup> Lunch  
 Lunch ..... 10:35 – 11:11  
 Period 4 Class ... 11:16 – 11:56  
 10<sup>th</sup>-11<sup>th</sup>-12<sup>th</sup> Graders—2<sup>nd</sup> Lunch  
 Period 4 Class ... 10:35 – 11:15  
 Lunch ..... 11:20 – 11:56  
 Period 5 ..... 12:01 – 12:41  
 Period 6 ..... 12:46 – 1:26  
 Period 7 ..... 1:31 – 2:11  
 No bell @ 11:20

**Alternative schedules for assemblies/activities commonly entail a change in class order. These schedules are posted on the bulletin board in the Commons area, the Attendance Office, and Main Office windows. 9<sup>th</sup> graders take first lunch, while all other grades take second lunch.**

#### **PLAGIARISM**

Plagiarism is the act of using another person's ideas, words, or visual images without giving credit to the originator. Students must properly cite where they have obtained the information used in their papers whenever they use:

- Another person's idea, opinion, or theory
- Any facts, statistics, graphs, drawings – any piece of information – that is not common knowledge
- Quotations of another person's actual spoken or written words
- Paraphrases of another person's spoken or written words

Students guilty of plagiarism will face the following consequences:

1. The student will receive a zero on the particular assignment and/or receive an appropriate consequence determined by administration.

#### **CHEATING**

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. Students caught cheating in the classroom or otherwise will face the following consequences:

1. The student will receive a zero on the particular assignment or receive an appropriate consequence determined by administration.
2. Additional offenses will yield a zero, plus an appropriate consequence determined by administration.

#### **CLOSED CAMPUS LUNCH**

All 10<sup>th</sup> - 12<sup>th</sup> grade students will earn the privilege for open campus lunch.

SHS is a closed campus during the lunch period for 9<sup>th</sup> graders. All 9<sup>th</sup> graders must be accompanied by their parent or guardian to leave. No student may exit the building during the school day, unless they check out with the office. Exceptions are those students with an honor pass. Honor passes can be picked up in the Counseling Office each semester, once the career plan has been completed and approved by their counselor. When the honor pass has been issued, the student needs to show the pass to the study hall supervisor in order to be removed from the attendance roll. Honor passes must be carried during the free hour and at lunch. Once school begins, students may only enter or exit from the front main door unless accompanied by a teacher. Each semester the student must reapply for the pass. Documentation needs to be shown to the PACE coordinator and he/she will issue the PACE Pass. Poor academic performance or attendance problems will result in the revocation of the honor pass. In order to obtain a senior honor pass one must score a 23 on the ACT, have a 3.0 cumulative GPA, and have a 3.0 GPA the first semester of the senior year. Any F grade will result in revocation of the honor pass until a C grade has been reached, and a study hall will be assigned.

#### **DRIVING RESPONSIBILITIES**

Driving and parking in the Sheridan High School parking lot is a privilege and all driving behaviors should be responsible, legal, and safe. All traffic related incidents or complaints should be referred to the School Resource Officer (SRO) first. The following driving behaviors are expected from all drivers using school district parking lots:

1. All drivers and passengers must wear seatbelts.
2. No driver shall text or talk on the phone while driving.
3. The speed limit is 10 mph and will be enforced.
4. If a student has a driving accident in the SHS parking lot, do not leave. Go to the main office to report it to the SRO or call the police if the SRO is unavailable at 672-2413 (no injuries) or 911 (if there are injuries). All accidents must be reported. A hit and run is illegal and will be investigated by the Sheridan Police Department (SPD).
5. Any careless, unsafe, or illegal activity will result in a fine and/or school consequence, plus be reported to law enforcement, if deemed necessary.
6. Depending on severity, the first offense or repeat offenses will result in loss of parking privileges at SHS.

#### **VEHICLE REGISTRATION**

1. All students are required to register their vehicles in the office, and include the license plate number on the registration form.
2. At registration, students will be issued a parking tag that is to be displayed in the car as directed.

3. Cars not bearing a tag will be fined, excluding visitor vehicles. Free additional tags will be issued if there is a change of vehicles or damage to the old tag.
4. New drivers, or those with a change of vehicles, need to register as soon as possible.

#### **PARKING AND PARKING VIOLATIONS**

1. Students may not park in designated faculty parking and will be fined by the school.
2. Students of the month are posted in the parking lot and only the identified students may park there. Other students parking there will be fined.
3. Students are not allowed to park in the visitor's area along the curb, red-curbed fire lanes, bus unloading areas, behind the building (bus loop area), in the 9th grade loop, or in handicapped parking spots. Cars in violation will be ticketed.
4. Students will not take up two parking spaces! Vehicles are expected to be parked in a single parking space.

