

Sheridan High School

2014-2015

1056 Long Drive
Sheridan Wyoming 82801
(307) 672-2495 ext. 2000
Fax (307) 672-8071
www.scsd2.com

SHS MISSION STATEMENT

We desire to see students become independent, productive members of society. As educators, we dedicate our time and effort to give our students the academic tools and support necessary to ultimately experience the freedom, confidence, and self-respect that result from earned personal success.

We believe:

- Every person is valuable and deserves to achieve his/her potential
- Each individual has responsibility for his/her actions and the resulting consequences
- All students can become responsible and contributing members of society
- We will make a difference in the world, one student at a time

Dear Bronc Students and Parents:

Welcome to SHS for the 2014-2015 school year! Whether you are new to the high school or you have been with us before as one of the Broncs, 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 this 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

NAME: _____ GRADE: _____

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.

SCSD2 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.

SHERIDAN HIGH SCHOOL PHONE NUMBERS

307-672-2495

Receptionist TBD ext. 0 or 2000

ADMINISTRATION

Principal..... Brent Leibach..... ext. 3108
Assistant Principal Cindy Dahl..... ext. 3107
Assistant Principal Jeff Mowry..... ext. 4103
Activities Director Don Julian ext. 3106
Asst Activities Director Peter Hawkins..... ext. 3105
Asst Activities Director Suzie Schatz-Benson ext. 1127
Discipline Assistant..... Ben Phillips ext. 4112
Discipline Assistant..... Ryan Murner..... ext. 4101

GUIDANCE COUNSELORS

A – D Becky Leno..... ext. 3117
E – K..... Mike Swan ext. 3119
L – R..... Jami Shatto ext. 3112
S – Z..... Brenda White ext. 3118
Post-Secondary Strategic Planner Ed Fessler..... ext. 2108

SUPPORT STAFF

Principal’s Secretary/Office Manager Linda Trimmer ext. 2002
Activities Secretary..... Debbie Hanson ext. 2001
Attendance Secretary..... Gayle Wells ext. 2003
Discipline Paraprofessional Marjorie Allred ext. 4102
Guidance Secretary Marilyn Pettit..... ext. 3116
Guidance/Data Secretary Debbie Leibach ext. 3121

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GRADUATION REQUIREMENTS

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

1. Complete a Career Portfolio by the first week in April, unless the senior is enrolled in Careers for the spring semester.
2. Earn 24 credits in grades 9-12.
3. Meet standards mastery in at least five of the nine core areas.
4. Be proficient in the principles of the Wyoming Constitution and complete American Government.
5. Take the ACT, with the exception of students who move to SCSD2 after the state mandated test date.
6. Complete **four (4)** years of English, **three (3)** years of mathematics, science, and social studies; **one (1)** year of PE and **one (1)** Health and Safety class.

REQUIRED STANDARDS MASTERY CLASSES

Graduates must master standards in at least five of the nine subject areas. Sheridan High School has placed the state standards in the following classes:

<u>Core Content</u>	<u>Standards Mastery Courses</u>
English	English 10, Accelerated English 10, or Applied English 10; English 11, Accelerated English 11, or Applied English 11
Mathematics	Algebra I, Algebra IB, and Standards Math or Geometry
Science	Integrated Science, Biology
Social Studies.....	World History, American Government, AP American Government, and American History or AP U.S. History
Health.....	Health & Safety
P.E.....	Individual & Team Activities
Fine Arts	Any Music or Studio Art I
Career & Tech Ed.....	Career Development
Foreign Language	Spanish or French I

THE CAREER CENTER AT SHERIDAN HIGH SCHOOL

The SHS Career Center provides current information to help students:

- explore career pathways,
- plan for work or higher studies after graduation, and
- complete the personal Career Portfolio, a graduation requirement.

The Career Center is open Monday through Friday during normal school hours, and 8:00 am to 4:00 pm.

Career Center resources offered for students' use include:

- networked computers,
- vocational training and military information, and opportunities,
- college catalogues, handbooks, and applications, and
- ACT and SAT registration forms, ASVAB testing, and Compass college placement test site.

See our website: www.scsd2.com – click School Sites, then SHS, then Postsecondary Planning.

THE CAREER PORTFOLIO

At Sheridan High School each student is required to complete the career portfolio before graduation. The portfolio can be completed in the Careers class or in the Career Center. A career portfolio allows students to gather a collection of documents, artifacts, or materials that are representative of their academic, leisure, and career development activities for future employers, as well as college.

