

HANDBOOK CONTRACT

My Signature below indicates that I have read and understood:

- > Academics
- > Attendance and Absence Regulations
- > Commitment to Good Character / Honor Code
- > Student Behavioral Responsibilities
- > Dress Code
- > General School Rules
- > Athletic Policy
- > Cell Phone Policy

I have received a copy of the Sheridan Public Schools Student Handbook for 2026 - 2027 school year.

I understand that the handbook contains information that my child and I may need during the school year.

I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

	PRINTED Student Name	Grade	Student Signature
1			
2			
3			
4			
5			

	PRINTED Parent / Legal Guardian	Signature Parent / Legal Guardian
>>		

DATE:

RETURN THIS SIGNED PAGE TO THE OFFICE

RETURN THIS
PAGE TO THE
OFFICE

SHERIDAN PUBLIC SCHOOLS

Home of the Panthers

STUDENT HANDBOOK

2026 - 2027



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**Be Safe, Be Respectful,
Be Responsible, Be Successful
Be a Panther!**

VISION

Sheridan Schools will educate the whole person, empowering them to reach their highest individual potential.

MISSION

In order to achieve our vision, it is the mission of Sheridan Schools to:

- Ensure a safe learning environment.
- Welcome curiosity and instill confidence.
- Promote personal responsibility.
- Broaden opportunities for all interests.
- Model and teach tolerance.
- Encourage service to others.
- Deliver a well-balanced curriculum that includes academic, technological, creative, and physical disciplines.
- And, most importantly, provide a place to belong.

COMMITMENT TO GOOD CHARACTER

The Sheridan Public School goal is to provide a moral environment that accents good values and keeps them in the forefront of everyone's consciousness. We as students and faculty expect kindness, honesty, respect, and responsibility.

I Pledge To Do My Best

To Show Respect For:

The rights of people to have opinions different from mine.
School property and property belonging to others.
The feelings of others.
Teachers, staff members, and substitutes at all times.

To Refrain From:

Putting down or ridiculing others in any way.

To Exemplify:

Strong Character when circumstances pressure me to participate in activities which can bring harm to me or to others in any way, both physical harm and emotional harm.

To Uphold:

The Honor Code and live by its standard every day.

To Accept:

Responsibility for my actions.

In addition to the commitment to good character students are asked to follow the **4 Universal Expectations:**

Be Safe, Be Respectful, Be Responsible, Be Successful

HONOR CODE

Every student is honor-bound to refrain from lying, cheating, and stealing. If two or more people are involved in an incident, they share equal culpability. Using someone else's work as one's own is certainly an honor offense. Providing information is agreeing to and promoting lying. Both actions contribute to the lowering of the ethical standards we strive to uphold.

- Lying is the intentional falsification or denial of facts or the intentional creating of a false impression or the breaking of a pledge
- Cheating is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing school work.
- Plagiarism is the representation of another's work as one's own by quoting information incorrectly and/or failure to cite references.
- Stealing is the taking of anything without the consent of the owner.
- Offenses are treated as opportunities for guidance, as well as consequences, but the degree of the judgment varies with the age of the student and the number of years he or she has lived under the school's Honor Code.

A student found guilty of a violation of the Honor Code shall be subject to possible suspension from the school.

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TO STUDENTS AND PARENTS

The Sheridan Public Schools Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board Policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by the newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office and on the school website.

Sheridan School District #5 does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

Release of “Directory Information”

“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten (10) school days of the time this handbook was given to my child. Directory information ordinarily includes the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, and dates of attendance, awards received in school, and most recent previous school attended.

In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.”

Adding and Dropping Courses

Any high school student can drop a non-required Sheridan school offered course two (2) school days from the beginning of the semester. Exemptions to the Drop/Add may be granted with Administrator approval. A student must present a Drop/Add form to the Guidance Counselor before adding or dropping any course.

- This form must have:
- Signature of the student’s **parent or guardian**.
- The classes to be added.
- The classes to be dropped.
- Signatures of **each teacher** for the classes being added or dropped.

Asbestos Management Plan available for review

Our school district has conducted an extensive asbestos survey of all of our buildings. Based on the findings of this inspection, a comprehensive management plan was drafted. This plan details the response actions that the district will be taking regarding asbestos containing materials found in our buildings.

This plan is available for inspection at our offices without cost or restriction during normal business hours. If you desire to have a personal copy, please notify the main administrative office and it will be supplied to you within 5 working days. A copying fee will be assessed. We have endeavored to make our school a safe place in which students can learn. Our procedures for dealing with this problem reflect that concern. Please let us know if we can answer any questions.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education — to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual.

State law requires

A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. See Policy 3122.

Attendance Policy ~ Grades JS-12

The Sheridan Board of Education requires regular and consistent attendance of all students in the Sheridan Schools, as it builds a positive and realistic work ethic. Regular and consistent attendance is a performance expectation of both the work place and in college or vocational technical training programs.

Students need to be in class every day. Occasional absence from a class is acceptable, within school-defined limits and with parental approval. **A student is considered absent from a class if they are more than ten (10) minutes late for class**, unless he or she is an actively-participating member of team or group in an authorized, school-related activity away from the classroom. Points may be given for daily attendance, but the point system must be clearly outlined and defined in the course syllabus **before** the course begins.

In order to graduate from Sheridan Public Schools, a student must complete twenty-four (24) credits.

Completion of a course at Sheridan Public Schools will be defined as sixty percent (60%) mastery of the material and attendance to include not more than eight (8) absences per semester. This attendance criterion is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance.

ABSENCES

A student will be allowed eight (8) absences per class, per semester. Any absence beyond that number may mean a loss of credit in those subjects missed.

