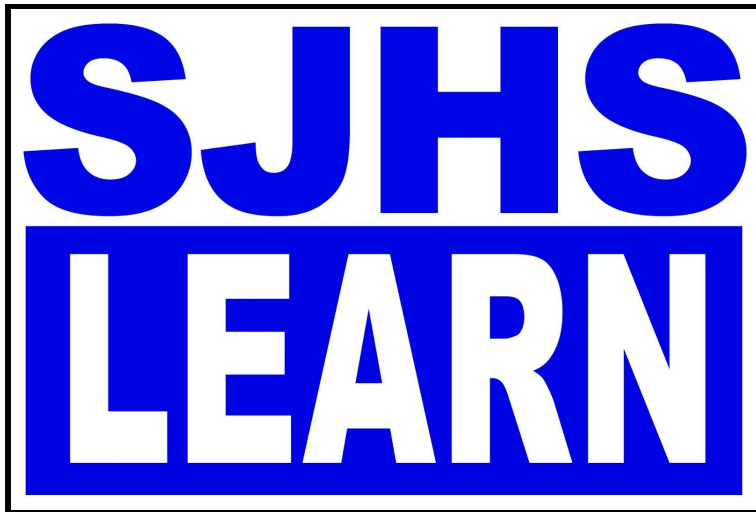


Student/Parent Handbook

2017-2018

SHERIDAN JUNIOR HIGH SCHOOL

Name: _____



*The fundamental purpose of Sheridan Junior High School
is to ensure that ALL students LEARN.*

Sheridan Junior High School
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Sheridan, WY 82801
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307.672.5311 fax
www.scsd2.com

Rebecca Adsit – Principal
Jesse Swanke – Assistant Principal/AD
Cindy Dahl – Assistant Principal
Raili Emery – Counselor (6th Grade)
Mary Barbula – Counselor (7th Grade)
Rebecca Attebury – Counselor (8th Grade)

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Sheridan Junior High School 2017-18

Dear Students and Families,

We welcome you to Sheridan Junior High School for another great school year. At SJHS, our fundamental purpose is to ensure that ALL students LEARN at high levels. We work daily to foster a positive climate for learning, provide individualized instruction, maintain a safe school, and meet students' emotional needs—all of these for the simple purpose of helping our students LEARN.

Like the rest of our school district, SJHS maintains high expectations of adults and students. Our staff members are committed to working hard, developing relationships, staying at the cutting edge of their profession, and ensuring that students learn in a safe, engaging environment. We teach students to be Safe, Respectful, and Responsible, and Boldly Kind at all times and we encourage them to take their learning, behavior, and growth as individuals very seriously.

Parents and community play a critical role in educating our children. We invite and welcome participation and feedback from parents and community members. Schools are a reflection of their communities in many ways, and we attribute a substantial portion of our success at SJHS to the healthy levels of parent and community involvement.

Whether you are a student, parent, or community member, we hope that your experiences at SJHS are unbeatable. Please feel free to stop by for a visit or to offer feedback that will help advance our efforts. Again, we exist for one reason: to ensure that Sheridan's children LEARN.

Have a great year!

Rebecca Adsit, Principal
Jesse Swanke, Assistant Principal/Activities Director
Cindy Dahl, Assistant Principal

The State of Wyoming provides Hathaway Merit and Need Based Scholarships to all eligible Wyoming students attending the University of Wyoming or Wyoming community colleges.



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.

Sheridan County School District #2 School Board Goals

Excellent Staff and Resources Goals: SCSD #2 will continue to recruit and retain quality teachers and staff. A model professional development program will be used to train and upgrade our teachers and staff. SCSD #2 will continuously monitor the financial aspects of the District.

Student Learning Goal: SCSD #2 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 other aspects of human endeavor. This goal is at the center of the board's philosophy, policy, and action.

Governance and Leadership Goal: SCSD #2 will exhibit and monitor the district role in promoting academically-focused leadership in the community. 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.

Research-Based, Best Practices Goal: SCSD #2 will operate all its programs—academic, co-curricular, and operational with a priority on using the most effective practices as demonstrated by rigorous research in the field. The District has worked to establish its own mechanism for ensuring that all programs are optimal for educating the students of SCSD #2. The District has also worked hard to seek out programs that are research-based and effective.

Communicating High Expectations Goal: SCSD #2 will consistently and continuously communicate the District expectations for academic excellence and behavioral norms. There are two obvious opportunities for implementing this communication goal: one involves setting the board meeting agenda and board work sessions with an emphasis on conveying those expectations, and the second involves asking district staff to communicate those expectations in a variety of venues.



BRONCS SURVIVAL SKILLS

BE PREPARED AND RESPONSIBLE

RESPECT SELF AND OTHERS

OPERATE ON TIME AND ON TASK

NURTURE A POSITIVE ATTITUDE

CONCENTRATE ON POSITIVE CHOICES

STRIVE FOR SUCCESS

SJHS Purpose

The fundamental purpose of Sheridan Junior High School is to ensure that ALL students LEARN.

SJHS Commitments

We make the following commitments to student learning:

Supporting Student Learning

- We build and maintain meaningful relationships with our students.
- We support the positive behavior of all students.
- We help students value their learning.
- We provide timely, systematic interventions and enrichments.
- We celebrate our student and staff successes.

Communicating Effectively

- We clearly articulate high expectations for student learning.
- We engage parents, students, and fellow educators in all aspects of a child's education.

Maintaining a Professional Culture

- We work collaboratively on all aspects of our profession.
- We value our own professional learning alongside that of our students.
- We make evidence-based decisions.
- We implement evidence-proven best practices and change our approach when the "old way" isn't working.
- We make no excuses when students don't learn.
- We go to the source with problems or concerns.

SJHS Values

We value growth, achievement, and citizenship through a supportive environment.