The Career Center requirements are as follows:

- 1) Face-to-face interviewing techniques
- 2) Two letters of recommendation
- 3) Creation of a digital portfolio at www.kudernavigator.com – “N” (verification) code required (See Career Center Coordinator)
 - a. Personality, Skills, and Values Assessments
 - b. College/Military or World of Work Research
 - i. Application
 - ii. Test scores (ACT/SAT/ASVAB) need to reflect post-secondary options
 - iii. Research three college, military, or employment scenarios
 - c. Career Search
 - i. Research paper or PowerPoint on your final career choice and outlook for the next 10 years (Who am I, What do I want, and How do I get it)
 - ii. Complete in depth comparison of three career goals

- d. Job Hunt
 - i. Application
 - ii. Cover Letter
 - iii. Resume
- e. Identify sources of financial aid to pay for higher education using Merit Aid, Cappex, Fastweb, or an approved source (Student Planning Office)
- f. Sample(s) from chosen Programs of Study: i.e., writing samples, art work, math solutions, science project, musical certificates of participation, letters of recommendation for teamwork, certificates of club participation, and community involvements.

ENROLLMENT

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

PROMOTION

In order to be classified as:

- A 10th grader, you must have passed six 9th grade classes.
- An 11th grader, you must have twelve credits.
- A 12th grader, you must have eighteen credits, pass a majority of the standards, and have an ACT score. Transfer students will be given special consideration of their circumstances.

TRANSCRIPT DESIGNATION

All students who graduate from Sheridan High School will receive the same diploma. However, state law mandates that students' transcripts contain one of three levels of designation based on standards mastery. Those levels and their definitions are as follows:

- General: Students whose transcript is labeled General have demonstrated standards mastery (Proficient or Advanced status) in five of nine core subject areas.
- Comprehensive: Students whose transcript is labeled Comprehensive have demonstrated standards mastery (Proficient or Advanced status) in nine of nine core content areas.
- Advanced: Students whose transcript is labeled Advanced have demonstrated standards mastery at the proficient level in all nine areas and at the advanced level in at least five of those nine areas.

Proficiency level or mastery status is determined by demonstrating mastery on a majority of standards on the Indicator Course standards-based assessments. Proficient status can be reached with multiple assessment opportunities. Advanced status must be reached on the first attempt for a majority of standards. Students who elect not to enroll in indicator classes in all nine common core areas can only receive the General transcript endorsement.

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 planner, student ID, activity pass for all home athletic events, parking privileges and sticker, school assemblies, and Drug and Alcohol Programs.

ACADEMIC LETTERING

Students in grades 9–12 may earn an academic letter, if their GPA is in the top 10% of their class.

HONOR ROLL/GPA/CLASS RANK

To be eligible for the Honor Roll, a student must be enrolled in five classes at Sheridan High School. The Principal's Honor Roll will consist of students who earn all A's. The "A" Honor Roll will consist of students who earned a 3.99 – 3.5 average and no grades lower than a "C". The "B" Honor Roll will consist of students who earn a 3.49 to 2.7 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. Pluses 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. Calculations take place at the end of each semester, until the end of the senior year. 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.

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 of each nine weeks and reports will be mailed home. Dates for progress reports are: September 24th, December 10th, February 17th, and April 29th. Infinite Campus (the district Student Information System) will give parents an up-to-date accounting of progress in classes.

In addition to Friday Early Out tutoring, Sheridan High School also offers after school tutoring on Tuesday and Wednesday, as well as Saturday School tutoring from 8:00 – 11:00 am in the high school library. While these tutoring opportunities are open to all students, for some students it will be mandated that they go because of low grades. Missing a mandated academic opportunity, such as Friday Early Out will result in a consequence.

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. No food allowed; beverages are limited to bottled water. 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. Students are expected to bring their planner to stamp in the time clock, and sign in and out on the usage log each time they visit the Library Media Center (LMC).

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.

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 Guidance Office to include the grade on the high school transcript. Concurrent Enrollment provides **juniors and seniors** an opportunity to get college credit and experience the college environment, but continue coursework on the Sheridan High School campus. Freshmen and sophomores may earn concurrent enrollment with permission of the principal.

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. Students whose intellectual capacity and academic achievement require services are identified through MAP scores, State assessment, and teacher recommendations.

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. Nationally-normed writing, reading, social studies, and nonverbal intelligence tests are used to create an initial screening list. From this list, grades in social studies, teacher checklists, and standard proficiency in social studies are compiled into a matrix and scored. Those 20-25 students (roughly ten percent) with the highest cumulative scores are invited to participate in the class. Students entering the District in the ninth grade, who desire to be in Accelerated World History, will be evaluated based on as much of the same criteria as are available.

FRESHMEN LEARNING COMMUNITIES (FLC): To better meet the needs of 9th grade students and help them adjust and adapt to high school, Sheridan High School upper classmen mentors will be conducting FLC's 1st semester during lunch. These sessions will be used to provide students with the skills they need to succeed in high school and life, develop a sense of community and ownership, and provide the 9th graders with upper classmen mentors that will help them if academic or social issues arise.

