

Henry D. Sheldon High School

Parent/Student Handbook



The purpose of this document is to notify and educate students and their families about the policies and procedures of Sheldon High School. It is not intended to replace policies of the Eugene 4J School District or the 4J Student Rights & Responsibilities, but rather further articulate the guidelines and procedures specific to Sheldon High School.

Welcome to Sheldon High School!

Mission Statement

Sheldon High School is a place of respect, integrity and learning. Its mission is to provide all students with a challenging, comprehensive education designed to prepare them to perform as successful citizens in our complex, ever-changing world.

Sheldon Students and Families,

As principal at Sheldon High School, it is my great pleasure to welcome you back for the 2016-2017 school year. I anticipate another outstanding year! If you are new to the Irish Nation, thank you for choosing Sheldon High School. We look forward to partnering with you to ensure your student has every opportunity for success. It is our goal to provide a safe learning environment for every student in which **Respect for Others, Self and the Environment** is the standard code of conduct. The staff at Sheldon High School believe in your child and are committed to providing strong academic programs and engaging clubs and extracurricular activities that challenge students to reach their highest potential and equip them for the demands of their postsecondary choices.

We invite you to check out our website at www.shs.lane.edu for our calendar of events, daily announcements, links to ParentVUE/StudentVUE and other pertinent information regarding your student's education. ParentVUE is a very useful tool to connect you with your student's teachers, classes and attendance through Synergy, our online student information system. If you have not set up a ParentVUE account, please contact the main office at 541-790-6600. If you would like to receive the weekly Sheldon Irish eNews, please send an email to sheldonirishenews@gmail.com with the word "subscribe" in the subject line. We hope you find our website helpful and invite you to contact us with any questions or concerns that may arise.

It is a privilege to serve as principal at Sheldon High School. I am grateful to be a part of a community that works together to encourage, support and celebrate the success of all our students.

Once again, welcome. Together let's make 2016-2017 the "luckiest" yet! ("The harder we work the luckier we get" Sam Goldwyn)

Sincerely,

Dr. Bob Bolden, Principal

Last Revised: Sept. 13, 2016

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Contact:

Main Office: 541-790-6600

Main Office Fax: 541-790-6605

Administration

Dr. Bob Bolden	Principal	541-790-6620	bolden@4j.lane.edu
Beth Richardson	Assistant Principal Grades 9 & 10	541-790-6609	richardson_b@4j.lane.edu
Mark Watson	Assistant Principal Grades 11 & 12	541-790-6610	watson_m@4j.lane.edu
Officer Savage	School Resource Officer	541-790-6631	john.d.savage@ci.eugene.or.us

Special Services

Matt Binkerd	Athletic Director & Attendance	541-790-6650	binkerd_m@4j.lane.edu
Korrinne Odle	Special Ed Consultant	541-790-6707	odle_k@4j.lane.edu
Cindy Munyon	504 Coordinator	541-790-6625	munyon_c@4j.lane.edu
Jill Burrell	Nurse	541-790-6644	burrell_j@4j.lane.edu
Curtis Johnston	Transitions Coordinator	541-790-6691	johnston_c@4j.lane.edu

Counselors

Kendra Brott	Student Last Names A-G	541-790-6623	brott_k@4j.lane.edu
Carley Boyce	Student Last Names H-N	541-790-6622	boyce_ca@4j.lane.edu
Michael Voss	Student Last Names O-Z	541-790-6624	voss@4j.lane.edu

Support Staff

Donna Swan-Sixkiller	Receptionist	541-790-6600	sixkiller@4j.lane.edu
Sonja Casarez	Secretary to the Principal/Office Manager	541-790-6620	casarez_s@4j.lane.edu
Mary Livermore	Registrar	541-790-6607	livermore_m@4j.lane.edu
Pennie Cottrell	Assistant to the Registrar	541-790-6600	cottrell@4j.lane.edu
Julia Girod	Finance	541-790-6611	girod_j@4j.lane.edu
Sondee Johnson	Attendance Automated Att. Line	541-790-6678 541-790-6606	johnson_so@4j.lane.edu
Michelle Phillippo	Scheduling	541-790-6677	phillipo_m@4j.lane.edu
Amy Young	Grade 9 Intervention & Testing Coordinator	541-790-6626	young_a@4j.lane.edu
Kristi Savage	Athletic Secretary	541-790-6651	savage_k@4j.lane.edu
Kim Johannsen	College and Career Coordinator	541-790-6614	johannsen_k@4j.lane.edu
Peggy Farris	IHS Secretary	541-790-6636	farris@4j.lane.edu
Carrie Mertz	Textbooks	541-790-6663	mertz_c@4j.lane.edu
Jose Alonso	School Climate/Equity Facilitator	541-790-6670	alonso_j@4j.lane.edu
Chris Steigleman	T.E.N. Secretary	541-790-6633	steigleman@4j.lane.edu

For a complete list of Sheldon staff members, go to the Sheldon website at shs.lane.edu and click on the [staff directory](#) under the contact tab.