SCHEDULE & SUPPORT SERVICES

Office & School Personnel

Administration

Principal	Rebecca Adsit
Assistant Principal/Activities Director	Jesse Swanke
Assistant Principal	Cindy Dahl

Counselors

Sixth Grade	Raili Emery
Seventh Grade	Mary Barbula
Eighth Grade.....	Rebecca Attebury

Library & Media Staff

Librarian	Julie Weitz
Media/Technology Paraprofessional.....	Tess Lannan
Media/Technology Paraprofessional.....	Emily Swinyer

Support Staff

Discipline Assistant.....	Dan White
Principal's Secretary.....	Jennifer Farr
Attendance/Discipline Secretary.....	Peggy Steir
Counseling/Activities Secretary.....	Joanne Luhman
Guided Study Hall Paraprofessional	Cody Dahlen
Office Paraprofessional	Becky Husske
Head Cook	Jennifer Rodriguez
Head Custodian.....	William Rose
Nurse.....	Lynette Hartman
School Psychologist	Toby Laird
School Resource Officer	Howie Fitzpatrick

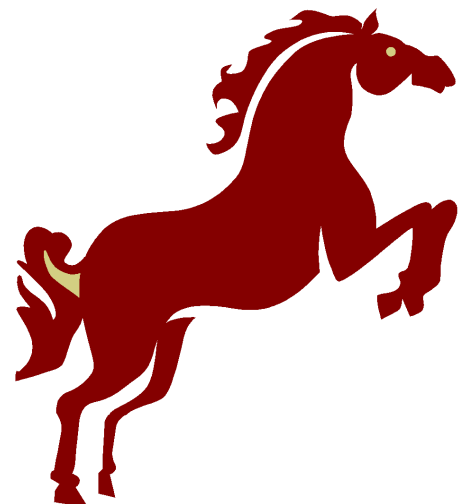
Emailing Staff Members:

You can reach teaching and office staff members via email using the following format:

firstname.lastname@scsd2.com

Example:

john.doe@scsd2.com



Teaching Staff

6th Grade

COPPER TEAM

Travis Hetland – Lit, Comp
Loretta Holloway – Lit, Comp
Angela Romanjenko – Math
Sarah Hackworth – Science
Chris Debban – History

SILVER TEAM

Kacey Titus – Lit, Comp
Devon Johnston – Lit, Comp
Pete Karajanis – Science
John Ripley – Math
Dana Wyatt – History

7th Grade

GOLD TEAM

Katie Raines – Lit, Comp
Kelsey Crowson – Lit, Comp
Tara Garner – Math
Katie Foster – Science
Ed Calkins – History

RED TEAM

Ann Lowe – Lit, Comp
Kelli Orr – Lit, Comp
Harold Mulholland – Math
Rachael Esh - Science
Renel Ellis – History

Additional 6th & 7th Grade Teachers

Katie Medill - Lit, Comp
Ryan Fuhrman – Science
Colter Huhn - Science
Erin Osborne - Math
Luke Sommers - History

8th Grade

ENGLISH

Tim Doolin
Kim Malin

HISTORY

Timm Cooper
Luke Sommers
Kyle Ewing

MATH

Kathy Stutheit
Cindy Dunham
Erin Osborne

SCIENCE

Jennifer Doolin
Nancy McCullough
Ryan Fuhrman

Electives Staff/Specialists

Amy Andrews – Resource Specialist
Chelsea Bestram – Ramp Up Math
Julianne Blaha – Spanish
Chris Bloomgren – Business Technology
Kaleb Brinkerhoff – Math Lab
Clayton Christensen - Agriculture
Aaron Cleare – Resource Specialist
Ward Cotton – Agriculture
Craig Blackwell – Business Technology
KC Fiedler – Industrial Technology
Rochelle Fox – Reading Lab
Richelle Frankovic – Family & Consumer Science
Leslie Fuhrman – Resource Specialist
Darin Gilbertson – PE/Wellness
Debra Hill – Seminar English
Michele Hoistad – Resource Specialist
Anna Holder – Art
Taylor Kelting – PE/Wellness
Erin Knutson – Band
Mary Lawson – Art
Cyrita Martini – Resource Specialist
Brent Moore – Aquatics Director
Becky Motsick – Resource Specialist
Kale Rager – PE/Wellness
Kim Ryan – PE/Wellness
Razmick Sarkissian – Orchestra
Tony Sawyer – Choir/Music
Scott Soderstrom – Industrial Technology
Jade Thoemke – Resource Specialist
Andy Wallenkamp – Resource Specialist

Highly Qualified Staff: If you have any questions regarding the qualifications of a teacher or staff member, please contact the principal.

Schedule

School hours for students are 8:05 am to 3:45 pm. SJHS classes begin at 8:20 am and end at 3:30 pm. The building will be open for students at 8:05 am unless other arrangements have been made. The first bell will ring at 8:15 am. At this time, students will be in their classrooms. After school, students are to leave the building and go home unless under the direct supervision of school staff. Examples include: athletics, after school program, student council. *Students not directly supervised must exit the building at the 3:45 bell.*

Students who participate in activities after school are to stay in the gym area of the building. Participants are to exit the building from the activity entrance by the gyms when practices or events have finished. Students will *not* have access to lockers after activities or practices.



My Daily Schedule –

Period	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1 st Period				
2 nd Period				
3 rd Period				
4 th Period				
5 th Period				
6 th Period				
7 th Period				

School Counseling

Our counselors work to help students learn to solve their own problems and help make school a place where students can feel successful. The Counseling Office offers the following varied services to students and parents:

1. *Educational Counseling.* Placement in appropriate academic settings in all areas is an ongoing process during junior high and high school. Students and parents can receive assistance in selecting courses in an effort to meet each student's individual needs.
2. *Standardized Testing.* All of the district's standardized testing for SJHS students is coordinated through the Counseling Office.
3. *Personal Counseling.* Students have the opportunity to visit with counselors to help deal with issues in their lives. In situations that are best dealt with by outside agencies, the school counselors work with those agencies, students, and parents to help coordinate any necessary services.
4. *Monitoring of Student Performance.* Counselors also help coordinate efforts among teachers, parents, and students to help raise their performance levels.