Lunch time will be divided, so students may eat their lunch and attend FLC. Some students will attend FLC first and then eat lunch.

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.

Identification Criteria: Identification is based on Wyoming and federal law.

A comprehensive assessment and evaluation that conforms to specific assessment (depending on the specific disability) and procedural requirements must be conducted before the initial placement of any student who needs, or is believed to need, special education and related services. It is the district's obligation to locate through a referral process, identify and evaluate all students who reside within the jurisdiction of the district, who have a disability or are suspected of having a disability.

The student must meet the definition and criteria of one or more of the thirteen categories of disabilities specified under federal law.

Selection 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.

After the student's comprehensive assessment and evaluation is completed by the student's Multi-Disciplinary Assessment/Evaluation Team (MDAT), a school-based Individualized Education Plan (IEP) Team will meet to determine eligibility, develop goals, related services, and placement.

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 9th grade students who are reading and writing below grade level.

Identification Criteria: State assessment, MAP 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.

HOME SCHOOL STUDENTS AT SHS

Home school students are welcome 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 required that all home school 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 homeschooler. Home school 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 home school curriculum and upon principal and counselor approval, up to five credits can be awarded. An SHS diploma will not be awarded to home school students unless they meet the graduation requirements outlined on page 4. Home schooled 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.

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 make informed choices among technology systems, resources, and services, and 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 be monitored. **Each student is responsible for their account and will be held accountable for any violations. Work on school computers is considered public use, not private.** Students who bring in their personal devices to use while at school will be held accountable to the same acceptable use agreement as if using the school-owned devices. Students who have lost internet or network privileges will be unable to use personal equipment at school. Students that violate the Acceptable Use Agreement will be subject to disciplinary consequence, 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 terroristic and weapons sites.

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. Such items are typically held until claimed. Unclaimed items will be held for one month and then be donated to charity. The school is not responsible for lost items.

GUIDANCE SERVICES

Guidance 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.

Before the end of the school year, students will meet with their counselor and verify their course selections for the following year. Schedule changes can be made when there is a valid reason for the change and with a deadline of the first five days of the semester. Students who drop or are withdrawn for disciplinary reasons from a course after the first 10 days of a semester will routinely be assigned a “WF” grade. Schedule changes for second semester should be made any time before the first five days of the semester.

Counseling Disclosure Statement: The school counselors and specifically the professionals listed below offer limited health services to our students. These services are educationally focused and follow a brief problem-focused approach. Services may include individual counseling, group counseling, educational, emotional, and/or vocational testing and assessment, case management, and crisis intervention. Payment is not expected for these services, as they are part of our school district’s comprehensive education program.

Parents and their children have a right to confidentiality. In judicial or administrative proceedings, parents and students have the right to refuse to disclose and may prevent the disclosure of confidential information, including information contained in administrative records communicated to a person licensed or certified under the Wyoming Mental Health Professions Practice Act, for the purpose of diagnosis, evaluation, or treatment of any mental or emotional condition or disorder. A person licensed to practice under this act shall not disclose any information communicated as described above, in the absence of an expressed waiver of the privilege, except in the following circumstances:

1. Where abuse or harmful neglect of children, the elderly or disabled or incompetent individuals is known or reasonably suspected;
2. Where the validity of a will of a former client is contested;
3. Where such information is necessary to defend against a malpractice action brought by the client;
4. Where an immediate threat of physical violence against the self or a readily identifiable victim is disclosed to the person licensed or otherwise authorized to practice under this act;

5. In the context of civil commitment proceedings, where an immediate threat of self-inflicted harm is disclosed to the person licensed or certified to practice under this act;
6. Where the client alleges mental or emotional damages in civil litigation or is issue in any judicial or administrative proceeding concerning child custody or visitation;
7. Where the client is examined pursuant to court order; or
8. In the context of investigation and hearing brought by the client and conducted by the board, where violations of this act are at issue. The board shall inspect information that is deemed to be of a sensitive nature and the board shall determine whether or not the information shall become part of the record and subject to public disclosure.

The following counselors and school psychologist are licensed under the *Mental Health Professions Practice Act*:

Servio Carroll, EdS, LPC School Psychologist at Sheridan High School
 MS in Counseling and Educational Psychology; EdS in School Psychology from the University of Nebraska-Kearney
 Mike Swan, MS, PLC, NCC Counselor at Sheridan High School
 MS in School Counseling from University of Wyoming

This disclosure statement is required by the Mental Health Professions Licensing Act.

THE STUDENT PLANNING OFFICE AT SHERIDAN HIGH SCHOOL

The Student Planning Office (SPO) assists and advises Sheridan High School students as they plan their future education and training. It is located in Room B108, and is open to all students, parents, teachers, and staff. The SPO is the school's main resource for: planning postsecondary education and training; university & college application processes; information on student financial aid; and Advanced Placement Examination coordination. SPO hours are 8:00 am to 4:00 pm Monday through Friday. Students are welcome any time, or they can make an appointment to plan a meeting: telephone extension 2108.

