



***Student Handbook  
2009-2010***

# **ELK GROVE UNIFIED SCHOOL DISTRICT**

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*Sara Noguchi, Director, Secondary Education*

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# **SHELDON HIGH SCHOOL PRINCIPAL'S MESSAGE**

Welcome Back!!!

What an exciting year ahead! The 2009-2010 school year is starting off with 2400+ students. ASB, Sheldon Parent Advisory Council and Sheldon staff are planning activities to make the year memorable and the school year is off to a great beginning. Countless hours of hard work, planning, and effort during July and August are necessary in order to have a great start to the new school year.

On behalf of the staff and student body, I welcome the *Husky Class of 2013!* I encourage each and every one of the 600+ incoming freshmen to take advantage of the clubs, programs, and activities offered during the next four years. Remember, the only limits are those each and every student place on themselves. *Get involved!*

The *Senior Class of 2010* has already taken a leadership role in planning next year's events, setting a positive tone, and providing leadership to our incoming Class of 2013. Goals are in place, and working together we can, and will, make this a memorable year.

Each year, I challenge parents to establish goals for their student's academic, career, and personal growth. Take the time to set reasonable but challenging expectations for the next school year; every student can be rewarded with success and a sense of achievement in meeting expectations.

T.E.A.M. Husky is our 9<sup>th</sup> grade mentoring program. We are beginning our second year with all ninth grade students being assigned to a staff member (maximum of five ninth grade students per staff member). All ninth grade students are required to attend the mandatory meeting held every other Wednesday during Late Start from 9:00 a.m. – 9:28 a.m. This student support program focuses on successful transfer from Middle to High School.

Please take the time to read through the 2009-2010 edition of the Sheldon Student Handbook. You may wish to highlight many of the important dates and events that are listed on the back page of this handbook. It will prove to be an excellent guide to parents and students throughout the year. In addition, [www.sheldonhuskies.com](http://www.sheldonhuskies.com) is an up-to-date valuable resource; please use it.

**Please note: Sheldon High School Newsletter will no longer arrive through the mail! Due to severe budget constraints, the Newsletter will be available on our website at [www.sheldonhuskies.com](http://www.sheldonhuskies.com). Please take the time to read the Newsletter.**

I must once again give thanks to the hundreds, and I mean hundreds, of parents who have worked countless hours with the Sheldon staff in developing our programs (i.e., PAWS, Parents Assisting With Students), positive school environment, parent involvement and in the establishment of common goals and clear expectations for all students. Without a strong partnership with parents and community, Sheldon High School could never provide all the resources, experiences, mentors, and business support our community offers.

***GO HUSKIES! EVERY DAY IS A GREAT DAY TO BE A HUSKY!***

Paula D. Duncan, Principal  
Sheldon High School

# **SHELDON HIGH SCHOOL**

## **I. MISSION STATEMENT:**

The mission of Sheldon High School is to empower students to meet standards of excellence, which foster intellectual curiosity and ready them to be responsible, productive, employable citizens in a culturally diverse society.

## **II. VISION:**

Our belief is that the Sheldon student shall have the maximum opportunity to accelerate academically, explore career and curriculum options via an academy or academic major including a community-service component within a 9-12 educational experience.

## **III. KEY CONCEPTS OF SCHOOL PROGRAM:**

**OBJECTIVE#1:** Personalize the education of students to the maximum extent possible.

**OBJECTIVE #2:** Through better and more efficient use of time, expand curricular exploration and accelerated learning opportunities through academy or academic majors. A major is a sequence of highly focused coursework in a specific content area.

**OBJECTIVE #3** Provide a seamless educational experience for both students and staff.

**OBJECTIVE #4:** Provide a school-wide assessment program that will guide planning and instruction to monitor student performance.

**OBJECTIVE #5:** Provide a schoolwork and community service experience for all.

# **SHELDON HIGH SCHOOL**

## **BELIEFS**

It is the belief of the Sheldon High School educational community that:

1. Educational practices at Sheldon High School will promote academic excellence with a focus on learning how to learn.
2. The 9-12 program will enhance student success through a carefully articulated curriculum with an emphasis on academics, arts, athletics, activities and technology.
3. Rigorous academic standards will exist for required and elective courses regardless of career path.
4. Students who are free from the pressures of peer violence and drug use focus more clearly on academic pursuits resulting in increased achievement.
5. All members of the school community; i.e., students, family members, teachers and school members, will share in the responsible achievement of the individual and school wide goals with consideration for the district characteristics and needs of middle school and high school students.
6. Community service will connect to our curriculum so that all students see themselves as contributors to the world at large.
7. Sheldon High School is committed to develop in each student a clear understanding of what it takes to live and work in a truly multicultural society.
8. Student assessment results guides planning and instruction.
9. A variety of activities will be provided to connect diverse student populations in order to foster ownership in the school.
10. The entire school community members, peers, teachers, families, and staff will develop strategic readers who are able to:
  - Construct meaning from print
  - Use appropriate strategies to learn
  - Develop an interest in reading as a means of lifelong enjoyment

# EXPECTED SCHOOLWIDE LEARNING RESULTS FOR SHELDON HIGH SCHOOL STUDENTS

Following are the “Expected Schoolwide Learning Results” (ESLRs) for Sheldon High School students:

## **Effective Communicators who:**

1. Demonstrate effective speaking skills utilizing the following:  
Self-advocacy, tone, expression, inflection, meaning, subject appropriate terminology/vocabulary.
2. Demonstrate effective listening skills utilizing the following:  
Follow instructions, infer meaning, resolve conflicts, respond to multiple communications, effective discussion participant.
3. Demonstrate effective writing skills utilizing the following:  
Logs, research papers, essays, journals, lab reports, business letters, proofs/equations, theory, speeches (employ various forms of written communication), non-alphabet communication.

## **Critical Thinkers who:**

1. Relate acquired knowledge to real life situations in a global society.
2. Recognize problems and apply appropriate methodology to reach a solution.
3. Make solid life decisions by assessing cause/effect relationships, consequences/possibilities.
4. Analyze, evaluate, synthesize by interpreting all areas of relevance; i.e., fact, details, propaganda, graphs, spreadsheets, etc.

## **Responsible Citizens who:**

1. Respect self, others and all property.
2. Demonstrate the qualities of honesty and integrity in school, community, and home.
3. Positively contribute to group oriented social and academic environments.
4. Engage in activities which serve to better their school, community, nation, and global society.
5. Recognize their duty to follow through with their tasks at hand.

## **Self-Directed, Life-Long Learners who:**

1. Utilize and discern effective resources for research.
2. Challenge themselves with goal setting beyond the classroom, in order to learn new concepts, apply new knowledge, and mentor their communities.
3. Function in an every growing technological society by incorporating current applications and by reading technical language.

## **Productive Workers who:**

1. Manage time effectively by meeting deadlines.
2. Value learning opportunities by arriving on time and being prepared to pursue the tasks at hand.
3. Work effectively in collaborative settings.
4. Demonstrate reliability and responsibility by being accountable for their own actions.
5. Regard reflection and effective questioning as tools for success.

## **Diversity Advocates who:**

1. Recognize the strength of diversity by embracing alternative views respecting multiple skill levels, and building a solid awareness of the world around us.
2. Promote acceptance by constructively challenging discriminatory attitudes and behaviors.
3. Work in a team environment while embracing and respecting individual differences

# BIOGRAPHY OF JARED DIXON SHELDON

One of California's colorful early day pioneers, Jared Dixon Sheldon, left his name quite prominently around our Cosumnes River area, even though his stay here was brief. Because of this adventurer, experimenter and entrepreneur, we also have the Omochumnes Land Grant, Sloughhouse, and the last resting place of many pioneers, the Sloughhouse Cemetery.

Jared Sheldon's story begins in Underhill, Vermont. He was educated to be a schoolteacher, stonemason, carpenter and gristmill and sawmill builder. During his teen years (1826 - 1831), his father, after co-signing for a loan never to be repaid, was served with the debt and forced to place his sons into indentured service. Sheldon left home when he was 20 years old and traveled westward, eventually joining a group of surveyors traveling the Santa Fe Trail toward what is now California.

From 1841 to 1845 Sheldon worked in Antioch doing carpenter work to buy stock for the ranch. He then built the first water run gristmill at Mission San Jose and one near Fort Ross. From these ventures he made enough money to order his own grist stones for the gristmill on his grant. In 1845 he began work on his mill on the Cosumnes River. Samuel Kyburz drove Sutter's grain wagon to Sheldon's gristmill until the early 1850's when a mill was completed in Sacramento.

Jared Sheldon's life came to an end in 1850 over a dispute about water. The Sheldon-Daylor grant land was tangled morass of blackberry vines, willows and driftwood. Sheldon bought approximately 300 acres of land at the location of the present "Rancho Murieta South" because there was a level, semi-cleared place along the river that could be irrigated by a ditch and dam on the river. Sheldon knew he could make more money selling vegetables to the miners in Katesville, Cook's Bar and Sebastopol than he could by mining himself.

Sheldon had his workmen clear the garden and dig a ditch while he built a 16-foot high dam made of oak timbers and river rock. His dam had a sluice and sluice gate so he could release the water or close it as needed. There were miners who had staked claims in the riverbed above Sheldon's dam and who claimed the irrigation dam was flooding their mining claims; they warned him not to build the dam. Sheldon reached a compromise with the miners, promising to close the sluice only on Saturday afternoons, fill the dam on Saturday night, and irrigate on Sunday. A good flooding once a week would be enough for his garden, and he even promised to reimburse the miners for their Sunday wages. The river would run free the rest of the week.

However, there were those who did not believe that Sheldon would honor his promises. They refused to sign the agreement with Sheldon. Sheldon's workmen were sent to defend the dam and the sluice gate, even bringing a small cannon with them as reinforcement. All was quiet that day in 1851 when a group of miners with rifles, shovels, sledgehammers, and axes approached the dam and began to destroy it. Sheldon rode his horse up to the dam in an attempt to stop the mayhem, but he and a workman were killed. He was buried in the cemetery on the Slough House hilltop the next day.

The Sheldon community became well known for the largest Tokay vineyard in the world; it was located in the Sheldon and Florin areas and flourished until the Depression. There is no evidence of it now except the two roads of Vineyard and Calvine. Florin and Sheldon were also known as the strawberry capital of the world, due to the many Japanese families who worked the acres of strawberries. That came to a tragic close with the advent of World War II when all the Japanese families were taken from their homes and sent to relocation camps at the height of the strawberry season. Afterwards, the smell of rotting strawberries hung over the area for weeks.

The five communities of the past - Sheldon, Pleasant Grove, Reese, Vineyard and Union - merged together to become the Sheldon as we know it today.

# SHELDON HIGH SCHOOL

## PERSONNEL

### ADMINISTRATIVE TEAM

The Administrative Team is dedicated to supporting students, staff and parents. The team, through collaboration and revision, is responsible for upholding and maintaining student, staff and parent expectations. As we embark on this school year, those challenges continue to be met.

Principal .....	Paula D. Duncan
Vice Principal .....	Britt Hammon
Vice Principal .....	Maria Russell
Vice Principal .....	Carl Steinauer

### COUNSELING TEAM

The Counseling Department consists of certificated professional school counselors who assist students, teachers, parents and administrators. The counselors facilitate programs and services that are designed to help all students develop their educational, social, career and personal strengths. Each counselor is responsible for an alpha-caseload. To contact the counselor of your student, please call the Counseling Office at 681-7501.

Co-Head Counselor .....	Jen Gardner
Co-Head Counselor .....	Leanne Ward
Counselor .....	Petra Pohl-Alai
Counselor .....	Amy Cassella
Counselor .....	Kelly Zehnder-Olson
Counselor .....	Kenneth Watkins
Counselor .....	Leanne Ward
Counselor .....	Jen Gardner
Counselor .....	Ana Hidalgo
Counseling Secretary .....	Felicia Tweedy
Counseling and Guidance Technician .....	Jill Aldana
Counseling and Guidance Technician .....	Angie McCabe
Counseling and Guidance Technician .....	Dorothy Grimm

### LEADERSHIP TEAM/DEPARTMENT CHAIRS

The Elk Grove Unified District School Board determines policy for all schools in the district, and the Leadership Team for Sheldon is the decision making body for site, student and staff practices. This body is composed of members of Administration, Department Chairs, Co-Head Counselors, Activities and Athletic Directors, Language Arts Resource Teachers, Academy Leaders, and designated classified staff members. Leadership Team meets once a month to hear recommendations from parent, student, or staff committees, and to make decisions on such diverse issues as school calendar events, discipline and dress code, attendance procedures, release time allocations, curriculum, program evaluation, budget expenditures, school governance, and campus pride.

Principal .....	Paula D. Duncan
Vice Principal .....	Britt Hammon
Vice Principal .....	Carl Steinauer
Vice Principal .....	Maria Russell
Academy Leader - Engineering/Building Trades .....	Jeff Merker
Academy Leader - Government/Political Science (EQUITAS) .....	Jacob Reed
Academy Leader - Visual/Performing Arts (VAPA) .....	Patty Mann/Shawn Sullivan

**Leadership Team/Department Chairs** (continued)

Academy Leader – Biotechnology .....	Justin Cecil/Kristen Couchot/Laura Ziegenhirt
Activities Director .....	Craig Grivel
Athletic Director .....	Denise Aguilar
Business/Industrial Technology Department Chairperson .....	Graig Miller
Classified Representative - School Secretary .....	Cynthia Lindsey
Counseling Co-Department Chairpersons .....	Jen Gardner/Leanne Ward
Health/Drivers Ed Department Chairperson .....	Kimberly Mamou-Salinas
Language Arts/English Department Chairperson .....	Susan Abbott
Librarian .....	Karin Ledford
Mathematics Department Chairperson .....	Michael Yee
PE Co-Department Chairpersons.....	Tracy Ramondini/Joey Rollings
Science Department Chairperson.....	Bob Fendall
Social Science Department Chairperson.....	Jacob Reed
Special Education Department Chairperson .....	Eric Olson
Visual & Performing Arts Department Chairperson.....	Maureen Messier
World Language Co-Department Chairpersons.....	Tucker Burroughs/Rose Rocha

**STUDENT ACTIVITIES**

Sheldon High School offers a well-rounded activities program with a goal of providing a variety of activities for the students, which will enhance and expand their educational experience. Students, staff, and parents will have the opportunity to go beyond first impressions and develop strong connections through participation or volunteering to help with orientations, workshops, clubs, intramurals, athletics, fundraisers, and lunchtime activities.

Sheldon student leaders will focus on developing a positive, respectful, and diverse activities program that will help set a tone of school and community pride, sportsmanship, and respect for one’s self, school, and others. By connecting students to school through different activities outside of the classroom, Sheldon will be developing well-rounded students with skills in teamwork, meeting skills, communication, and time management.

Activities Director .....	Craig Grivel
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**ATHLETIC DIRECTOR/ATHLETIC COACHES**

The Sheldon High School Athletic Department’s mission is to develop the complete student-athlete. We envision students who embrace sportsmanship, teamwork and a dedicated work ethic. Our ultimate goal is to produce responsible, productive, employable citizens who recognize the value and enjoyment of athletics. The school’s exceptional coaching staff is dedicated to this concept as we prepare each competitive team to represent our school and community.



Athletic Director .....	Denise Aguilar
Assistant Athletic Director .....	Rudy Ortega
Assistant Athletic Director .....	Randy Reyna
Assistant Athletic Director .....	Mark Zemke
Baseball Coach, Men’s .....	John Misplay
Basketball Coach, Men’s .....	Joey Rollings
Basketball Coach, Women’s.....	Ricardo Hudnell
Cross Country, Men’s.....	Glenn Rogers
Cross Country, Women’s .....	Glenn Rogers
Football, Men’s.....	Ed Lombardi
Golf, Men’s.....	Graig Miller
Golf, Women’s .....	TBA
Soccer, Men’s .....	Rudy Ortega
Soccer, Women’s.....	John Little
Softball, Women’s .....	Mary Jo Truesdale
Spirit Team.....	Lindsey Lubbock
Swimming, Men’s .....	Adam Shupe

## **ATHLETIC DIRECTOR/ATHLETIC COACHES** (continued)

Swimming, Women's .....	Adam Shupe
Tennis, Men's .....	Mike Vocker
Tennis, Women's.....	Mikita Johnson
Track, Men's.....	TBA
Track, Women's .....	TBA
Volleyball, Men's .....	Ronnie Vu
Volleyball, Women's.....	Randy Williams
Wrestling .....	Todd Dilbeck

## **LIBRARY TEAM**

The Sheldon Library serves as the information hub of the school. It is a state-of-the-art facility where students will be able to satisfy their educational needs and their general interests. New electronic and on-line resources, as well as traditional resources, are available to both staff and student body to create a modern and holistic information environment. The Sheldon Library is open from 7:15 a.m. until 3:30 p.m. every day.