The ONLY absences that **WILL NOT** be used in calculating the attendance record are:

- Those that occur due to **school-sponsored activities**, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music-related events, FFA trips, FCCLA trips, academic field trips, and others deemed co-curricular.
- Medical Visits with a valid, dated Dr.'s note. (Doctor's notes will only be accepted for **2 school days** after the student returns from the visit.) **Sheridan School has a 4-day week. If possible, schedule medical appointments on Friday.**
- **In-school** and **out-of-school** suspension.
- College Verified Visits (1 per year) for Juniors and (2) for Seniors only.

ALL OTHER absences WILL count toward the eight (8) day per semester per class limit, and could include but is not limited to; family trips, work days, vacations, visiting friends or relatives, watching tournaments when not an actual participant, hair, illness, photography appointments, skiing, hunting, court appearances, attending concerts, shopping, or any others not mentioned which are unacceptable to the Attendance Board made up of classroom teachers and the administration.

To help insure academic success the following process will be adhered to:

- After **Four (4) absences** from school/class, a letter will be sent to the student's home, indicating the school policy and the number of days missed.
- After **Six (6) absences** another letter will be sent, indicating the severity of the situation and explaining in detail the consequences for non-compliance.
- After **Seven (7) absences**, another letter will be sent, indicating the severity of the situation and explaining in detail the consequences for non-compliance. **After going over the eighth (8th) absence, the student will have credit withheld in the appropriate class.** A letter will be sent home, indicating the loss of academic credit.

Students wishing to appeal the loss of credit must obtain a petition from the office and return it to the principal within 5 school days of RECEIVING THE LETTER NOTICING THE STUDENT AND PARENTS OF exceeding the 8 absences.

Appeal

GRADE CONSEQUENCE IF ATTENDANCE APPEAL IS DENIED OR STUDENT DOESN'T FILE AN APPEAL ~ Student will receive a **"no credit"** in the classes affected by the attendance violation. The "no credit" will not count against a student's GPA, however it will be on the student's transcript until the student repeats and passes the class.

Procedure Following an Absence

- Return with a **signed note** from your parent/guardian explaining when and why you were absent; **do this whether or not the office has phoned checking your absence.**
- Report to the Office with the note and get an admit slip; do this before the first class period starts, regardless of which class(es) you missed. **Do not wait until after the bell rings to get an admit slip; it will be counted as an un-excused tardy**, which will result in a Wednesday Morning Detention.

- Present the admit slip to the teacher of each class you have missed. Teachers should require an admit slip before admitting you into class.
- You are allowed **two calendar days for each missed day to make up your work upon return to school following an absence.** (additional days may be added to makeup time at the teacher's discretion if appropriate).
 - **For Example:** If you return to school on Monday, all homework will be due Wednesday by the end of each class period.

Absences with parental approval are not automatically excused by the school.

The administration has final approval as to whether an absence is excused or un-excused.

Note on Forgery

The forging of any signature or the making of any false entry or the alteration of any document used or intended to be used in connection with the operation of the school shall be grounds for corrective action or punishment.

Makeup of Missed Academic Work

It is reasonable to expect that some work cannot be made up due to the nature of the assignment, especially when performance based activities or experiences are used. This may be reflected in the final grade.

Students will make prior arrangements with their teacher for planned absences. Examples of planned absences are school sponsored, jury duty/subpoenas and some types of excused absences. If the student has a pre-assigned long-term assignment due during the school sponsored absence the student will **submit the completed assignment upon returning to school.**

- It is the student's responsibility to know what the assignments are and the due dates.
- It is the student's responsibility to inquire about missed course work. This includes missed work during extended illnesses or absences.
- See "Procedure Following an Absence" above.

Note: regarding missed work, teachers may opt for other choices, but under no circumstances, will students not be allowed to make up work, or not be given credit for that work when completed and turned in within the guidelines for missed work during an excused absence.

Tardiness

Coming late to class or school is seldom necessary. If you are late to class because a teacher delayed you, **get a note from that teacher.** If you are late by your own doing, go to the office and get a late slip.

An un-excused tardy will be assigned a **Wednesday Afternoon Detention which will start at 3:45 p.m.** Tardies will add up to an absence - excused or unexcused. Every 4th tardy, either excused or unexcused, will equal one absence and will count toward the eight-day absence limit.

Failure to show for a Wednesday morning detention will result in an after school detention. Failure to serve this detention will result in additional disciplinary action by the Administration.

JS-6 excessive tardiness will have discipline measures as assigned by the Administration and/or Teacher.

Truancy / Skipping School or Class

Students who skip school or class will receive the appropriate consequences. Zeroes will be given on all work missed while skipping. **A student who plans to leave school during the day must check out with the building principal or the office staff before leaving.** Appropriate permission will be required to sign out. If you do not sign out before leaving school during regularly scheduled school hours, you will be considered truant.

AWARDS AND HONORS

Honor Society

To be eligible for selection, a student must be a sophomore or junior and must have maintained a cumulative high school grade average of "B" or better. Also, the grades the quarter before selection must be at least a "B" average. Eligible students are to be selected to the Society by the high school faculty. Selection is based on four qualities: scholarship, service, leadership, and character. Once selected to the National Honor Society, students whose grades fall below a "B" average for a quarter are put on probation. If their grades next quarter do not average "B" or if their cumulative high school average has fallen to under a "B", they are dismissed from the Society and are never again eligible.

BATHROOM BREAKS

Students should strive to use the bathroom during passing periods, but that is not always possible. Unless it's an emergency, students should wait for the first 30 minutes of class before asking to go to the bathroom. This will ensure the teacher has an opportunity to go through the lesson. Sign out sheets will be made available for the students to sign out and in when they have left for, and returned from the bathroom. Must include times, and extended absences due to bathroom breaks may need doctor's note, or a conversation with the administration. Note: no cellphones in bathroom areas.

BULLYING / HARASSMENT / INTIMIDATION / HAZING

The definition of bullying is when an individual or a group of people with more power, **repeatedly** and **intentionally** cause hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken. **WHAT BULLYING IS NOT: single episodes of social rejection or dislike, random acts of aggression or intimidation, mutual arguments, disagreements or fights.** These actions can cause great distress. However, they do not fit the definition of bullying, and they're not examples of bullying unless someone is deliberately and repeatedly doing them.