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

PLANNING FOR POSTSECONDARY EDUCATION

As early as possible, students need to think ahead toward life after high school. About 25% of Sheridan High School graduates go straight to a four-year college or university, 50% enter two-year community colleges, and 25% 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!



The State of Wyoming provides Hathaway Merit and Need Based Scholarships to Wyoming students attending the University of Wyoming and Wyoming community colleges. Every Wyoming student who meets the merit requirements can earn a Hathaway Merit Scholarship.

“Will I Qualify for the Hathaway Scholarship Program?”

Students and Parents: Please use the information on the table below to **estimate** your status with regard to the Hathaway Scholarship Program. Note that the Success Curriculum on page 13 is condensed and is to be used for estimation only. See your counselor, or visit the Wyoming Department of Education website at <http://www.edu.wyoming.gov/Programs/hathaway.aspx> for a more complete description of the Hathaway program. If you plan on attending a Wyoming community college or the University of Wyoming, referring to this form will help keep you on track to participate in the Hathaway Scholarship Program.

Scholarship Level	NOT ELIGIBLE	PROVISIONAL OPPORTUNITY Two years only	OPPORTUNITY	PERFORMANCE	HONORS
ACT SCORE	Below 17	17 (or WorkKeys 12)	19	21	25
GPA	Below 2.5	2.50	2.50	3.00	3.50
\$ semester	\$0	\$840	\$840	\$1,260	\$1,680
\$ four years	\$0	(\$3,360)	(\$6,720)	(\$10,080)	(\$13,440)

During the legislative session of 2014, the Wyoming Legislature passed a bill to increase all four levels of the Hathaway scholarship by 5%, beginning in the fall of 2014.

Honors and Performance Levels ~ Success Curriculum

Subject	Wyoming Graduates
Math	FOUR years of math, to include: Algebra I, Algebra II, and Geometry PLUS one more year
Language Arts	FOUR years of language arts in grades 9 through 12, to include: Reading, Writing, Listening, and Speaking
Science	FOUR years of science, three of which shall satisfy SHS graduation requirements
Social Studies	THREE years of social studies in grades 9 through 12 to include a <i>combination</i> of: world history, American history, geography, American government, and economic systems and institutions
Foreign Language	2 years of sequenced foreign language (i.e. Spanish 1 & 2)

Opportunity Level ~ Success Curriculum

Subject	Wyoming Graduates
Math	THREE required classes plus a FOURTH year of math to include Algebra I, Algebra II, and Geometry
Language Arts	FOUR years of language arts in grades 9 through 12, to include: Reading, Writing, Listening, and Speaking
Science	THREE required classes, plus a FOURTH science class
Social Studies	THREE years of social studies in grades 9 through 12 to include a <i>combination</i> of: World History, American History, Geography, American Government, and Economic Systems and Institutions
Foreign Language	Demonstrate proficiency on the state standards

**NOTE: Provisional Opportunity level success curriculum not shown;
consult a counselor or the Student Planning Office, Room B108.**

Hathaway Success Curriculum Changes for 2016 Graduates and Beyond

In addition to the requirements for each Hathaway level from the previous page,
the following applies for the 2016 graduates and beyond.

Success Curriculum Content Area	Provisional Opportunity (\$840/semester) 2.5 GPA / 17 ACT or 12 WorkKeys	Opportunity (\$840/semester) 2.5 GPA / 19 ACT	Honors (\$1680/semester) Honors 3.5 GPA / 25 ACT Performance (\$1260/semester) Performance 3.0 GPA / 21 ACT
Foreign Language	Two sequenced years of the same Foreign Language One of which is required to be taken in grades 9-12. or	Two sequenced years of the same Foreign Language One of which is required to be taken in grades 9-12. or	Two additional years of Foreign Language courses May be sequenced or non-sequenced different language or
Fine and Performing Arts	Two years of Fine and Performing Arts courses or	Two years of Fine and Performing Arts courses or	Two years of Fine and Performing Arts courses or
Career-Vocational Education	Two years of Career-Vocational Education courses	Two years of Career-Vocational Education courses	Two years of Career-Vocational Education courses

Opportunity and Provisional Opportunity students can elect to take either two sequenced years of foreign language or two years of career-vocational education or two years of fine and performing arts courses.

The native language of the Eastern Shoshone or the Northern Arapahoe, or American Sign Language (ASL) may be taken in fulfillment of this requirement.

The Student Planning Office sponsors an annual evening College Financial Aid Program in January for current high school students and their families. Students and interested parents and guardians should attend these meetings in order to understand the college admissions and financial aid procedures. The date for this program will be advertised when it is confirmed.