Librarian .....	Karin Ledford
Library Technician .....	Michele Saylor

## **ACADEMIC STAFF TEAM**

The staff at Sheldon High School has high expectations for our students. Students can expect to be challenged and assisted as they experience opportunities towards academic growth.

Activities Director .....	Craig Grivel
Athletic Director/Science.....	Denise Aguilar
Business/Industrial Technology.....	Andrew Kennedy
Business.....	Frank Foster
Business.....	Graig Miller
Business.....	Ryan Miller
Business.....	Mike Vocker
Business.....	Dorothy Vranesic
ELL/ESL/English .....	Micaela Dimos
English.....	Susan Abbott
English.....	Bob Baker
English.....	Joy Donny
English.....	Kerri Flook
English/Reading .....	Gini Grossenbacher
English.....	Lindsay Hamilton
English/Reading .....	Laura Kahrs-Emigh
English/AVID.....	Jennifer Lawson
English.....	Marla Magsig
English.....	Liane Ramsey
English.....	Kristina Richardson
English.....	Adam Shupe
English.....	Steve Whitted
Health/PE.....	Scott Gradin
Health/PE/Drivers Ed .....	Joe Lukawski
Health/PE.....	Kimberly Mamou-Salinas

**ACADEMIC STAFF TEAM** (continued)

Health/PE.....	John Misplay
Health/PE.....	Tracy Ramondini
Health/PE.....	Joey Rollings
Health/PE.....	Patti Schecher
Health/PE.....	Joseph Smith
Health/PE.....	Jim Teames
Health/PE.....	Leanne Ward
Health/PE.....	Randy Williams
Health/PE.....	Kelly Zehnder-Olson
Industrial Arts.....	Jeff Merker
Math.....	Hawley Anderson
Math.....	Michelle Cabrera
Math.....	Brian Hartman
Math.....	Amanda Hill
Math.....	Nina Hobbs
Math.....	Kari Logwood
Math.....	Kirk McMorris
Math.....	Bill Phillips
Math.....	Ginger Robinson
Math.....	Jeannie Stewart
Math.....	Xuan-Phuong Tran
Math.....	Jeff Wallace
Math.....	Michael Yee
Math.....	Mark Zemke
Science.....	Denise Aguilar
Science.....	Jason Brennan
Science.....	Justin Cecil
Science.....	Kristen Couchot
Science.....	Jenny Cuccinello
Science.....	Cristine Dolinar
Science.....	Robert Fendall
Science.....	Kelli Kosney
Science.....	Arlene Laurison
Science.....	John Little
Science.....	Jim Looper
Science.....	Leeann O’Bear
Science.....	Eric Smith
Science.....	Rick Uyeyama
Science.....	Laura Ziegenhirt
Social Science.....	Herbie Berry
Social Science.....	Krysten Cornelius
Social Science.....	Josh Crabtree
Social Science.....	Josh Diehl
Social Science.....	Todd Dilbeck
Social Science.....	Emily J. Lints
Social Science.....	Ed Lombardi
Social Science.....	Todd Marcione
Social Science.....	Kathy McMahon
Social Science.....	Richard Mowrer
Social Science.....	Jacob Reed
Social Science.....	Carleen Smith

## **ACADEMIC STAFF TEAM** (continued)

Social Science.....	Rob Youngstrom
Special Education.....	Krishna Berg
Special Education.....	Mitch Carbone
Special Education.....	Dave Collinsworth
Special Education.....	Richard Gloeckle
Special Education.....	Josh Hutchinson
Special Education.....	Eric Olson
Special Education.....	Ashley Robb
Special Education.....	Alyson Tanner
Special Ed/SE/LSH Specialist.....	Susan Pickens
Visual and Performing Arts (Art).....	Paula Flohr
Visual and Performing Arts (Theatre).....	Royea Fox
Visual and Performing Arts (Art).....	Debbie George
Visual and Performing Arts (Choir/Music).....	Stafford Hebert
Visual and Performing Arts (Dance).....	Becky Hobgood
Visual and Performing Arts (Theatre/Choir).....	Craig Howard
Visual and Performing Arts (Ceramics).....	Patty Mann
Visual and Performing Arts (Band).....	James Mazzaferro
Visual and Performing Arts (Theatre).....	Maureen Messier
Visual and Performing Arts (Photo).....	Nikki Pahl
Visual and Performing Arts (Dance).....	Debi Roberts
Visual and Performing Arts (Art).....	Brent Spaulding
Visual and Performing Arts (Animation).....	Shawn Sullivan
Visual and Performing Arts (Choir/Music).....	Elizabeth Tubbs
World Language (Spanish).....	Maria Arauco
World Language (Spanish).....	Tucker Burroughs
World Language (Spanish).....	Rudy Ortega
World Language (Spanish).....	Rose Rocha
World Language (Japanese).....	Carrolyn Shinozaki
World Language (French).....	Morgan Steger
World Language (Spanish).....	Mary Jo Truesdale
World Language (Spanish).....	Juan Young

## **SUPPORT STAFF TEAM**

The support staff is looking forward to making your child's time at Sheldon High School an enjoyable experience. Please feel free to contact any of the support staff listed below for any questions or assistance you may need.

Principal's Secretary.....	Cynthia Lindsey
Vice Principals' Secretary.....	Tanya Lucas
Attendance Technician.....	Buffy Foley
School Office Assistant I.....	Dawn Cloward
School Office Assistant I.....	Sue Gerbitz
Site Controller (Bookkeeper).....	Julie Bacchus
Counseling Secretary.....	Felicia Tweedy
Data Processing Assistant.....	Pam Sherman
Health Assistant.....	Vera Favors

**SUPPORT STAFF TEAM** (continued)

Instructional Assistant (Special Ed).....	Jennifer Conrad
Instructional Assistant (Special Ed).....	Marcie Correia
Instructional Assistant (Full Inclusion).....	Marty Jensen
Instructional Assistant (Full Inclusion).....	Tiffany Kelly
Instructional Assistant (Full Inclusion).....	Richard LeClaire
Instructional Assistant (Special Ed).....	Cathy Novack
Instructional Assistant (Special Ed).....	Violet Pyles
Instructional Assistant (Full Inclusion).....	Tina Rosh
Instructional Assistant (Special Ed).....	Julia Stolzman
Instructional Assistant (Special Ed).....	Leticia Torres
Instructional Assistant (Special Ed).....	Becky Vreeland
Staff Services Technician, Academy Secretary .....	Rachel Ensele
Counseling and Guidance Technician .....	Jill Aldana
Counseling and Guidance Technician .....	Angie McCabe
Counseling and Guidance Technician .....	Dorothy Grimm
Registrar .....	Tracy Cervantes
Student Store Manager .....	Sheila Gardiner
Theatre Production Specialist, Performing Arts Center.....	Larry Fox
Theatre Technician, Performing Arts Center.....	Thomas Garcia

**CUSTODIAL STAFF TEAM**

The custodial staff will assist, support and help maintain your school campus. However, school pride begins with the students. A great place to learn begins with everyone working together in keeping your campus clean and litter free. We all work together to keep our campus clean, and beautiful.

Site Custodial Supervisor .....	Patty Dixon
Lead Custodian II .....	Pam Lopez
Custodian .....	Bill Bowler
Custodian .....	Miguel Munoz
Custodian .....	Juan Paramo
Custodian .....	Roger Powers
Custodian .....	Rohit Singh
Custodian .....	Qihong Wu
Custodian .....	Roger Yun

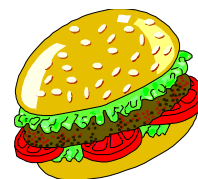
**CAMPUS SECURITY TEAM**

Students are expected to maintain good citizenship and appropriate behavior at Sheldon. Our campus supervisors are here to assist students and staff in creating a positive learning environment.

School Resource Officer (Deputy Sheriff) .....	Dexter Powe
Lead Campus Supervisor.....	Nelson Hampton
Campus Supervisor.....	Bonnie Akers
Campus Supervisor.....	Gerelee Azevedo
Campus Supervisor.....	Jim Fowler
Campus Supervisor.....	Tracy Marquez
Campus Supervisor.....	Randy Reyna
Campus Supervisor.....	Ricky Towers

## **CAFETERIA STAFF TEAM**

**Let's Do Breakfast and Lunch!** EGUSD participates in the National School Lunch and Breakfast Programs through Food and Nutrition Services. The department is committed to improving the health and academic success of students and offers lunch daily at each school site. Lunches are analyzed to ensure that meals meet the nutritional needs of students and the Dietary Guidelines for Americans (<http://www.mypyramid.gov>).



The lunch price is \$2.25 at elementary schools and \$2.75 at middle and high schools. Middle and high schools offer breakfast for \$1.50 and Title 1 elementary schools provide breakfast for \$1.25. These prices will also be in effect for Intersession, Summer School and Jumpstart Programs.

The selection of a la carté lunch items offered has been revised to meet the new Wellness Policy Guidelines. Families are encouraged to purchase meals in advance using [www.myLunchMoney.com](http://www.myLunchMoney.com) or by sending cash to the school cafeteria. A la carté items can also be deducted from your child's account balance. Please indicate "no a la carté" on your cash envelope if you prefer that your child not be allowed to purchase a la carté items from their account.

Families may qualify for free or reduced price breakfast/lunch. To be eligible for free or reduced price meals you must complete an application each school year. Once the application is processed the family will receive notification by mail regarding their eligibility for that school year. Students who are verified as homeless are immediately eligible for free breakfast/lunch.

During the 2009-2010 school year, the charge for reduced price meals will be waived and there will be no cost to eligible students.

For additional information about meal applications, eligibility, breakfast/lunch menus and Nutrition Education, please contact Food and Nutrition Services at 686-7735 or refer to the district website.

Lead Food and Nutrition Services-Secondary .....	Kathy Smith
FNS Site Supervisor .....	Laurie Dapelo
Food and Nutrition Services Assistant II .....	Delene Lopez
Food and Nutrition Services Assistant.....	Lydia Alire
Food and Nutrition Services Assistant.....	Dana Baker
Food and Nutrition Services Assistant .....	Crystal Brown
Food and Nutrition Services Assistant.....	Tatiana De Martini
Food and Nutrition Services Assistant.....	Karen Howard
Food and Nutrition Services Assistant.....	Melody Hutchison
Food and Nutrition Services Assistant .....	Romie Ibarra
Food and Nutrition Services Assistant.....	Lanita Jensen
Food and Nutrition Services Assistant.....	Ana Joya
Food and Nutrition Services Assistant.....	Marilyn Martin
Food and Nutrition Services Assistant.....	Rita Moreno
Food and Nutrition Services Assistant.....	John (Carlos) Munoz
Food and Nutrition Services Assistant .....	Virginia Salmon
Food and Nutrition Services Assistant.....	Mary Silva
Food and Nutrition Services Assistant.....	Maria Tristao
Food and Nutrition Services Assistant .....	Regina Valadez

## **SHELDON HIGH SCHOOL STUDENT LEADERSHIP**

The Associated Student Body Officers, Senior, Junior, Sophomore, and Freshman Class Officers were elected or appointed in the spring of 2008 for Sheldon High's 2009-2010 school year.

### **SHELDON HIGH SCHOOL ELECTED AND APPOINTED OFFICERS** **2009-2010**

(Craig Grivel, Director of Student Activities)

#### **ASSOCIATED STUDENT BODY**

President:	Hawa Sultani
Vice President:	Glen Beebe
Diversity:	Gabriella Marquez
Spirit Coordinator:	Maryam Guzman
Publicity:	Yasmin Shekary-Namin
Rally:	Alek Irvin
Secretary	Taylor Platt
Treasurer	Stan Njugu
Academic Awards	Amrit Sahota
Club Commissioner	Nhan Le
Athletic Commissioner	Kari Chance
Events Commissioner	Nathan Cesaretti
Renaissance Commissioner	Tammy Nguyen
Homecoming Commissioner	Patty Osuna
Elections Commissioner	Kimberly Samaniego
Link Crew Commissioner	Heidi Diep
Technology Commissioner	Eric Powers
Link Crew Representative	Jayson Hernandez
Link Crew Representative	Michael Mathews
Link Crew Representative	Cindy Nguyen
Link Crew Representative	Alecia Vidal

#### **CLASS of 2010**

President:	Leslie Aguada
Vice President:	Sandy Southivillay
Spirit/Publicity Representative	Staci Chant
Treasurer/Secretary	Sara Winning
Historian	Elaine Maher
Senior Payment Plan/Sober Grad.	Scottie Thao

#### **CLASS of 2011**

President:	Catalina Garcia
Vice President:	Sabah Sai
Spirit/Publicity Representative:	Hien Van
Treasurer/Secretary	Brittany Barbone
Historian	Tisa Blevins

#### **CLASS of 2012**

President:	Crystal Bui
Vice President:	Samantha Pena
Spirit/Publicity Representative:	Mariann Nguyen
Treasurer/Secretary	Jessica Recinos
Historian	Guadalupe Rodriguez

#### **CLASS of 2013**

President:	Christina Hardiman
Vice President:	Bridgette Smith
Spirit/Publicity Representative:	Ashley Chavez
Treasurer/Secretary	Joshua Banks
Historian	Felicia Hernandez

## **SHELDON HIGH SCHOOL SPIRIT GROUP**

*(Advisor: Lindsey Lubbock)*

Sheldon High School's Spirit Group is an athletic team composed of freshmen, sophomores and juniors. Their purpose is to promote school pride and spirit at athletic events and other school activities. Selection for the next year's Spirit Group is made in the spring prior to the upcoming school year. Selection is based on a tryout procedure consisting of a technical portion, a teacher evaluation and personal interview.

### **VARSITY CHEER**

Melissa Canfield	Megan Dickson	Brianna Henry	Marianna Mullins
Vontavia Carter	Sydney Fischer	Stacy Huynh	Sara Mullins
Kari Chance	Maryam Guzman	Kayla Jenkins	Brittany Prudhomme
Staci Chant	Sreyaun Harrison	Jessica Kinder	Keonna Sanders
Ashley Cuevas	Erica Henderson	Shanda Monroe	Alexus Szabo

### **JUNIOR VARSITY CHEER**

Brianna Blackshire	Patty Inzunza
Crystal Bui	Bonnie Kemball
Brittney Colon	Alyssa Mack
Melizza Elefante	Christina Tolbert
Jessalyn Flint	Cortney York

## **COUNSELING & GUIDANCE PROGRAM**

### **I. MISSION STATEMENT**

The Sheldon High School comprehensive guidance program will provide an integrated program of academic, career/vocational, and personal/social services designed to improve all students' abilities to take advantage of the educational opportunities of the Elk Grove Unified School District.

### **II. ABOUT THE STAFF**

School Counselors have relevant work experience in guidance and counseling, meet the state certification standards (Pupil Personnel Services Credential), and abide by governing laws. Please feel free to call your student's counselor at any time to discuss your child's progress, call the Counseling Office at 681-7501.

### **III. ACADEMIC**

The Sheldon High School Counseling and Guidance Program works to insure that every student will have an opportunity to develop academically, vocationally, personally and socially through supportive relationships and sequential guidance activities. will provide an integrated program of academic, career/vocational, and personal/social services.

- ◆ Teacher/Parent/Student Conference
- ◆ College Planning, (A-G) Requirements, PSAT, SAT, PLAN, ACT, Honors and AP
- ◆ College Admissions
- ◆ SAT Preparation Class
- ◆ Course Selection and Registration
- ◆ Academic Assessment
- ◆ Monitor Graduation Requirements
- ◆ Academic counseling for "at-risk" students
- ◆ Student Study Teams
- ◆ Financial Aid & Scholarship Information
- ◆ Letters of Recommendation

#### **IV. CAREER & VOCATIONAL**

The following services are provided to Sheldon High School students who are interested in career and vocational education.