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated. All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. [See Policy 3226]

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students daily nutritionally balanced lunches. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Elementary Office to apply. Lunch account payments must be made by cash or check. There is no charging on Family Accounts.

CELLULAR PHONES AND OTHER ELECTRONIC EQUIPMENT

Student possession and use of cellular phones and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of a District employee is a privilege that is permitted only under the circumstances described herein.

Students may not use cellular phones and other electronic signaling devices (smart watches, Bluetooth headphones, etc.) during the school day. 7th-12th grade students will turn their phone or device into the office each morning. The item will be returned to the student at the end of the school day. At no time may a student operate a device in a locker room, bathroom, or any location where operation of the device may violate the privacy rights of another person.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Unauthorized use is grounds for confiscation of the device by school officials, including administration, classroom teachers, and paraprofessionals. Confiscated devices will be returned to the student at the end of the school day for the first offense. The second offense: a parent or guardian will have to come to the school to get the device. For the third offense, the student will be assigned a one-day in-school suspension (ISS). Repeated unauthorized use of such devices will result in disciplinary action as deemed necessary by the Administration.

CHANGE OF POLICY

Occasionally there may be a change of policy that has not been outlined in the handbook. These changes will be posted on the hall bulletin board before the effective date. Thereafter, it will be the responsibility of the student to abide by the new policy.

CHEATING

Definition: Cheating is an act of deceit or fraudulent deception: to deprive something of value by fraud or deceit, to violate rules dishonestly (Webster's New Collegiate Dictionary).

Plagiarism, theft of another student's work, or the use of Artificial Intelligence (AI) will constitute cheating under this process listed below. Cheating is a violation of the student honor code and will be handled in the following manner concurrently with the student discipline guidelines contained in the student handbook.

First Offense: The student will be directed by the teacher to the principal/superintendent's office, the parents or guardian will be called and a conference may be arranged, if deemed necessary. No score or value (zero) will be assigned to the work in question.

Second Offense: The parents will be called for a conference and the student will receive an F in that class for the quarter.

Third Offense: Parent's will be notified. An F will be given for the class for the quarter and out of school suspension will result.

Fourth Offense: Parent's will be notified and a recommendation will be brought to the Board of Trustees for expulsion of that student.

Plagiarism and theft of another student's work will also be handled according to the above proposed policy.

In the event the principal/superintendent is not immediately available, the parents or guardian will be notified by the teacher and the student will be suspended from that class until a teacher/administrator/parent conference can take place. Violations of this policy will not accumulate from year-to-year.

CLASS RANKING

Class ranking is decided by cumulative GPA for grades 9-12. Transfer credits will only be accepted from accredited institutions.

COMMUNICABLE DISEASES / CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who **may** have been exposed to the disease can be alerted.

These diseases are included in a list released by the state under Rule 37.114.203 which will be released to parents at the beginning of the school year. Further information may be found at Policy 3417 in the District's Policy Manual.

COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy at 1700 in the District's Policy Manual.

In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's Office can provide information regarding specific processes for filing complaints. Additional information can also be found in Board Policy, 1700, available on the District website.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and

for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Internet Policy ~ Grades JS-12

To qualify for Internet access, students and parents or guardians must read, sign and return an Acceptable Use Policy. No student's work will suffer adversely should Internet accessibility be denied. Internet access will not be granted until the signed policy is on file at the school office.

Responsibility

With Internet availability comes the responsibility of the user to access only materials that are considered educational in value in the context of the school setting. **These acceptable uses and consequences of misuse are outlined in the Internet Acceptable Use Policy.**

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

CORPORAL PUNISHMENT

No person who is employed or engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings AND the graduation requirements of various programs. Each spring, students in grades 9 through 12 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities. [See **Graduation Requirements and Class Ranking**]

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

DANCES

- All school dances will be scheduled through the Principal.
- All school dances will be cleared through the office at least one week ahead of time.
- All school dances will have faculty chaperones.

- All dances will end by 11:00 p.m. unless special permission has been granted beforehand.
- **No kindergarten - 8th grade students will be allowed to attend High School dances.** No exceptions will be made for middle school students who are dating high school students. Grade school or junior high students will be allowed at the Junior Prom only in a serving capacity.
- **No High School students will be allowed to attend Middle School dances.** No exceptions will be made for junior high students who are dating high school students.
- **No student will be allowed to return after once leaving the dance unless the student first receives special permission from a faculty chaperone.**
- Non-Sheridan students may be invited to Sheridan dances. Students must complete the proper invitation form available from the High School office.
- Other schools may be invited to Sheridan dances with prior approval through the Sheridan Administration, and provided the visiting school brings at least one faculty chaperone. Any students attending a Sheridan dance will be expected to follow the Sheridan School Handbook rules concerning dances.

DISCIPLINE OF STUDENT

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons other than Firearms" section in Policy 3311.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Hazing or bullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function.

Grades 7-12 Discipline Procedure

At Sheridan, we believe in providing students with multiple opportunities to correct their behavior and learn from their actions. If a student receives a write-up, they will have two additional opportunities to improve their behavior during the same week. However, if a student receives three write-ups within one week, the following consequences will apply:

- **First Offense:** The student will serve detention.
- **Second Offense:** The student will serve In-School (ISS).
- **Third Offense:** The student will be assigned Friday School.

This system is designed to encourage personal responsibility and positive behavior while giving the students the chance to make better choices. Our goal is to support students in learning and growing from their mistakes, so they can be successful in both their academic and personal lives. The Administration does have the discretion to proceed to further disciplinary actions if the offense(s) warrant these actions.

Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police.
- Restitution for damages to school property

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

DISTRIBUTION OF MATERIAL

School Materials

School publications distributed to students include: Passamari and Yearbook. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

Dress Code

Student appearance - Objective: Sheridan School students will dress in a neat and respectable fashion while in school and participating in school activities. Parents have first responsibility to assure this before school and/or the activity. **All students should maintain a neat and clean appearance. Extremes in wearing apparel or personal appearance that disrupts the classroom and/or interferes with the intended function of the school will not be considered acceptable school dress/appearance.**

- Must be in compliance with dress code.
- Students' clothing cannot be offensive to any student or staff member, excessive skin protruding from the clothing will not be allowed (ex. cleavage, gluteus, etc.).
- **No holes in clothing above or below the knee.**
- **No exposed midriffs, open sides, or open backs** will be allowed.

- Muscle shirts and cutoff T-shirts are prohibited. Ribs and underwear must not be exposed.
- **Hats, sunglasses, chains, earbuds and headphones** will not be worn in the building.
- No clothing shall be **See-through clothing** or **open-sided clothing**. These are not acceptable.
- Shorts are acceptable; “cut-offs” are not acceptable. All shorts, skirts and dresses must pass the student’s mid-thigh. At no time should undergarments be visible below the shorts.
- Tank tops with wide cut straps (at least 3 student fingers wide) will be allowed if neat and cut in a modest fashion. “Spaghetti straps” will not be acceptable.
- Tights, spandex and yoga pants must be worn with shirts that hang past the waistband when arms are held straight out from the shoulder.
- Students will **not be permitted to wear pajamas to school**.
- Clothing shall not be sexually suggestive or advertise or promote items illegal for use by minors including, but not limited to, drugs, violence, alcohol or tobacco, clothing displaying firearms or other weapons, and clothing displaying obscenity, profanity, and vulgarity, racial or sexual/innuendo remarks making reference to prohibited conduct or similar displays. Examples: “Virginity Rocks”, I Love Hot Moms”, etc.

The Building Principal and the Title IX coordinator will make the final determination of the appropriateness of the student’s appearance. Principals, administrators, teachers and other school staff shall use reasonable discretion in enforcing this policy. If a student’s appearance is unacceptable under these provisions, the Principal shall request the student and/or parent to make appropriate corrections. If a student repeatedly violates the Sheridan School Dress Code, they will be subject to further discipline including, but not limited to, detention and suspension.

On “special dress days” (spirit week, Halloween, etc.) dress code rules apply. Final rules regarding dress code infractions rest with the faculty and administration.

DRUG DETECTION DOGS

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs. There will be regularly scheduled visits during the school year by trained drug dogs.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND FIELD TRIPS

Please note: Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

Field Trips

K-12 Participation in field trips will be based on

- Attendance --- Must be in compliance with the attendance policy (**not missing more than 8 days per semester in any class**).
- Behavior --- Administration / teacher discretion.
- Eligibility --- No Fail Rules May Apply to all off campus activities.

Activity Fee & Tickets

All K-12 students who plan to participate in the following activities: **Athletics, Band, Choir, Cheerleading, Drill Team, Forensics, FFA, and FCCLA** during the school year will be required to pay an Activity Fee. This Activity fee will include an Activity Ticket which will allow admission to all school sponsored activities except those listed as exempt. **Student participation will be restricted unless payment is made.** Those fees are as follows: Grades 5-12 \$50, Grades JS-4 \$30, Adults \$50, Family Pass \$175. These fees cover a student for the whole year for all activities.

Student Council EXECUTIVE President, EXECUTIVE Vice President, and EXECUTIVE Secretary/Treasurer are exempt from the purchase of an Activity Pass.

Eligibility

In accordance with the MHSA academic eligibility requirements Article II, Section (3), a student must be passing a minimum of **5 classes per semester**. In addition, students must meet the following Sheridan Public Schools requirements:

No Fail Rule

The Sheridan School requires:

- All students participating in interscholastic activities or junior high athletics are receiving passing grades (**No F's**) in all **classes in which they are currently enrolled. If a student becomes ineligible due to this policy, they shall not participate** in any contest or events until they are once again passing all subjects.
- Students who are ineligible to participate in games or contests will still be allowed/required to attend practices and home games. **Ineligible students will not be allowed to travel with the team to away games/events.**
- SHERIDAN PUBLIC SCHOOLS eligibility rules apply to **all 5th through 12th grade** students.
- Activities impacted by this policy are:
 - **MHSA/School Sanctioned activities**
 - **Athletics ~ Forensics ~ Cheerleading ~ Drill Team ~ FCCLA ~ Band ~ FFA ~ Physics Trip ~ Choir ~ Academic Olympics~ Close-Up~ Senior Trip**
- Students participating in these activities will be eliminated when the event/activity involves out of district travel or is competitive in nature.
- If a student's grade is adversely affected by restriction of participation in any activity due to SHERIDAN PUBLIC SCHOOLS eligibility requirements, **an alternative assignment will be provided.**

Grade Checks: No Fail Rule

A student must be **passing in all classes to be eligible to compete in any sanctioned contest**. Weekly grades will be checked throughout the school year and eligibility will be determined on Monday of each week. The ineligible student will remain ineligible from Monday until the grades are checked the next Monday. The School Administration or the School Board has the authority to waive their respective eligibility rules when in the opinion of the governing board the rule fails to accomplish the purpose for which it is intended. An Appeals Procedure is available for student athletes to follow, if the student feels he/she is being discriminated against or treated unfairly. Any student wishing to appeal his/her case may request a hearing through their coach or the athletic director.