#### **DRIVER'S EDUCATION**

Driver safety is incorporated into the Health and Safety class, which all students are required to take. Driver Education is taught by independent contractors. Please contact the front office for more information.

#### **SHERIDAN HIGH SCHOOL CODE OF CONDUCT**

Every student has a right to learn in an environment that is safe and free from unnecessary disruption. A student that disrupts the educational process and violates transportation rules is subject to discipline. Parents will be notified by letter, telephone, or email when disciplinary action is taken that involves their child.

The administration will follow the guidelines. However, principals reserve the right to administer consequences at their discretion, which may include a contract specific to the situation. Any situation that arises that endangers the safety of others, or is a distraction to the educational process, will result in disciplinary action at the discretion of the Administrator.

#### **SUPERVISED STUDY (SUPS)**

Students may be assigned to supervised study, during lunch, or after school Monday through Friday. The supervisors have been given administration and supervisory responsibilities. If a student conducts herself/himself in an inappropriate manner while serving a supervised study, the supervisors may take reasonable measures to stop or prohibit such behavior.

#### **SATURDAY SCHOOL (SS)**

Students who violate school rules or accumulate truanancies may be assigned Saturday School, which runs from 8:00 am to 11:00 am at the Sheridan High School library. Students will be expected to do homework or read during this time. Anyone can attend Saturday School for tutoring help or to access computers, but must abide by school rules.

#### **IN-SCHOOL SUSPENSION (ISS)**

The In-School Suspension program was developed to provide a safe, supervised environment in lieu of Out-Of-School Suspension (OSS). If a student is placed in ISS, they will eat lunch in the lunch detention room. They are able to bring their own lunch or purchase a lunch. Students will not be allowed to be in possession of their cell phones when assigned to ISS. They may leave them at home or turn them into the ISS supervisor for the day. There may be infractions made by students that will lead to that student not being allowed on campus for extra-curricular activities as a participant as well as an observer. This decision will be at the discretion of the Administrator. There may be cases where it is necessary to assign a student to OSS as a result of the nature of their behavior. This decision will also be at the discretion of the Administrator.

#### **DUE PROCESS**

Students will be advised of the contents of the behavior referral and will be given the opportunity to present his/her side of the story. The charges against him/her will be provided. Written notice of the outcome will be provided to the student, and suspension may be given up to 10 days. Appeals may be requested by calling the Principal and a hearing will be scheduled so the parent/guardian may express their concern, and hear all the information that has been gathered regarding the disciplinary action. If the parent/guardian does not agree with the decision of the Principal, they can continue the appeal process to the Assistant Superintendent.

## **SEARCH AND SEIZURE**

The safety and security of students entrusted to a school must be of paramount importance. Inherent in this responsibility is the authority of the school district to conduct reasonable searches and seizures within the limitations established by the United States Constitution and Wyoming State Constitution. The district also recognizes that the students attending its schools enjoy the same rights afforded to adults against compelled self-incrimination and unreasonable search and seizure. If police officers or other outside agencies request an interview, an attempt will be made by phone to contact the student's parents or legal guardian and to have one of them present during the interview. The student will be informed that he/she has the right to refuse an interview. Searches may be considered and conducted on school property or at school-sponsored events. The authority to inspect students' school lockers, person's, belongings, and automobiles is inherently granted school boards and school officials by the U.S. Supreme Court whenever "reasonable suspicion" exists that a school rule or law is being violated.

## **LOCKERS**

(See [SCSD2@.com](mailto:SCSD2@.com) for Policies JBA/JBA-E)

Lockers are the property of SHS and from time to time we use the Drug Dog to sniff student lockers and other areas of common usage. To avoid problems, the following is recommended:

- Students should keep their locker combination to themselves.
- Students should not bring expensive items to school. The school is not financially responsible for lost or stolen items.
- Students should report any problems with their lockers to the office immediately.
- Students should keep their lockers looking clean and neat. Defacing lockers may result in consequences.
- Do not leave locks pre-dialed on the first two numbers or rigged to save time.

## **STUDENT GRIEVANCE PROCEDURES**

(See [SCSD2@.com](mailto:SCSD2@.com) for Policies JBA/JBA-E)

Any student of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district program or activity on the basis of his or her conduct may file a written complaint with the building principal and initiate a formal grievance.

## **HARASSMENT, INTIMIDATION, AND BULLYING**

(See [SCSD2@.com](mailto:SCSD2@.com) for Policies JICFA)

Harassment, intimidation, or bullying of students at school or negatively impacting the school environment is prohibited.

