

9th-12th

Objective(s):

The student will be able to...

1. Communicate expectations and regulations at Silverton High School.

Materials: Guidelines for Student Conduct (SFSD), Student Handbook (SHS)

Assignment(s):

Assignment	Standard(s)	Points	Assigned	Due
Guidelines for Student Conduct/Student Handbook	CS.PM.02 Plan, organize, and complete projects and assigned tasks on time, meeting agreed upon standards of quality.	5	9/14/16	1 week from assigned date

Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. Please note that this lesson will take 2 days to finish.
5. Pass out the **Guidelines for Student Conduct**(SFSD): Students will need to return the parent/student signature page by Friday, September 22, 2015. Please keep it for the remainder of the year in case it is needed.
 - Direct attention to student rights and responsibilities and highlight that 92% attendance is a federal mandate and the SFSD has set 95% as our targeted attendance rate.
 - Student behavior concerns listed on page 4. Note the disciplinary actions sequence on pages 5-7.
 - Have all students note the Failure to Report infraction on page 4.
 - Please explain the **HARASSMENT/BULLYING** section on page 4. Stress that this subject will be an area of emphasis for AG as well as within behavioral expectations.
 - Note that in high school Law Enforcement will be involved when necessary.
 - Examine the steps/responsibility involved with a discipline action and the behavior problem area on page 8 & 9.
6. Please hand out the **SHS Student Handbook**.
7. Go over the following key points to remember about attendance.(Pgs.14 &15)
 - Revised Statute (ORS) recognizes the following reasons **only** as valid excuses for absences:
 1. Illness of the student.
 2. Illness of an immediate family member when the student's presence at home is necessary.
 3. Emergency situations that require the student's absence.

4. Medical/dental appointments - verification of appointments will be required.
5. Field trips and school -approved activities.
6. Other reasons deemed appropriate by the Assistant Principal in charge of attendance when satisfactory arrangements have been made in advance of the absence.

- **PLEASE NOTE:** The following are NOT excusable absences in accordance with Oregon State Attendance laws:
 1. Truancy.
 2. Oversleeping.
 3. Missing the bus or car malfunction.
 4. Shopping/haircut appointments.
 5. Family vacations not excused in advance.
 6. Hunting or fishing excursions.
 7. Birthdays or other celebrations.
 8. Gainful employment.
- Remind students they may be dropped from enrollment due to irregular attendance or a 10 day absence, regardless of whether the absence is excused or not.
- Note that parents must call within 24 hours for an absence to be excused.
- We encourage family trips or religious holidays be arranged at least 2 days prior to absence.
- Prearranged absences- forms available in attendance office and are due one day prior to absence.
- Finals are not given early. Students need to make arrangements with counselor to take exams at a later time.
- School related absences-for a class or school supported extra-curricular activity. These absences must be prearranged, but do not count toward your absence total. (In most instances coaches and advisors will prearrange).
- Participation in school activities- must be present all day the day of the activity or the day before the activity if it is a Saturday event, unless it is school related or pre-excused.
- The SFSD has requested that staff and students not make vacation plans on the days directly after the anticipated completion of the school year. This is due to days that may be made up due to school closures, typically due to inclement weather.
- **If you plan to attend an evening or after school activity, you must be present at school for the full day of the activity. If the activity is on a weekend (Homecoming Dance, etc.), you must be present the full day immediately preceding the event (i.e. Friday).**

8. **Assembly Conduct and Athletic Event Expectations** (Pgs.7&8) Highlight these sections and make sure they understand how to behave at these functions.

9. **Code of Conduct for Interscholastic Activities** (Pg. 8) Please highlight no backpacks, no containers, and no re-entry. Encourage all participants in sports and activities to note conduct code related to participation on pages 9-13.
10. **Dance regulations** (Pgs. 16-17) Highlight ASB card requirement for ticket purchase and entrance. Please make a point to explain in detail the stated policy for students dress codes, guest policy, and the no re-entry policy,
11. **Fees** (Pg. 22) Outstanding fees may affect a student's participation in the graduation ceremony. Students must pay fees/ fines or make financial arrangements to address the deficit in one week prior to graduation day order to assure they will not be excluded from participation in the commencement exercises.
12. **Hall passes** (Pg. 23) Do not be in the hall without a hall pass. Explain to students that this allows us to account for every student should there be an emergency.
13. **Lockers** (Pgs. 25-26) Should not be considered "safe" for valuables, all lockers are school property and subject to search, and make sure they know that if the locker is assigned to them they are responsible for every item in that locker.
14. **Student Driving and Parking** (Pg. 30 & 31) Encourage all drivers to read thoroughly, but highlight for everyone #2, #3, & #7 on page 30.
15. **Personal Communication Devices and Social Media** (Pg. 50-51) Remind students that they are not to be visible in classrooms, but can be used during non-instructional time. The permitted time for cell phones is before school, passing time, during lunch and after school. **HEADPHONES are allowed before and after school and lunch.** Encourage all students to be diligent about acting responsibly so we can all keep this privilege. If the policy is not followed by a student, then the headphones AND the device will be confiscated and a parent will need to pick them up in the main office.
16. **Display of Affection** (Pg. 52) Please note that if a student's actions make anyone around them feel uncomfortable, it is not acceptable, even if they personally feel it is appropriate.
17. **Dress Code** (Pgs. 52 & 53) Explain to students that this is their job site and they need to demonstrate professionalism appropriate to their work environment. Answer any questions they have.

Students will need to take their handbook home and have their parents read over it and sign the last page. They will need to bring the signed portion back by September 22nd. Please keep the signed portion for the remainder of the year in case it would be needed.

Not in Handbook but please go over.

Student Safety

- Go over alarms and evacuation procedures including fire, earthquake, weather and armed intruder.
- Remember- passing time, both lunches (regardless if you have class or not), before or after school students will muster to AG teachers. Be sure to discuss with students the process and location of how to muster.

- Discuss what students should take. Backpacks, purses, keys, phones, etc.
 - But not packing up- grab and go!
- Go over your personal expectations and any other details you feel pertinent. For example- do they line up?

FAQ:

- What do I do if I am in the hallway?
 - Get to nearest classroom or bathroom and stay put until dismissed by police/administration.
- What do I do if I am in the parking lot?
 - Leave if safe or take cover and hide if not.
- What do I do if I am off campus?
 - Don't come back until cleared.
- What do I do if I am away from regular teacher because they are in charge of multiple areas? Examples- shop, theatre, ASB, music, etc.
 - Check with in with individual teachers for procedures.

Discuss any questions and direct students to appropriate staff member for additional questions.

End advisory according to personal preference.