Behavioral Guidelines

All students participating in extracurricular activities must abide by the Sheridan Public Schools behavior / discipline guidelines described in the student handbook. In addition, students / participants in extracurricular activities are to avoid circumstances that tend to bring dishonor to Sheridan Public Schools. **In addition to the penalties specified in the student handbook, it shall be within the discretion of the Principal and/or Superintendent whether or not a participant will be eligible for awards, letters, or honors if a student/participant's conduct discredits or brings dishonor to the activity, to fellow students, to coaches or to student's high school. If the student/participant's action is a violation of law or violation of district policy/procedure approved by the board of trustees, then a recommendation for removal from the activity(ies) may be referred to the Board of Trustees.**

- **The following activities are considered under this policy for eligibility:** Athletics ~ Chorus ~ N.H.S. ~ F.C.C.L.A.~ Band ~ *Drama~ Cheerleading ~ F.F.A ~ *Class Officers ~ Forensics ~ Drill Team ~ Student Council ~ Academic Olympics ~ Senior Trip~ Close-Up~ Spanish Trip

Students to be eligible to participate in school activities (**practices, contests, etc.**) must be:

- in class at least the three (3) periods immediately **PRECEDING** the event.
- in class at least the three (3) periods immediately **AFTER** the event unless the activity is expressly a weekend event.

The consequences of these absences will result in no participation in the next extra-curricular event/ field trip the student would qualify for.

Exceptions may be made for extenuating circumstances. This affects all of the named groups listed above. Confer with the advisor or coach if you are going to miss a practice or activity. Students are required to ride the bus to the activity or make prior arrangements with school administration.

Extra-Curricular Activity / Training Regulations

The head coach/advisor will require that each student abide by the following basic rules during the full duration of their participation in activity:

- Hours will be determined by the students and coaches/advisors alike. A student is expected to be in at **11:00 p.m.** on Sunday through Thursday nights and **12:00 a.m.** on Friday and Saturday nights. **Night hours before an athletic contest**

or other extracurricular activity event will be 10:30 p.m. An exception will be made if the student is with his/her parents and if the coach/advisor is notified and approval is made in advance. Consequences for this will be immediate suspension pending review of the infraction by the coach/advisor.

- The Sheridan Public Schools eligibility requirements as set forth in the Student / Parent Handbook will be followed.
- Student participating in an extracurricular activity must be in school the previous 3 periods before their activity in order to practice or participate. Exceptions will be made with doctor's excuses or un-foreseen emergencies. Always check with the coach or advisor before missing an event, practice or game.
- Four (4) un-excused absences from a sports practice or one un-excused miss of a game will result in a recommendation to the Board for him/her to be dismissed from that sport.
- Students who fail to meet eligibility requirements more than three (3) times during a sports season will result in a recommendation to the Board for them to be dismissed from that sport.
- The dress code for each sport/activity will be at the discretion of the coach/advisor. This will be outlined at the meeting at the beginning of the season which will include students participating and their parents, and with the approval of the administration.
- The Sheridan Public Schools Activity Fee policy as set forth in the Student / Parent Handbook will be followed.

Chemical Use Policy

Students participating in extra-and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, or distribute alcohol, tobacco including vaping devices, illegal drugs, or related paraphernalia or abuse prescription or non-prescription drugs during their extracurricular seasons. Any violation of this policy, including receiving an MIP or being seen using tobacco or vaping devices, alcohol, or illicit drugs, the student will be subject to the provisions of this policy in accordance with the activities and student handbooks.

The following activities are considered under this policy for eligibility:

Athletics/Activities: N.H.S., F.C.C.L.A., Pep Band, Cheerleading/Drill Team, F.F.A., Forensics, Student Council, Close-Up, Senior Trip, and Spanish Trip.

Policy Coverage

This policy applies to middle and high school students who are involved in the extra- and co-curricular activities program.

Policy Duration

This policy is in effect each school year from the date of the first practice for fall activities, until the last day of school or activities, whichever is later. These rules are in effect twenty-four (24) hours a day. Violations are cumulative only for the current academic school year. The Administration shall publish the participation rules annually in the activities and student handbooks.

Student and Parent/Legal Guardian Due Process

If a determination is made that a student has violated this policy, the student and parent or guardian shall be notified of the violation by telephone where possible, and also by mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered or recommended to the Board.

Authorities will be notified if violation occurs at any school related activity or on school premises. Only the student(s) directly involved will be named. There will be no guilt by association. The coach/sponsor will notify the local authorities at the scene of the incident. Administration and parents will be notified by the coach/sponsor.

First Violation (in and out of season)

A meeting with the student, parents, coach/sponsor, school administrator, and school counselor.

The participant will be suspended from competition/performance for fourteen (14) days (2 weeks) with a minimum of missing two contest/competitions/performances.

Second Violation (in and out of season)

A meeting with the student, parents, coach/sponsor, school administrator, and school counselor.

Recommendation to Board of Trustees for removal from participation for balance of the current sports/activity season.

The student must obtain a professional drug/alcohol/tobacco evaluation in order to be eligible to participate in the next sports/activity season. All costs associated with the substance assessment and any follow-up program is the responsibility of the parents and/or student.

Third Violation (in and out of season)

A meeting with the student, parent, coach/sponsor, administrator, and school counselor.

Recommendation to the Board of Trustees for removal from participation in the school extra-curricular activities for one calendar year.

The student must obtain a professional drug/alcohol/tobacco evaluation in order to be eligible to participate in the next sports/activity season. All costs associated with the substance assessment and any follow-up program is the responsibility of the parents and/or student.

For non-athletic co-curricular activities, as defined in the student handbook, the season shall be for the duration of each quarter of school. Students wishing to appeal the suspension must obtain a petition from the office and return it to the Principal within 5 school days of receiving the punishment. Parent or community members who have concerns with curricular or extracurricular activities and/or staff decisions are asked to please follow the chain of command. Concerns or questions should be directed first to the head coach or advisor.

Letter Requirements

To be set by athletic committee prior to the sports season beginning, and presented to students at the opening coaches meeting for each season.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, overdue or damaged school owned books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on District premises.