Frequently Asked Questions

WHAT YOU SHOULD DO IF YOU ...

... are absent: Have your parent/guardian call the 24-hour automated attendance line at (541-790-6606) to excuse you **BEFORE** you return.

... are going to be absent for an extended period of time and will need homework: Submit a completed Pre-Arranged Absence form to the Principal for approval. If approved, (generally up to three days may be excused for non-educational purposes as described by Oregon law) students may take the Pre-Arranged form to teachers for signature and then must return the form to the Attendance Office.

...discover your StudentVUE account has been disabled: See one of the staff members in the front office.

...don't know your StudentVUE account or need a password reset: Ask a teacher or any staff member in the front office or library. We will either help you change your password or set you up with a StudentVUE account!

...need extra help from a teacher: Most teachers have student Access time from 7:45-8:25 each morning. You are always welcome to drop in during these times. Make sure you let your teacher know you will be coming. In some cases, teachers have a different student access time. Don't be afraid to ASK: Teachers are here to help you!

... need to leave early: Students may leave class at anytime but will be marked in attendance accordingly. A phone or email message from the parent/guardian must be received within 24 hours in order to be excused.

... need athletic information: See Matt Binkerd, our Athletic Director, in C-2, or Kristi Savage, athletic secretary, also in C-2.

... need to purchase an ASB sticker: See Julia Girod, our bookkeeper, in the finance office.

... have a locker problem: Notify a custodian or campus supervisor.

...want information about activities: See Matt Binkerd, our Athletic Director, or Michael Voss, our ASB advisor.

... want a parking permit: See Julia Girod, our bookkeeper, in the finance office.

... need a new student body card: See Mary Livermore, our Registrar.

... want to buy a yearbook: See Julia Girod, our bookkeeper, in the finance office.

... feel ill: Report to the main office health room when the nurse is available. When the nurse is not available, call home if you don't feel well enough to remain at school.

... **need to see your counselor:** Go to the counseling office area (main office) and sign up for an appointment on your counselor's clipboard. Let the receptionist know if you have an emergency. Students are assigned to a counselor based upon their last name:

A-G = Kendra Brott

H-N = Carley Boyce

O-Z = Michael Voss

... **need info about college admissions and/or scholarships:** See your counselor or visit Kim Johannsen in the College & Career Center in room C-2.

... **need career or Work Experience information:** Visit the College & Career Center in room C-2.

... **want International Baccalaureate Program information:** See Peggy Farris in the IHS office, B-13.

... **need information about Special Education:** Contact your counselor, who can explain the referral process to you.

... **need a transcript:** See Mary Livermore in the main office. Keep in mind there may be a waiting period, so ask well before a scholarship due date.

... **need information about CRLS or any other Essential Skill or graduation requirement:** See your counselor, the Program Coordinator Assistant in the Little Office Around the Corner, or Kim Johannsen in the Career Center.

...**need to talk with the Principal:** See his secretary, Sonja Casarez, in the main office.

... **want to change your schedule:** Students will be expected to stay in classes they forecast for and are enrolled in. Changes for teacher requests, lunch preferences, and a change of mind will not be accepted. Appropriate requests for changes include: being placed in the wrong level (math or language class is at the wrong level), have already taken the course, have a hole in your schedule, or need a class that is not in your schedule to graduate or to receive a particular honor.

...**need to pay a sports participation fee/school fee:** See Julia Girod, our bookkeeper, in the finance office.



Bell Schedules

The building opens to students at 7:30am on Mon., Tues., Thurs., Fri., and 8:15am on Wed. Please be aware that there is no supervision on the Sheldon Campus before this time.

For more information on what schedule we are on each day, please visit the [Events Calendar](#) on the Sheldon Website.

Regular Daily Schedule

2 Hour Delay/Hazardous Weather

Student Access Time		7:45-8:25				
Period 1		8:30-9:40		Period 1		10:30-11:15
Period 2		9:45-11:00		Period 2		11:20-12:05
Period 3		11:10-12:20		Period 3		12:15-1:00
Lunch	12:20-1:00			Lunch	1:00-1:40	
Period 4		1:00-2:10		Period 4		1:40-2:25
Period 5		2:15-3:25		Period 5		2:25-3:15

Wednesday Late Start Schedule

Early Release Schedule

Staff Collaboration		7:45-9:15		Student Access Time		7:45-8:25
Period 1		9:30-10:30		Period 1		8:30-9:10
Period 2		10:35-11:35		Period 2		9:15-9:55
Period 3		11:40-12:40		Period 3		10:00-10:40
Lunch		12:40-1:20		Period 4		10:45-11:25
Period 4		1:20-2:20		Period 5		11:30-12:10
Period 5		2:25-3:25		Lunch		12:10-12:40