School Lunch

Lunch prices for the current school year are as follows: Student-\$2.75; Adult-\$4.50; Milk-\$0.40. Federal and State regulations make no provision for charging lunches; therefore, it is imperative that lunches are paid for in advance. Information regarding the free and reduced price lunch program is sent home to all families at the beginning of the school year. Please bring lunch money to the office before classes begin. We cannot accept cash or checks in the lunchroom. Seconds on salad bar items are available at no extra charge.



School Breakfast

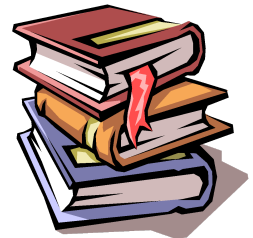
School breakfast is served daily from 7:50-8:10 am. Prices are: Student-\$1.25; Milk-\$0.40. Free and reduced prices apply.

Library/Media Center

The Library Media Center exists to serve the reading and research needs of our school community. The goals of the SJHS Library are to encourage in all students the lifelong love of reading; to assist them in using appropriate, up-to-date sources for their research needs; and to provide a welcoming environment.

Library hours are from 7:35 am – 4:30 pm, Monday through Friday. Students are welcome in the library before and after school as well as during lunch. In addition, teachers regularly issue library passes to students throughout the day. Individual teachers schedule regular book check-out times as well as time for library instruction and research.

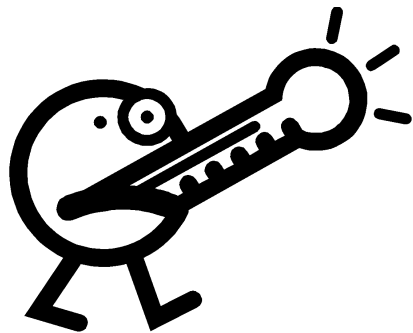
Students may check out up to five books at a time for a two-week period. We gladly renew books and do not charge overdue fees at this time. Students who do not return library books on time will lose the privilege of checking out books until the overdue books are returned. . At the end of the school year, bills will be sent for any library materials that have not been returned.



School Nurse, Medication, & Illness

A school nurse is available to all students having health-related problems, illnesses, or minor injuries. The nurse can also perform hearing and vision screenings for any student about whom parents or teachers have concerns. The nurse's office is not equipped to take care of any serious illness.

Students who are taking prescription and/or non-prescription medications to be administered at school are required to submit a District #2 Medication Form completed and signed by a parent or guardian. All medications, prescription and non-prescription (except cough drops), must be kept in the office and dispensed by the nurse, or pursuant to her directives, according to doctor's orders and must be brought to the school in the original container. School personnel cannot administer medication, including aspirin, to students unless trained to do so by the school nurse for any occasions when the nurse is unavailable. No exceptions are allowed.



Parents are requested to keep children home from school, if they are ill. Students who become ill during the school day are to report first to the Office. Students must have office staff permission to call home. Phone calls regarding illness are not to be made from the classroom. Office personnel will inform the parents if it is necessary for the child to go home. If an injury should occur, office personnel will also make proper home contacts. Students must return to class, if not sent home, and may not remain in the office indefinitely. Students who are leaving school because of illness or coming to school late because of illness, must check in or out through the Office.

ACADEMICS

Promotion/Retention/Summer School

Sheridan Junior High School adheres to Wyoming State Standards for all sixth, seventh, and eighth grade students. Standards are learning goals for students. The standards at each grade should be mastered before the student moves on to more advanced standards at the next grade level. Each year a student is promoted to the next grade level, the standards become more challenging. If a student has not demonstrated proficiency on current grade level standards, that student will have a very difficult time passing the next grade level standards. Therefore, students are expected to demonstrate proficiency on standards in each core class or they must successfully complete summer school before being promoted to the next grade. The following are guidelines for promotion, summer school placement, and retention:

Promotion to the Next Grade

- Student demonstrates proficiency* on standards in all core classes

Summer School

- Student fails 3-4 quarters in a core class; and/or
- Student fails to demonstrate proficiency* on standards in a core class, despite intervention and reassessment

Single Class Retention

- Unsuccessful completion of summer school in one core content area; and/or
- Student fails to demonstrate proficiency* on standards in a core class, despite intervention and reassessment

Retention

- Unsuccessful completion of summer school in two or more core content areas; and/or
- Student fails to demonstrate proficiency* on standards in two or more core classes, despite intervention and reassessment

*Grade level departments define proficiency in a core class based on common assessments.

Common Grading Conversion Scale

4	Exceeds Target	100% A+	2	Partial Success	69% D+
3.5		95% A	1.5		65% D
3	Meets Target	89% B+	1	Redo	59% F
2.5		75% C			

Advanced and Gifted Programs

Sheridan Junior High School works systematically to provide appropriate enrichments and challenges to students in the general education classroom. Due to high student academic skills and/or gifts in specific content areas, some students will qualify for advanced or specialized coursework. Each spring, school teams collect a variety of data to determine eligibility for courses the following fall, such as [Seminar English](#) and Math Extensions. SJHS also offers advanced coursework in Science and History to eighth grade students. Data collected for eligibility includes MAP scores, PAWS 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.

Incomplete Grades

Students who fail to meet course requirements during a quarter may receive a grade of *Incomplete*. The school will contact parents of the students explaining the need for remediation. Parents are encouraged to contact the teacher(s) to make arrangements for completing the required work. *It is the student's responsibility to complete the required work.* Upon completion of course requirements, to at least a D grade, the incomplete quarter grade will be changed to P for *passing*.

- Teachers may determine if an *Incomplete* is applicable for each student based on academic standing in that specific class. If a passing grade is not possible within the required time frame, *Incomplete* status is not applicable.
- If eligible for an *Incomplete*, students may have five school days after the end of each quarter to complete work.

All students are given the opportunity to complete missing requirements before or after school. Other possible remediation times will vary depending upon team-developed options. Students with incomplete or missing assignments may be assigned detention Principal's Palace, or Saturday School as an academic intervention.