FOODS AND BEVERAGES

Students are expected to arrive at school well-nourished and ready to learn. All students may get a breakfast in the school lunchroom. 7th – 12th grade students also have the opportunity to get a “grab-and-go” breakfast from the High School office or bring their own healthy snacks to eat during 1st period until 8:15 AM. The privilege of eating in the classroom until 8:15 AM may be revoked at any time on a student-by-student basis if the privilege is abused.

7th – 12th grade students may choose to eat school lunch in the elementary cafeteria or eat a lunch they bring on the first floor of the High School. No student will be allowed to eat lunch in the CB Murray building. Eating food or drinking of beverages other than water is prohibited in the classrooms once the lunch period has ended. There will be no food or beverages brought into classrooms following lunch.

Beverages such as sports drinks, soda, coffee, tea, milk, etc. are not allowed in the classrooms. Water is acceptable. Food may be permitted for special occasions such as birthdays, holiday parties, etc. if approved in advance by the Principal.

If a student is in violation, they will be subject to discipline including detention and suspension. The pop machine is not to be used during class time.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. **An application for permission must be granted by the Principal at least 7 days before the event.** Except as approved by the Principal, fund-raising by non-school groups is not permitted on school property. [For further information, see Policies 3530, 3530-P(1)]

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned

5

Grade Placement

10

GRADING GUIDELINES

Four Point Grading System

A	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.67
B	3.00	C-	1.67	F	0.00

Requirements for Graduation

The Board will award a regular high school diploma to every student enrolled in the District who meets graduation requirements established by the District. The official transcript will indicate the specific courses taken and level of achievement. Any early graduation request must be approved by the Board of Trustees on or before the November Board meeting prior to the requested graduation date.

Course requirements for graduation are those established by the State Board of Education and the School District No. 5 Board of Trustees. Sheridan Public Schools require a minimum of 24 credits to graduate.

GRADUATION CREDITS

24 credits (minimum) required for graduation.

State and Local Requirements (1 year = 1 credit)

- 4 years English (Language Arts)
- 2 years of Mathematics, 3 years recommended for college prep.
- 3 years of Social Studies (to include World History, U. S. History, and American Government)
- 1 year of Health Enhancement, with ½ credit each year for two years
- 2 years of Science (to include Physical Science and Biological Science)
- 1 year of Arts
- 2 years of Vocational/Technical education
- 1-year Computer Applications (does not satisfy Vo/Tech requirement)
- 1 year of Career / Finance (to be taken as a Junior)

Montana University System Recommended Core of Study for High School

- English = 4 years
- Mathematics = 3 years (not including Algebra I)
- Science = 3 years
- Social Studies = 3 years

Correspondence Courses

The District permits high school students to take correspondence courses, dual credit, or courses by mail for credit toward high school graduation. All courses taken for credit must be approved in advance by the high school principal. Priority will be given for credit recovery or advanced offerings not offered by Sheridan Public Schools. [For further information, see policy 2410P]

Valedictorian and Salutatorian Honors

Four (4) semesters of enrollment in the Sheridan Public Schools is required before a student will be considered for Valedictorian or Salutatorian. A student will have to take the following classes to be eligible for Valedictorian or Salutatorian.

- Valedictorian and Salutatorian shall be required to complete the Montana University Recommended Core of Study. (see above)
- Students who have exceeded 8 days of absence or have been suspended in either semester will be ineligible for consideration of valedictorian or salutatorian honors.
- Students seeking eligibility for Valedictorian or Salutatorian recognition must be enrolled in Sheridan School and physically attend a minimum of two (2) class periods on the Sheridan campus each school day during their senior year. Students whose educational program consists entirely of MTDA, remote instruction, correspondence coursework, or other off-campus instructional delivery methods shall not be eligible for Valedictorian or Salutatorian honors. The Superintendent or designee shall verify compliance with this requirement prior to determination of class rank and academic honors. (see Policy 2170)

Homework

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

HONOR ROLL

To be eligible for the Honor Roll the student must maintain an average of "B" and must carry at least four (4) academic subjects. In order to receive an Honor Roll Certificate at the end of the school year students must have been named to the honor roll for the previous 3 quarters of the current school year.

Elementary Quarterly Award Celebrations

During this assembly the JS-6 student body may present work completed in class and awards for each class may be presented.

INCOMPLETES

Anyone receiving an "F" in any subject or an "Incomplete" will not be eligible for the Honor Roll. An Incomplete must be made up in two weeks after the end of the quarter (an extension can be granted with Administrative and teacher approval) or it will result in an "F".

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required:

- varicella, diphtheria, pertussis, rubella (measles), rubella, mumps, poliomyelitis and tetanus homophiles influenza type B is required for students under age five (5).

All The immunizations must be in the manner, and with immunizing agents, approved by the health department.

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a licensed or certified health care provider in a manner provided by Section 20-5-405, MCA. Exemptions for religious reasons must be filed in a manner provided by Section 20-5-405, MCA. The statement for an exemption shall be maintained as part of the student's immunization record in accordance with FERPA as specified in Policy 3600P. (For further information, see Policy 3413 and 3413-F(1))

INCENTIVES FOR GRADES OR ATTENDANCE

7th – 12th Grade

Sheridan School District believes that students who are working at accomplishing an education should also receive recognition for their hard work which could encourage others who are not achieving at that level to do so. In an effort to meet this thought, the District will reward students in two areas: Attendance and academics, in the following ways.

- Attendance
Students in grades 7-12 with perfect attendance for either semester will be rewarded a gift card to be used as the student sees fit.
- Finals – grades 9-12 – each semester

Students in grades 9-12 with a 3.5 GPA or higher will have the option to opt out of finals.

1. Cannot exceed 8 days absence in the current semester **OR** have had an ISS or OSS in either semester.
2. Be in 9th, 10th, 11th, or 12th grade – Middle School students must take all finals
3. Have an average GPA of 3.5 (average of Quarter 1 and Quarter 2, Quarter 3 and Quarter 4) – The office will figure this out.
4. Have a current grade of 93.5 % or higher in the class they wish to opt out of. This is based off of current semester “in-progress” grade. The “in-progress” report will be printed on the following days. It will be off of whatever you have in your gradebook at the time. It will not be changed after the dates listed below.
 - a. January 9th, May 15th (Seniors), and May 29th.