The SPO 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;
- endorsing application documents; and
- communicating with admissions and financial aid offices.

College Applications: Students are responsible for their own college and university applications. The SPO 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 SPO, including college applications, official transcripts, and any other required documents. The SPO 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 three times a year at Sheridan High School. Highly selective colleges often require both SAT Subject Tests, which must be taken on separate test days. 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. The ACT is required to be eligible for the University of Wyoming Trustees scholarships. 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 SPO and the Career Center have ACT and SAT registration materials, practice books, and information about online exam preparation resources. Students should ask in the Student Planning Office 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, student loans, and awards 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. Awards are one-time grants of money designated for postsecondary education. Students and/or their parents must repay loans.

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

Students are invited to gather more information on financial aid from the SPO.

SHS - SPO College Examination and Application Calendar Academic Year 2014-2015

AUG 8	Fri		Registration Deadline for ACT Sept. 13	
SEPT 13	Sat	8:00 am	ACT Examination	
SEPT 19	Fri	3:35 pm	PSAT Examination Sign-Up Deadline	SPO
SEPT 19	Fri		Registration Deadline for ACT Oct. 25	Career Center/SPO
TBA			Post-High Planning Day	Sheridan College
OCT 15	Wed	8:00 am	PSAT/NMSQT Examination	SHS
OCT 25	Sat	8:00 am	ACT Examination	Sheridan College
NOV 7	Fri		Registration Deadline for ACT Dec 13	Career Center/SPO
NOV 8	Sat	8:00 am	SAT Exam & Subject Tests (Language w/Listening)	SHS Rm. B108
DEC 13	Sat	8:00 am	ACT Examination	Sheridan College
JAN 9	Fri		Registration Deadline for ACT Feb. 7	Career Center/SPO
JAN 22	Thurs	6:30 pm	Financial Aid Night	SHS
JAN 24	Sat	8:00 am	SAT Exam & Subject Tests	SHS Rm. B108
FEB 7	Sat	8:00 am	ACT Examination	Sheridan College
MAR 1	Sun		Financial Aid Application Priority Deadline	Sheridan College
MAR 13	Fri		Registration Deadline for ACT Apr. 8	Career Center/SPO
MAR 16	Mon	4:00 pm	AP Examination – SHS Registration Deadline	SPO @ SHS
APR 18	Sat	8:00 am	ACT Examination	Sheridan College
APR TBD	Tues	8:00 am	ACT Examination for all juniors PLAN/Explore tests	SHS
MAY 2	Sat	8:00 am	SAT I & SAT II Examinations	SHS
MAY 4-15		TBA	AP Exams	SHS
MAY 8	Thurs		Registration Deadline for ACT June 13	
MAY 20	Wed	6:30 pm	Academic Honors Program @ Sue Henry Theater	SHS
JUNE 13	Sat	8:00 am	ACT Examination	Sheridan College

SHS COLLEGE PLANNING CALENDAR

Sophomore Year (10th 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 Student Planning Office that can assist them with choosing a college.

SHS College Planning Calendar: Junior Year

Month	Junior Year	Exams
September	<i>Enroll in courses that fulfill college requirements: check w/ your guidance counselor. Engage in clubs and artistic, athletic, and community service activities. Inventory yourself: use your Career Center Portfolio to set your strategy. Define your interests & the kind of higher education that you want and need.</i>	PSAT deadline Sept 19, 2014 ACT Sept 13, 2014
October	<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 15, 2014 ACT Oct 25, 2014
November	<i>STUDY MORE! High grades = more college choices & financial aid! Know your math. Read with a dictionary at hand.</i>	SAT Nov 8, 2014 @ SHS
December	<i>Search out colleges in reference books & online @ collegeview.com, wiredscholar.com, collegeboard.org, etc. and visit college websites. Get leads from your counselor.</i>	ACT Dec 13, 2014
January	<i>Register for Spring ACT and SAT exams. Update your Portfolio in the SHS Career Center. Complete the SHS/SPO College Choice Inventory</i>	SAT Jan 24, 2015
February	<i>Ask the SHS Student Planning Office for information/advice. Build your personal postsecondary education strategy.</i>	ACT Feb 7, 2015
March	<i>Refer to books & internet to define your expectations. Identify and contact a dozen colleges that meet your needs. Plan summer school/job/volunteer project/travel.</i>	
April	<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 18, 2015 @ Sheridan College ACT Apr 28, 2015 @ SHS Required for all Juniors
May	<i>Discuss your college plans with your teachers. Confirm your academic plan for Senior year. Take the SAT I or SAT II and AP Examinations</i>	SAT May 2, 2015 @ SHS Advanced Placement May 4-15, 2015
June	<i>Schedule appointments for college campus visits. Think about where you will be going <u>next</u> year.</i>	ACT June 13, 2015 @ Sheridan College
Summer	<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 Planning Calendar: Senior Year