- ◆ Career Guidance Units for grades 9-12
- ◆ Career Center Facilities (Career Planning, College Programs, College Requirements and Entrance Exams – PSAT, SAT, ACT, PLAN, Financial Aid and Scholarships, Vocational Programs, Community Colleges.
- ◆ Vocational Career Faire
- ◆ Sheldon High School Academies
- ◆ Regional Occupational Program (ROP)
- ◆ Military Programs
- ◆ Online Career Planning and Exploration
  - [www.access/bridges.com](http://www.access/bridges.com)
  - Username: 0048777
  - Password Huskies

#### **V. PERSONAL/SOCIAL**

The following services are provided to Sheldon High School students to help them grow personally and socially.

- Crisis Intervention and Referral
- Personal Counseling with referral to community resources
- Parent Consolation
- Support Groups ; i.e., grief
- Mentoring Program
- TEAM Husky Freshman
- Conflict Management
- Peer Mentoring Referral
- Substance Abuse Assessment

## **INSTRUCTIONAL FOCUS/CURRICULUM GOAL** **STATEMENT FOR 2009-2010**

Sheldon High School was accredited with a maximum six year accreditation by the Western Schools and College Association during the 2008-2009 school year. The self-study process involved the students, staff, and community members; a visiting committee of professional educators met with all stakeholders, including Elk Grove Unified School District personnel, to validate the content of the self study and Sheldon Action Plan. Sheldon High School will implement the recommendations of the study in a timetable developed as part of the plan. The impact on the student achievement will be measured through an examination of multiple types of data.

With the goal of closing the achievement gap, SHS staff will be culturally responsive, utilize teaching strategies and supports for students to promote their acquisition of content knowledge while maintaining rigor in all content areas. As a staff we will stress student engagement in all areas of the Sheldon High School community.

## **ACADEMIC CODE OF CONDUCT**

The staff of Sheldon High School expects the highest standards of honesty and fairness from all students. To promote these ideals of education, responsibility and self-discipline are essential. Therefore, to protect everyone's right to a fair and meaningful evaluation, this **ACADEMIC CODE OF CONDUCT** has been adopted.

- A student who exhibits any behavior which in the judgment of the teacher indicates dishonesty while taking an examination or quiz shall receive a zero for that exercise.
- A student who copies an assignment from another student shall receive a zero for that assignment, and the student who allows an assignment to be copied shall also receive a zero.
- A student who, for the purpose of cheating on an examination, enters a classroom carrying evidence of premeditation---such as aids or notes not allowed--shall receive a zero for that examination.
- A student who commits plagiarism. (Plagiarism is when a student copies or paraphrases someone else's words, work or ideas without giving credit to the original author/speaker "source". Outside sources which need to be given credit include, but are not limited to, books, websites, periodicals, newspapers, material from electronic databases, radio or television programs, interviews, speeches and/or letters and correspondence, including e-mail. If a student commits plagiarism in any portion of an academic exercise, the student will receive a zero on the assignment and also may be suspended for up to five (5) days. An academic exercise includes, but is not limited to, a homework assignment, essay and/or research paper.)
- A student who is apprehended for taking, without permission, another student's written assignment or project for personal use or academic credit shall receive a zero for that assignment and will be further disciplined under the provisions for theft in the student discipline policy.
- Any unauthorized person who electronically adds, alters, damages, deletes, or destroys any data, including grades, attendance and/or discipline history, or who knowingly allows another person to engage in such conduct, is subject to suspension, expulsion, and arrest. (E.C. 48900(f), E.C. 48900(g), and Penal Code 502.)
- A student who displays unethical behavior and/or is involved in any other activity for the purpose of cheating, altering, or falsifying records, removing or copying of any materials (student, teacher, or other), etc., shall be disciplined as follows:
  - A student enrolled in the course in which the infraction occurred shall receive a grade of "F" for the assignment/examination for which the infraction takes place. The student may be suspended for up to five (5) days. Also, the infraction may affect any awards or honors the student may receive. This will be at the discretion of the committee(s) in charge of the awards.
  - A student NOT enrolled in a course, however, who is involved in such an infraction, shall be disciplined in accordance with the student discipline policy.

# **ACADEMIES**

One of Sheldon's secondary school strengths lies in the Academy programs. Because of our "4 x 4" schedule, students will be taking two extra electives each year, grades 9-12, for a total of 8 electives by the end of their senior year. This is above and beyond district graduation requirements and the existing electives in a traditional schedule. In response to industry partners we will provide a focused training within the student's career interest. Through the academy program students will have the opportunity to be involved in job shadowing at the 11<sup>th</sup> grade and internships at the 12<sup>th</sup> grade. They will enter college and the workforce with a broad area of expertise. This focused learning will take place in a chosen major or academy. Our academies require 70 credits in designated academy courses. Academies are described below.

## **1. EQUITAS: GOVERNMENT/PUBLIC POLITICS**

This academy is intended for students interested in fields of government such as: law, politics, law enforcement, lobbying, journalism, education and many other public and social service careers. The advanced curriculum prepares students well for colleges and universities as well as state and county entry-level positions. This exciting academy opens many doors for students with courses such as:

- You and the Law
- State and Local Government
- Technical Communications
- Criminology & Forensic Science
- Mock Trial
- World Languages 1,2,3,4 and AP
- U.S. and the Cold War
- Public Speaking
- Debate
- Intro to Political Science
- Psychology 1,2 and AP
- AP US Government/AP Economics
- Exploring Culture through Literature
- Creative Writing
- Student Leadership
- US Supreme Court
- Business Law

## **2. ENGINEERING/BUILDING TRADES**

This academy is intended for students interested in careers in engineering or engineering technology (civil, structural, mechanical, electrical/electronic engineering, CAD drafting or engineering technician), architecture or building construction. Courses are designed to provide a balanced program of theory and practice, preparing students for successful post-secondary education at the university, community college or technical school level. The engineering focus introduces students to the fundamentals of engineering and focuses on the application of math, science and communication skills in open-ended problem solving activities. Advanced courses prepare the student for the rigor of college and university level engineering programs. The Building trades focus provides instruction in the fundamentals of building construction, construction management and cost estimating. Courses are designed around the primary building systems and materials. Coursework exposes students to the range of skills required for success in the construction industry. Advanced courses present specific skill sets applicable to the primary building trades. The building trades courses also provide crucial hands-on experience for students interested in building related engineering and or architecture. Courses available for the current school year are:

- Building Trades 1, 2, & 3
- Engineering A, B (CAD), C1, C2, D1, D2
- Computer Technology
- Technical Communications

## **3. ARTSWORK: VISUAL/PERFORMING ARTS**

ARTSwork Academy is designed for students who want the opportunity to explore in depth their interest in visual arts, dance, music, theater or an integration of the visual and performing arts. This will provide students with a broad based knowledge for pursuing many post-secondary careers or academic paths in the following areas: graphic design, publicity, media, music, dancing and drama. The strength of the academy is that

whatever the student chooses as a career, the coursework is applicable to many professions. Courses available for the current school year are:

- Modern Jazz Dance 1, 2, 3
- Guitar
- Piano
- AP Music Theory
- Advanced Theatre Honors
- Drama Productions 1, 2
- Honors Art
- 3D Art/ Sculpture
- Concert Band, Marching, Symphonic and Jazz Band
- Dance Composition & Performance 1, 2, 3, 4
- Concert and Treble Choir
- String Orchestra
- Theatre 1, 2, 3
- Children’s Theater/Play Productions
- Art 1, 2, 3
- AP Studio Art (General and Drawing)
- Photo 1, 2, 3, 4
- Animation 1, 2, 3 and Independent Study
- Technical Communications
- Vocal Ensemble
- Music Theory
- Advanced Theatre
- Advanced Children’s Theatre
- Commercial Art
- ROP: Visual Communications
- Ceramics 1, 2, 3, 4

#### **4. BIOTECHNOLOGY**

The Biotech Academy prepares students for both post-secondary education and employment in the current and emerging high growth science careers labor market. This academy is tailored to meet the needs of all students by combining ongoing and direct contact with local and regional biotech industries, blending academic instruction and the meaningful, on-the-job learning experiences for our students.

Through this direction and support from businesses/industries, the Biotech Academy will provide a powerful school-to-career educational experience for youth interested in science-related occupations. Courses offered in the current school year include:

- Molecular Biotechnology
- Bioethics
- Technical Communications
- Criminology & Forensic Science
- Agricultural Technology
- Clinical Laboratory Technician
- Health Careers I/II
- Academy Keystone
- Lab Specialist

Incoming 9<sup>th</sup> grade students apply to an academy through an application and interview process in early spring (of their 8<sup>th</sup> grade year).

### **ACADEMY HONORS AND RECOGNITION**

Sheldon High School offers four Academy Programs, which students may elect to become involved in. Academies are built upon inter-disciplinary curriculum in a focused career area. The Academy Ideal is to help students excel through rigorous courses and off campus job internships in the selected area of student interest. Students may apply for Academy acceptance as early as February of their 8<sup>th</sup> grade year or as late as February of their 10<sup>th</sup> grade year depending on each student’s individual readiness.

Once students are accepted and successfully complete a minimum of 2 years in their chosen academy, they may apply for a Sheldon High School “*Block S*” to be worn on their letterman jacket. Each Academy has specific guidelines in order for students to receive their letter. Guidelines may include, but are not limited to: attendance at academy meetings, participation in academy activities, minimum GPA and attendance criterion, minimum unit completion in Academy courses, and holding a position in academy leadership. Letters will be awarded in May of each school year. Seniors who have received their “*Block S*” may be eligible for the Honor Cord at graduation. Specific Academy criterion applies as stated above. For further details or any Academy questions, please call the Academy Secretary, Rachel Ensele at 681-7500, ext. 8231, or Academy Coordinator, Carl Steinauer at 681-7503.

### **COMMUNITY SERVICE**

Community Service is a way of learning through experiences. Through Community Service students gain and apply academic, career and social skills by addressing authentic community needs. Students at Sheldon High School are required to take part in community service. Students in 9<sup>th</sup> and 10<sup>th</sup> grade are required to complete 20 hours each year, and 11<sup>th</sup> and 12<sup>th</sup> grade students are required to complete 25 hours in their junior and senior years at Sheldon High School. Special recognition will be given to students on their transcripts and at graduation. Community Service record cards may be picked up in the Attendance Office and returned to the Data Processor, Pam Sherman.

Community Service may begin in June and continue to accumulate until one week before the end of school.

- 1) The student will have full responsibility to turn in documentation for service time.
- 2) Community Service will be in addition to but not including payment, school credits and should not be during school hours.
- 3) Verification of Community Service must be turned in one week before the end of school for freshmen, sophomores and juniors. Seniors must meet a special earlier deadline to qualify for graduation recognition.
- 4) Credit for community service will only be approved for the current year – June to June.
- 5) Graduation recognition will be for timely completion of four years of community service.

## **COUNSELING AND CURRICULUM INFORMATION**

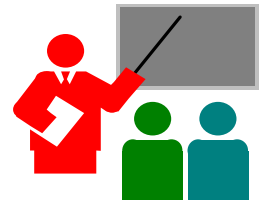
### **STUDENT ASSISTANCE PROGRAM**

Support services will be coordinated using the Student Assistance Program (SAP) model. At Sheldon, the SAP is committed to providing a comprehensive 7-12 program of service delivery to students, parents, staff, and community in an effort to systematically support student achievement and academic success. A few of the resources offered are listed as follows:

- |                             |                                |
|-----------------------------|--------------------------------|
| *Conflict Management (9-12) | * Students Reaching Out (9-12) |
| * Tobacco Education         | * Student Study Teams (9-12)   |
| * Peer Counseling (9-12)    | * Link Crew (9-12)             |

### **TUTORING PROGRAM**

Many of the departments at Sheldon High School provide tutoring and additional services for students. Students can obtain more information about specific days and times from their teachers. The library is open from 7:15 a.m. to 3:30 p.m., Monday through Friday.



### **SENIOR PROJECT**

The Senior Project will be based in the senior English class, successful passage of which is required for graduation. There are four components to the Senior Project: a project, a research paper, a portfolio, and a presentation. A general description of each of these is outlined below, and a more detailed description is available in the Senior Project Handbook which is distributed to all seniors and can be accessed at [www.sheldonhuskies.com](http://www.sheldonhuskies.com). The final draft of the research paper will account for 25% of the student's 1<sup>st</sup> term English grade and the portfolio and presentation will account for 15% of the student's 2<sup>nd</sup> term English grade.

**Project:** The project is the core of the Senior Project experience. The project selected should be one that extends the student's learning, stretched his or her potential, and challenges his or her abilities.

**Paper:** The research paper must be related to the project. It will showcase the student's thinking and communication skills. The student's English instructor will monitor progress throughout the writing process with a series of checkpoints along the way. The paper will be tied to the student's first-term English 12 grade.

**Portfolio:** The portfolio documents the entire Senior Project process and justifies the student's stretch and challenge. Senior Board members will preview the portfolios prior to judging a presentation in order to familiarize themselves with the student and the project. The portfolio grade will be tied to the student's second-term English grade.

**Presentation:** The Senior Project presentation, or Senior Boards, is an 8-minute to 11-minute oral presentation to a panel of staff members, community representatives, and mentors that details the student's efforts and public speaking competence. It is a formal speech on the research paper, project and personal growth during the process. The Senior Boards will be tied to the student's second-term English grade.

Students must complete all portions of the senior project, including the presentation, to be able to participate in Senior Activities, which include: Senior Breakfast, Senior Potluck, Senior Picnic.

## **SENIOR EXPECTATIONS**

Participating in senior activities with the culmination of receiving a diploma, the Commencement Ceremony is a milestone in one's life. A student may be granted a diploma based upon earned credits and fulfilling requirements in specific academic areas. The privilege to participate in senior activities or the Commencement Ceremony is contingent upon maintaining acceptable scholastic and behavioral standards.

This important milestone will be achieved by your student(s) adherence to Senior Expectations. Hopefully, the following information will eliminate any problems and assure seniors they will be included in all activities planned to honor their achievements.

### **Expectations and Procedures**

Seniors are expected to maintain acceptable standards in the areas of academics, attendance, conduct and citizenship. In instances where a senior's conduct or performance does not meet school standards, as determined by the staff and site administrators, an administrative review will be conducted. Based upon the results of the administrative review, students and parents will be notified and conferences held when necessary. Individuals who continue to maintain unacceptable standards and/or are involved in disciplinary situations at the end of the school year may be excluded from one or more senior activities; such as, the senior picnic, senior ball, etc., and/or the Commencement Ceremony.

While early identification and corrective measures will be attempted, all seniors should understand that misconduct late in the school year may result in "serious" disciplinary action. This is due to limited time, lack of opportunities for counseling and conferences, and fewer options being available at this time of the year.

1. **Academics:** Senior academic progress will be monitored during both terms of the year. Even though a senior may have fulfilled graduation requirements (required classes and number of credits), if it is determined that the student has not made a conscientious effort to pass, the senior may be excluded from senior activities and/or the Commencement Ceremony.
  - A. All seniors will be required to pass 35 out of 40 units in the third and fourth terms.
  - B. All seniors will be required to pass a senior math class during that year.
  - C. All seniors are expected to carry a full load of classes (40 units/term).
  - D. Seniors must fulfill all district and state graduation requirements in order to be granted a diploma and participate in the Commencement Ceremony.
  - E. Seniors must turn in all books and pay any outstanding fines or fees prior to the Commencement Rehearsal.
2. **Attendance:** Attendance for all seniors will be monitored during both terms and an attendance review will be conducted on any senior who has excessive absences during a term (more than 10%). The review will include excused and unexcused absences, single period, block or full day absences, and truancies.
  - A. Attendance patterns and reasons for absences will be monitored. If a senior's attendance does not meet school standards, the student and parent will be notified and conferences scheduled as necessary.
  - B. The administration will review all instances of senior truancy (cuts) especially during the last few months of school. Cutting classes whether for a single period block or full day absence, may result in exclusion from senior activities and/or the Commencement Ceremony.
  - C. The Senior Picnic is provided as an activity day for seniors. Any senior participating in planning or conducting **a senior cut day** will face serious disciplinary action and removal from senior activities and/or the Commencement Ceremony.
  - D. Attendance at the commencement practice is mandatory. Any student who misses commencement practice will not be allowed to participate in the Commencement Ceremony.

- Conduct/Citizenship: All seniors are expected to maintain acceptable citizenship and conduct themselves in a positive manner. This is a requirement for participation in senior activities and the Commencement Ceremony.**

Students whose conduct or citizenship requires school discipline will be reviewed by the administration. Consideration may be given to removal of the student from one or more senior activities if the senior continues to be involved in disciplinary situations where misconduct during the last few months of school results in suspension.