## **SEXUAL HARASSMENT**

Sexual harassment is not condoned or tolerated at Sheridan High School. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other physical conduct of a sexual nature. It may occur by repetitive, less traumatic events that happen over a period of time or by a single incident, if it is severe. If these behaviors or words pressure, intimidate, or make one feel uncomfortable at school or at school activities and affect education in a negative way, report the incident(s) immediately to the principal, assistant principal, or school counselor. A full investigation will be commenced by the school administration upon receipt of a written complaint.

## **DRESS AND APPEARANCE**

Student dress needs to convey respect for self and others. Appropriate dress is required at school and at school activities/events so that our students are accustomed to dressing according to the expectations of future employers and the general public. Styles that are immodest, extreme, or too revealing will not be tolerated because they detract from the educational process. Students may not wear the following items: halter tops, tube tops, spaghetti straps, enlarged armholes, or see-through material, nor may they expose bare midriffs, or show cleavage. Shorts and skirts must be no shorter than mid-thigh in length. Underwear may not be shown. Clothing, decorations, or jewelry, which promotes or depicts any controlled substance, alcoholic beverage, tobacco products, or their use, is not appropriate. Attire that displays offensive words, phrases, sexual innuendo, or is gang-related is inappropriate. Hats, head coverings, bandanas, and hoods are not to be worn in the building during school hours. Sunglasses shall not be worn in the building, unless accompanied by a medical prescription. Shoes with cleats need to be removed before entering the building. Students with inappropriate school attire will be sent home or must change into school appropriate attire as determined by school officials.

## DANCE RULES

Any activity group or class may sponsor school dances. Students may not leave the dance and return once they have exited. Visitor passes will be required for students not enrolled at SHS. No offensive or “dirty” dancing will be allowed.

## LUNCH ACCOUNTS

Students and teachers will be issued a code when they purchase their initial meals. An account is required to purchase a meal and to eat. When there is \$5.00 left on an account, students will be given a reminder to make a deposit. Students with free and reduced lunches also have a code, indistinguishable from paid accounts. Parents are encouraged to fill out a free/reduced lunch form at any time. These forms are provided at registration or in the Activity Office during the year or available online through the Parent Portal.

Some important things to remember about the lunch program:

1. A single code is assigned to a student for their entire school years.
2. Money must be deposited in your account before 11:00 a.m.
3. Students may not allow others to utilize their code.
4. We recommend that students purchase meals by the week or month as opposed to a one-day purchase.
5. A notice will be given to parents when the account is low.

## PAYMENT/DEBT SCHOOL LUNCH COLLECTION (EFDA Policy)

Sheridan County School District #2 participates in the National School Lunch and Breakfast Programs to ensure that our students have access to the healthy food they need to learn and succeed in school.

## CELL PHONES/ELECTRONIC DEVICES

Cell phones and electronic devices can only be used before school, between passing periods, during lunch break, and after school. However, cell phones must be silenced or off during class, and cannot be visible or utilized (including texting) during class time, nor can they be visible without teachers’ permission; this includes restroom visits or the library during class time. Absolutely no cell phone use is allowed during a lock-down. Students who need to use a telephone may access one in the front office with phone calls limited to one minute, and only before and after school and at lunch. Privacy should not be expected in hallways or parking areas under the surveillance of our security system.

## VISITORS

Parents are always welcome to visit classes and are encouraged to do so. All visitors must report immediately to the school office upon arrival. Prior notice is always appreciated. Students visiting SHS are not allowed without prior approval by the Principal or Assistant Principal. In all cases, the administration reserves the right to refuse any visitor from attending classes.

## ALCOHOL, DRUGS, AND TOBACCO

(See [SCSD2@.com](mailto:SCSD2@.com) for Policies GBECC/JICG-JICH/KFA)

Students under the influence, using, possessing, and distributing tobacco, alcohol, drugs (including prescription medication), look-alike drugs, and nicotine, e-cigarettes, and vaping devices are strictly prohibited on any school property or at any school activity by any student. It is also prohibited for any person to sniff, smell, or inhale the fumes from any toxic substance that is not manufactured for human inhalation for the purpose of altering his/her mental state. More serious consequences shall be given to any student who provides or sells alcohol or drugs on school property or at any school activity.

## WEAPONS

(See [SCSD2@.com](mailto:SCSD2@.com) for Policy JICI)

No knives of any size, including pocket knives, are allowed at SHS. The use and possession of dangerous weapons are strictly prohibited on any school property or at any school activity by any student. If a knife is found in your possession, consequences will result, based on the following definition. The definition of a **dangerous weapon** is an instrument of offensive or defensive combat, or anything used, or designed to be used, in destroying, defeating or injuring a person. This means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. . Laser pointers are another example of a weapon. Possession or use of a dangerous weapon could result in expulsion.