Modified A Schedule**Modified B Schedule**

Student Access Time		7:45-8:25		Student Access Time		7:45-8:25
Period 1		8:30-9:35		Period 1		8:30-9:30
Activity		9:35-10:10		Activity		9:30-10:30
Period 2		10:15-11:20		Period 2		10:35-11:35
Period 3		11:25-12:30		Period 3		11:40-12:40
Lunch		12:30-1:10		Period 4		12:40-1:20
Period 4		1:10-2:15		Period 5		1:20-2:20
Period 5		2:20-3:25		Lunch		2:25-3:25

Calendars

See the 4J website at www.4j.lane.edu for the [High School Academic Calendar 2016–17](#).

First Trimester-57.5 days

Aug.	30/31	(Tu/W)	High School Registration Day
Aug.	30	(Tu)	Teachers Report for Duty
Sept.	5	(M)	Labor Day
Sept.	6	(Tu)	No School — Planning Day
Sept.	7	(W)	High School Classes Begin for All Students
Oct.	13	(Th)	Early Release — Mid-Trimester Progress Reports
Oct.	14	(F)	No School — State In-Service Day
Nov.	11	(F)	No School — Veterans Day
Nov.	24/25	(Th–F)	No School — Thanksgiving Break
Dec.	2	(F)	No School — Grading Day
Dec.	5	(M)	No School — Professional Development/Planning Day

Second Trimester-57.5 days

Dec.	6	(Tu)	Second Trimester Begins
Dec.	19–Jan. 2	(M–F)	No School — Winter Break
Jan.	3	(Tu)	No School — Professional Development
Jan.	16	(M)	No School — Martin Luther King Jr. Day
Feb.	3	(F)	Early Release — Mid-Trimester Progress Reports
Feb.	20	(M)	No School — Presidents Day
Mar.	16	(Th)	No School — Grading Day
Mar.	17	(F)	No School — Professional Development/Planning Day

Third Trimester-58.5 days

Mar.	20	(M)	Third Trimester Begins
Mar.	27–31	(M–F)	No School — Spring Break
May	5	(F)	Early Release — Mid-Trimester Progress Reports
May	29	(M)	No School — Memorial Day
June	16	(F)	**Possible Last Day for Students (Full Day) (if no hazardous weather makeup days needed)
June	19	(M)	**Possible No School Day — Grading Day (if no hazardous weather makeup days needed)
June	19–22 and beyond		**Possible Hazardous Weather Makeup Days

**Snow Days: Please be aware that the final school day may change. If any school days are missed due to hazardous weather (“snow days”), they will be made up on days added at the end of the school year.

[2016/2017 4J School Calendars](#)**[Sheldon Events Calendar](#)**

GENERAL INFORMATION

Advisory

Advisory is a school-wide required class that has a grade-level grouping of about 25 students and meets about two times per month as listed on the school calendar. Advisory is a program for students to build a relationship with a staff member who helps them complete the State of Oregon graduation requirements above and beyond their credit requirements. This program also provides students with how to be a successful high school student, as well as with post high school opportunities. On scheduled Friday Advisory, classes follow the Modified A schedule. Attendance is taken for all Advisory classes.

2016-2017 Advisory Schedule

Athletics/Activities:

Extracurricular and co-curricular activities in high school are extremely important for learning the many intangible skills and qualities necessary for success in life. Students who are active in school clubs and sports are often more likely to be successful academically as well.

School activities also provide opportunities for students to build friendships and to experience the kind of challenges and successes that are essential to building self-confidence, self-reliance, and self-esteem. Students who do not participate in this important part of life are not taking full advantage of the educational opportunities provided. Therefore, students are encouraged to get involved!

Citizenship

The ***ROSE; Respect others, Self and Environment*** is the standard of character expected of all students, but especially for those involved in extracurricular activities representing Sheldon High School. Athletes, for example, are recognized on and off the playing field and are expected to represent their school, community, teammates, and coaches in the most positive ways possible.

Athletic/Activity Eligibility

Fall sports begin	Aug. 15, 2016
Winter sports begin	Nov. 14, 2016
Spring sports begin	Feb. 27, 2017

Sportsmanship

Both participants and spectators represent the school and community at extracurricular and sporting events. Sheldon High School students and parents are expected to uphold the traditional high standard of good conduct and attitude that is expected of them at extracurricular events both at home and away.

Students representing Sheldon High School at school-sponsored events, as participants or spectators, are subject to the rules of the school discipline code. The district reserves the right to limit spectator participation due to inappropriate conduct.