- There may be fewer options available during the last month of school if a senior's behavior warrants disciplinary action.
- Planning or participation in "senior pranks" and/or involvement in acts of vandalism on the Sheldon campus will not be tolerated. (This includes painting in parking lot or on campus, driving vehicles on campus lawns or fields, damaging and defacing school property, etc.) In addition to school disciplinary action, such as suspension and required restitution, students involved in planning or participating in these types of activities face exclusion from senior events and/or the Commencement Ceremony.
- Any senior who commits two (2) suspendable offenses during Terms 3 and 4 will not be allowed to participate in the graduation ceremony. In addition, any senior who commits a suspendable violation after May 3, 2010, and will not be able to participate in the graduation ceremony.**

It is our goal to work with parents and students to make the senior year one that is memorable and productive. We strongly advise seniors and their parents to pay close attention to the areas indicated above to prevent possible loss of any activities or ceremonies which are an important part of the final year of high school.

Please Note: Additional information may be presented throughout the year.

## **GRADING POLICY**

Grades are earned on an A-B-C-D-F scale. Class standards/syllabus will be distributed by all teachers to every student during the first week of class. Daily attendance, class assignments, class participation, homework, examinations, and class conduct are all important, and may be a part of a student's grade. Questions or disputes regarding grades should be directed to the classroom teacher.

## **PASS/NOT PASS POLICY**

Students taking additional classes during the school day or summer school have the option of taking them on a PASS/NOT PASS basis. During the school day, this includes "0" period classes. The following are limitations to the policy:

- Teacher's Assistant, Lab Tech. and Math Tutor earn Pass/Not Pass credit only.
- During the summer school program, only non-academic electives can be taken Pass/Not Pass. A non-academic elective is a non "A-G" class.
- A "C" grade or better constitutes a pass. A "D" grade or lower constitutes a Not Pass.
- Students who are taking an additional course on a Pass/Not Pass basis will receive an "F" grade for non-attendance.

## **CLASS STANDARDS/COURSE SYLLABUS**

During the first week of the course, all students will receive a class expectations sheet/course syllabus in each class. Homework, grading standards, course requirements and instructional sequence or outline will be reviewed. All courses will have homework and behavior expectations in addition to the whole-school student expectations.

## **GRADE WEIGHTING**

In accordance with rules established by the University of California, students completing honors and advanced placement (AP) courses in their junior and senior year will receive extra grade points when calculating their grade point average (GPA). (See the grade scale below.) Freshmen and sophomores completing such courses will receive the extra grade point for their high school GPA only. Questions may be directed to the Counseling Department.

	<b><u>Letter Grade</u></b>	<b><u>Grade Points</u></b>
Regular Classes	A	4
	B	3
	C	2
	D	1
	F	0
	AP/Honors Classes	A
B		4
C		3
D		1
F		0

<b>Honors Classes 2009-2010 School Year</b>	<b>AP Classes 2009-2010 School Year</b>	
English 9-11 Algebra II Geometry Pre-Calculus Art Bio French German Theatre	Chemistry Physics U.S. History Government Economics Music Theory Statistics	AP English Lit Spanish IV Language Psychology Studio Art World History Calculus AB

## **GRADE REPORTING**

Progress reports and semester grades will be **mailed home on the dates indicated below, with the exception of quarter grades – these will be distributed during 2<sup>nd</sup> period.** Parents should receive grade report cards within 3-5 business days after the mailing date indicated. Questions regarding report cards should be directed to the Data Processing Assistant.

### **Term 1 – 8/17/09 – 10/16/09**

September 9, 2009	Progress Report P1 (A-F Grades) Report card covers grades through 9/4/09
September 22, 2009*	Quarter Report Cards (A-F Grades) Report card covers grades through 9/18/09
October 6, 2009	Progress Report P3 (A-F Grades) Report card covers grades through 10/2/09
October 21, 2009	Term Report Cards and Credits Report card covers grades through 10/16/09

### **Term 2 – 10/19/09 – 12/18/09**

November 13, 2009*	Progress Report P1 (A-F Grades) Report card covers grades through 11/6/09
November 24, 2009	Quarter Report Cards (A-F Grades) Report card covers grades through 11/20/09
December 8, 2009	Progress Report P3 (A-F Grades) Report card covers grades through 12/4/09
January 6, 2010	Term Report Cards and Credits Report card covers grades through 12/18/09

### **Term 3 – 1/04/10 – 3/5/10**

January 26, 2010	Progress Report P1 (A-F Grades) Report card covers grades through 1/22/10
February 10, 2010*	Quarter Report Cards (A-F Grades) Report covers grades through 2/5/10
February 23, 2010	Progress Report P3 (A-F Grades) Report card covers grades though 2/19/10
March 10, 2010	Term Report Cards and Credits Report card covers grades through 3/5/10

### **Term 4 – 3/8/10 – 5/26/10**

April 7, 2010	Progress Report P1 (A-F Grades) Report card covers grades through 3/26/10
April 27, 2010*	Quarter Report Cards (A-F Grades) Report card covers grades through 4/23/10
May 11, 2010	Progress Report P3 (A-F Grades) Report card covers grades through 5/7/10
June 1, 2010	Term Report Cards and Credits Report card covers grades through 5/26/10

\*Will be distributed to students during 2<sup>nd</sup> period.

## COLLEGE TESTING SEQUENCE

GRADE/TEST NAME	DESCRIPTION	TEST DATE (S)
<b>9<sup>th</sup> GRADE PSAT (Prep for SAT I)</b>	The PSAT is one of the best ways to practice for the SAT I: Reasoning Test. Recommended for students who have taken geometry.	<b>Wednesday, 10/14/09 Location TBA</b>
<b>10<sup>th</sup> GRADE PSAT (Prep for SAT I)</b>	This exam is recommended for all college bound sophomores.	<b>Wednesday, 10/14/09 Location TBA</b>
<b>10<sup>th</sup> GRADE PLAN (Prep for ACT)</b>	The PLAN test measures academic achievement and career interest. This test is good practice for the ACT Assessment and is recommended for college bound sophomores.	<b>Date TBA Location TBA</b>
<b>11<sup>th</sup> GRADE PSAT/NMSQT (Fall)</b>	The PSAT is recommended for all college bound juniors. Scores from your junior year are necessary to qualify you for National Merit Scholarships.	<b>Wednesday, 10/14/09 Location TBA</b>
<b>ACT</b>	This test should be taken prior to the student's senior year to allow time for re-testing by December of the senior year.	<b>Saturdays, 9/12/09, 10/24/09, 12/12/09, 2/6/10, 4/10/10, 6/12/10 Location TBA</b>
<b>SAT I, SAT II*</b>	This test should be taken prior to the student's senior year to allow time for re-testing by December of the senior year.	<b>Saturdays, 10/10/09, 11/7/09, 12/5/09, 1/23/10, 3/13/10, 5/1/10, 6/5/10 Location TBA</b>

\*SAT II subject tests are recommended after completion of a course of study and/or accelerated courses (AP or Honors); e.g., World History, Biology.

**MORE INFORMATION IS AVAILABLE IN THE COUNSELING/CAREER CENTER**

### **TESTING SCHEDULES 2009-2010 (tentative)**

Sheldon High School	STAR (Tentative) (Grades 9-12)	AP Testing	Curriculum Standards Review Exams - Block Schedule Windows
Traditional	April 27, 28, 29 (minimum days)	May 3-14, 2010	<b>Term 2:</b> December 7-18, 2009 <b>Term 4:</b> May 13-26, 2010

### **HIGH SCHOOL EXIT EXAM**

11 <sup>th</sup> /12 <sup>th</sup> Graders Not Passing (ELA)	November 3, 2009
11 <sup>th</sup> /12 <sup>th</sup> Graders Not Passing (Math)	November 4, 2009
All 10 <sup>th</sup> Graders, as well as 11 <sup>th</sup> Graders Not Passing (ELA)	March 16, 2010
All 10 <sup>th</sup> Graders, as well as 11 <sup>th</sup> Graders Not Passing (Math)	March 17, 2010
10 <sup>th</sup> Graders Absent/New Since March 2009 (ELA)	May 11, 2010
10 <sup>th</sup> Graders Absent/New Since March 2009 (Math)	May 12, 2010

## **POLICY AND PROCEDURE FOR CHALLENGING COURSES**

### **a. Policy - Board Policy 6155, adopted: October 29, 1984**

#### **Challenging courses by Examination**

The school board recognizes the occasional need to allow students to take examinations, which assist in the proper placement of students in the courses of study, which are normally part of the high school curriculum. Students may receive credit by demonstrating a competency through examinations and/or performance.

### **b. Procedure**

**WHY:** The Elk Grove Unified School District makes high school challenge tests available in order to help students make the best use of their time in high school.

Some students enter the district with background in specific areas, but their transcripts do not clearly show this. Other students may be so knowledgeable in a required subject that they wish to pass the course by examination and take a more advanced course instead. Still others may wish to pass the test in order to take an elective in another area.

**HOW:** There are some limitations:

1. Students may challenge an academic course which is the next course in a required sequence.
2. Students may challenge a specific course only once.
3. Students may not use a challenge test to make up a course they have failed.
4. Students may not challenge physical education or driver education courses.
5. Only grades of "A" or "B" on challenge tests count in the grade point average or toward fulfillment of graduation requirements.
6. If students do pass a challenge test with an over-all grade of "A" or "B", the grade is entered on their transcripts; it counts in figuring the grade point average.

**WHAT:**

1. All challenge tests include objective and essay sections based on course objectives or on supplementary reading. If appropriate, tests may also include an oral interview, a practical demonstration, or an experiment. Students must pass the objective section before going on to other sections of the test.
2. Overall-all test grades are determined by averaging together grades on all parts of the test. To score well, students must demonstrate that they have in-depth understanding of the subject. Consequently, the minimum passing score for a challenge exam is the median score earned on this test by students who passed the regular course with a B. (A median score is the score in the middle: the same number of students scored higher than the median as scored lower.)
3. Challenge tests are administered at a central location in the district. All challenge exams are prepared and graded by a district-wide committee under the direction of the Curriculum Specialist. This ensures a district-wide standard for all challenge tests.

## **HOMEWORK REQUESTS**

The following is the procedure for homework requests for Sheldon High School students:

1. Parent/guardian reports the absence to the Attendance Office at 681-7500, voice mail number 93278.
2. When your student is going to be absent for 3 or more days, request homework through the Counseling Office at 681-7501.
3. A "Request for Homework" will be emailed to teachers.
4. The teachers are then given 24 hours to send the homework assignments to the Counseling Office.
5. Parent/guardian should stop by the Counseling Office to pick up homework.
6. Homework for suspended students forwarded to counselor at teacher discretion.

# **EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITIES ELIGIBILITY - GRADES 9-12**

## **Extra-Curricular and Co-Curricular Activities Eligibility (Proposed Board Policy AR 6145):**

All students who wish to participate in extra-curricular, including athletics, and co-curricular activities must:

1. Have earned a 2.0 grade average in their overall district 9-12 program for the grading period prior to their participation and for each succeeding grading period during participation. The grade reports determining eligibility will be those issued at the end of the first and third quarters and of each semester. Credits earned will be a factor in computing the end-of –semester grade point averages, but only the grades will be averaged at the end of the first and third quarters. Any schools on a trimester system will use the grades and credits earned only at the end of each trimester to determine eligibility. A student who received a failing progress report in any class during the participating season will be removed from participating in the activity, placed on academic probation, and will remain on probation until the grade returns to a passing status.
2. Meet the Standards of satisfactory citizenship.
3. Have a satisfactory attendance record.
4. In addition, the Associated Student Body (ASB) President shall maintain at least a 2.5 grade point average.

The administration shall establish:

1. Annually a list of organizations and/or activities that is subject to this policy.
2. Administrative procedures for implementation of this policy.

For the purpose of clarification, the following terms will be used to determine academic eligibility:

- **Grades of Progress:** Data processor generated grades assigned to a student but not officially recorded on a transcript.
- **Grades of Record:** Data processor generated grades assigned to a student and officially recorded on a transcript.

### **I. Initial Eligibility**

All students who wish to participate in extra-curricular and/or co-curricular activities must:

1. Have earned a minimum 2.0 grade point average based on grades of record for the grading period immediately prior to their participation. Credits earned will be a factor in computing grade point averages.
  - **EXCEPTION:** Eligibility for the winter athletic season in schools on traditional semester calendar where “quarter grades” (grades of progress) are issued, will be determined by the first quarter grades.
2. Meet standards of satisfactory citizenship
3. Have satisfactory attendance record
4. In addition, the associated student body (ASB) president shall maintain at least a 2.5 grade point average.

The site administration shall establish:

1. Annually a list of organizations and/or activities that are subject to this policy.
2. Administrative procedures for implementation of this policy.

#### **PLEASE NOTE:**

**Students with outstanding library fines or other school fines will not be allowed to participate in extra-curricular and co-curricular activities!**

### **II. Continuing Eligibility**

A student participating in extra-curricular and/or co-curricular activities become ineligible if:

1. On a grade or progress report card the student receives an F grade. If a student receives an F grade, his/her ineligibility begins the Monday after grades are published. The student is eligible as soon as he/she returns a grade clearance form to the Athletic Director and/or Activities Director, signed by the teacher, signifying that the student is passing the class.

2. On a grade record report card or on a traditional semester calendar where “quarter grades” (grades of progress) are issued, the student is below a 2.0 grade point average.

## **SUMMER SCHOOL TO AFFECT EXTRA-CURRICULAR AND CO-CURRICULAR ELIGIBILITY**

Students who have demonstrated a satisfactory attendance record of ninety percent actual attendance and have met standards of satisfactory citizenship in all courses and in the school generally or in its activities during the spring semester have the option of having summer school course work affect their extra-curricular and co-curricular eligibility. In selecting summer school course work for this purpose, the student must repeat summer school course work in the same courses in which grades from preceding grading period caused ineligibility. In the event the identical courses are not available, the student may substitute other course work with the same or higher level of difficulty. All substitute course work must have approval of the counselor, appropriate department chairperson, and the final approval of the principal before the student has enrolled in summer school.

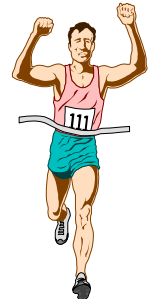
## **PROBATION PROVISIONS**

Students whose academic performance has been affected by a long-term medical problem, personal family duress or tragedy or other conditions beyond the control of the student and family may petition the school for a one-time, academic probationary period not to exceed nine weeks. Requests for probation will be heard by a five-person committee consisting of a site administrator, counselor, classroom teacher, athletic/activity director and one other staff member. The probation committee will determine if the request meets the above criteria. The committee may request written verification of any conditions that affect academic performance. Should probation be granted, the committee will develop a contract between the student, family and school that clearly outlines academic performance expected during the probationary period. A student who does not achieve educational progress as defined by the probationary committee may lose his or her eligibility either during or after the probationary period.

## **SCHOOL ATTENDANCE FOR STUDENT-ATHLETES**

Attending all classes is a high priority for all student/athletes. Many athletic events require students to miss classes during the week making it very important for all student-athletes to establish good attendance patterns and communicate with their teachers about assignments to be done.

1. Students must attend 50% (minimum) of the school day, excluding lunch, in order to participate in competition that day.
2. Student-athletes in violation of these rules will be suspended for a minimum of one contest or game. (Subject to review with Head Coach and Athletic Director.)



## **ATHLETIC RESIDENTIAL ELIGIBILITY**

The California Interscholastic Federation (CIF) requires that students who participate on a school team must be living with parents or legal guardians who reside within the school’s attendance boundaries. All exceptions to this rule require that special permission forms and letters of approval be on file before a student can be declared eligible. Students who are admitted to a school through an “Intradistrict Transfer” must obtain and fill out the necessary CIF form and receive CIF clearance before he/she may participate in any contests. **Intradistrict Transfers do not guarantee athletic eligibility.** Questions about residential eligibility should be directed to the Athletic Director.

Because the penalty for allowing an ineligible athlete to participate is severe (forfeiture of all contests in which the athlete participated), any athlete living outside of the school boundaries should notify the coach of his/her residence at the beginning of the season, so that the coach can make sure all of the appropriate forms and approvals are on file. An athlete who is dishonest about his/her residence places an entire team in jeopardy. Any athlete known to be using a false address or otherwise not being honest about a residence should be immediately reported to the coach to avoid penalizing the entire team. If a student and his/her parents move out of the attendance area, but the student remains in the school, the student must immediately report his/her change of residence to the coach.