## Consequences Chart

OFFENSES	Formal Warnings	Supervised Study(SUPS) Lunch or After School	After school/Lunch- ISS 1-3 days	ISS (Truancy)/ ISS 3-5 days	ISS 5-7 days	Out of School Suspension (OSS) 7 days	10 days OSS Pending Expulsion
<b>GROUP I</b> Presence in unauthorized area; littering; property damage; inappropriate display of affection; nuisance items; ***excessive tardiness; dress code violation; not checking out; *computer misuse; cell phones	1st offense	2nd offense	3rd offense	4th offense	5th + offense		
<b>GROUP II</b> Disrespect; harassment/intimidation; disrupting class; skip detention; forgery/tamper with school records; profanity; *serious computer misuse;			1st offense & 2nd Offense	3rd Offense	4th Offense	5th Offense	6th offense  7th offense
Truancy			1st-3rd offense	4th-7th offense	8th + offense		
<b>GROUP III</b> Defiance of staff; damage property of substantial value; fighting/violent physical act; theft; repeat violations; tobacco/facsimile use/possession; sexual harassment; extreme harassment; profanity toward school personnel; *severe computer misuse; pornography; cheating/plagiarism; possession of weapon; food fight; potentially dangerous act				1st offense	2nd offense	3rd offense	4th offense  5th offense
<b>GROUP IV</b> Possession of drug paraphernalia/facsimile; possess/consume drugs/alcohol/intoxicating inhalants; *extreme computer misuse; hacking; system damage						1st offense	2nd offense
<b>GROUP V</b> Providing/selling drugs/alcohol; assault/battery on staff; threat to assault staff; bomb threat; pull fire alarm/set fire; substantial interference w/school purposes; possess weapon; engage in unlawful activity that interferes w/school purposes; other infractions of equal value; vandalism or theft to staff member's property/possessions							1st offense

\*Technology consequences will occur based on severity \*\*\*Separate progression chart for tardiness (see page 19)

### **SCHOOL NURSE**

A school nurse is available to all students having health related problems, illnesses, or injuries. Students who become ill during the school day are to report to the nurse's office. Students will be assessed at that time. Parents will be notified as necessary. Students may not remain in the nurse's office indefinitely. They will return to class, if not sent home. Check-in and check-out must take place in the nurse's office area. If an injury should occur, proper contacts will be made. The nurse's office is capable of providing first aid or temporary care in case of an emergency. It is not equipped to take care of serious illness or injury.

### **SCHOOL INSURANCE**

School insurance is available on an optional basis at the beginning of the year during registration. Forms can be picked up in the Main Office. Athletes are required to have insurance of some type. Sheridan High School does not serve as an insurance agent. The insurance policy, as well as its coverage and procedure, is a private contract between the insurer and provider.

### **MEDICATION**

Students may not carry medication of any kind, unless cleared and approved by the nurse. The nurse or school personnel can dispense no medication of any kind, unless requested in writing, on the school district's official authorization forms, signed by the parent/guardian or physician. It is the student's responsibility to remember to take medication and, if at all possible, to arrange times that fall between class periods. The school may furnish Ibuprofen or Tylenol. Other over the counter medications (original container with student's name on the bottle.), and pharmacy labeled prescriptions, must be sent with the proper authorization form, to be kept in the nurse's office. The "authorization to dispense medication" form must be returned to the school nurse. This may be used at any time during the year, and extra copies will be available in the nurse's office. Failure to follow this rule may result in disciplinary action. Taking medication outside of the nurse's office can be construed as drug involvement.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS (Policy JRA-E2)**

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records.

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA – Policy JRA-E3)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

### **NONDISCRIMINATORY STATEMENT AND TITLE IX**

Sheridan County School District 2 does not discriminate on the basis of race, color, sex, national origin, sexual orientation, age, or disability in programs or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504, may be referred to Traci Turk or John Camino, Coordinators for the Office of Civil Rights, Sheridan County School District 2, 201 N. Connor Street, Sheridan, Wyoming 82801, or phone (307) 674-7405, or the Wyoming Department of Education Office or Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, or phone (307) 777-6218. The Title IX Coordinator for each school is the Principal. The District Title IX Coordinators are the Special Services Director and Human Resource Director.

### **ACCESS FOR THE HANDICAPPED**

All buildings on the campus of Sheridan High School are accessible to the disabled. Visitors, parents, and staff needing additional information for the disabled are encouraged to contact the Sheridan High School office for more information.