Classes student cannot opt out of are **listed below:**

- English - I, II, III, IV
 - Business/Technology-Banking and Finance
 - Mathematics - Algebra 1, Algebra 2, Geometry, Applied Math, Pre-Calculus, Calculus
 - Science - Biology, Chemistry, Physics, Advanced Biology, Anatomy, Physical Science
 - Social Studies - World History, US History, Government
- 7-12 Ski Trip
Students 7-12 with a grade point average of 3.0 or better, **OR** perfect attendance and a 2.0 GPA, **OR** have improved their GPA by .20 will be allowed to take part in a ski trip offered in March.

Students who have exceeded 8 days of absence or have been suspended in either semester will be ineligible for academic or attendance incentives.

LAW ENFORCEMENT

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The Principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The Principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the Principal considers to be a valid objection.
- The Principal ordinarily will be present unless the interviewer raises what the Principal considers to be a valid objection.
- The Principal will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest.
- By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student’s physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the Principal will verify the officer’s identity and, to the best of his or her ability, will verify the official’s authority to take custody of the student.

The Principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the Principal considers to be a valid objection to notifying the parents. Because the Principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

LOCKERS

- Lockers will be assigned from the Principal's office.
- There will be no swapping or changing of lockers.
- Do not leave valuables in your locker. School locks are available from the office. Students are not to have non-school locks on their lockers. Non-school locks will be cut off regularly and disciplinary action will be taken.
- The lockers are school property and any abuse of the lockers will cause the student to pay for the damages.
- Lockers are subject to unannounced general or random locker inspections for health and safety reasons.
- Each student will be responsible to keep graffiti and obscenity off their locker.
- Lockers will be inspected the last day of school. Students will be responsible for the cost of any repairs.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container, to the High School or Elementary Offices. The Administrative Assistant will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. [Refer to Policy 3416, 3416F]

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: **The District staff, the student's parent, and the student.** Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the Student Handbook with his or her child and sign and return the acknowledgment form(s) and the directory information notice. A parent with questions is encouraged to contact the Principal.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the Counselor or Principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 842-5401 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. [See Protection of Student Rights on page 27]
- Become a school volunteer. For further information, contact the Superintendent.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. Parent organizations include: Booster Club & Academic Booster Club.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact the Superintendent.

PARTIES-ACTIVITIES

All school parties and activities will be scheduled through the Superintendent/Principal's Office. School functions will have faculty chaperones. All requests will be filed with the Superintendent or Principal one (1) week prior to the event. This is to ensure that the facility and date are not taken. All activities will be concluded by 11:00 p.m. unless special permission has been granted beforehand.

PEP BUSES

The school will take a pep bus to some away games under the following provisions:

- Approval must first be obtained from the administration.
- The cheerleaders will be responsible for obtaining approved chaperones, for cleaning the bus after the trip, and for advertising the availability of the pep bus.
- Names of the chaperones must be on file in the high school office before the sign-up deadline.
- Students who ride on the bus to a function must return on the bus. A student may be released to a parent when the parent is present to check the student off the bus and signs off with the chaperone or advisor. Before a student will be released to a parent, the parent must sign a transportation waiver form. Students will not be allowed to sign off to ride home with other students.
- Bus regulations are to be observed at all times.
- A pep bus will be allowed only when a bus is available and not required to make its normal run. Transportation of the students to and from school will have priority.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted based on age or other social reason not related to academic performance.

Middle School Promotion Requirements – A student that fails more than one class may be considered for retention. A team of staff, parent, and administration will review all facts and make a recommendation to the superintendent. (Refer to Policy 2421)

PROTECTION OF STUDENT RIGHTS

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

The District will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the District will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

PUBLIC DISPLAY OF AFFECTION

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school related events. Public displays of affection are inappropriate and lewd by public standards. These displays could be defined as kissing, embracing, fondling, and or other forms of physical fraternization. Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the Principal or designee and according to the building sign-out procedures. Unless the Principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the appropriate school office. The Administrator will decide whether or not the student should be sent home and will notify the student's parent.

Sign out procedure

- Parent or Guardian permission must be obtained prior to signing out.
- Sign out on the clip board indicating reason and time of day.
- Upon return, if during the school day, written excuse must be given and time in recorded.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of student grades in each class or subject are issued to parents at least once every 4 weeks.

Students and parents are able to access their class records through the **Parent Portal located on the Sheridan School Website 24 hours a day**. Please get help from the office personnel if you are experiencing problems accessing the Parent Portal.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the Principal, teachers, or bus drivers.
- Remain alert and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.

- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident Insurance

The District cannot pay for medical expenses associated with a student's injury.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

Drills: Fire, Earthquake, and Other Emergencies from time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency School-Closing Information

A comprehensive, concise, and specific plan has been developed and coordinated to cover emergencies that may arise in the Sheridan School District. Every decision and effort will be made to 1) protect our students and staff from harm or 2) to comfort and provide counsel and support following a tragedy. There is an Emergency Preparedness Manual located in the High School, the Elementary School, and on the website for more detailed information.

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or guidance counselor, who serves as the District Title IX coordinator for students.

- Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.
- A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.
- The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.
- A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the principal or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The principal or Title IX coordinator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.
- If the resolution of the complaint by the Principal or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days, request a conference with the Superintendent.
- Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the Principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board, in writing, within 15 days of receiving the Superintendent's decision. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office.

For more information about the District's Sexual Harassment of Students and complaint procedure, see Policy 3225 and 1700.

SPECIAL EDUCATION RECORDS

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information or the time established by law for retention has expired, the records will be destroyed. However, if expired, the material will be deleted from the records but the records will be maintained until the time has expired.