Report Cards/Progress Reports

Report cards are issued and mailed home at the conclusion of each nine-week quarter. Midterm progress reports are also mailed home midway through each school quarter to all students. Some teachers issue grade reports every week or two for students to take home to parents. Parents are encouraged to examine the grade reports and to contact the teachers about any concerns.



Parent Portal – Accessing Student Grades

You may access your child's grades and attendance through the Infinite Campus Parent Portal. Go to www.scsd2.com; then click on *Academics* followed by *Login Portals*.

Honor Roll

Two honor rolls exist at Sheridan Junior High School. They are computed using a compilation of all graded classes taken while attending SJHS.

- Gold Honor Roll includes students who have earned all As, 3s and 4s.
- Silver Honor Roll includes students who have earned all As and Bs, 3s and 4s.

Homework

All SJHS students will have homework. We ask that parents encourage children to complete homework on time. Our teachers normally give students time in class to begin their homework, so that they can get assistance. Teachers do not always give homework; however, students should expect 15-20 minutes of homework each night in each of their required subjects.

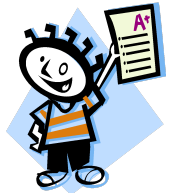
Responsibility Interventions

The school provides a variety of responsibility interventions for students with missing assignments. All students whose learning and grades are compromised by missing work are required to participate in assigned interventions until their assignments are complete. Students will be notified, if they are required to participate. Interventions are supervised by certified teachers who are there to help students complete work and raise their levels of performance. These interventions occur during lunch, after school, and on Saturdays, depending on the extent of missing work. Students chronically struggling with responsibility may be placed in Guided Study Hall or Study Skills courses by school administration.



Positive Behavior Interventions & Supports (PBIS)

The word *discipline* comes from the Latin root that means *to teach*. PBIS is designed to teach and reinforce positive, safe behavior in the school setting. PBIS is intended to provide every student with opportunities for success by teaching school-wide expectations at the beginning and throughout the school year. **Be Safe, Be Respectful, Be Responsible, and Be Boldly Kind**, are expectations that create SJHS as a place where students learn in a positive, safe, and secure environment. Students take responsibility for their actions at Sheridan Junior High School.



We are committed to assisting our students in the development of attitudes, skills, and systems necessary to ensure that each student leaves public education with academic and social competence appropriate to the individual, regardless of ability or disability.

Respect

Respect must be a shared pursuit. This means that students will be shown respect by all staff and students will show respect to all staff members. Respectful behavior is a matter of common sense, doing what you know is right, and treating others as you expect to be treated. Failure to show respect for teachers, administrators, staff, and fellow students is the root of behavior violations and will be treated very seriously.

Community Expectations

Area/Activity	Be Safe	Be Respectful	Be Responsible
<u>Community</u>	<ul style="list-style-type: none"> Keep hands, feet, and objects to self Ask for help when needed Report unsafe actions to an adult 	<ul style="list-style-type: none"> Follow directions immediately Use kind words and actions Respect property of self and others Remove hats when indoors 	<ul style="list-style-type: none"> Follow school rules Take proper care of all personal belongings and school equipment Be honest Pick up trash and throw it away, even if it is not yours
<u>Hallways/ Stairwells</u>	<ul style="list-style-type: none"> Walk at all times Keep hands and feet to self Walk facing forward Walk on the right side of the hallway and stairwell Take stairs one step at a time 	<ul style="list-style-type: none"> Use only your own locker Use quiet voices Use kind words and actions Be aware and respectful of classes in session 	<ul style="list-style-type: none"> Use hall/planner passes Move to class on time Use trash cans and recycling containers Use lockers appropriately Consume food or drink in Commons

Community Expectations, cont.

Area/Activity	Be Safe	Be Respectful	Be Responsible
<u>Restrooms</u>	<ul style="list-style-type: none"> Wash your hands Keep water in the sink 	<ul style="list-style-type: none"> Use quiet voices Give privacy Respect property 	<ul style="list-style-type: none"> Use a planner pass Flush toilets after use Return to class promptly Report any problems to an adult Keep restrooms clean
<u>Arrival/Dismissal</u>	<ul style="list-style-type: none"> Once at school, stay at school Stay in designated areas until bell rings Pay attention to traffic and buses Keep hands and feet to self Carry skateboards/ scooters on school property Walk bicycles and park them in provided stands 	<ul style="list-style-type: none"> Follow community rules Follow directions of supervising teachers/staff Respect others' property Respect the personal space of others 	<ul style="list-style-type: none"> Arrive on time and leave on time Report to designated areas promptly Obtain pass from front office if entering school early Know and follow procedures for attendance passes
<u>Commons Lunchtime</u>	<ul style="list-style-type: none"> Walk at all times Keep feet on floor Remain seated while eating Keep hands to self Choose a table and stay there for the duration of lunch 	<ul style="list-style-type: none"> Enter & exit quietly and respectfully Wait in line patiently Use quiet voices Allow anyone to sit next to you Use "please" and "thank you" 	<ul style="list-style-type: none"> Clean your table before leaving Return your trays and empty your trash as expected Stay seated until dismissed Recycle
<u>Outside Lunchtime</u>	<ul style="list-style-type: none"> Follow directions immediately Keep hands and feet to self Ask permission to enter school building Use appropriate snow behavior Stay within boundaries 	<ul style="list-style-type: none"> Use appropriate language Include everyone Play fair 	<ul style="list-style-type: none"> Return to class promptly and orderly Ask for help when needed Report any problems to an adult on duty Return equipment promptly and appropriately
<u>Assembly</u>	<ul style="list-style-type: none"> Walk into assembly as a class Sit together as a class with teacher 	<ul style="list-style-type: none"> Stay seated Use audience manners Applaud appropriately Keep feet off the back of chairs Keep hands and feet to self 	<ul style="list-style-type: none"> Remain quiet throughout assembly or presentation Remain attentive to the performers
<u>Classrooms, Gyms, & Locker Rooms</u>	<ul style="list-style-type: none"> Keep hands/feet to self Keep all legs of chair on floor Use materials appropriately 	<ul style="list-style-type: none"> Use kind words Follow directions immediately Respect others' belongings Keep a positive attitude Take care of school property 	<ul style="list-style-type: none"> Be there, be ready, and be a learner Complete assignments thoroughly and on time
<u>Office</u>	<ul style="list-style-type: none"> Walk quietly Keep hands and feet to self 	<ul style="list-style-type: none"> Wait for your turn Talk quietly and respectfully Respect privacy 	<ul style="list-style-type: none"> Use planner passes Follow attendance procedures in planner Return to class promptly
<u>Library</u>	<ul style="list-style-type: none"> Keep hands and feet to self Keep all legs of chairs on floor 	<ul style="list-style-type: none"> Respect library property Follow instructions Use quiet voices 	<ul style="list-style-type: none"> Use planner passes Use time wisely Ask for help when needed Return materials on time