### **ATHLETICS/ACTIVITIES NCAA REQUIREMENTS FOR SCHOLARSHIP AND PARTICIPATION**

In order to practice and play as a freshman at a NCAA Division I and Division II College, the student-athlete must satisfy the requirements of NCAA.

Student-athletes must have eligibility for practice and competition in the freshman year certified by the NCAA Initial-eligibility clearinghouse. Informational brochures/forms are made available to every high school.



If a student/athlete is considering Division I or Division II athletics, check with your counselor early in your high school career.

**ACTIVITIES DRUG AND ALCOHOL POLICY**  
**(Activities Code of Conduct Policy)**

Students who volunteer to participate in the Sheridan County School District #2 activities programs do so with the understanding that they must observe some regulations that are more restrictive than those relating to the general student community. Participation in SCSD activity programs is both an **Honor and a Responsibility**. Activity participants earn recognition for their achievements as representatives of their school and its ideals. Those students who are selected for the privilege of membership on teams should conduct themselves at all times in such a manner as to be a credit to their parents or guardians, the school and their community. **This exemplary conduct is expected throughout the year, in or out of season, in or out of uniform, whether on campus or off.** Each student and his or her parent(s)/guardian(s) hereby consent and agree that the School Resource Officer or any other law enforcement personnel may disclose to SCSD#2 any involvement that the student has with drugs, alcohol, tobacco, and/or any criminal activity that the student is involved with and all details and circumstances surrounding the student's involvement in said matters.

I. Conduct of Student Participant:

The community, school administrators, and the activities staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of activities. The welfare of the student is our major consideration and transcends any other consideration. A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the activities department. Offenses of the Activity Code of Conduct are cumulative from activity to activity and from year to year.

All participants in the school activities program shall abide by a code of ethics, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the student, the team or the school will not be tolerated. Unacceptable conduct includes, but is not limited to:

- A. Acts of unsportsmanlike conduct such as cheating, fighting, or verbal abuse of officials, contestants, coaches or spectators.
- B. Theft or vandalism of private or public property.
- C. Any acts of disrespect or insubordination to the school staff, the Sheridan High School Discipline Procedures, or violations of the law.
- D. Any hazing activity, whether by an individual or by a group. Hazing is defined as any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, membership, or affiliation with any athletic team.
- E. Cyber Image Guidelines. It is contrary to SCSD No. 2 guidelines for a student to participate in any way in any identifiable image (including photographs, videos, typed communications, emails, text messages, blogs, social media, and other forms of electronic communications) which could be considered criminal, harmful, or in any other way deemed inappropriate. This includes, but is not limited to, images or language that could be considered sexual harassment in nature or that suggest the student has been in possession of or in the presence of drugs, tobacco, alcohol, out of character behavior, or any crime. Since it may be difficult to establish a time frame for when or the location of where the image was taken, the student must assume the responsibility of avoiding these situations. Students should also be aware and should take precaution against persons who would attempt to implicate an athlete by taking images to place them in situations where they might be in violation of this standard.
- F. Presence of drugs, alcohol, or tobacco. The more a student has access to and/or is familiar with tobacco, alcohol, and drugs, the greater the likelihood that he or she will use those substances. Similarly, the more often a student is in the presence of others using tobacco, alcohol, or drugs, the greater the likelihood that he or she may be accused, rightly or wrongly, of the use of these substances. Therefore, if a student attends a party or gathering of any kind, or is in a vehicle or any other place, where tobacco, alcohol, or drugs are being illegally dispensed or used, the student must leave the situation and/or place and report his or her attendance to the athletic director or coach before the end of the next school day. If the party or gathering occurs over the summer, the student has seventy-two (72) hours to report to the Athletic Director or coach. Leaving a detailed e-mail addressed to the Activities Director or coach is considered a report. Failure to adhere to these guidelines will constitute unacceptable conduct.

Disciplinary action for misconduct may include probation, suspension from the next contest, or more than one contest, dismissal from the team, other action that reasonably fits the seriousness of the violation, or other disciplinary action as set forth herein.

- II. Conduct regarding Tobacco/nicotine products, Alcohol, Drugs, or controlled substances:
  - A. No use of alcohol, tobacco/nicotine, vaping devices, drugs, or performance enhancing drugs. Students who volunteer to participate in any extracurricular activity will not possess, sell, distribute, be under the influence of, or use of alcohol, tobacco/nicotine, or other drugs, unauthorized medication, performance enhancing drugs, look-alike drugs, or drug related paraphernalia. This policy remains in effect year-round throughout their activity career. All suspected violations are to be reported to the Activities Director. The preliminary investigation will be conducted by the head coach/sponsor. Disciplinary action for violations of this policy shall be as follows:

First offense:

Suspension from participation in extracurricular activities for 25% of the games/contests scheduled for the extra-curricular activity that the student is participating in. The student must also attend the SHS Insight Counseling Service for a period of time as required by the Activities Director, attend all scheduled meetings and adhere to all recommendations set forth by the counseling service. In the alternative, the student may obtain counseling from an alternate professional service provided the counseling is approved by the Athletic Director and the student's parents/guardians pay for all costs and expenses of the alternate counseling. The student may practice during the suspension at the discretion of the coach, but may not travel, suit up for, or participate in contests. If the season finishes before the student completes the suspension, the suspension shall continue into the next extracurricular activity that the student-athlete participates in. If the student quits the extracurricular activity or does not comply with all of the terms of the suspension before completing the suspension, the suspension shall start over and must be satisfied completely before the student may participate in any other extra-curricular activity. All disputes concerning the number of games/contests of the suspension shall be determined by the Activities Director.

Second offense:

Suspension from participation in extracurricular activities for 50% of the games/contests scheduled for the extra-curricular activity that the student is participating in. The student must also attend the SHS Insight Counseling Service for a period of time as required by the Activities Director, attend all scheduled meetings and adhere to all recommendations set forth by the counseling service. In the alternative, the student may obtain counseling from an alternate professional service provided the counseling is approved by the Activities Director and the student's parents/guardians pay for all costs and expenses of the alternate counseling. The student may practice during the suspension at the discretion of the coach, but may not travel, suit up for, or participate in contests. If the season finishes before the student completes the suspension, the suspension shall continue into the next extracurricular activity that the student-athlete participates in. If the student quits the extracurricular activity or does not comply with all of the terms of the suspension before completing the suspension, the suspension shall start over and must be satisfied completely before the student may participate in any other extra-curricular activity. All disputes concerning number of games/contests of the suspension shall be determined by the Activities Director.

Third offense:

The student will be dismissed from all extracurricular activities for the remainder of his/her high school career.

#### Broadcasting of School Activities

Each student and his or her parent(s)/guardian(s) hereby acknowledge that SCSD#2 activities may be broadcast to the public via radio, television, and internet, live video programming or other means of transmission. Each student and his or her Parent(s)/guardian(s) hereby consents and agrees to such broadcasting and grants permission to SCSD#2 and its assigns to utilize the student's image, likeness, actions, and statements in any live or recorded audio, video, or photographic display or other transmission, exhibition, publication, or reproduction made of, or at, SCSD#2 activities without further authorization.

#### A. INDIVIDUAL SPONSOR RULES

Coaches/sponsors may establish additional rules and regulations with the approval of the Activities Director and Principal for their respective activity. These rules as pertaining to a particular activity must be given by the coach in writing to all team/club members and explained fully at the start of the activity.

Penalties for violation of team/club rules will also be in writing and shall be administered by the coach/sponsor.

#### **B. CLASS ATTENDANCE**

Any athlete who is declared truant will be ineligible for that day's practice. Suspension from practice will be enforced when the attendance secretary confirms the truancy. All students must be in school for at least one-half of the normal school day to participate in a practice session. On the day of the contest, the student must attend all of his or her registered classes. The only exception to this would be an absence due to an extenuating nature such as a funeral, professional appointment, medical emergency, personal or family crisis, faculty excused absence, or an accident. The Activities Director/Principal must approve any absence on the day of the contest prior to the absence. If an attendance print out is not available to the coach/sponsor prior to an activity; any violation of this rule will carry over to the next contest.

#### **C. POLICY ON UNSPORTSMANLIKE CONDUCT AT A CONTEST**

Any student who has been disqualified from an activity, game, contest, or tournament for committing an unsportsmanlike act shall be disqualified for the remainder of that game, contest, or tournament. In addition, for football, soccer, track, cross-country, tennis, golf, and swimming the player shall be disqualified from the next one or two contests at the level of play from which the player was ejected as per WHSAA regulations. Unsportsmanlike acts either prior to or following a contest will result in similar penalties. A contest shall be defined by the criteria developed by the national governing body whose rules are utilized for that sport.

#### **D. APPEARANCE**

Each coach/sponsor will have rules covering the appearance and grooming standards of his/her participants. Participants are expected to maintain an acceptable appearance at all times.

#### **E. DUE PROCESS**

A student shall be given oral or written notice of any violation against her/him and the proposed discipline. The student shall have the right to present his/her side of the story, before any disciplinary action is taken. The student may request a hearing, which will be attended by the student, the student's parent/guardian, and the head coach or activity sponsor. At the hearing, the charges against the student will be presented as well as the rule that the student has been accused of breaking. The student will then be allowed to present his/her side of the story. The head coach/sponsor will make a decision on the charges at that time. The student or his/her parents may appeal a decision of suspension or dismissal, to the Activities Director or the Principal.