Last Revised: Sept. 13, 2016

Fees and Requirements

Before students are allowed to participate in the athletic program, they must meet both state and school eligibility requirements and have a physical examination every two years. Student athletes at Sheldon must meet the Oregon School Activities Association (OSAA) eligibility standards as well as an individual standard set by Sheldon in order to compete in athletics during the school year. These standards include but are not limited to:

- Must have completed 2 .5 credits in the previous semester and be enrolled in and passing 4 classes
- Must have a current physical (required every two years)
- Must pay the \$30.00 ASB fee
- Must pay the required sport fee (See athletic website for fee schedule)
- Sports Scholarship and reduced fees are available for qualifying students. Contact the finance office for more information
- Must have proof of insurance or the ability to purchase school insurance

Please see the [Sheldon Events Calendar](#) for Sport Registration dates.

Sheldon offers the following OSAA (*Oregon School Athletics Association*) sanctioned sports and activities:

FALL	WINTER	SPRING
<i>Football</i>	<i>Boys Basketball</i>	<i>Baseball</i>
<i>Boys Soccer</i>	<i>Girls Basketball</i>	<i>Softball</i>
<i>Girls Soccer</i>	<i>Swimming</i>	<i>Boys Golf</i>
<i>Volleyball</i>	<i>Wrestling</i>	<i>Girls Golf</i>
<i>Cross Country</i>	<i>Cheerleading</i>	<i>Track & Field</i>
<i>Cheerleading</i>	<i>Dance</i>	<i>Boys Tennis</i>
<i>Dance</i>		<i>Girls Tennis</i>
		<i>Cheerleading</i>
		<i>Dance</i>

Other Community-Sponsored Clubs and Activities not OSAA sanctioned or sponsored by Eugene 4j are:

FALL	WINTER	SPRING
<i>Girls Water Polo</i>	<i>Petanque</i>	<i>Girls LaCrosse</i>
<i>Boys Water Polo</i>	<i>Equestrian</i>	<i>Boys LaCrosse</i>
<i>Petanque</i>	<i>Ultimate Frisbee</i>	<i>Ultimate Frisbee</i>

Dances and School Functions

Sheldon ASB (Associated Student Body) holds two dances a year including Homecoming and Prom. School dances start at 8:00 pm and end at 11:00 pm. The adult advisors are responsible for supervising, while the

class members or club members are responsible for recruiting chaperones, decorating, and cleaning up. At least eight staff chaperones are required for each dance.

- Students should have their student body cards for admission to dances and other functions.
- Students are not permitted to re-enter a dance or event once they have left.
- Sheldon students may bring a guest if they properly complete the dance guest form at least two days prior to the dance. Guests are subject to administrator approval.
- Students who have been suspended, expelled, or otherwise barred from the campus are not permitted to attend dances or other school functions.

Student Body Cards

A student body card, with an ASB sticker, allows students to attend all Sheldon athletic contests involving 4J teams and other events (dances and plays) at a reduced cost. ASB receipts are used to fund school activities as determined by the Associated Student Body (ASB) organization. Students are not required to buy the ASB sticker. However, without the ASB sticker, students pay regular student prices for activities. All students will receive a student body card free of charge; the ASB sticker is \$30.00.

Student Leadership

Associated Student Body, ASB, is the group of students, selected by the Electoral Caucus Committee, who are responsible for all dances, spirit weeks, assemblies and activities throughout the year. These students work directly with their advisors, Michael Voss and Kim Johannsen, to address student issues and provide a strong student voice for the school administrative team.

Student Clubs & Activities

Sheldon has a wide variety of clubs and activities that either are functioning now or that have been part of Sheldon in the past. If you are interested in joining a club, reviving a club, or forming a new club, please contact the Athletic & Activities Director, Matt Binkerd for the application process and paperwork. Click here for a complete list of [Sheldon Clubs & Activities](#).

Attendance:

Attendance Expectations: Regular attendance shall be required of all students in accordance with the regulations of the Eugene 4J School district and those specified in the ORS 339.010 – ORS 339.090. Attendance and punctuality are important responsibilities of the student.

Parents who monitor attendance closely increase the likeliness of success for their students.

You can help by:

- Activating your ParentVUE account and monitor attendance regularly.
- Being informed about attendance policies.
- Reporting an absence or tardy within two school days of the absence/tardy

Helpful Terminology:

A student may be marked ***absent*** (never showed up in class at all), ***late*** (showed up during the first 10 minutes of class), or ***very late*** (showed up to class *after* 10 minutes or left class early for any reason).

To Report an Absence: If a student is absent/tardy the parent/guardian must contact the attendance office in one of the following ways:

- *By Phone:* Call the 24-hour attendance line (541-790-6606) to report an absence or tardy and request that it be excused.
- *In Writing:* If the student's parent/guardian cannot call, they should write a note requesting that the absence or tardy be excused. The note must include the reason for absence, the student's name, and the date(s) and/or period(s) of the absence or tardy.
- *Via E-mail:* Parents that have provided an e-mail address in their student's' information record may reply to the automated attendance e-mail messages and provide the reason for their student's absence or tardy.