Month	<i>Senior Year</i>	Exams
September	<p><i>"Enroll / Engage / Inventory / Define" again, as in Junior Year Calendar.</i></p> <p><i>Discuss your college plan with your parents/guardians & teachers/counselor.</i></p> <p><i>Consult the SHS Student Planning Office.</i></p> <p><i>Research colleges/universities. Compile your list of the ones you like.</i></p> <p><i>Obtain application materials (photocopy the forms for scratch work/backup.) Register for the ACT and SAT examinations.</i></p>	<p>ACT Sept 13, 2014 @ Sheridan College</p>
October	<p><i>Talk to Admissions Offices & visit the colleges.</i></p> <p><i>Draft, then write, then rewrite application essays.</i></p> <p><i>Identify teachers best able to write recommendations.</i></p> <p><i>(Submit Early Action & Early Decision applications.)</i></p> <p><i>Take the ACT exam & have scores sent to colleges.</i></p>	<p>ACT Oct 25, 2014 @ Sheridan College</p>
November	<p><i>Take the SAT exams & 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 8, 2014 @ SHS</p>
December	<p><i>Take ACT/SAT exams, if necessary.</i></p> <p><i>Prepare personal/family financial records for FAFSA.</i></p>	<p>ACT Dec 13, 2014@ Sheridan College</p>
January	<p><i>FAFSA: <u>Free Application for Federal Student Aid</u> - 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>	<p>SAT Jan 24, 2015 @ SHS</p>
February	<p><u>Watch out for financial aid application deadlines!</u></p> <p><i>Confirm that filed FAFSA data is complete & 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 7, 2015@ Sheridan College</p>
March	<p><i>Receive acceptances/rejections & financial aid offers.</i></p> <p><i>Record acceptances/rejections & financial aid offers in SPO.</i></p>	
April	<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 18, 2015 @ Sheridan College</p>
May	<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 2, 2015 @ SHS</p> <p>Advanced Placement Examinations May 4-15, 2015</p>
June	<p><i>Graduate! and verify that SHS sends your final transcript to your college.</i></p>	<p>ACT June 13, 2015 @ Sheridan College</p>

SHS ATTENDANCE POLICY

The Twelve-Day Limit - A maximum of twelve non-school related absences will be tolerated in any one class. 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 day limit must have all future absences for the rest of the school year excused by a doctor's note or the absence(s) will be unexcused.

Consequences for unexcused absences will be lunch detentions, after school study tables, Saturday School, or day(s) at the Behavior Center, 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)
- Behavior Center (BC)
- 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 toward the twelve-day total are: (ILL, OTH)

- Illness
- Family vacations
- Family circumstances (OTH)
- Visits to the nurse that exceeds 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 = Saturday School/Study Tables
- 16+ tardies = Behavior Center

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 include, but are not limited to:

- Missing over ten minutes of class
- Shopping trips
- Oversleeping
- Missing the bus, speeding tickets, or slow moving trains
- Appointments, other than medical/dental, that could be scheduled before or after school
- Babysitting siblings
- Car trouble, where and when a bus is available
- Leaving class without permission
- Staying home for non-essential reasons or when no excuse is provided

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, hand-outs, 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 do not qualify for an early release and are required to stay until the regular dismissal time at 3:35pm on Fridays. Students with A’s, B’s and C’s will not be required to leave, but must remain in the center of the building, library, or in a classroom if staying. Lists of students with A’s, B’s, and C’s (those who may leave early) will be posted in strategic locations around the building. 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 D’s and F’s 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. Further interventions will occur with those students who are failing multiple classes, such as supervised study during lunch. Athletes who have D’s and/or F’s and away contests on Fridays will be required to meet with teachers for academic assistance. Teachers may request that you stay for Friday Early Out. Missing early out without an excuse will result in Saturday School.

DAILY SCHEDULES

Monday through Thursday (8:20-3:35 – 52 minute classes)	Early-Out Friday (40 minute classes)
Period 1.....8:20 – 9:12	Period 1 8:20 – 9:00
Period 2.....9:17 – 10:09	Period 2 9:05 – 9:45
Period 3.....10:14 – 11:06	Period 3 9:50 – 10:30
Period 4	Period 4
(9th Graders—1st Lunch)	(9th Graders—1st Lunch)
1st Lunch.....11:11 – 11:47	1st Lunch 10:35 – 11:11
Period 4 Class.....11:52 – 12:44	Period 4 Class 11:16 – 11:56
(10th-11th-12th Graders—2nd Lunch)	(10th-11th-12th Graders—2nd Lunch)
Period 4 Class.....11:11 – 12:03	Period 4 Class 10:35 – 11:15
2nd Lunch12:08 – 12:44	2nd Lunch 11:20 – 11:56
Period 5.....12:49 – 1:41	Period 5 12:01 – 12:41
Period 6.....1:46 – 2:38	Period 6 12:46 – 1:26
Period 72:43 – 3:35	Period 7 1:31 – 2:11

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 window, and Main Office windows. 9th 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/SENIOR AND LUNCH HONOR PASSES

All 10th - 12th grade students will earn the privilege for open campus lunch by demonstrating academic success and obtaining parent permission to leave.