#### **F. SCHOLASTIC ELIGIBILITY**

**Previous Semester Record:** Received at least two credit hours for work taken during the previous semester (passed five classes during spring 2011 semester).

**Current Semester Record:** Do passing work in five credit classes during the present semester. Grades will be formally checked *weekly*. If a student-athlete is not passing five classes at the grade check, he/she will be ineligible to compete the next week of competition, and will stay ineligible until he/she is passing five classes, at which time eligibility would be reinstated.

### **ACTIVITIES/CLUBS**

**ACADEMIC CHALLENGE** is an opportunity for students to display their exceptional talents in academic areas in a team challenge format. Students practice and prepare for competitions around the state, and their season concludes with a state competition.

**ANIME** is a style of animation that was created in Japan and that uses colorful images, strong characters, and stories that have a lot of action.

**BOOSTER CLUB** is the official athletic fundraising club for Sheridan High School. The club raises money through donations, membership, sports calendar sponsorships, money calendar proceeds, 50/50, Bronc merchandise, and a golf scramble. Proceeds raised through this club supplement the athletic budget to benefit our student-athletes, cheerleaders, and pep band. Interested parties may contact Don Julian for Booster Club information.

**CODING CLUB** provides students interested in computer programming with an opportunity to learn through real life scenarios and projects. With guidance from professional coders, participants gather weekly to collaborate and can also continue coding projects on their own time.

**CHEERLEADING** is designed to help promote school spirit and encourage involvement of the student body in support of athletics. Sheridan High School maintains a cheerleading squad that normally consists of students in grades 9, 10, 11, and 12.

**DESTINATION IMAGINATION** is a team organization that promotes teamwork, creativity, and spontaneous problem solving.

**DRAMA** is a student organization that promotes interest and participation in theater and related activities. Club membership is open to all Sheridan High School students who may join anytime during the year by simply attending the meetings.

**FBLA** (Future Business Leaders of America) FBLA is the largest business career student organization in the country and brings business and education together in a positive working relationship through innovative leadership and career development programs. FBLA members develop aggressive business leadership skills and career goals and build character and self-confidence before transitioning from school to work.

**FCA** (Fellowship of Christian Athletes) is a group where student-athletes meet to encourage one another to demonstrate integrity, service, teamwork, and excellence in the athletic arena, in the school, and in the community. The Student Huddle meets every Thursday morning during the school year. All student-athletes are invited to participate.

**FFA** (Future Farmers of America) is a co-curricular organization, which supports agriculture education.

**FOREIGN LANGUAGE CLUB** membership is open to anyone currently enrolled in a foreign language or has completed one semester of foreign language. It has one regular business meeting each month, four “fun night” parties, sells Valentine suckers, May baskets, and sponsors Homecoming Candidates.

**INTERACT CLUB** is a service and social club for high school students. Interact stands for “**international action**” and is sponsored and guided by the Sheridan Rotary Club. Interact gives its members an opportunity to participate in fun, meaningful local and international service projects that benefit the community and school. Along the way, Interactors develop leadership skills and initiative while meeting new friends. The club welcomes and supports Rotary Exchange Students who attend school at SHS.

**KNOWLEDGE MASTER** is a computerized academic contest in which students all over the country compete with one another one day in December and again on a day in April. All academic and interest categories are included. Students qualify for the team by attending announced practices before or after school.

**LINK CREW** is a peer mentoring program to help 9th graders transition to SHS. Mentors may apply through the Guidance Office.

**NATIONAL HONOR SOCIETY** membership is open to qualified juniors and seniors and is based on four criteria:

Scholarship: A grade point average of 3.5 or higher is required.

Leadership: Students are evaluated on their participation in school, community, class activities, offices held, and other aspects that would indicate strong leadership skill and/or potential.

Service: Students should have participated in a variety of activities of a voluntary nature, especially those of community service and service to school and classmates.

Character: the positive and negative aspects of a student’s character are considered. Basically, they should have high moral standards, observe school rules, show courtesy to classmates as well as adults, avoid cheating, and have not been arrested or found guilty of civil offenses.

Selection Procedure:

1. The chapter advisor obtains the names of qualified juniors and seniors from the guidance office.
2. Those students are asked to complete activity sheets, which list their participation in activities for grades 9-12.
3. The entire faculty is requested to comment on these students with regard to their scholarship, leadership, service, and character. Both positive and negative comments are invited.
4. The chapter advisor then compiles these data for the use of the Faculty Council.
5. The Faculty Council, consisting of five members appointed by the Principal, then meets to make the final selections.
6. Those students chosen for membership are notified by letter.