Missed Work from Absence:

Students should first check StudentVUE for any posted assignments. If nothing is posted, the student should then ask each teacher for the work they have missed.

Excessive Absences:

If a student has excessive absences, they may be referred to the Student Success Team for further review and possible Truancy procedures. According to Oregon Compulsory Attendance Law 339.010:

- Students with excessive absences may be required to provide a note from a physician or clinic verifying illness in order for an absence to be excused.
- At 10 consecutive absences in 75% of scheduled classes, even planned/prearranged/excused absences, Oregon Law requires the school to withdraw students from enrollment.

Prearranged Absences May Be Excused with the Following Guidelines:

A [prearranged absence form](#) may be obtained in the attendance office or online. The pre-arranged absence must be approved by the principal before seeking the signatures of the teachers. In most cases, only three days of excused absences will be approved unless the absence falls under one of the allowable absences according to Oregon law.

Please click [here](#) for the complete Sheldon Attendance Policy.

Behavior Expectations:



ROSE: Respect Others, Self, and Environment

Sheldon High School recognizes that most of our students meet acceptable standards of behavior. Student expectations, which apply to all students, are found in the [4J Student Rights & Responsibilities](#) and Sheldon's Discipline Handbook. Students and parents/guardians are

expected to know the contents of this handbook and to comply with the behavior guidelines presented in it. Our behavior guidelines and disciplinary consequences are meant to encourage students to be responsible citizens of the school community.

Parent Notification: Discipline for a minor infraction may be handled without parental notification and may result in the administration of less severe consequences. When more formal disciplinary consequences are required, parents will be notified by phone and/or letter stating the incident and reason for disciplinary action. Parents are encouraged to contact the administrator who made the notification if there are any concerns or questions.

- For student issues involving grade 9 or grade 10 students please contact Beth Richardson at 541-790-6609 or by email at richardson_b@4j.lane.edu
- For student issues involving grade 11 or grade 12 students please contact Mark Watson at 541-790-6610 or by email at watson_m@4j.lane.edu

Lunch/After School Detention will be used for students with inappropriate behavior.

Suspension: Assistant principals may occasionally need to temporarily suspend students from school. In disciplinary suspensions, a procedure is followed which provides that the student be informed of the disciplinary violation and allowed to explain his/her view of the occurrence. Parents are notified and the procedure for returning is explained. In some cases, an in-school suspension may be the disciplinary action of choice.

Expulsion: Recommendations for expulsion are made only after serious consideration. Expulsion follows District procedure, which provides for an expulsion conference (see [Eugene School District 4J's Student Rights and Responsibilities](#)).

Please note that students can be subject to school discipline for any negative online posting made during or outside of school hours that causes teachers or students to feel threatened or compromised. Disciplinary action can be taken against students for online posts containing threats, bullying, inappropriate pictures, allegations of inappropriate behavior, or such content that is likely to cause disruption in the school.

Campus Monitors/Security: It is a District priority to maintain a safe and secure environment for our students. To assist in reaching this goal, Sheldon High School has two campus monitors present during school hours. They will monitor the school campus under the direction of the administration and will assist administrators with the management of student-related issues.

College & Career Center:

The College & Career Center is located in C-2 and is a resource center for students and parents focusing on post High School planning. Resources available include information on 2 and 4 year colleges, tech programs, scholarships, financial aid, testing, military, NCAA and International/local summer opportunities. Computers are also available for

career and college research as well as access to [Naviance](#). It is an *excellent* opportunity for parents and students to learn about colleges, scholarship information and resources. Check out the Career Center blog at: http://blogs.4j.lane.edu/sheldon_career/

For more hours of operation please contact postgraduate specialist, Kim Johannsen, at 541-790-6614 or johannsen_k@4j.lane.edu.

Counseling Center:

Your counselor is dependent on the first letter of your last name.

Students A-G: Kendra Brott –541-790-6623 – brott_k@4j.lane.edu

Students H-N: Carley Boyce –541-790-6622 – boyce_c@4j.lane.edu

Students O-Z: Michael Voss –541-790-6624 – voss@4j.lane.edu

Counselors at Sheldon provide students with academic guidance, personal counseling, and post-high school planning. You can sign up for an appointment with your counselor on the clipboards at the front office desk. When counselors do not have appointments or are not in meetings you are welcome to drop in to see them immediately without an appointment.

Counselors treat what you have to say confidentially. What is shared with them stays with them, except in a limited number of situations where they are required by law to report, such as when the counselor believes that someone might be a source of harm to themselves or others, or where there is reason to believe that child abuse is occurring.

Daily Announcements

Announcements will be read over the PA system at the beginning of second period and will be published each day and posted in various rooms. It is important for students to be aware of the announcements so they do not miss a scheduled meeting or activity.