# STUDENT RECOGNITION

## RENAISSANCE

*Renaissance* is a nation-wide program designed to motivate and encourage students and staff by rewarding academic excellence. The *Renaissance* program at Sheldon High School aims at creating and maintaining a culture in which academic achievement has the same prestige as athletic or artistic achievement. *Renaissance* employs similar motivational practices to those used in the business world. By providing tangible and visible incentives and rewards to students who improve their level of performance and to those who maintain high levels of achievement, Renaissance re-enforces the behavior that schools promote.

<b>Gold</b>	<b>Silver</b>	<b>Blue</b>
4.0 GPA	3.0 GPA	0.5 GPA Improvement

*Renaissance* is a partnership between businesses, community leaders and education, bringing ideas and people together in order to find ways for students to experience the joy of learning. Renaissance also recognizes educators as dedicated and valued professionals. Currently we are working on the following benefits for the coming session:

Gold (4.0) GPA	Silver (3.0 GPA)	Blue (0.5 GPA improvement)
Express Lunch Pass Two Exam Waivers* Four Off-Campus Lunch Passes** Discounts at Local Businesses	Express Lunch Pass One Exam Waiver* Two Off-Campus Lunch Passes** Discounts at Local Businesses	Express Lunch Pass One Off-Campus Lunch Pass Discounts at Local Businesses

*\*Subject to teacher approval and restrictions*

*\*\*Subject to parent permission each time.*

Renaissance award packets are distributed for every student who qualifies; there is no application process. Packets are distributed during lunch over a three-day period in the quad approximately 2-3 weeks after the end of the session. Packets can only be picked up during those three days. You must have a current ID card to pick up your packet.

**Note:** *All privileges are subject to revocation by the administration and/or Renaissance Coordinator of Sheldon High School. Any infraction that would disqualify a candidate at the time of application will also result in revocation of privileges for current members. The administration reserves the right to deny membership for multiple sessions as consequences for serious violations of school rules and policies.*

## CALIFORNIA SCHOLARSHIP FEDERATION (CSF)

The California Scholarship Federation (CSF) accepts registrations only twice a year during the second weeks of February and September. Students qualify for participation with their last terms grades. So in September, it is their June grade card that they will use to apply and in February they use their January grades. Participation is based on point scale where A's equal 3 points, B's equal 1 point, and Honor's B's equal 2 points with a ten point minimum achieved in academic classes necessary for qualification. The state CSF organization is very strict with grade guidelines and registration deadlines. Once the registration period is over, no one can apply until the next term. Sophomores can apply to be associate members for the first time in February with their first term Sheldon High School grade cards. Sophomores who qualify will be initiated into full CSF membership in the spring. CSF is an honor society to recognize excellent student scholarship and service organization for our school. Students with four semesters of CSF membership are CSF seal bearers, and those with six semesters of membership are lifetime members as well.

## ACADEMIC AWARDS

The academic award recognizes outstanding academic performance by Sheldon students. The award can be earned twice a year, fall and spring. Criteria for the award is as follows:

GPA averaged for Terms 1 and 2 (fall) and GPA averaged for Terms 3 and 4 (spring).

Applications are mailed to all eligible candidates; if you do not receive an application but feel you are eligible please contact the Activities Director, Craig Grivel. Lists of eligible individuals are also posted at the Activities Office and on the website ([www.sheldonuskies.com](http://www.sheldonuskies.com)). Applications can be picked up at the Activities Office and from the website. **To receive the award you must turn in the application by the deadline and you must attend the academic awards ceremony.**

The first time you receive the award you will be given an Academic Letter that may be worn on a letterman jacket, each successive award is an emblem that can be added to the letter. Students who receive seven consecutive awards will be eligible for the eighth academic award that includes a medal and emblem for the letterman jacket and a teal academic sash to be worn during graduation.

## SCHOOL CLUBS AND ORGANIZATIONS

School clubs and organizations are approved and chartered by Student Council. Only chartered organizations with a faculty advisor are eligible for activity sponsorships, fundraisers, fund requests or official school sanction. If you wish to form a new club, see the Activities Director.

### Club/Organization:

9<sup>th</sup> Grade Class Advisor  
 10<sup>th</sup> Grade Class Advisor  
 11<sup>th</sup> Grade Class Advisor  
 12 Grade Class Advisors  
 Animation Club  
 Archery  
 Art Club  
 Artworks Academy  
 Asian Club  
 Associated Student Body (ASB)  
 AVID  
 Biotech Club  
 Black Student Union  
 Building Trades Club  
 California Scholastic Federation (CSF)  
 Camera Club  
 Campus for Christ  
 Ceramics Club  
 Chemistry Club  
 Choir Club  
 Computer Club  
 Desi Club  
 Drill Team/Precision Dance Team  
 EQUITAS  
 French Club  
 Future Farmers of America (FFA)  
 Japan Club  
 Jazz Band  
 Key Club  
 La Raza Latina  
 Link Crew  
 Marching Band  
 Mathletes (Competition Team)  
 M.E.S.A./U.C. Outreach  
 No Limit Rhythm  
 Pacific Islander Club (PIC)  
 Pep Band  
 Renaissance

### Advisor:

TBA  
 TBA  
 Royea Fox  
 Todd Marcione  
 Shawn Sullivan  
 Joe Lukawski  
 Paula Flohr/Debbie George/Patty Mann  
 Craig Howard  
 Xuan-Phuong Tran  
 Craig Grivel  
 Phillip Goodwin  
 Justin Cecil/Laura Ziegenhirt  
 Herbie Berry/Ken Watkins  
 Jeff Merker  
 Joy Donny  
 Nikki Pahl  
 Ryan Miller  
 Patty Mann  
 Arlene Laurison  
 Stafford Hebert  
 Frank Foster/Dorothy Vranesic  
 TBA  
 Krishna Berg  
 Josh Diehl  
 TBA  
 Jim Looper  
 Carrolyn Shinozaki  
 Jim Mazzaferro  
 Arlene Laurison  
 Rose Rocha  
 Craig Grivel/Tracy Ramondini  
 Jim Mazzaferro  
 Bill Phillips  
 Rick Uyeyama  
 Becky Hobgood/Debi Roberts  
 TBA  
 Jim Mazzaferro  
 Craig Grivel

## School Clubs & Organizations (continued)

### Club/Organization:

Science Olympiad Club  
Sociadad Honoraria Hispanica  
Spirit (Cheerleading)  
Students Helping Students  
Theatre Works/Drama  
Universal Rhythm  
Yearbook

### Advisor:

Kelli Kosney/Eric Smith  
Rose Rocha/Ana Hidalgo  
Lindsey Lubbock  
Leanne Ward  
Maureen Messier  
Becky Hobgood/Debi Roberts  
Liane Ramsey

## IDENTIFICATION CARDS (ID)

Sheldon High School will issue an ID card to each student at the beginning of the year **which must be carried at all times**. ID cards are required to check out textbooks and library materials, purchase event tickets, and for admittance to all school dances and other school events. Staff members may ask you to show your ID card at any time. If a student is unable to produce his/her student body card, he/she may receive a discipline referral, detention, or Saturday School assignment. If you lose your ID card replacements may be purchased in the student store for \$5.00. Replacement ID cards are made in the Activities Office during lunch on every Wednesday. If you purchase an ASB card, it serves as your ID card.

## ASSOCIATED STUDENT BODY (ASB) CARDS

Sheldon High School students may purchase an ASB card for \$25. This entitles the student to free admission at all "home" athletic events (except play-offs), discounts on Student Store clothing, class events, T-Shirts, dances, yearbooks, music concerts, and theatre and dance productions. Students can easily save more than the cost of the card by attending the preceding events. ASB cards also serve as ID cards for students who purchase one. Replacements cost \$5.00 at the student store and are made in the Activities Office every Wednesday during lunch. Playoff and Foundation games are all full prices as set by the Sac-Joaquin Section Athletic Association.

ACTIVITY	LEVEL	WITH ASB CARD	W/O ASB CARD
Home Football	Varsity/JV	\$0	\$6.00
	Frosh Football Only	\$0	\$5.00
Home Basketball (Men and Women)	Varsity/JV/Frosh	\$0	\$6.00
Away Football, Basketball (Men & Women)	Varsity/ JV/Frosh	\$5.00	\$6.00
Home Volleyball and Wrestling	Varsity/JV/Frosh	\$0	\$5.00
Away Volleyball and Wrestling	Varsity/JV/Frosh	\$4.00	\$5.00
Sheldon Yearbook		\$5.00 off regular price	Varies - price increases as the year goes on
Sheldon Regular Dances		\$4.00	\$6.00
Semi-Formal Dances (Sheldon)		\$10	\$12

**PLAY-OFF EXCEPTIONS:** During play-offs, students will not be able to use their ASB cards. Students will have to pay full admission to play-off games.

**2009-2010 DAILY BELL SCHEDULES** (Regular Day Bell Schedule on Mondays, Tuesdays, Thursdays and Fridays and Late Start Bell Schedule on Wednesdays Only):

<b>REGULAR DAY BELL SCHEDULE</b> <b>Monday/Tuesday/Thursday/Friday</b>	
<b>PERIOD 1</b>	<b>7:45 am - 9:19 am</b>
<b>PERIOD 2</b>	<b>9:26 am - 11:04 am</b>
<b>PERIOD 3/LUNCHES:</b>	
<b>First Lunch</b>	<b>11:04 am - 11:42 am</b>
<b>PERIOD 3 CLASS</b> (has first lunch)	<b>11:49 am - 1:23 pm</b>
<b>PERIOD 3 CLASS</b> (has second lunch)	<b>11:11 am - 12:45 pm</b>
<b>Second Lunch</b>	<b>12:45 pm - 1:23 pm</b>
<b>PERIOD 4</b>	<b>1:30 pm - 3:04 pm</b>

<b>LATE START BELL SCHEDULE</b> <b>Wednesday Only</b>	
<b>STUDENT SUPPORT</b>	<b>9:00 am - 9:28 am</b>
<b>PERIOD 1</b>	<b>9:35 am - 10:40 am</b>
<b>PERIOD 2</b>	<b>10:47 am - 11:57 am</b>
<b>PERIOD 3/LUNCHES:</b>	
<b>First Lunch</b>	<b>11:57 am - 12:35 pm</b>
<b>PERIOD 3 CLASS</b> (has first lunch)	<b>12:42 am - 1:47 pm</b>
<b>PERIOD 3 CLASS</b> (has second lunch)	<b>12:04 am - 1:09 pm</b>
<b>Second Lunch</b>	<b>1:09 pm - 1:47 pm</b>
<b>PERIOD 4</b>	<b>1:54 pm - 3:04 pm</b>

## **ATTENDANCE**      **OFFICE HOURS: 7:00 a.m. to 4:00 p.m.**

Students are expected to attend school regularly. Academic success and achievement begin with a commitment to being punctual and prepared for the rigors of school. Maintaining this high standard will positively affect a student's progress and grade as well as reinforce a strong work ethic for the future. Keep in mind that missing one class on the 4x4 block schedule is equivalent to missing two classes on a traditional schedule. Therefore, attendance is extremely important.

Regular attendance and punctuality are key elements in determining your success at Sheldon High School. Irregular attendance will negatively affect class progress and grades. Parents/guardians, please feel free to call and check your student(s) attendance at any time. The absence reporting line in 681-7500 voice mailbox #93278.

### **HOW TO CLEAR ABSENCES**

- A. **ABSENCES MUST BE CLEARED WITHIN SEVEN (7) SCHOOL DAYS** beginning on the day the student returns to school. Students who do not clear their absence(s) within the seven days will be considered truant from school. **It is the student's responsibility to clear their unexcused absences. Students can request an attendance printout from their teacher or attendance office staff. Unexcused absences will not be cleared after 7 days from the absence. Absences not cleared may affect a student's eligibility for Renaissance, Academic Awards, work experience, etc.**
- B. Parents may call the attendance office during the office hours noted above. If calling during non-staffed hours, parents should dial 681-7500 and enter voicemail box #93278 and leave the following information: student's name, identification number, date(s) of absence, reason for absence, a telephone number where parent/guardian can be reached to verify the absence, and the parent/guardian name. If the absence is for a doctor or dentist's appointment, the student is to bring in a note from the doctor/dentist office with the office phone number and the appointment time.

Parents may send a note with their student to clear an absence. The note must include the following information: student's name, identification number, date(s) of absence, reason for absence, a telephone number where parent/guardian can be reached to verify the absence, and the parent/guardian signature. If the absence is for a doctor or dentist's appointment, the student is to bring in a note from the doctor/dentist office with the office phone number and the appointment time.

According to Education Code 48200 a pupil shall be excused from school when the absence is due to an illness, quarantine, medical services, funeral of student's immediate family member, jury duty, serving as a member of a precinct board for an election, religious exercise (four hours per semester), court appearance, or when approved in writing by the principal.

- C. **EXCESSIVE ABSENCES:** Students with excessive absenteeism or tardies will be reported to the School Attendance Review Board (SARB) and may be required to provide verification of illness from a doctor. Please remember that if excessive absences or tardies from class or school occur, the school will require verification from a doctor or dentist, etc.
- D. If a student accrues more than ten (10) absences (excused or unexcused) a doctor's note is required for every day thereafter. If failure to produce doctor's note, a parent/student agreement to be put in place.

### **CLASSIFICATION OF ABSENCES AND TARDIES (Ed. Code 48260, 48261, 48262)**

- A. **EXCUSED:** Illness, doctor or dental appointments, death in the immediate family, counseling or religious practices. Student attending a medical appointment must bring in a confirmation card from the doctor.
- B. **SCHOOL APPROVED:** Field trips, school performances, and SHS athletic events.
- C. **UNEXCUSED:** Truancy, flat tires, running out of gas, slow/backed up traffic, missing the bus, oversleeping, suspensions, vacations, walking to school, babysitting siblings.

### **LEAVING SCHOOL EARLY (LEAVE OF GROUNDS)**

As a closed campus, we do not allow students to leave campus without a verifiable excuse.

- A. **PLEASE INFORM YOUR STUDENT AHEAD OF TIME IF THEY WILL BE NEEDING A LEAVE OF GROUNDS SLIP.** Attendance office staff will only call a student's name over the public address system during passing periods to inform them of the Leave of Grounds slip.

- B. PARENTS MUST CALL (see after hours call-in procedures in I(B) above) OR PREFERABLY WRITE A NOTE ASKING THAT THE STUDENT BE RELEASED FROM SCHOOL EARLY. The note should include all of the information noted above under I(B) AND the date and time the student needs to be excused from class and the expected date/time of return. If a student is unable to return by the designated time, the parent should follow-up with a call or note. Please follow call in procedures as outlined in Section A and B of “How to clear absences.”
- C. LEAVE OF GROUNDS SLIPS ARE NEEDED BEFORE A STUDENT LEAVES CAMPUS. After verifying the student information for a Leave of Grounds slip, the attendance staff will call the student during passing periods over the public address system. The student is responsible for picking up the Leave of Grounds slip prior to leaving campus. If the Leave of Grounds slip is not picked up, the student attendance will be recorded as a truancy.
- D. RETURNING TO CLASS. Students must report to the Attendance Office upon return to school. Their leave of grounds will be date/time stamped and the student will return to class.
- E. EXCESSIVE LEAVE OF GROUNDS. Students with excessive leave of grounds requests will be required to clear future requests with their Vice Principal.
- F. LEAVING SCHOOL AT LUNCH TIME. The Elk Grove Unified Board of Education has established a closed campus policy at all sites. Students may not leave campus at any time during the school day. This is for the security of the campus and to protect your student’s health, safety and welfare. Please cooperate by not requesting permission for your student to leave campus during the school day. (E.C. 44808.5). A parent or guardian needing to pick up their student during lunch must go into the Sheldon office.