SPORTSMANSHIP

Sportsmanship is the Golden Rule in action. It is practicing respect. Sportsmanship doesn't change with time or place. Sportsmanship is the same no matter where the game is played, or who is playing it. Sportsmanship is what sets high school sports apart from other levels of athletics, and ultimately sportsmanship becomes a way of life for students. Fan behavior, whether at home or away, at athletic contests reflects on the entire community. Hometown fans should treat out-of-town guests with respect. Similarly, visiting fans should treat their hosts - both individuals and property - with proper appreciation.

- Know and demonstrate good fellowship.
- Be positive. Cheer for your team rather than against the opposition.
- Refrain from booing and name calling.
- Respect the officials' point of view. He /She is in charge and is doing his/her best.
- Remember, athletic contests are, in one respect, just like driving, they do not mix with mood altering substances.
- If a student is given a technical foul, an unsportsmanlike penalty, or is ejected from an event, they will
 - 1) have a meeting with the Athletic Director and/or Principal, and
 - 2) likely miss the upcoming event, at minimum.
- Do not use profanity in cheers or direct profane statements at officials, players, coaches, or opposing cheering sections.

STUDENT'S DESK AND LOCKERS

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See Policy 3231 & 3231P(1). The parent will be notified if any prohibited items are found in the student's desk or locker.

STUDENT OFFICES AND ELECTIONS

Student Council

The Executive President, Executive Vice-President and the Executive Secretary / Treasurer are elected by the student body in May of the previous school year. One representative from each class is elected by the class during the first week of school.

STUDENT RECORDS

A student's school records are confidential and protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the

records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else.

When the student reaches 18 years of age, only the student has the right to consent to release of records. Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change; the parent can contact the Principal to indicate his or her desire to change the original request. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, and dates of attendance, awards received in school, and most recent previous school attended.

TEXTBOOKS

Textbooks are provided free of charge for each subject or class. Books must be treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

TOBACCO FREE POLICY

The District maintains tobacco-free buildings and grounds. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, electronic vaping devices, nicotine and any other tobacco innovation.

Use of tobacco products in a public school building or on public school property is prohibited, unless used in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products or in connection with Native American cultural activities.

For the purpose of this policy, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles. (Refer to Policy 8225)

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The Principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the **parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.**

Buses and Other School Vehicles

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. This service is a privilege and not a right. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the high school principal at 842-5401.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook.

Students must:

- Follow the driver’s directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, and instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver’s signal upon leaving the bus and before crossing in front of the bus.
- When students ride in a District van or passenger car, seat belts must be fastened at all times.
- Misconduct will be punished and bus-riding privileges may be suspended.
- All discipline problems will be reported to the Principal immediately.
- Students are responsible for meeting their bus on time.
- Look before crossing a roadway when leaving or approaching your bus.
- Students are to be courteous to the driver, to the chaperone, to fellow students and to passers-by.
- Students are to remain seated while the bus is in motion.
- When necessary, students will be assigned seats by the bus driver and/or chaperone.
- Students will not extend hands, arms or heads out of the bus windows.
- Students may converse in normal tones. No profanity or obscenity will be tolerated.
- Students are to keep the bus clean and will be held accountable for any damage done on the bus.
- Use of tobacco, nicotine, or alcohol by students on the bus is expressly prohibited.
- Students are expected to dress appropriately for weather conditions.
- Absolutely no food, candy, gum, or beverages will be consumed while on a route bus.

Drivers will not discharge a student from the bus at a location other than the usual bus drop-off, without direct parental request by written note or phone call to the driver, classroom teacher, or the office.

School Bus Rules

Students who fail to obey the regulations and/or refuse to obey promptly the directions of the bus driver and/or chaperone may forfeit their privilege to ride the bus in the following manner:

- 1st Offense: a verbal warning to the student and a written warning to the parents from the bus driver with principal being notified of such warning.
- 2nd Offense: five (5) school days' suspension from riding, beginning immediately upon arrival at bus destination.
- 3rd Offense: ten (10) school days' suspension from riding, beginning immediately upon arrival at bus destination.
- 4th Offense: loss of route privileges for the remainder of the school year.

OPEN CAMPUS/NO DRIVING POLICY

- Students in grades 7-12 may leave campus on foot only during lunch.
- No student driving or vehicle use is permitted during open campus hours.
- No students will sit in their vehicles during lunch.
- Students must walk TO AND FROM their destination.
- Students must walk to their destinations and return within the designated time.
- Promotes student safety, peer engagement, positive fellowship and encourages equity among all grade levels, and reduces liability.
- Reduces the opportunity for vaping.
- Enforces limited vehicle traffic and congestion around campus.

VIDEOTAPING OF STUDENTS

The District uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, **ALL VISITORS MUST FIRST REPORT TO THE PRINCIPAL'S OFFICE.** Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

WEAPONS AND FIREARMS

Firearms

For the purposes of the firearms section of this policy, the term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the Sheridan School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the Sheridan School District. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the Sheridan School District. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the Sheridan School District **must be expelled** from school for a period of not less than 1 year.

However, the Board of Trustees through this policy authorizes the Superintendent to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances.

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

Possession of Weapons other than firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "**weapon**" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns, pellet guns, BB guns, fake (facsimile) weapons, **all knives**, blades; clubs; metal knuckles; nun chucks (also known as nun chucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon (i.e. shivs or shanks).

WEIGHT ROOM

Sheridan School District No. 5 is not responsible for any injury incurred through the use of the weight room equipment.

- Never lift alone. You must have a spotter.
- People under the age of 18 and/or a student, must have adult supervision.
- No gum, candy, food or beverages in weight room.
- Always replace weights on racks when finished.
- No dropping of weights.
- No street shoes in weight room

Lifters are responsible for damage to weights or facility. Take care of this facility. Be proud of it.

STEP ASIDE ... FOR THAT PANTHER PRIDE!