Criteria for Announcements:

1. *Must be submitted to Sheldo_announce@4j.lane.edu or on the announcement form which is available in the main office.*
2. *Must be approved by an advisor or an administrator.*
3. *Must be submitted by 1:30pm the day BEFORE the announcement is to be read.*
4. *May be run for a maximum of 2 days unless otherwise approved.*

Dress and Grooming

The responsibility for dress and grooming of a student rests primarily with the student and his/her parents or guardians. A student's dress or grooming should not affect participation in school classes, programs or other school-related activities, except as provided below.

1. Student Dress and Grooming

Student dress and grooming shall be clean and in keeping with health, sanitary and safety practices. Because of health and safety considerations,

students are required to wear shoes while on school property or while participating in school-sponsored activities that may occur off school property.

When a student is participating in the educational program or a school sponsored activity, dress and grooming will not substantially disrupt the activity or constitute a threat to the health and safety of the student or others. Provisions for dress and grooming for special activities should arise directly out of the needs of the activity.

2. Clothing with Vulgar and Plainly Offensive, Obscene or Sexually Explicit References, or Illicit Drug References

Clothing with illicit drug, alcohol or tobacco messages is prohibited.

Clothing with vulgar and plainly offensive, obscene or sexually explicit references, graphics or comments is also prohibited.

Electronic Devices

Sheldon High School staff embraces the potential of technology to facilitate lifelong learning and actively seek ways to integrate technology into high quality instruction. However, the non-academic use of personal electronic devices during class time is not consistent with the SHS mission of ensuring that students use instructional time to pursue academic success.

Teachers will expect that students will use 4J-provided devices and any personal devices during class only at appropriate times as designated by the teacher for academic purposes. SHS staff requests that parents and students honor our desire to preserve the integrity of the instructional moment and support our decision to discourage the use of personal electronic devices (including cell phones, iPods, camcorders, personal computers, etc.) that may disrupt the lesson, classmates, and the teacher.

Students using an electronic device during instructional time without prior permission by staff, or who use the device in ways that cause a disruption to the educational process, may be considered insubordinate. Staff may take appropriate disciplinary action.

Since the staff discourages students from bringing personal electronic devices to school (unless needed for academic purposes), lost or stolen personal devices may not be investigated because of time restraints, and the school will not be responsible for replacing personal belongings brought to campus.

Students are expected to adhere to SHS Acceptable Use Agreement and to expectations outlined in the [4J Student Rights and Responsibilities Handbook](#) regarding use of technology.

Equal Opportunity

Discrimination on the basis of age, disability, national origin, race, marital status, religion, gender, sexual orientation, or socioeconomic status is prohibited in any instructional program, extra curricular activity, or in the provision of any other services or benefit.

Finance

Office Hours:

Students: Before school, during lunch and after school

Parents: 8 am to 3:45 pm Monday, Tuesday, Thursday and Friday. Wednesdays 8:30 to 3:45 pm

Staff: Staff may have access to the finance office during regular business hours – 7:30 to 3:45 pm.

Please be respectful of breaks and lunch: 12:45 to 1:15 pm

The finance office is located in the main office area. Our services include:

- Parking passes
- Bus passes
- Class/student fees
- Athletic fees
- Student fines
- Scholarships relating to fees: includes sports and driver training
- Free & Reduced lunch information

Finance FAQs:

- As payment, we accept cash, checks, Visa and MasterCard.
- The finance office can only give change for purchases made to the school.
- Tickets for events such as games, graduation, dances and performances are generally sold by representatives of the respective program and on the specific days posted. These are not sold by the finance office.

Food & Drink Policy

The cafeteria, courtyard, locker bays and only classrooms in which the teacher has given permission are the authorized places in the building for food and drink. **Students are not to eat or drink in the library, any computer labs, main office or auditorium.**

Litter is a problem for everyone. Let's keep Sheldon clean and green.

Additionally, signs are posted prohibiting outside food or drink in our facilities during games and activities outside the school day.

Intimidation & Harassment

A learning and working environment free from harassment and intimidation shall be available to all students and staff members regardless of race, gender, ancestry, religion, or national origin.

The following is a definition of harassment:

When a person intentionally harasses or annoys another person by:

1. Subjecting a person to offensive physical contact
2. Publicly insulting another by abusive words or gestures in a manner intended and likely to provoke a violent response

3. Subjecting another to alarm by conveying a false report, known by the conveyor to be false, concerning death or serious physical injury to a person, which report reasonably would be expected to cause alarm
4. Subjecting another to alarm by conveying a telephonic or written threat to inflict serious physical injury on that person or to commit a felony involving the person or property of that person or any member of that person's family.

Report any incidents to administration. Any student who is found to be in violation of this policy will be required to attend a meeting with his/her parent(s) or guardian(s) and the school principal to clarify school expectations of the student's behavior. The student will be subject to appropriate disciplinary action.