Qualification is A's, B's, & C's on the semester report card, less than four Group 2-4 behavioral referrals, and permission from parents to leave. Honor passes will be issued and reviewed upon re-entry to the building at the end of lunch.

SHS is a closed campus during the lunch period. Any student leaving campus during lunch must have earned this privilege. Parents must contact the main office for special circumstances. All 9th 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 Career Center 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 21 on the ACT, have a 3.0 cumulative GPA, or 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 incidences 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, 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), or in handicapped parking spots. Cars in violation will be ticketed by the police or possibly towed away.
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 see 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 on Tuesday and Wednesday. 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 will 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.

BEHAVIOR CENTER (BC)

The Behavior Center was developed at the request of parents to provide a safe, supervised environment in lieu of out-of-school and in-school suspension. The Behavior Center Program, developed by Volunteers of America, requires a parent release that must be turned in before a student may go to the Behavior Center. Students will receive an informational packet describing the Behavior Center consequences. Students may not be on school property until they fulfill the Behavior Center obligations.

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, persons, 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

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

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 (Policy JICFA)

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

Harassment, intimidation, or bullying means any intentional gesture, any intentional electronic communication, or any intentional written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of:

1. Harming a student physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of school; or
3. Creating an intimidating, threatening, or abusive education environment for a student or group of students through sufficiently severe, persistent, or pervasive behavior.

"Written" acts include, but are not limited to handwritten or typed communications, e-mails, text messages, blogs, and other forms of electronic communications including photographs.

"At School" as used in this policy includes a classroom or other location on school premises, a school bus or other school-related vehicle, a school bus stop, an activity or event sponsored by a school, whether or not it is held on school premises, and any other program or function where the school is responsible for the child.

Actions "negatively impacting the school environment" as used in this policy include any acts of harassment, intimidation, and/or bullying occurring off school grounds that compromise school safety, harm the learning environment, and/or harm the emotional or physical well-being of students at school.

Students shall conduct themselves according to the rules and policies of the school district, and shall conduct themselves in a respectful manner toward staff and other students.

Students who engage in bullying, harassment, or intimidation shall be subject to disciplinary action up to and including suspension or expulsion.

Any student who is found to have made a deliberate or intentional false accusation, report, or complaint is subject to discipline, up to and including suspension or expulsion.

Students who witness harassment, intimidation, or bullying of another student are encouraged to report that conduct to a teacher, principal, or other school staff member as soon as possible. The staff member who receives the complaint shall request that the student make a written report describing the conduct they witnessed, including but not limited to the date, time, and location of the incident, and the names of the students involved, to

the extent possible. If the complaining student chooses not to file a written report, the staff member shall ask the student to verbally describe the incident, including the information described above. The staff member shall then forward that information, including the written report, if any, to the building principal or his/her designee, who shall immediately investigate the complaint, or designate another staff member to investigate the complaint. Student reports and information gathering by District personnel shall be kept confidential.

Students may anonymously report any harassment, intimidation, or bullying. Anyone making or receiving an anonymous report shall provide or collect as much information as possible, including but not limited to a description of the conduct, the date, time, and location of the incident and the names of the individuals involved. Disciplinary action shall not be taken against a student based solely on the basis of an anonymous report. Once a staff member receives a report of harassment, intimidation, or bullying, the report shall be immediately given to the building principal or his/her designee, who shall initiate an investigation or designate another staff member to investigate the complaint.

When a student reports that he or she has been harassed, intimidated, or bullied in violation of this policy, the principal or his/her designee shall schedule meetings with the student, student's parent(s), and other appropriate staff member(s) as determined by the principal or his/her designee, to discuss steps or strategies to protect that student from additional harassment, intimidation, or bullying and from retaliation.

Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of harassment, intimidation, or bullying is prohibited and shall not be tolerated. Anyone who engages in such retaliation or reprisal against an individual who makes a report of harassment, intimidation, or bullying shall be subject to discipline, up to and including suspension or expulsion.

During the investigation, the principal or his/her designee shall interview witnesses, including, but not limited to the alleged victim and the student(s) alleged to have engaged in the harassment, intimidation or bullying. The person conducting the investigation shall prepare a written report of the findings and conclusions of the investigation. If the person who conducts the investigation determines that a student or students engaged in harassment, bullying, or intimidation, the building principal or his/her designee shall take appropriate disciplinary action toward the student or students.