Note:

SJHS students are expected to abide by the community expectations listed in the chart above at all times and in all areas of the school and its grounds. Failure to meet these expectations and/or insubordinate behavior will result in disciplinary action.

Attendance

Regular attendance at school promotes the mental and emotional development of children, reduces delinquency, enhances good citizenship, and promotes the general health, safety, and welfare of a community. Absences often have an adverse impact on student learning and may negatively impact student grades. The Wyoming State Legislature, in recognition of the importance of regular school attendance, has passed compulsory attendance laws that require students between the ages of 7 and 16 to be in regular attendance at school. These school rules are designed to ensure compliance with those laws and to promote regular attendance at school.

Attendance Reporting

All absences, including those for school sponsored activities, will be recorded in a student's absentee report and made available through Infinite Campus. The purpose of recording all absences, including school sponsored absences, is to provide parents with an overall view of student attendance.

Excused Absences

An excused absence is an absence that the School District, with the knowledge of the parent, considers compelling or unavoidable. Examples of excused absences include: student illness; serious illness or death in the family; religious holidays; court hearings where the student is required to attend; natural disasters or weather that jeopardizes travel; medical and/or dental treatment; absences that have been arranged in advance through collaboration with the principal. With all absences, it is the responsibility of the parent or legal guardian to contact the school each day the student is absent to explain the absence. If this is not possible, the student is required to provide a written explanation from the parent or guardian upon the student's return to school. Failure to communicate with the school within two school days after the student returns may result in the absence being recorded as unexcused. The principal has the discretion to excuse or unexcuse any and all absences.

Unexcused Absences/Truancy

An unexcused absence is an absence that the school considers non-compelling or avoidable. A student shall be considered truant when his/her absence is deemed unexcused by the principal. A truancy shall be considered an unexcused absence for any school day or part of any school day. The principal has the discretion to assign unexcused absences in any situation, including, but not limited to the following:

- Missing the bus;
- Appointments, other than medical/dental, that could be scheduled outside of school time;
- Vacations or shopping trips;
- Haircuts;
- Car trouble, where and when a bus is available;
- Failure to get up on time in the morning;
- Babysitting siblings;
- Skipping school;
- Absences for which no reason is provided.

If a student is absent and no note or call is received on the day of the absence, the school will attempt to call the parent/guardian. If after two school days, the parent/guardian does not provide an acceptable reason for the absence, the absence(s) will be considered unexcused. Following the first unexcused absence, the student and parent/guardian will be contacted about the importance of attending school and the law with regard to school attendance. The student could be expected to make-up the time and/or work missed for an unexcused absence. A third unexcused absence would result in a referral to the County Attorney's Office for habitual truancy or other action as deemed appropriate by the administration.

Absences for Non-School Activities

SJHS encourages participation in any positive activities, whether school sponsored or otherwise. Students participating in non-school activities that involve absences should budget absences accordingly, as these absences are not excused school activity absences. Parents are advised that any non-medical absences that exceed the district limit of twelve (12) may be marked as unexcused, even those related to non-school activities.

Excessive Absences

Twelve (12) absences in a year are considered excessive; this excludes medical absences. The following communication protocol will be utilized for attendance concerns:

- 7th absence: letter sent to parents from attendance office
- 10th absence: direct contact to parents from school discipline office; letter sent to parents
- 12th absence: attendance contract; subsequent absences marked Unexcused; doctor's note required within 48 hours of further absences; and letter sent to parents from attendance office

Unexcused absences may result in school contact to Juvenile Justice in accordance with the Wyoming Compulsory Attendance Law. In most cases, medically excused absences (documented by a doctor or school nurse) and activities like athletic events do not count toward the excessive absences policy. However, the principal has discretion for whether to accept medical excuses for students with excessive absences.

Make-up Work

Students submitting make-up work due to an excused absence will be permitted one day for each day absent, beginning after the first day back in school. Students will be able to access most missed assignments through online resources. Assignments may be requested by 10:00 am and picked up between 3:30 and 4:00 pm. *There is no good replacement for classroom instruction. Most of the learning opportunities at SJHS cannot be reproduced through paper assignments. Upon return from absences, students are encouraged to work with teachers outside of the school day to get caught up.* If a student is only missing a single day of school, there is a chance they will not receive make-up work. In these cases, it is often easier to work directly with the teacher upon return to get caught up. When a student returns to school after an absence, they are required to discuss missed activities and content with each teacher.



Checking in After an Absence

Students must check in at the office after an absence. This allows office staff to ask clarifying questions and accurately document the absence. In addition, students are required to make contact with each teacher following an absence to discuss missed work.

Tardiness

Getting to class on time is a life skill. The following consequence protocol will be used for tardiness, with students starting at zero each semester: 5 unexcused tardies = after school detention; 10 unexcused tardies = Saturday School; 15 unexcused tardies = Behavioral Center (BC). Beyond fifteen, excessive and habitual tardies will be handled by administration and could result in suspension from school.