Hazing Equals Harassment

All students are reminded that initiations are a thing of the past. No longer is it considered appropriate for upperclassmen to initiate incoming students. Please enforce these beliefs at home and Sheldon staff will do likewise at school.

We are looking forward to a school climate where all our students feel safe.

Language Translation

If language translation or ASL interpretation support is needed for Parent-Teacher Conferences, Meetings, or Informational Nights; please contact your student's School Counselor to complete a request form 2 weeks before the needed translator support.

Si traducción de lenguaje o apoyo de interpretación ASL es necesaria para conferencias de Padres-Maestro, Juntas o Noches Informativas; Por favor de contactar al consejero/a de su estudiante para llenar la forma de solicitud, 2 semanas antes de que necesite el apoyo del traductor.

Library

Sheldon's library provides a wide variety of books, magazines as well as digital resources and services. The library is open daily, and is reserved for students who wish to read, write or study quietly. It is expected that materials borrowed by students will be returned in a timely manner and in the condition in which they were loaned. Overdue library materials will have fees assessed. Visit the Sheldon [Library](#) on the Web.

Naviance



Naviance is a comprehensive college and career readiness solution that helps schools align student strengths and interests to postsecondary goals, improving student outcomes and connecting learning to life. Sheldon requests that all students activate their Naviance in order to meet various requirements each year ie; school climate surveys, student body voting, mandatory training, etc. In your junior and senior year, Naviance will be the primary database for transcript requests, letters of recommendation and college applications. Please get familiar with this program and as always, ask your counselor if you need help getting set up!

No Visitor Policy

A NO VISITOR POLICY is in effect for the current school year. This policy is implemented for security reasons. Unidentifiable, non Sheldon students create a security hazard for Campus Supervision, other students and staff.

We request the cooperation of both students and parents in not asking for permission to have visitors accompany students to school. Thank you.

Parking

In order for us to maintain a safe environment for both drivers and pedestrians we will have regulations governing the use of motor vehicles on campus. A summary of these is included below. These will be agreed to as a condition for all drivers use of Sheldon's parking lots. A complete list of rights and responsibilities will be provided with each parking permit issued.

- Parking will be limited to staff and students who have purchased a parking permit.
- Permits will cost \$50.00 for the year (equal to about \$5.00 per month) and will be non-refundable. Cost reduced each trimester. [See the Finance Office](#) to purchase.
- Spaces will be reserved for visitor parking and volunteers will receive special parking permits and will park in spaces marked for staff members.
- Using someone else's parking permit is prohibited.
- Cars may be parked in marked spaces only.
- Parking in staff spaces, yellow curb zones, fire lanes or fire hydrant zones may result in citations with fines and/or cars being towed at the owner's expense.
- Parking in KRVM designated spaces is prohibited at all times.
- **Parking lot speed limit is 5mph.**
- Reckless driving is prohibited at all times. Squealing of tires, exiting unsafely into traffic, excessive speed or other unsafe practices will be considered as reckless driving.
- Parking on campus without a permit is prohibited and will result in a citation with a fine. Permits must be displayed in your vehicle at all times.
- Loitering in or around vehicles is prohibited. Cars are for transportation to and from school.
- Holding a permit does not reserve a particular space. All spaces are accessed on a space available basis. Permit sales are limited and should ensure that a space will be available for each permit holder.
- A permit may be revoked as a result of violating the rules governing driving and parking on campus.
- Please drive safely. Driving to school and parking on campus is not a right it is a privilege.
- It is your responsibility to immediately report a change in vehicle to the finance office in order for us to maintain accurate records related to your driving privileges.
- Vehicles are not to be driven during emergency drills.

Phone Calls & Messages for Students

In an effort to protect student instructional time, only emergency phone messages will be delivered to classrooms. Lunches, money, gifts, etc. may be dropped off at the front desk in the main office, but it is not preferred. Parents/guardians are ultimately responsible for notifying their student of an item dropped off in the office, or any change in appointments, release times, etc. without the option to have a note delivered to class. Instructional time is drastically impacted every time there is an interruption to class. Sheldon staff are not responsible for any items left at the front desk for students.

Student Access Time

Students can access time with most teachers between 7:45-8:25 on M,TU,TH,F. If the teacher you need to see is unavailable during that time, make sure you ask to schedule a time when they are available. On Wednesday mornings, teachers are involved in school and district related professional development and planning activities and the building will not be open until 8:15. Most teachers are willing to meet students during lunch or after school as well so keep asking!

Student Requests for Records

If you need a transcript, copy of a report card, or any other request for records please see the Registrar, Mary Livermore, in the main office. A records request may take 24 hours to process so please plan ahead.

Statement of Concern

The intended use of the Statement of Concern form is to make school staff aware of a concern. The concern could be something that either had or will have an effect on the Sheldon High School campus. It is a way for students, parents and the community to bring awareness to a situation that has an impact on an individual, a group or the school.