At the start of each school year, every teacher shall be required to review the district's harassment, intimidation, and the bullying policy with the students in his/her class and discuss that policy with them. This policy shall be included in the student manual or handbook and shall also be available to the public on the school district's web site in a manner to be determined by the superintendent or his/her designee.

The school district shall provide information on this policy in its professional development programs and the policy shall be provided to volunteers and other noncertified employees of the district who have significant contact with students.

W.S. 21-4-314

First Reading: 11/8/10

Second Reading: 12/6/10

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

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.

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.

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 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. No warning will be issued and any cell phone misuse will result in consequences.

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. Guests must be of high school age and visit for only one-half day. Student visitors will not be allowed during the last week of any school quarter. In all cases, the administration reserves the right to refuse any visitor from attending classes.

ALCOHOL, DRUGS, AND TOBACCO

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

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, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length. 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		Saturday Schools (SS) or BC 1-3 days	Saturday School (SS) BC 3-5 days	BC 5-7 days	Out of School Suspension (OSS) 7 days	10 days OSS Pending Expulsion
GROUP I Presence in unauthorized area; littering; property damage; inappropriate display of affection; nuisance items; ***excessive tardiness; dress code violation; not checking out; *computer misuse	1 st offense	2 nd offense	3 rd offense	4 th offense 5 th offense	5 th offense 6 th offense			
GROUP II Disrespect; harassment/intimidation; disrupting class; skip detention; forgery/tamper with school records; profanity; *serious computer misuse; cell phones/electronic devices			1st offense and 2nd offense	3rd offense	4th offense	5th offense	6th offense	7th offense
Truancy			1st-2nd offense	3rd-5th offense	>5 th offense			
GROUP III 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
GROUP IV Possession of drug paraphernalia/facsimile; possess/consume drugs/alcohol/intoxicating inhalants; *extreme computer misuse; hacking; system damage						1st offense		2nd offense
GROUP V 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, if it is necessary for the student to go home. Students may not remain in the nurse's station 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 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 cannot furnish any medications such as aspirin or Tylenol, but over the counter medications can be sent (original container) with the proper authorization form, to be kept in the nurse's office. Please write the student's name on the bottle. 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) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the date the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing heading the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records, including disciplinary records relating to suspension and expulsion, without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

The District may in the discretion of the superintendent, or his/her designee, disclose directory information without prior or written parental permission. If a parent/guardian does not wish the School District to disclose directory information without consent, the parent/guardian may notify the School District in writing by September 20. Directory information, for the purposes of the school district, may include: student name, photograph, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous school attended.

First Reading: 9/10/12

Second Reading: 10/8/12

**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. These include the right to:

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Sheridan County School District #2 has developed and adopted policy JRAC, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate

dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

Statutory Reference: 20 U.S.C. 1232 (h) (c) (2)

First Reading: 3/4/13

Second Reading: 4/8/13

NONDISCRIMINATORY STATEMENT

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, Coordinator 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.

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

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-athlete to participate in any way in any identifiable image, photo, or video that implicates the student-athlete to have been in possession of, or in the presence of drugs, tobacco, alcohol, out of character behavior, or any crime. These acts include but are not limited to typed communications, e-mails, text messages, blogs, social media, and other forms of electronic communications including photographs. Since there is no way to establish a time frame for when or the location of where the image was taken, the student-athlete must assume the responsibility of avoiding these situations. It must also be noted that there may be 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, drugs, or performance enhancing drugs. Students who volunteer to participate in any extra-curricular 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 extra-curricular 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 extra-curricular activity that the student-athlete participates in. If the student quits the extra-curricular 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 extra-curricular 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 extra-curricular activity that the student-athlete participates in. If the student quits the extra-curricular 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 extra-curricular 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, 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. Copies of all additional team/club rules by coaches/sponsors are on file in the activities office.

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. Eligibility tutoring will be required for any student athlete with a "D" or "F".

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 fund raising 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.

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 CLUB is a student organization that promotes interest and participation in theater and related activities (two plays and miscellaneous activities per year). 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.

NATURAL HELPERS is meant to offer students someone their own age to talk with about their problems. Natural Helpers participate in a 22-hour training program, plus help with workshops and classroom presentations. Students interested in participating in this program or those who need assistance should contact their counselors.

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).

SPEECH AND DEBATE is an extra-curricular 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	Football	Swimming	Track – Outdoor
Cheerleading	Golf	Tennis	Volleyball
Cross Country	Soccer	Track – Indoor	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.

WE ARE THE CHANGE (WATCH) membership is open to any student who wants to be involved in activities that are alcohol and substance free. Signing a pledge that you will be drug and alcohol free encourages healthy, fun-filled living that is free from peer pressure. Be your own hero!

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.