Pre-Arranged Absences

For reasons other than illness or family emergencies, parents should call the school or send a note to prearrange absences. To enable teachers a reasonable amount of time to prepare lessons, please request a prearranged absence at least two (2) days ahead of the actual event—a form is available in the front office. The student will take the prearranged absence form to all teachers for their signatures and return it to the office prior to the absence. Students are expected to complete all make-up work prior to the date of the absence, but could be allowed more time upon their return based at the discretion of the teacher. The following is the procedure for prearranging absences:

1. The parent/guardian notifies office of upcoming absence.
2. The student takes the form to all teachers for their signatures and assignments. A student's performance in class may determine if a prearranged will be approved.
3. The prearranged form is turned into the office prior to the absence.
4. Students are expected to complete all make-up work prior to the date of the absence unless otherwise arranged with the teacher.

For situations where students will be absent at the end of the school year and not return before summer break, please use the pre arranged absence process. In these cases, all final exams and projects must be finished prior to the absence. *Please note that pre-arranged absences are not automatically excused.*

School Closures



If any of the schools in District #2 are to be closed, dismissed, or delayed due to inclement weather or mechanical breakdown, that information will be broadcast on television channel 14 and over the following radio stations: KWYO (1410) and KROE (930). In addition, parents with updated contact information will be contacted through the automated messenger system. Parents are urged to develop plans with their children, so they will know procedures when school is dismissed early.

Bullying/Harassment (See Board Policy section below for Policy JICFA)

A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions by one or more other individuals. It is a negative action when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another. Bullying can take many forms:

- Verbal: taunting, name calling, teasing, threatening, and/or sexual comments
- Physical: pushing, kicking, restraining, pinching, and/or hitting
- Psychological: making faces, and/or making demeaning or inappropriate gestures
- Social: exclusion, isolation, and/or rumors
- Cyber: threatening or harassing emails, text messages, and/or web postings

All forms of intimidation are considered bullying. When you or someone you know is being bullied, please inform an administrator, counselor, or teacher. Students are encouraged to use the Stop, Walk, Talk method of combatting bullying. The school will provide instruction and information regarding bullying at the beginning of and periodically throughout the school year. Please see the district policy on Harassment, Intimidation, and Bullying in this handbook.

Sexual Harassment

Sexual harassment is *not* condoned at Sheridan Junior High School. Sexual harassment includes inappropriate language, 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 these behaviors or words pressure, intimidate, or make a person feel uncomfortable at school or at school activities and affect that person's education in a negative way, *report the incident immediately to a staff member*. A full investigation will be commenced by the school administration upon receipt of a written complaint.

Cheating/Academic Dishonesty

Cheating is the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. Plagiarism is considered cheating. To avoid plagiarism, a student must give credit whenever using another person's idea, opinion, or theory; any facts, statistics, graphs, drawings, or information that is not common knowledge; quotations of another person's actual spoken or written words; or; a paraphrase of another person's spoken or written words. Consequences for cheating/plagiarism are as follows:

First offense: Saturday School plus supervised, honest completion of the assignment or alternate activity

Second offense: Behavior Center plus supervised, honest completion of the assignment or alternate activity

Third offense: Consequence determined by SJHS administration

Lockers

Each student is assigned a locker. Sharing lockers is not permitted. Combinations should be kept private at all times and can be changed by office staff, if requested by a student or parent.

Prohibited Items (See SCS2.com for Policies GBECC/JICG-JICH/KFA/JICI)

Students should refrain from bringing the following items to school. The listed items will be confiscated and consequences will be assigned for their possession: wallet chains; spikes on clothing, earrings, bags, etc.; dog collars; costumes; lighters; knives; multi-tools; weapons of any type; laser pointers; tobacco; alcohol; drugs; prescription medication; over-the-counter medication; and/or sharp objects such as needles. Items not listed above but considered dangerous or distracting may be confiscated at principal discretion. Administration reserves the right to determine whether any items are appropriate for school.

Dress Code

Acceptable clothing includes the following: pants, shorts, skirts, or dresses that ride above the hips and reach past mid-thigh; modest shirts and dresses with straps 1" or wider with fabric that covers the front, back, sides (under the arms), and undergarments and that touch the waistband when arms are at the sides; and shoes/sandals. *Things to avoid: bandanas; hats; sunglasses; exposed midriff, backs, cleavage and skin above mid-thigh; pajamas; slippers; references to violence, alcohol, tobacco, drugs; clothing with offensive/sexual language or graphics.* Any item that is deemed disruptive to the learning environment will be left up to the discretion of the administration.

Students in violation of the dress code will be allowed the opportunity to change into clothing that appropriately resolves the dress code violation (belt, T-shirt, etc.). Repeat offenses are considered disrespect/defiance and disciplinary action will be assigned as follows:

- 1st offense: Warning, Parent call
- 2nd offense: After School Detention, Parent call
- 3rd offense: Saturday School / Parent, Student, and Principal Meeting
- 4th offense: ISS 1 day
- 5th offense and beyond: Referral for disrespect/defiance (see Consequence Guide)

Coats/Backpacks/Bags

For safety reasons, students are not allowed to wear coats indoors or carry backpacks/bags from class to class. These items are to remain in lockers during the school day. If extenuating circumstances exist, such as student injury or health conditions, administrators will review the case and may make exceptions.

Bikes & Skateboards

We encourage students to get to school under their own power. For safety reasons, bicycles, skateboards, and scooters may not be ridden on school property. We recommend that bicycles be parked and locked in the bike racks. SJHS staff is not responsible for theft or damage.

Cell Phones & Electronics

Upon entering the building in the morning, students must turn off cell phones and place them in their lockers. If a student has a cell phone on his/her person or is using the cell phone in the building before 3:30 pm, it will be confiscated and returned to a parent only. Violating the cell phone rule is a Level 2 violation (see Consequence Guide). After 3:30 pm, students are allowed to use cell phones inside or outside the building. Other portable electronic devices, including iPods, MP3 players, CD players, cameras, and gaming systems must be kept in a locker, never on a student's person. *SJHS strongly discourages students from bringing such devices to school because of the risk of theft.* E-readers are allowed in class for assigned silent reading only. Students may not use E-readers to access the internet. SJHS staff is not responsible for theft or damage.