Once the Statement of Concern is complete, the form should be taken to the main office or given to a trusted staff member to turn in. If anonymity is a concern, please bring the form to the main office without writing your name.

- [Download the Statement of Concern form](#)

Student Searches

Schools have a responsibility to protect students from harm, maintain order and fulfill their educational mission. Students have a legitimate expectation of privacy, which is protected by the U.S. and Oregon Constitutions. Balancing these concerns, school officials may conduct searches of students or their belongings only under certain circumstances.

1. Student Searches

School officials may search a student and his/her personal property, or

any district property used by the student, if the officials have reasonable suspicion to believe that the student either personally poses, or is in possession of an item that poses, an immediate threat of serious harm to the safety of the student, the official or others at school. Officials may also conduct a search when the student or the student's parent consents. Searches will not be excessively intrusive in light of the age, sex and maturity of the student and the nature of the infraction.

The student will be given the opportunity to be present when the search of personal possessions is conducted, providing the student is in attendance and if there is no reason to believe that his/her presence would endanger his/her safety or the safety of others. Any search of a student's person will be conducted in the privacy of a school office except in an emergency where delay might endanger the welfare of other persons.

2. Seizure of Property

School officials will seize illegal items, stolen property, evidence of commission of a crime or violation of school policy, or other possessions reasonably determined by school authorities to be a threat to the safety or security of students or others. Such items include but are not limited to guns, other dangerous weapons, illegal drugs and drug paraphernalia. Other items that may be used to substantially disrupt or materially interfere with the education process may be temporarily removed from the student's possession.

Dangerous weapons, including guns, knives, metal knuckles or any other weapon, the purpose of which is to injure other persons or property, will be promptly turned over to a representative of the appropriate law enforcement agency. Parents will be notified whenever such an item is removed from a student's possession, unless the notification will unduly interfere with the investigation of the law enforcement agency.

Tobacco Free

Sheldon High School is a Tobacco Free Campus

There will be no tobacco use on or around the Sheldon campus, 24 hours, 7 days a week, new law passed 2006. House Bill 3590, which was passed during the summer of 1991, "prohibits minors from possessing tobacco products and prohibits schools from permitting any person under 18 years of age to possess tobacco products while present on school grounds, buildings or attending any school sponsored activity." This policy will be implemented by reasonable efforts to monitor use and possession of tobacco products, including, but not limited to, action to cause violators to cease and desist when a violation occurs within the plain view of a school employee.

For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, e-cigarettes, vape pens, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form[, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances **or any**

other tobacco substitute (e.g., e-cigarettes). This does not include FDA-approved nicotine replacement therapy products used for the purpose of cessation].

Trash & Recycling

We Need Your Help!

The Goal:

Sheldon is on its way to becoming an Oregon Green School through Bring Recycling's Re-Think Project. One of the benefits of becoming certified Green is a \$500.00 grant. Part of the money will be spent on signage to educate Sheldon on how to recycle according to Sanipac's co-mingling recycle program. The goal is that this knowledge will transfer to Sheldon families and beyond.

You Can Help:

We can reach our goal if each students and staff are mindful of their waste and remember to recycle responsibly. Pay attention to signage! **Respect Others, Self and the Environment** by taking care of your own trash and recyclables, encouraging your friends to do the same, and picking up trash/recyclables that are laying around.

Let's keep Sheldon clean and green this year!

Trimester Grading System

Sheldon High School is on a three-trimester grading system. There are twelve weeks in a trimester.

Report Cards:

Report cards will be mailed three times during the school year to all students (some may be electronically sent if requested through ParentVUE). If you do not receive a report card within two weeks of the following dates, call Sheldon's registrar at (541) 790-6607.

First Trimester

December 2

Second Trimester

March 16

Third Trimester

June 19

Progress Reports:

Progress reports are mailed three times during the school year on the following dates:

First Trimester

October 13

Second Trimester

February 3

Third Trimester

May 5

Use of Lockers & Desks

Lockers and desks belong to the school district and are assigned for the convenience of students. They are to be properly cared for by students and not used for the storage of illegal, dangerous, or prohibited items, or evidence of an illegal act or violation of a school rule.

A general inspection of lockers or desks may be conducted by school officials on a regular basis. Such general inspections will be announced in advance. Items belonging to the school and not appropriately in the student's possession will be seized and returned. Illegal, dangerous, or prohibited items will be seized and held for appropriate disposition.

Special inspections of individual lockers or desks may be made when there is reasonable suspicion to believe that illegal or dangerous items or items that are evidence of a violation of the law or school rules are contained in them. The student will be given the opportunity to be present when the search of personal possessions is conducted, providing the student is in attendance and if there is no reason to believe that his/her presence would endanger his/her safety or the safety of others.