**CONSEQUENCES FOR TRUANCY T’s or B’s:**

**Truancy is any “unexcused absence” of 30 minutes or more (including tardies). A truancy may be an uncleared absence.**

<b>1st Truancy</b>	<ul style="list-style-type: none"> <li>• Teacher assigned Saturday School</li> <li>• Parent Notification by person assigning Saturday School</li> </ul>
<b>2<sup>nd</sup> Truancy</b>	<ul style="list-style-type: none"> <li>• Teacher assigned Saturday School</li> <li>• Parent Notification by person assigning Saturday School</li> </ul>
<b>3<sup>rd</sup> &amp; 4<sup>th</sup> Truancy</b>	<ul style="list-style-type: none"> <li>• Teacher assigned Saturday School</li> <li>• Parent notification by person assigning Saturday School</li> </ul>
<b>5<sup>th</sup> Truancy (Repeat Truant)</b>	<ul style="list-style-type: none"> <li>• Referral to Vice Principal/student conference</li> <li>• Saturday School</li> <li>• District office mails home Attendance Letter #1 (This is the first step in the School Attendance Review Board, SARB, process)</li> </ul>
<b>6<sup>th</sup> Truancy or Beyond 30 minutes late (Habitual Truant)</b>	<ul style="list-style-type: none"> <li>• Vice Principal Referral</li> <li>• Saturday School and</li> <li>• Loss of extra-curricular activities, Work Experience, ROP, and work permits</li> </ul>
<b>7<sup>th</sup> Truancy or Beyond 30 minutes late</b>	<ul style="list-style-type: none"> <li>• Home Suspension</li> <li>• Attendance Letter #3 mailed</li> <li>• SARB hearing scheduled</li> </ul>
<b>8<sup>th</sup> Truancy</b>	<ul style="list-style-type: none"> <li>• Attendance Letter #2 mailed (District Generated)</li> </ul>

\*SARB letters are ONLY generated for “T” (Truant), “C” (Confirmed Cut), “B” (Beyond 30 minutes Late)

**18-YEAR OLD AUTHORITY TO VERIFY ABSENCES**

In accordance with Education Code 46012, students 18 years of age or over have the authority to verify their absences as excused. However, excused absences must conform to the California Administrative Code, Title 5, Section 420, Absences Allowed, and the school has the responsibility to check absences to verify their accuracy. The attendance policy, as stated in this student handbook, still applies. Students who request this privilege must have their parent/guardian sign the form letter agreeing that their 18-year old student will have the authority to verify their absences as excused. If some absences are in excess, the parent/guardian will be contacted for verification purposes. This privilege may not be used as an excuse to go off campus for lunch. **18-year old students are to be advised that this is a privilege and if they abuse this privilege, it will be rescinded and the parent/guardian will be advised.**

## **TARDY POLICY**

Being tardy to class disrupts the instructional program. Students are **expected to be in their classroom and seated before the tardy bell rings, with books and materials necessary for the class.** Students need to understand the importance of not interrupting the other students in class, therefore maximizing instructional time. Students need to understand the standards of behavior in each class expected so that they accept the responsibility for their own actions. No restroom passes will be issued during the first fifteen minutes or last fifteen minutes of class. Teachers are prepared to progressively work with students, parents, and if necessary, the administrative team for students violating the tardy policy. **Parents' wishing to excuse their student's tardy for a medical or dental reason must provide written proof to the Attendance office from the Doctor.** The written proof must include the date and time of appointment along with the Doctor's phone number in order for the Tardy to be excused. Each teacher will include the tardy policy for their classroom in the class syllabus.

## **Consequences for Tardies**

Tuancy is any "unexcused absence". A truancy may be an uncleared absence.

1 <sup>st</sup> and 2 <sup>nd</sup> Tardy	Teacher will talk with student/contact parent
3 <sup>rd</sup> Tardy	Teacher assigned Detention/phone call to parent
4 <sup>th</sup> Tardy	Teacher assigned Saturday School
5 <sup>th</sup> Tardy	Teacher assigned Saturday School/Referral to Vice Principal
6 <sup>th</sup> Tardy	Teacher assigned Saturday School/Referral to Vice Principal (Referral to SARB) with loss of extra-curricular activities

Occasionally, the school will conduct a *Tardy Sweep* to encourage students to arrive to class on time. A tardy sweep is when the school administration makes an announcement over the public address system notifying students and staff of the tardy sweep and for all students to go directly to class. Any student not in class by the time the bell rings at the end of the tardy sweep will receive an after school detention. Students found out of class when the bell rings will need to report to the Attendance Windows to receive their detention and pass to class. Tardy sweeps can occur before any class period including Period 1, Late Start Wednesdays, and at multiple times during any given school day.

## **OUT OF CLASS PASS, T.A. PASS, AND RESTROOM PASS**

In the attempt to maintain campus safety, keep a secure campus, prevent any negative behavior, and limit the number of students out of class wandering around under the pretence of going to the restroom, office, or library, *all* students will be required to adhere to the following policies and procedures for being out of class:

- Any student out of class going to the Administration Office, Attendance Office, Health Technician, Counseling Office, Library or On Campus Suspension (OCS) must have a pass from the teacher or the office they are going to before leaving class. Students found without a pass will be sent back to class and may receive a Detention or Saturday School for being out of class without a pass.
- Any student who is a Teacher's Assistant (T.A.) must have a T.A. badge when out of class. If a T.A. is out of class without his/her badge or found misusing or abusing their T.A. privileges they will be sent back to the teacher they are working for to receive a pass and to notify the teacher of the issue. In addition, the T.A. may receive a Detention and loss of T.A. privileges.
- Any student wishing to go to the restroom, will be given a green Safety Vest to wear to the restroom. Students must wear the Safety Vest to and from the restroom at all times. Any student found out of class on a Restroom Pass not wearing the Vest will be given a Detention for the 1<sup>st</sup> offense, a Saturday School for the 2<sup>nd</sup> offense, and a Home suspension or all day On Campus Suspension and loss of restroom privileges for the 3<sup>rd</sup> offense. Students may not go to the restroom during the first fifteen minutes or the last fifteen minutes of each class. Students may not leave the classroom to go to the restroom during either lunch period.

## **NO ACTIVITES LIST**

Multiple tardies, absences from school, behavior referrals to the school administration and suspension from school will result in students being banned from extracurricular or after-school activities. Students may be placed on the No Activities List by an administrator and may be kept from designated school activities until the administrator removes the student from the list. Extra-curricular activities include but are not limited to Sporting Events, Dances, Field Trips, Club Activities, and any other events and activities not connected to the student's grade.

**Students should be mindful of the time it takes to be removed from the No Activities List, so they do not spoil their chances of attending major functions such as Junior Prom and Senior Ball.**

## **DETENTION**

Detention is a supervised period held for one hour directly after school. Detention can be assigned by teachers, security personnel, office staff, or an administrator. If a student fails to attend detention, is late to detention, or is removed from detention for disciplinary reasons, he/she will be considered in defiance of authority. The student will then be assigned a Saturday School through our On Campus Suspension Program. Staff members assigning the detention may contact the parent via phone, email, or a note sent home to be signed and returned prior to the student's assigned detention. Bus transportation is not provided for students serving detention who normally ride the bus. Other transportation must be arranged by the student. Students may select a date of their choosing to serve detention as long as the date is within one week of the violation. Parents or guardians may reschedule their student's detention once by calling 681-7503 prior to the date and time of the scheduled detention.

<b>AFTER SCHOOL DETENTION</b>
Monday through Friday 3:15-4:15 p.m. Room 300

Students are required to come to Detention with study materials prepared to study. This is a silent period. **STUDENTS MAY NOT PARTICIPATE IN ANY EXTRA-CURRICULAR ACTIVITIES WHILE ASSIGNED TO DETENTION OR ON CAMPUS SUSPENSION. Late students will not be admitted!**

## **DETENTION PROCEDURES**

**THE FOLLOWING DETENTION RULES, REGULATIONS, AND EXPECTATIONS ARE EXPLAINED TO THE STUDENTS:**

- \*No talking.
- \*Stay on-task.
- \*Take out work and/or reading materials.
- \*Head up and sitting forward.
- \*No Disruption of class; i.e., inappropriate questions.
- \*No bathroom breaks.
- \*One warning for violation of rules (possible seat change).
- \*Saturday School for not making it through detention.
- \* Possible suspension.

### **VIOLATION OF DETENTION RULES**

1. Student warned once and/or seat change.
2. Student brought to the front and a phone call to home explaining that there was a violation of detention rules. Expect detention supervisor to call confirming further disciplinary action.
3. Student sent out of detention for rule violation.

## **SATURDAY SCHOOL**

Saturday School is for students who have excessive unexcused absences, class cuts/truants, excessive tardies, or other disciplinary problems. Saturday School hours are scheduled from 8:00 a.m. to 12:15 p.m. in room 318 with a 15-minute break at 10:00 a.m. Students are to enter campus through the Performing Arts Center (PAC) gates. No students will be admitted after 8:00 a.m. Students are to bring enough homework to last for four hours. Students must work the entire time, and talking or sleeping is not allowed. Students will be asked to leave Saturday School for violation of any rules or for arriving late at the beginning or after the break and the Saturday School will not count as being served. An academic atmosphere is maintained under the close supervision of campus staff.

Teachers, Administrators, Office Staff, and Security Personnel may assign students to Saturday School. Saturday School will be assigned for the week following the incident to give students and their families the opportunity to make adjustment to their weekend plans. Students may serve Saturday School the week of the incident if they or their parent request it. Parents will be notified by telephone by the staff member who assigned the Saturday School prior to their student's assigned date. Staff will speak to the parents or leave a message regarding the incident. Students will also receive a copy of the Saturday School report to take home to their parents.

**Failure to appear, late arrival or violation of Saturday School rules will result in the student being suspended from school for one day the following week.** The school administration will contact the student/parent to assign which day the student will be suspended. Parents/guardians can reschedule a Saturday School once if their student is not able to attend the Saturday School for which they are scheduled. To reschedule a Saturday School, the parent/guardian must contact the Vice Principal's Office at 681-7503 no later than 4:00 p.m. the Friday before the date the Saturday School is assigned.

## ON CAMPUS SUSPENSION

On Campus Suspension (OCS) is a supervised study hall for the students assigned to it. If available, OCS will be in room 300. An administrator may assign Sheldon students to OCS for the entire day. Teachers can assign two periods of OCS for the period the student is enrolled in their class, and the teacher must contact the parent to inform them of the referral. Students who are assigned OCS need to be prepared with work and study materials. Students assigned to OCS for the entire day will have lunch in OCS. Failure to attend or complete OCS will result in a home suspension. Students who are assigned an all day OCS need to be in OCS for the entire school day. **Students need to arrive before the tardy bell to first period. There are no exceptions.** Students who have work experience or ROP **will not be excused** early from OCS – they will have to stay in OCS for the entire school day. Should a student miss OCS due to an appointment (doctors, dental, etc.) they will make up the OCS upon their return to school. If you have any questions, please contact the Vice Principal at 681-7503.

**NOTE 1:** Students will serve their all day OCS from 7:45am-3:04pm, with the exception of late start Wednesdays, when OCS will be from at 9:35am-3:04pm. Bus transportation is not provided for students who miss their bus. Students will have a lunch time between the regular scheduled periods.

**NOTE 2:** If OCS is not available, students may be home suspended.

### VIOLATION OF OCS RULES

1. Student warned once and/or seat change.
2. Student brought to the front and a phone call to home is placed explaining that there was a violation of OCS rules. Expect OCS supervisor to call confirming further disciplinary action as a discipline referral.
3. Further disruption may result in home suspension.

## STUDENT RULES OF CONDUCT

The staff at Sheldon High School expects students to exhibit good citizenship and appropriate behavior. Students need to understand rules and accept responsibility for their actions if these rules are violated. The staff at Sheldon encourages communication and cooperation between the home and school concerning discipline matters.

The most important role of discipline in the school is to establish a safe and comfortable atmosphere for students to achieve academic success. A positive climate for learning is created when students maintain high standards towards being good citizens. Through collaboration with parents, students, staff and administration, Sheldon has established its discipline policy to meet the needs of students striving for success.

## DRESS CODE POLICY

Parents or guardians of students at Sheldon High School have the primary responsibility for implementing appropriate standards of dress and grooming in their home. It is the Elk Grove Unified School District's belief and the school's responsibility to establish and maintain a classroom and campus atmosphere which creates the appropriate environment for learning and teaching. The purpose of a dress and grooming code is to facilitate education, not to inhibit any person's taste in attire or appearance. Clothing that is distracting, dangerous, profane, insightful/offensive to individuals or groups is considered inappropriate for a school setting. The school will support and encourage dress and grooming practices that will give students a focus to be successful in the working environment.

### DRESS CODE POLICY

Student clothing shall be limited to apparel which is not disruptive to the learning environment as interpreted by the school administration. It must be in good taste and fit appropriately. Therefore, the following dress code will be strictly enforced:

#### 1. PANTS, SHORTS, SKIRTS, AND DRESSES:

- No underwear showing at any time (bras, boxers/briefs, panties, etc.).
- No holes or rips in areas that expose one's derriere, crotch, or chest areas.
- No "SAGGING PANTS" -- **waistband must be above one's derriere at all times.**
- No "one legged" pants – must have both pant legs down or both up.
- Pants and overalls must be properly fastened at all times.
- For "Low Rise" pants, midriff and navels must be covered at all times – no more than 1" of skin visible at any time.

- No “short shorts,” micro mini skirts or dresses; they are not to be abbreviated and must be of appropriate length – shorts can’t be more than 10” above the knee, skirts and dresses can’t be more than 7” above the knee, side slits can’t be more than 10” above the knee, and front and back slits can’t be more than 7” above the knee.
- Pajamas are inappropriate for school (except on pajama spirit days). However, pajama pant bottoms are allowed if they are of acceptable material and print. Check with Administration to be sure they will be allowed.
- No house slippers.

2. **TOPS, SHIRTS, BLOUSES:**

- No underwear showing at any time (bras and bra straps, beater type t-shirts, etc.).
- Midriffs and navels must be covered at all times – no more than 1” of skin visible at any time.
- Scoop neck or v-neck cut tops can’t be more than 5” inches from the collar bone.
- No halter tops, one strap tops, spaghetti straps, tube tops, off the shoulder tops, backless/bib tops, or bra like tops – straps must be at least half-inch width and must cover bra straps.
- No “Beater” type t-shirts, tank tops, or muscle shirts – shirts that expose the torso (sleeveless sweaters and jerseys are acceptable as well as tank top jerseys as long as a sleeved shirt is worn under it).
- No pajama tops (except on pajama spirit day).
- No low cut tops -- no “cleavage” at any time.

**First Offense:** Student will be allowed to call home for replacement clothing or will be given a t-shirt and/or sweats or shorts to change in to. Student will be allowed to pick up their clothing when they return laundered loaners.

**Second Offense:** Student will receive a detention and will be given a t-shirt and/or sweats or shorts to change in to. Student will be allowed to pick up their clothing when they return laundered loaners.

**Third Offense:** Student will receive a Saturday School and will be given a t-shirt and/or sweats or shorts to change in to. Student will be allowed to pick up their clothing when they return laundered clothing.

**Fourth Offense:** Student will be suspended from school.

**Note: Refusal to comply with staff member’s directive will result in a discipline referral.**

3. **SHOES MUST BE WORN AT ALL TIMES:**

- No house slippers or “wheelies.”

4. **SUNGLASSES AND ACCESSORIES:**

- Sunglasses must be removed while indoors and upon request from school staff.
- No spikes, pins, or chains – wallet chains are allowed but can’t be more than 1-½ feet in length.
- No letter or number belt buckles or hanging belts allowed.

5. **HATS/VISORS/HAIR APPAREL:**

- Students are allowed to wear hats, visors, beanies, and wave caps. However, they are not allowed in the Administration building, Studio Theatre or the Performing Arts Center (PAC). They are allowed in the cafeteria, gym (during games or rallies only), and the classroom only with teacher permission and must be removed immediately upon request from a staff member.
- Head apparel will not be allowed that is deemed inappropriate or offensive by school staff and no alteration or additions can be made to any commercial hat.
- No area code, city or county designation allowed.
- No hair nets, shower caps, do rags, bandanna print scarves or rags to be worn or **displayed** at any time – item will be immediately confiscated by staff.
- Girls are allowed to wear fashion scarves and hair wraps as long as they do not have the bandanna print on them. Boys are not to wear anything that ties to their heads (scarves, bandannas, t-shirts, do rags, etc.).
- No **metal** combs or picks may be worn in the hair.

6. **NO WRITING** on clothing, hats, backpacks, or skin (permanent or temporary) which is crude, vulgar, profane, sexually suggestive, racially, ethnically or religiously intolerant, promotes use of drugs, alcohol, tobacco, or is gang affiliated is allowed on campus at any time.

