

**Day 1 (Wednesday): Student Handbook: All Grades**

**Day 2 (Thursday): Guidelines for Conduct, Safety, RIE Procedures: All Grades**

Sep. 13-14, 2017

*Note: Progress through this lesson at your own pace - it is expected to take 2 days. Get through as many parts as you can on day 1. Finish the remaining parts on day 2.*

	<b>Lessons</b>	<b>Standards</b>
<b>Last Week</b> Sep 5-8	Freshmen Orientation (Tues) Syllabus/Schedule Review (Wed) Class Meetings (Thurs) Welcome Assembly (Fri - Main Gym)	SEL 1 : Self-Regulation SEL 2 : Social Belonging
<b>This Week</b> Sep 11-15	AG Introductions (Tues) <b>Student Handbook</b> (Wed) <b>Conduct, Safety and RIE</b> (Thurs) Homecoming Voting (Fri)	SEL 1 : Self-Regulation SEL 2 : Social Belonging
<b>Next Week</b>	Pinnacle Lesson (Tues)	SEL 1: Self-Regulation

**Materials:** Student Handbook (Attached), Guidelines for Student Conduct (In box).

**Procedure:**

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. Have students brainstorm what school policies were addressed during the class meeting.

*Day One*

**PART ONE:**

1. **Project the SHS Student Handbook (Attached)**
2. As a class group, read through each of the sections listed below. Give students a few minutes to review any important details that they didn't hear at their class meeting. Randomly choose students to share parts of the expectations that stand out to them. Let students know that they will receive a hard copy of the Student Handbook and there is also a copy of the handbook on the school website under For Students/School Handbooks & Information. **As soon as they do receive the Student Handbook, they will be required to take it home, have it reviewed and signed by their Parent/Guardian, and returned to AG.**
  - o **Assembly Conduct and Athletic Event Expectations** (Pgs.7&8)
  - o **Code of Conduct for Interscholastic Activities** (Pg. 8)

*Teachers: In case it isn't mentioned, 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.*

○ **Dance regulations** (Pgs. 16-17)

*Teachers: In case it isn't mentioned, highlight ASB card requirement for ticket purchase and entrance. Please make a point to explain in detail the stated policy for student dress codes, guest policy, and the no re-entry policy,*

○ **Fees** (Pg. 21-22)

*Teachers: In case it isn't mentioned, 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.*

○ **Hall passes** (Pg. 23)

*Teachers: In case it isn't mentioned: 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.*

○ **Lockers** (Pgs. 25-26) *Teachers: In case it isn't mentioned, please share: 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.*

○ **Student Driving and Parking** (Pg. 30 & 31) *Teachers: In case it isn't mentioned: Encourage all drivers to read thoroughly, but highlight for everyone #2, #3, & #7 on page 30.*

○ **Personal Communication Devices and Social Media** (Pg. 51-52)

*Teachers: In case it isn't mentioned: 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.*

○ **Display of Affection** (Pg. 53) *Teachers: In case it isn't mentioned, 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.*

○ **Dress Code** (Pgs. 53) *Teachers: In case it isn't mentioned, please 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.*

3. Discussion follow-up questions:

Why do these rules matter?

How does your behavior and choices affect others?  
How do these rules affect your learning?

## **PART TWO**

Review the key points on the attendance pages (Pgs. 14&15) in the student handbook:

- 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).**

### *Day Two*

#### **PART THREE:**

1. Finish the **Attendance Policies** & review if necessary.
2. Pass out the **Guidelines for Student Conduct**(SFSD): Students will need to return the parent/student signature page by **Friday, September 15, 2017**. 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.
  - 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.

Again, 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 15th.** Please keep the signed portion for the remainder of the year in case it is needed.

#### **PART FOUR**

##### **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. NO 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.

## **PART FIVE**

### **Request Day information:**

Request days will be Wednesdays and Thursdays during the 30 minute AG time.

Students will have the opportunity to sign up on request days by speaking directly to their teacher(s) they wish to be requested by and/or signing up according to their teacher's implemented procedures for request days.

- This process is meant to encourage student-initiated learning. Teachers may request students for either session as well.
- Teachers will input student requests into the RIE spreadsheet no later than Tuesday morning at 10am.

The RIE spreadsheet will be posted outside the commons by Tuesday afternoon. Students should make a habit of checking this list to see if they have been scheduled to see a teacher for either Wednesday or Thursday.

If a student is not requested by another teacher, they will remain in their AG and use the time to study or complete work.

- There will also be opportunities to attend college and career presentations during request days. Those opportunities will also be posted on the RIE sign-up sheet and AG teachers are welcome to "request" their students for those events when applicable.
- Students can also sign up on their own in the counseling center with Mrs. Eberle. Reminder: Teachers have a limited amount of space in classrooms to accommodate student requests, so students are still

encouraged to make arrangements to see a teacher before or after school if additional help is needed!

**Request Day (RIE) Procedures:**

- Students will go to AG. Attendance will be taken by AG teachers in pinnacle.
  - The AG teacher will confirm with students where they should report if they are requested and send them to the appropriate locations immediately after taking attendance and reading announcements.
  - All other students will remain in class.
  - If a student is requested by a teacher and that student does NOT report to the requesting teacher, they should write these names down and send the list of no-shows to **Cathy Fennimore** or email a list of no-shows.
    - The list of no-shows should be sent by the end of the same request day.
5. Review any questions students have about this process.
6. End AG according to personal preference.