Closed Campus

Sheridan Junior High School operates a *closed campus*, meaning that students are to stay on the campus at all times throughout the school day from morning arrival through afternoon dismissal. Once students arrive in the morning, they must remain on campus. During the lunch periods, no student is allowed to leave the school grounds unless checked out *in person* through the office by a parent or guardian.

Sales of Goods & Services

Student sales of goods or services for personal profit are prohibited in all cases. Fundraisers must be approved through the school principal.

STUDENT TECHNOLOGY USE

Sheridan Junior High School strives to provide a learning environment that is rich in technology. Our purpose is to enable and empower student learning, engagement, and development of 21st Century Skills. Technology is a learning tool at SJHS, not a toy or means of entertainment. SJHS students and their parents/guardians will be required to sign a Digital Citizenship Code before being allowed access to technology. The following expectations have been established to ensure that students use technology productively and in a manner that promotes learning.

BE SAFE

- I will keep all usernames and passwords private at all times.
- I will report all suspicious emails and contacts immediately to an adult.
- When in doubt about the safety of a site or app, I will ask an adult.
- I will avoid inappropriate content and report use of inappropriate content immediately to an adult.

BE RESPECTFUL

- I will treat others with respect, dignity, and kindness at all times in online learning environments.
- I will report the following behaviors immediately to an adult:
 - bullying, harassment, threats, intimidation, gossip, rumors, hate speech

BE RESPONSIBLE

- I am responsible for the physical care of my device, and any damage to my device is my responsibility.
- I will use my Chromebook and apps for school appropriate learning activities only.
- I will not use my Chromebook or any web tools to cheat, plagiarize, or engage in academic dishonesty.
- I will ensure that my device is plugged in and charging before leaving each day.

Technology Misuse

The following behaviors are examples of technology misuse and will result in consequences and/or loss of technology privileges. Please see the school Consequence Guide for more information.

Behavior	Example
Off Task Usage	Gaming, messaging, web surfing, personal emails, personal documents or forms , or during class time
Inappropriate Content	Accessing information related to inappropriate topics such as violence, drugs, or sexual content
Cyber Bullying	Using technology for gossip, rumors, drama, threats, harassment, and/or bullying
Academic Dishonesty	Using technology to cheat and/or engage in plagiarism
Vandalism	Destroying or otherwise purposefully damaging school property

In addition to these behaviors, students are responsible for the physical care of any device assigned to them. Devices damaged through carelessness or through the purposeful actions of a student are the responsibility of the student and parent/guardian.



ACTIVITIES

Mission

The major role of the activities program at Sheridan Junior High School is to develop skills, positive self-concept, and the positive values and attitudes associated with success in life. All students are encouraged to participate in activities. Interscholastic and Intramural Sports and Activities are conducted throughout the school year. Positive sportsmanship is expected from our student participants and fans. Unsportsmanlike behavior will not be tolerated.

Academic Eligibility Policy

Student-athletes at SJHS are expected to maintain good academic standing and stay current on school work if they desire to participate in athletics and activities. The school maintains clear expectations for eligibility, as well as a Code of Conduct for student-athletes. Current versions of these documents are available at the school website, through our activities director, or at the school counseling office.

Activities & After School Programs

Sheridan Junior High School prides itself in offering a wide variety of extracurricular and co-curricular activities, as well as after school programs, to enhance student learning in our school. These activities may include:

Kid Witness News

Student Council

National Junior Honor Society

Spelling Bee

Geography Bee

After School Math Program

After School Literacy Program

Robotics

Makerspace

Drama Club

Computer Coding

Yearbook

Intramural Sports

Bigger, Faster, Stronger

Destination Imagination

Academic Quiz Team

Orchestra

Band

Choir

Interscholastic Athletics



The following interscholastic sports are offered at Sheridan Junior High School. The academic eligibility policy is provided to all participants.

6th Grade – Track, Wrestling, Swimming, Cross Country

7th/8th Grade – Track, Wrestling, Swimming, Cross Country, Basketball, Football, Volleyball

Electronic Information Resource Agreement (Internet Access)

Please read this document carefully. All students in Sheridan County School District No. 2 will be allowed Internet access unless parents specify in writing that they do not want their child to have such access. All students will be expected to abide by the conditions and guidelines of this Electronic Information Resource Agreement.

Terms and Conditions of This Agreement

These policies shall apply to:

1. Users of electronic information resources that are utilized with equipment located in Sheridan County School District No. 2.
2. Users who obtain their access privileges through association with Sheridan County School District No. 2.

Personal Responsibility

Students will accept personal responsibility for reporting misuse of the network to the System Administrator. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or suggests pornography, unethical or illegal behavior, racism, sexism, or inappropriate language, or constitutes a violation of the guidelines set forth below.

Acceptable Use Guidelines

The use of electronic information resources must be in support of education, research, and the educational goals and objectives of Sheridan County School District No. 2.

- Students will use electronic information resources for educational purposes only.
- Students agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, violent, racially offensive, or illegal material.
- Students will abide by all copyright regulations.
- Students will not reveal home addresses or personal phone numbers of others or themselves.
- Students understand that electronic mail is not private.
- Students will not use the network in any way that would disrupt the use of the network by others.
- Students understand that many services and products are available for a fee and acknowledge that they are responsible for any expenses incurred.
- Students will not use the network for commercial purposes.
- Students will not attempt to harm, modify or destroy hardware or software, interfere, or hack/crack the system security.

Privileges

The use of the electronic information resources is a privilege, not a right, and may be revoked at any time.

Services

Sheridan County School District No. 2 reserves the right to log the use of all systems and monitor fileserver space utilization. Should it become necessary, files may be deleted. The System Administrator may close an account at any time. Sheridan County School District No. 2 is not responsible for any service interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of the District. Sheridan County School District No. 2 makes no warranties of any kind, whether expressed or implied. Service is provided as an "as is, as available" basis. Sheridan County School District No. 2 reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

Consequences

Infractions of the provisions set forth in the Electronic Information Resource Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action. Activities in violation of state and federal statutes will be subject to prosecution by those authorities. The District as appropriate may take disciplinary action. The administration, faculty, and staff of Sheridan County School District No. 2 may request the System Administrator to deny specific user accounts.