## **CONSEQUENCES FOR INAPPROPRIATE HEAD WEAR, ACCESSORIES AND OTHER ITEMS:**

- First Offense:** Item will be confiscated. Parent will be allowed to pick up the item at the end of the school day. All items must be picked up within 30 days or they will be discarded.
- Second Offense:** Item will be confiscated. Student will receive a detention and item can only be picked up by a parent or guardian over the age of 21.
- Third Offense:** Item will be confiscated. Student will receive a Saturday School and the item can only be picked up by a parent or guardian over the age of 21.
- Fourth Offense:** Item will be confiscated. Student will be suspended from school.

Coaches and teachers may impose guidelines for special needs and safety. Refusal to comply with a staff directive will result in a discipline referral.

**Any student who refuses to turn over any item asked for by school personnel will be given a home suspension.**

**Please note: Any item confiscated will be discarded if not picked up within 30 days**

## **PHYSICAL EDUCATION DRESS/LAB MANUAL**

There is a specified dress for all Physical Education classes and a **required** "Lab Manual" as follows (must have a current SHS ID card for all purchases). The Lab manual is available on the school website and is available for check out in the school library.

T-shirt .....	<b>Must be purchased from Student Store \$8.00 (XXL \$9.00)</b>
Gym Shorts.....	<b>Must be purchased from Student Store - \$12.00 XXL (\$13.00)</b>
Lab Manual ( <b>Required for 9<sup>th</sup>/10<sup>th</sup> graders only</b> ).....	<b>Must be purchased from Student Store - \$6.00</b>
Weight Training Lab Manual (Required) .....	\$3.00
Sweat Pants (Optional).....	Sheldon's \$16.00 (XXL \$17.00) or plain black
Sweat Shirt (Optional).....	Sheldon's \$16.00 (XXL \$17.00) or plain black
Tennis Shoes.....	Any Color (must be laced)
Locks .....	<b>Sheldon Combination Lock \$6.00</b>

**NOTE: Only sweat pants or gym shorts may be worn.**

## **PHYSICAL EDUCATION NON-SUITS**

- First Offense:** Student is kept in class and issued a warning. Student will lose all dress points for the day, the incident will be logged into SISWEB as an intervention, and parent/guardian will be contacted.
- Second Offense:** Student is sent to OCS, dates of prior non-dresses are put on OCS form, loses all dress points, parent/guardian are contacted, and documented in SISWEB as a referral.
- Third Offense:** Student is sent to OCS, teacher assigns detention and contacts parent/guardian. Dates of prior non-dresses are put on OCS form and the incident is documented in SISWEB as a referral.
- 4<sup>th</sup> Offense:** Student is sent to OCS, teacher assigns Saturday School and contacts parent/guardian. Dates of prior non-dresses are put on OCS form and the incident is documented in SISWEB as a referral.
- 5<sup>th</sup> Offense:** Student sent to Vice Principal. Student is counseled to resolve the issue, given a set of Vice Principal Loaners and told next offense will result in Suspension, parents are notified by Vice Principal, incident gets documented in SISWEB as a referral.

## **PHYSICAL EDUCATION NON-UNIFORM DRESS**

(The PE Department will set the guidelines as to what will be considered acceptable Non-Uniform dress attire that a student will be allowed to temporarily participate in.)

- First & Second Offense:** Partial points taken and allowed to participate
- Third & Fourth Offense:** All dress points taken and allowed to participate, parent/guardian notified, all dates of the offense documented in SISWEB under interventions, and parents notified.
- 5<sup>th</sup> offense or more:** Student referred to the Vice Principal to resolve the issue, given a set of Vice Principal Loaners, and warned next offense will result in disciplinary consequences.

## **STUDENT PARKING POLICY**

1. Students with a valid Parking Permit will be allowed to park in the Stadium Parking lot only.
2. Parking spots will be on a first-come/first-serve basis every day.
3. No one will be allowed to park on the end caps or along the parking lot curb.
4. The first and second rows (near the main office) are reserved for staff parking only.
5. Students must have a valid license, and the vehicle must have current registration and insurance to apply for a parking permit.
6. Students are not allowed to park in the Visitor's Lot or the Performing Arts Center Lot.
7. **Students will not be allowed to go to their vehicles during the school day.**
8. **Students are not allowed to go to lunch off campus during the school day.**
9. **Students are discouraged from parking in the neighborhood.**

### **Parking Permit Application Process**

If a student wishes to park on campus they must do the following.

1. Obtain a Parking Permit Application form from the Vice Principals' Office.
2. The Parking Contract must be completed and signed by student and parent/guardian.
3. Return application to the Vice Principals' Office along with a copy of your current driver's license, vehicle registration, and proof of insurance.
4. You will be issued a parking permit by the Vice Principals' Office.
5. Place permit in your vehicle where it can be easily seen at all times.
  - If lost or stolen, you will be charged a \$5 replacement fee and the old permit number will be canceled.
  - If old permit is found, student must bring it to the Vice Principals' Office.
  - Additional vehicles must be documented on your signed parking contract. Permit must be visible in the vehicle you choose to bring to school.

Please take the opportunity to review and sign your student's **Vehicle Parking Contract** when they bring it home. Upon registration, students must have the following:

- \* Current Driver's License
- \* Current Registration
- \* Current Insurance
- \* Sheldon High School Identification Card

## **VEHICLE PARKING CONTRACT**

In an effort to protect and safeguard our students at Sheldon High School, we have instituted a **Vehicle Parking Contract**. All licensed students are required to park on Campus. Students are responsible for registering their vehicle with the Vice Principal as well as following the contract guidelines. Students may park in the Stadium Parking Lot only. **Students are not permitted to park in the Theatre Parking Lot or the Visitor Parking Lot.** Students can pick up a contract in the Vice Principals' office. **Students may be cited or towed by Sheldon's Resource Officer for parking lot violations.**

*Any student found in violation or abusing any parking policy may receive a parking ticket (\$30 fine), loss of parking privileges, additional disciplinary actions, and/or have vehicle towed at the owners expense.*

## **STADIUM PARKING LOT EXIT**

To ensure the safety of students leaving the campus during the school day, we are requesting a safe exit for vehicles leaving the stadium parking lot. During dismissal, 3:05 p.m. through 3:35 p.m., all vehicles **must** exit onto Calvine Road and turn right (west) when leaving the parking lot.

## **BICYCLE PARKING**

Bike racks are provided as a convenience to SHS students. In an effort to protect and safeguard your bicycle, please make sure you lock it every day and do not share the combination or key with others. The bike racks are monitored periodically throughout the day, but the student assumes responsibility for the safety of their bicycle. No motorized scooters are allowed.

## **SKATEBOARD CONTRACT**

As stated in our Student Handbook, Article #16 of the Code of Conduct, **Skateboards are not allowed at school.** If skateboards are brought they are confiscated and returned to the parent only. Confiscated items not picked up within 30 days will be discarded. A number of students use their skateboards as methods of transportation to and from school. **However, skateboarding is prohibited anywhere on school grounds.** In an effort to accommodate these

students, Sheldon High School agrees to hold these skateboards in the vice principal's office during school hours. Students must meet the conditions stated in the **Skateboard Contract**. A contract can be picked up in the Vice Principals' Office at Sheldon. We do not assume responsibility for lost or stolen skateboards on campus.

## **BUS TRANSPORTATION**

Bus transportation is limited to students assigned to Sheldon High School by the Elk Grove Unified School District under special circumstances. No busing will be provided for other Sheldon High School students. If you have any questions, please feel free to contact the District's **Transportation Department at 686-7733**. All bus qualified students are under the direct supervision of the bus driver, and bus privileges may be suspended for failure to follow bus regulations.

On January 1, 1998, AB 1297 became effective, requiring bus drivers to activate the flashing red signal lights and stop signal alarm at all times when the bus is stopped to load or unload pupils. The second function of AB 1297 mandates the school district to develop a Transportation Safety Plan that must address specific areas relating to the safety of pupils when transported to and from school or school activities.

The Elk Grove Unified School District Transportation Safety Plan was reviewed by District Administration to insure the plan meets the requirements of AB 1297, and approved by the Board of Education. The Transportation Safety Plan provides the utmost in transportation safety to our pupils, and must be maintained in two primary locations within each Elk Grove Unified School District site. This plan is available for your review upon request.

## **STUDENT CONDUCT ON BUSES FOR SCHOOL EVENTS**

### **Rules and Regulations**

- A. Students are required to:
1. Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive.
  2. Use only his/her appropriate bus stop.
  3. Arrange for the transport of live animals, insects, reptiles, to or from school, by other means than on the bus.
  4. Refrain from transporting hazardous or destructive objects of any kind, such as - firearms, weapons, glass objects or explosives, sharp or pointed objects, skateboards or baseball bats.
  5. Respect the rights and property of others on the bus and at the bus stop.
  6. Avoid all fighting and rough play while at the bus stop, on the bus, or when getting on or off the bus.
  7. Always enter and leave the bus through the entrance door, except in the case of an emergency. Remain seated, facing forward, with feet, legs and other objects clear of aisle while the bus is in motion.
  8. Keep all parts of the body inside the bus. Keep all windows closed unless otherwise instructed by the bus operator.
  9. Remain quiet at railroad crossings.
  10. No use of profane language, obscene gestures. Do not create excessive or unnecessary noise.
  11. Do not damage or deface any part of the bus, tamper with the radio, controls, emergency exits or other equipment, shoot or throw any objects inside/outside or at the bus, or in any way endanger the safety of others.
  12. Help keep the bus safe and free from litter by not eating, drinking or smoking on the bus.
  13. Be courteous and respectful to the bus operator, other students, and passersby.
  14. Obey the request of the bus operator, give proper identification when requested.
  15. Always cross in front of the bus when it is necessary to cross the street.
  16. For special transportation students only: Give the bus operator a written request when leaving the bus at other than the student's appropriate bus stop. The request must be signed by the parent/guardian and approved by the site administrator and/or his/her designee.

### **Discipline Process**

- A. The Principal or designee is responsible for notifying the parent of all violations. The normal progression for penalties for violations of the rules and regulations on the bus are:

<b>First Violation</b>	Warning by the Vice Principal/notification of parent.
<b>Second Violation</b>	1 day suspension from riding bus/notification of parent.
<b>Third Violation</b>	5-day suspension from riding bus/notification of parent.
<b>Fourth Violation</b>	10-day suspension from riding bus/notification of parent.
<b>Fifth Violation</b>	Suspension from riding bus for the remainder of the school year/notification of parent.

In cases of severe misconduct, students may be assigned penalties more severe than provided for the normal process. All other school district rules and regulations, together with their penalties, shall apply to conduct on buses and shall be administered by the Principal or other appropriate school authorities.

## **GENERAL INFORMATION**

### **STUDENT STORE**

The Student Store at Sheldon is open during lunches. The profits from the store go into the school's Associated Student Body accounts and are used to support the clubs and Associated Student Body activities. The money goes directly back to the student body.

The store has a variety of foods, school supplies and spirit items for students, staff, parents and the community. The student store manager is available by phone during lunches and is only on campus part-time. All food items sold in the student store meet California Nutritional Guidelines.

### **HEALTH ASSISTANT**

A Health Assistant is available during regular school hours for illness, injury, and validation of P.E. excuses. Students needing to see the Health Assistant must obtain a pass from their teachers. The Health Assistant's Office is located in the Vice Principals' area of the main office. All health information should be updated annually and changes should be noted immediately for the safety of all students.

### **MEDICATION**

Students are not permitted to bring medication to school (neither prescription nor non-prescription) without written doctor's approval. If your child must take medication at school, a parent must come in and pick up an authorization sheet to be filled out by the doctor before medication can be administered. A parent should bring the medication to the school, in its original container, with the physician's instructions for administering the medication along with the authorization sheet. The medication and/or a reserve supply should be kept in the Health Office at all times. Please contact the Health Assistant to obtain forms and information regarding this procedure.

### **LOST AND FOUND**

Students who find articles of clothing, books, wallets, backpacks, jewelry, personal items, etc., need to take them to the Attendance Office at Sheldon and they will be placed in the "Lost and Found" area located in the room just off the cafeteria awaiting to be reclaimed by their owners. If students have lost any items, please check in the "Lost and Found." Students are encouraged not to bring valuable possessions or large sums of money to school. We do not assume responsibility for lost, stolen, or missing articles on campus: lockers are not safes! All items will be disposed of at the end of each school year.

### **POSTERS AND FLYERS**

Only Elk Grove District or school related clubs and activity posters and flyers are allowed to be posted or distributed on campus and must be approved by the District or Sheldon High School. Private/personal parties or outside group events posters and flyers are not allowed on campus. Students found violating this policy will have all posters and flyers confiscated and discarded, will be told to remove and discard all posted advertisements from around the campus, and face disciplinary consequences.

Birthday greetings and other well wishes may be allowed if messages are appropriate and the student wishing to post greetings has, approval from Head Custodial and Administration. If approval is given to post, students can only use **blue painters tape** and post on the bulletin boards or inside the cafeteria. Items cannot be taped to doors, windows, room number plates, inside any classrooms, or bathrooms. Failure to follow these guidelines will result in the student being told to remove and discard all posted items and may face additional disciplinary consequences.

### **STUDENT VISITORS**

Former students will not be allowed to visit unless they have an appointment with the staff member they are visiting. Staff members must contact the Main Office to inform office staff of prearranged visitors and the visit must be approved by an Administrator. Visitors will not be allowed to visit during lunch periods, but may arrive 15 minutes before lunch or 15 minutes after lunch. Sheldon High School does not allow school-age guests on campus during the school day.

## **STUDENT DELIVERIES**

The Sheldon High School Office will not accept, hold, or store any special deliveries for students (flowers, balloons, gifts, etc.). Any deliveries made to the school will be sent back or discarded. Students are strongly encouraged not bring such items to school due to the potential disruption and/or distraction from the school environment. Students must discard or arrange to remove items from campus if asked to do so by a staff member.

## **PARENT/GUARDIAN CLASS VISITATION**

To minimize classroom interruptions, the administration and staff expects you to adhere to the following procedures when you visit your student's classes.

1. Please do not "drop-in" before classes or after school expecting to have a conference with your student's teacher(s). Teachers need time to prep for their classes and will not be prepared to discuss your student with you as they may not have their grade book and other materials available to do it at the time you "drop-in." Please make arrangements in advance to observe during the school day.
2. For security reasons, visitors must check in at the Main Office and state the person's name that they are here to visit. Attendance Office staff will call the staff member to verify that the visitor did make prior arrangements to visit.
3. The visitor will sign in on the "Visitor's Log" and write their name on the "Visitor's Pass" and place it visibly on their clothing. Visitors must sign out through the Main Office upon leaving the campus.
4. An office staff member will give you a map of our school, a copy of your student's schedule, and may assign a staff escort. Please follow the order of your student's classes.
5. When entering a classroom, quietly introduce yourself to the teacher and the teacher will direct you to a seat.
6. Because teachers will be involved in the instruction of their classes, we are requesting that you do not use this for conference time. If you wish to meet individually with any of your student's teachers, we ask that you meet with your student's counselor to set up a conference time.
7. SHS does not allow school-age guests on campus during the school day.

## **WITHDRAWALS - TRANSFERS**

Any student withdrawing or transferring from Sheldon High School must report to the Attendance Office for a clearance sheet. A parent must accompany the student. The Drop Form must be signed and approved by the Attendance Office, all teachers, and the librarian before returning it to the Attendance Office. All books must be returned and fines paid before transcripts are released.

## **WORK PERMIT REQUIREMENTS**

- \* Work permit requests and work permits may be picked up in the Counseling Office.
- \* There will be a two-day processing period for work permit applications (i.e., if your application is turned in *before* school on Monday, your work permit may be picked up on Wednesday *after* school).
- \* Students with work permits in the Elk Grove Unified School District are required to maintain appropriate attendance and school performance to maintain their work permits.
- \* Students with three (3) or more school days (12 class periods) truant within a school year will have their work permit revoked. Employers will be notified of the revocation of the work permit.
- \* Students with a GPA below 2.0 or who receive a failing grade (F) will have their work permit revoked. Employers will be notified of the revocation of the work permit.
- \* Students must be clear of any outstanding school fines. Work permits will not be issued to students until all fees are paid.
- \* If the work permit is revoked, students may apply to have their work permit reinstated if attendance and/or academic performance has improved enough to maintain a "C" average for at least one quarter and/or less than three (3) unexcused absences for one quarter.
- \* Ages, and maximum hours per day and per week for Elk Grove Unified School District students:

<b>Age</b>	<b>Non-School Days</b>	<b>School Days</b>
14 – 15	8 hours/day – 40 hours/week	3 hours/day – 18 hours/week
16 - 17	8 hours/day – 48 hours/week	4 hours/day – 20 hours/week

- \* A day of rest from work is required if the total hours employed per week exceed 30 hours or if more than 6 hours are worked on any one day during the week.