There is no set number or percentage of students who may be chosen. Student dues are \$10.00.

**OCKSHEPERIDA** is the school newspaper and is published by the journalism class.

**SkillsUSA** is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. SkillsUSA is a national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations. It was formerly known as VICA (Vocational Industrial Clubs of America).

**SOURCES OF STRENGTH:** Our mission is to provide the highest quality evidence-based prevention for suicide, violence, bullying and substance abuse by training, supporting, and empowering both peer leaders and caring adults to impact their world through the power of connection, hope, help and strength. Our focus is to create positive messaging through campaigns and other school activities that help bring awareness to these important topics and help create a positive school culture.

**SPEECH AND DEBATE** is an extracurricular activity in which students compete against other students in three main types of events; debate, interpretation of poetry and literature, and individual speaking events. There are ten

different events to choose from and students travel to other towns and compete on Fridays and Saturdays during the season.

#### **SPORTS**

Basketball  
Cheerleading  
Cross Country  
Football  
Golf  
Soccer  
Swimming  
Tennis  
Track – Indoor  
Track – Outdoor  
Volleyball  
Wrestling

**STUDENT COUNCIL** has two main responsibilities: (1) The Council acts as the voice of the students for matters of concern; and (2) The Council plans and carries out the type of activities that are a part of an active school year. Elections for student body class offices are held in the spring of each year. All Sheridan High School students are welcome to attend meetings on Wednesday mornings in the sponsor’s room and actively participate. Students can earn an activity letter in Student Council.

**VIDEO PRODUCTION CLUB** offers students a hands-on opportunity to learn the skills to write, develop, shoot, and edit their own video projects and acquire technical skills to prepare them for the Broadcast Journalism course at SHS or a wide variety of opportunities in the world of video production.

**YEARBOOK** - Each year a staff of students edits and publishes the school yearbook. For students interested in journalism, this activity offers interesting and practical experiences in the field.

**MODEL UNITED NATIONS**, also known as **Model UN** or **MUN**, is an extracurricular activity in which students typically role-play delegates to the **United Nations** and simulate **UN** committees.

### **SHERIDAN COUNTY SCHOOL DISTRICT NO. 2 BOARD POLICIES FOR PARENTS**

This section of the Student and Parent Handbooks contains policies on which the school district must provide annual notification to parents. Policies are adopted to meet the United States and Wyoming Constitutions, federal and state statutes, case law, and State Board of Education rules and regulations, as well as federal regulations.

Please take this opportunity to review these important policies. If you desire to review additional policies they can be accessed on the School District website under Board Policies.

<a href="#"><u>AC</u></a>	<a href="#"><u>NONDISCRIMINATION/EQUAL OPPORTUNITIES</u></a>
<a href="#"><u>EFDA</u></a>	<a href="#"><u>PAYMENT/DEBT SCHOOL LUNCH COLLECTION</u></a>
<a href="#"><u>IJNDA</u></a>	<a href="#"><u>STUDENT TECHNOLOGY USE</u></a>
<a href="#"><u>JB</u></a>	<a href="#"><u>EQUAL EDUCATIONAL OPPORTUNITIES</u></a>
<a href="#"><u>JBA</u></a>	<a href="#"><u>DISCRIMINATION - STUDENT COMPLAINT PROCEDURE</u></a>
<a href="#"><u>JH</u></a>	<a href="#"><u>STUDENT ABSENCES AND EXCUSES</u></a>
<a href="#"><u>JICFA</u></a>	<a href="#"><u>HARASSMENT, INTIMIDATION, AND BULLYING</u></a>
<a href="#"><u>JLCD</u></a>	<a href="#"><u>ADMINISTERING MEDICATION TO STUDENTS</u></a>
<a href="#"><u>JLIE</u></a>	<a href="#"><u>AUTOMOBILE USE</u></a>
<a href="#"><u>JRA</u></a>	<a href="#"><u>STUDENT RECORDS</u></a>
<a href="#"><u>JRA-E2</u></a>	<a href="#"><u>NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS</u></a>
<a href="#"><u>JRA-E3</u></a>	<a href="#"><u>NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)</u></a>
<a href="#"><u>JRA-P</u></a>	<a href="#"><u>PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT</u></a>

GOVERNING THE MAINTENANCE, TRANSFER, AND DISCLOSURE OF  
STUDENT EDUCATIONAL RECORDS

KBDA-E PARENTAL INVOLVEMENT (Title I Schools)

KI VISITORS TO SCHOOLS

KIB REGISTERED SEX OFFENDERS ON SCHOOL PROPERTY