DISCIPLINE

The purpose of discipline and consequences at Sheridan Junior High School is to maintain a positive, safe learning environment for all and to provide interventions to help promote positive behavior among students. Administrators will apply behavioral interventions in the form of re-teaching and consequences for students whose behavior and choices compromise the quality of the learning environment or in any way jeopardize safety of their peers. The fundamental goal of all discipline and consequences at SJHS is to positively change student behavior.

Consequence Descriptions

- *Re-teaching/Office Time Out:* Temporary removal from the classroom for discussion of behavior and re-teaching of expectations.
- *In School Suspension:* Removal from the classroom with supervised isolation in the ISS Room.
- *Temporary Removal/Parent Time Out:* Removal from school until after a parent/guardian conference.
- *Detention:* Supervised isolation during lunchtime or after school, with time for students to reflect on their actions and impact on the learning environment. Students are to complete homework during detention.
- *Saturday School:* Supervised quiet time on Saturdays from 7:55-12:00 noon, during which students reflect on their actions and impact on the learning environment. Community service is sometimes a component of Saturday School. Students are to complete homework during the session.
- *Suspension:* Removal from school for a period of time not to exceed 10 school days unless further action is pending. Suspended students may not participate in school activities or be on school grounds while suspended.
- *In-School Suspension:* This is an in-house suspension that focuses on student safety and well-being while being engaged in behavioral and academic challenges.
- *Expulsion:* Removal from school for the remainder of the school year or, in some cases, up to one calendar year.
- *Restitution:* Restoration or payment of damages for something that has been stolen or destroyed. This includes reimbursement to the school district or an individual for the total replacement cost or repairing the damage.

Note:

The guidelines for school discipline listed on the following chart do not include all of the possible variations of student misconduct. Examples include throwing snow, horseplay, roughhousing, being in an unauthorized area, and failure to keep hands, feet, and other objects to oneself. ***In all cases, the interpretation and evaluation of extenuating circumstances is left to the Principal, Assistant Principal, or Discipline Staff.***

CONSEQUENCE GUIDE

Behaviors	Lunch or After School Detention	Saturday School	ISS 1 day	ISS 3 days	ISSr 5 days	ISS 10 days	Expulsion Recommendation
Level 1 - Minor Misbehavior (Classroom) Includes talking in class; off task behavior; disruptions; lack of preparation/materials; name calling; throwing paper, etc; sleeping; dishonesty; passing notes; backtalk; writing school property	<p>Level 1 Behaviors are teacher-managed using the STEP Plan. Teachers will make a parent/guardian contact for each behavior incident. Four STEPS in a classroom equal a Level 2 behavior referral.</p>						
Level 2 - Minor Misbehavior Includes 4 STEPS; cell phone/electronics use; public display of affection; profanity; class disruption; throwing food; skipping; gossip/drama/rumors; minor technology misuse (e.g., off-task behavior)	1 st offense	2 nd offense	3 rd offense	4 th offense	5 th offense	6 th offense	
Level 3 – Major Misbehavior Includes bullying/threats/harassment; hate speech; insubordination; disrespect/defiance; profanity directed at staff; major technology misuse (e.g., inappropriate sites, bullying); tobacco use/possession			1 st offense	2 nd offense	3 rd offense	4 th offense	
Level 4 – Significant Major Misbehavior Includes alcohol/drug possession/use; fighting; theft; sexual harassment; vandalism					1 st offense	2 nd offense	
Level 5 – Expulsion Recommendation Includes providing/selling drugs or alcohol; alarms/ bomb threats; assault/battery; weapon possession/use							1 st offense

All consequences may vary dependent on the severity of an offense. Administration reserves the right to determine the severity of an offense.

Any student earning 10 or more major office referrals will be recommended for expulsion from Sheridan Junior High School. Excessive or ongoing minor and/or major referrals may also result in a recommendation for expulsion.

Truancy/Ditching	Students will attend After School Detention or Saturday School for time equivalent to time truant. 3 unexcused tardies result in referral to Juvenile Justice.
Tardies	5 tardies-After School Detention; 10 tardies-Saturday School; 15 tardies-In-School Suspension 1 day & parent conference; 20 tardies-In School Suspension 3 days
Cheating/Plagiarism	See related section in handbook.
In-School Suspension	In-School Suspension is on campus supervised study that provides students a location to work on assignments and behavior modification curriculum.
School Resource Officer	Our School Resource Officer (SRO) participates in some discipline cases as deemed necessary by administration.
Dress Code	See related section in handbook.

This document is a guideline only and does not include all possible cases of student misconduct. Administration reserves the right to evaluate, interpret, and make decisions regarding each situation and the student(s) involved.

**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.

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 based on 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.

<u>AC</u>	<u>NONDISCRIMINATION/EQUAL OPPORTUNITIES</u>
<u>EFDA</u>	<u>PAYMENT/DEBT SCHOOL LUNCH COLLECTION</u>
<u>JB</u>	<u>EQUAL EDUCATIONAL OPPORTUNITIES</u>
<u>JBA</u>	<u>DISCRIMINATION - STUDENT COMPLAINT PROCEDURE</u>
<u>JH</u>	<u>STUDENT ABSENCES AND EXCUSES</u>
<u>JH-P</u>	<u>STUDENT ATTENDANCE PROCEDURE</u>
<u>JICFA</u>	<u>HARASSMENT, INTIMIDATION, AND BULLYING</u>
<u>JLCD</u>	<u>ADMINISTERING MEDICATION TO STUDENTS</u>
<u>JRA</u>	<u>STUDENT RECORDS</u>
<u>JRA-E2</u>	<u>NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS</u>
<u>JRA-E3</u>	<u>NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)</u>
<u>JRA-P</u>	<u>PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT GOVERNING THE MAINTENANCE, TRANSFER, AND DISCLOSURE OF STUDENT EDUCATIONAL RECORDS</u>
<u>KIB</u>	<u>REGISTERED SEX OFFENDERS ON SCHOOL PROPERTY</u>