- \* Minor's work must be performed between specified hours:
  - 14 - 15 years: 7 a.m. to 7 p.m. (Summer 6/1 - Labor Day, 7 a.m. - 9 p.m.)
  - 16 - 17 years: 5 a.m. to 10 p.m. (12:30 a.m. when no school the next day)
- \* Students in approved work experience education or cooperative vocational education programs may be authorized to work until 12:30 a.m. on nights preceding school days with specified written permission. Parental and school permission are required.
- \* When regulations of enforcement agencies differ, the more restrictive regulation applies.

**PLEASE NOTE:**  
**Work Permits will not be issued to students with outstanding lab fees or library fines!**

## **USE OF FILMS, VIDEOS, AND TELEVISION FOR STUDENT VIEWING**

Board Policy 6162.1, Adopted May 16, 1994

It is the policy of Elk Grove Unified School District to provide visual materials for students, which are appropriate for student viewing and which support the instruction program. The following parameters prevail:

1. Films/videos, prints and other visual media that appear on the Sacramento County Office of Education list are approved for their curricular content for the use in the classroom.
2. All media used in the classroom must adhere to the copyright policy and must have a direct tie to the curriculum and support the instructional program. All media should provide a different perspective and allow students to experience a curricular area.
3. No "X" or "NC-17" rated films shall be shown. "R" and "PG" rated films cannot be shown at the elementary or middle school level.
4. Alternative assignment will be given for students excused from viewing.
5. Parents must be informed if controversial media is used for students viewing, such as Family Life Media and "PG-13" (6-8), and "R" (9-12) rated media. Accompanying the letter will be a form provided for parents to elect the option of an alternative assignment for their child.
6. "R" and "PG" rated films and unrated commercial films/videos/television rebroadcast must meet the following criteria:
  - A. have been reviewed and approved by the site administrator or designee(s)
  - B. have been linked to the curricular objectives
  - C. are shown only after written information is provided to parents which includes:
    1. the rating,
    2. reason for the rating (obscenity, nudity, violence, etc.),
    3. the curricular objectives, that the film has a tie to, and,
    4. an alternative assignment of comparable difficulty for students excused from viewing.
  - D. a district family preview session will be provided for "R" rated films at grades 9-12 and for "PG-13" rated films at grades K-8.
7. Any educational television shows viewed in the classroom must have a direct tie to the curricular objectives. Activities prior to and after the television event should support the television program and require students to utilize the new knowledge. Opportunities should be available for students to extend their learning beyond the program. Extra-credit activities that recommend the viewing of and "R" rated film for grades 9-12 and a "PG-13" rated film for grades 6-8 will not be allowed.

## **INSTRUCTIONAL MATERIALS**

Elk Grove Unified School District engages in a very careful review process for all of our instructional materials, textbooks, and novels. Our review process is very important because we want to ensure that your children have the best possible instructional tools.

Your child's teacher should share information about classroom textbooks and pieces of literature with you. They should let you know in particular about any sensitive or potentially objectionable portions of the materials. This will allow you ample time to review the materials prior to their use.

If you are concerned or have questions about the books, please call your child's teacher, Principal, or the Curriculum/Professional Learning Department at the Education Center. We would like to have the opportunity to discuss these concerns with you. If, after this discussion, your concerns have not been relieved, you have the right to request an alternative assignment or book.

If you have any further questions, please don't hesitate to call Curriculum/Professional Learning at 686-7748.

# SHELDON HIGH SCHOOL LIBRARY

**MISSION STATEMENT:** The mission of the Sheldon High School Library is to promote life-long literacy skills and to ensure that our students can find, evaluate, and utilize information in order to make informed decisions and to be independent thinkers who positively contribute to their community. We provide this by providing access to current resources and materials to support our curriculum and to support the diverse needs of our student population.

**CIRCULATION OF LIBRARY MATERIALS:** All library books are checked out for 3 weeks. The following guidelines apply to checking out library material:

1. All students must have a current Sheldon High ID card or a California driver's license to check out books. If a student has lost his/her ID card, he/she must purchase a new one before new library books can be issued.
2. Overdue books will prevent students from checking out any additional library books.
3. If a student is on a payment plan for a lost textbook or library book, he/she must make a payment each time he/she checks out a library book.
4. Students check out books for their friends at their own risk!

**CIRCULATION OF TEXTBOOKS:** Guidelines for textbook circulation are as follows:

1. All students must have a current Sheldon High ID card or a California driver's license to check out textbooks. If a student has lost his/her ID card, he/she must purchase a new one before new library books can be issued.
  - a. During the first week of school and again during the term change in January, students are allowed to use their schedules to check out textbooks. Beyond this time frame, students will have to use their ID cards.
2. Students are strongly encouraged to turn in all overdue library and/or textbooks before new textbooks are issued.
3. Textbook distribution happens at every term change. Students are brought to the library according to a textbook distribution schedule given to each teacher. If students are absent during this time, they may visit the library at their convenience to check out the textbooks they need.
4. Textbooks can be returned in the following ways:
  - a. Students can return their textbooks themselves directly to the library. This is the preferred way!
  - b. Students are sometimes instructed to give their textbooks to their teachers who then turn them in to the library. Teachers who participate in this method generally turn in a sheet indicating who turned in what textbook.
5. Students needing a second set of textbooks will need to provide a doctor's note to the library. They must also notify their counselor. Students are then financially responsible for each textbook they check out.

**LOST/DAMAGED BOOKS:** Please read the following guidelines carefully regarding lost and damaged textbooks. Textbooks are very expensive and we take every effort to ensure the students know the policies regarding lost textbooks. We also work closely with students and parents for payment arrangements should a textbook become lost.

1. If a student loses a textbook, he/she must pay for it before a new textbook can be issued. Payment plans are accepted.
  - a. To start a payment plan, a student must put \$10 down towards the cost of the book. Every time a student needs an additional library book or textbook, he/she must bring another \$10 payment until the balance is paid in full.
  - b. Refunds are given whenever the lost textbook is found. They are generated at the district office and can take up to 2 weeks to process.

- c. Payments can be cash or check only. The library does not have a credit card or debit card machine. Checks should be made out to Elk Grove Unified School District when paying for lost textbooks. Checks should be made out to Sheldon High School if paying for lost library books.
- 2. Please be advised that students leave their textbooks in the classroom at their own risk despite the teacher's directions to do so. Students are still financially responsible for any stolen textbooks whether it be from their classroom, their cars, etc. Claiming a textbook is stolen is not an automatic waiver of financial responsibility.
- 3. To ask about the prices of lost textbooks, please call the library at 916-681-7500 ext. 8088. Generally, textbook replacement costs range from \$55 to \$110.
- 4. Damages to textbooks are assessed each term. When a damage is noted, the book is stamped on the inside corner noting the date the damage was discovered and a librarian's initials. Therefore, if a book is damaged and not stamped, the student who had the book last will be fined accordingly. Please consult the library link on the Sheldon High School website for a list of general damage costs. <http://sheldonhuskies.com>.

**STUDENT WITHDRAWALS:** If a student is leaving Sheldon High School during the academic year, the following guidelines regarding textbooks are in place:

- 1. All textbooks and library books must be turned in before the school can formally withdraw a student.
- 2. All payment plans must be paid in full before a student can formally withdraw.
- 3. Students that leave Sheldon High with outstanding payments and/or overdue books will be billed for the amount. His/her new school will be notified of the outstanding charges as well.

**END OF YEAR TEXTBOOK/LIBRARY BOOK PROCEDURES:** The Sheldon High School library only prints overdue notices once per year. At the end of the school year, if students leave without turning in their books, report cards will not be mailed home and notices regarding the outstanding books will be mailed home. Students must return all books, pay for lost or damaged books, or start a payment plan before report cards can be given.

**OVERDUE TEXTBOOKS AND SCHOOL ACTIVITIES:** It is the policy of Sheldon High School that students do not have any overdue library books and/or textbooks if they are to participate in school dances, or any other campus wide student activity. Payments need to be made or books need to be returned before students can purchase dance tickets, etc.

**USE OF THE LIBRARY AND COMPUTER LAB:** Our library is considered the "hub" of student academic resources and achievement. We take great pride in offering our students a place to find resources for research, great books to read, and providing an atmosphere for studying and learning. Here's a list of the following procedures:

- 1. The library opens every morning at 7:15 and closes everyday at 3:30. We are also open during both lunches if a class has not scheduled time to use the library.
- 2. We offer 35 computers for students to use throughout the day.
  - a. Students must have the Computer Internet Agreement form on file before they can use the Internet.
  - b. Students must also have a Sheldon High ID card to use the computer. No exceptions!
- 3. Students may print papers and/or may use our copy machine.
  - a. Printing is .25 per page. Copying is .15 per page
  - b. We also have a color printer that costs \$1.00 per page.
- 4. Wednesday mornings from 7:15- 9:00 is called Quiet Study Time. During this time, all students who use the library are asked to not talk. Anyone talking will be asked to leave. This is a study hall atmosphere catered to those students who need absolute quiet to get their work done. Computer use and book check outs begin at 9:00 on Wednesday mornings.
- 5. Students may borrow textbooks during library hours to use while in the library.
- 6. During the course of a day, the library is used by classes coming in for research, book talks, computer lab use, etc.

7. The library maintains an online database for all students to use. This database contains articles from hundreds of newspapers and magazines and range from current events to historical events. Those databases are:
  - a. ProQuest <http://proquestk12.com> username: ca6093 password: 95829
  - b. Facts On File <http://fofweb.com> username: Sheldon password: huskies
8. The library also maintains an up-to-date website that students can access to get book recommendations, research help, suggested websites to use for any research project, and much more. Please visit at <http://shshuskies.wordpress.com>.

**LIBRARY ONGOING ACTIVITIES:** The library strives to take an active role in the lives of our students. To help achieve this goal we host different events throughout the year.

1. Our biggest event is the Scholastic Book Fair held twice per year—in December and in April. Parents are encouraged to stop by the school and check it out! This is a great fundraiser for our library.
2. We have a Library Advisory Club open to any students who love books! This club is designed to encourage reading, to provide input about what books the library purchases, and to foster dialogue about the books students are reading. The club meets approximately every 2 weeks after school in the library.
3. The library also hosts movie nights and gaming tournaments. These change from year to year so students are encouraged to ask a librarian when these events take place.

It is our hope that students feel like the library is their place to grow academically. We maintain a positive and safe environment for all Sheldon High School students and staff. Our atmosphere is clean and inviting and the library staff is always here willing to assist in any way we can.

## **ASSEMBLIES AND RALLIES**

Assemblies and rallies are a part of the school program. They help create better school spirit, develop leadership and talent, and give the student body good entertainment with educational value. Student conduct is of the greatest importance in assemblies and rallies. The success of these activities depends, to a great extent, upon the manner in which students support the programs and the students and/or guests within them. Students will be expected to support the performers, always respond in a positive way, and support and encourage the other students in the audience.

### **Rules of Conduct:**

1. Courtesy at all times to anyone appearing before the student body.
2. No talking once the program has begun.
3. Only positive responses by the audience and participants are allowed. Students need to support their peers and guests. It is difficult to speak and perform in front of one's peers, therefore, staff, students, and community members displaying positive support and sportsmanship will make us a school to respect and emulate.
4. Students are to remain seated until the assembly or rally has ended which follows the Alma Mater.
5. **Inappropriate behavior during an assembly or rally will result in immediate disciplinary consequences.**

## **PERFORMANCE/SHOW ETIQUETTE**

Concert etiquette should be followed at any performances or presentations held in the Performing Arts Center or the Sheldon Studio "Black Box" Theatre. Please understand these rules and guidelines are in place to provide a clean and enjoyable atmosphere for both the performers and other audience members. This concert etiquette guide is in concurrence with the ArtsWORK Academy.

### **Basic Rules**

2. No food or drink in the Performing Arts Center (PAC) or Studio Theatre.
3. Keep feet on the floor and not on the back of chairs, seat of chairs, or the front rail in the PAC.
4. Do not climb over or walk on chairs.
5. No flash photography due to the safety issues for our performers and the courtesy to people around you.
6. Videotaping is not allowed without the written permission of the Theatre Staff and/or the performance group's leader.
7. Keep the theatre clean and in good order by following these rules.
8. Follow the direction of ushers and other workers.

## **Performance Etiquette**

1. Be courteous to the performers and audience members by not talking during the performance.
2. Take care of your restroom needs before the performance begins. If you must leave during the show, only do so when there is an obvious break in the performance (signified by a light change or an applause). This is the same for returning to your seat during the performance.
3. Show up to the performance on time. Arriving 30 minutes before the show begins will give you time to buy tickets and find a seat. If you are late YOU WILL NOT BE ALLOWED TO ENTER the theatre until there is a break in the performance. If you are late to a show in the Studio Theatre, YOU WILL NOT BE ALLOWED TO ENTER UNTIL INTERMISSION. Do not knock on the Studio Theatre door if it is closed, it will not be opened for you. *All reserved tickets will be released and sold ten minutes before the show begins. If the show sells out and there are empty seats due to presale tickets, tickets will be sold to fill the empty seats ten minutes before the show is scheduled to begin. ***There are no refunds given for presale tickets.****
4. Show appreciation for the performers by applause only. Do not scream or yell out names or any other words to the performers. Do not whistle or make any other noises during the performance. It is inappropriate and disrespectful to the audience and it also distracts the performers.
5. Turn off all cell phones and other electronic devices before the performance begins.

## **APPROPRIATE DISPLAY OF AFFECTION POLICY**

The guidelines for the appropriate display of affection was created based upon a survey and poll research done by a Sheldon student, Anna Gaitan and discussions with Student Senate and Administration.

1. Kissing cannot last more than five seconds.
2. Hugging: students cannot be pressed up against each other, walls or any other objects while hugging.
3. Holding hands is allowed.
4. Having hands under or in any article of clothing of another person is not permissible.
5. Sitting on another person's lap or straddling them is not allowed
6. Showing any form of affection in the classroom and during class time is not allowed.
7. Students' bodies may not be pressed against another person in the vertical or prone position.
8. Students must stop the activity when asked to by any member of the school staff.

# **EDUCATION CODE**

## **ARTICLE 1 – SUSPENSION OR EXPULSION**

### **Education Code 48900 – Conditions for Suspension, Expulsion**

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (a) Causes, attempted to cause, or threatened to cause physical injury to another person.
- (b) Possessed, sold, or otherwise furnished any firearms, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of, any controlled substance, as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid substance, alcoholic beverage, or intoxicant.
- (e) Committed robbery or extortion.
- (f) Caused or attempted to steal school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession of a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawful possession of, unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

**SHELDON HIGH SCHOOL**  
**DISCIPLINARY CONSEQUENCES FOR BEHAVIOR VIOLATION OF**  
**CODE OF CONDUCT**

The following disciplinary actions are what you can expect to receive if you violate the student discipline policy while on school grounds or at a school sponsored activity, while going to or from the school, or while going to, or coming from a school-sponsored activity. Consequences will be determined by severity of the offense.

**Please note: Any repeated offenses of the education code 48900 violations may result in a recommendation for expulsion.**

No.	Violation	Minimum consequence(s)	Maximum consequence(s)
1	Absent from one or more class periods without a valid excuse (E.C. 48260, 48261, 48262, 48900k)	Saturday School	Saturday School/All Day on Campus Suspension, 5 days home suspension, School Attendance Review Board, recommend alternative education placement
2	Failure to remain in class/designated area (E.C. 48900k)	Saturday School	All Day On Campus Suspension, exclusion from extra-curricular events, 5 days home suspension, School Attendance Review Board, recommend alternative education placement
3	Leaving campus during the school day without proper authorization (E.C. 48900k)	Saturday School	All Day On Campus Suspension, exclusion from extra-curricular events, 5 days home suspension, School Attendance Review Board
4	Failure to serve detention (E.C. 48900k)	Saturday School	All Day On Campus Suspension, 5 days home suspension, School Attendance Review Board
5	Tardies (up to 30 minutes after period begins) (E.C. 48900k)	Saturday School to be issued by teacher. Parent contact by teacher	V.P. referral, Saturday School, OCS, 5 days home suspension, School Attendance Review Board
6	Failure to serve Saturday School (E.C. 48900k)	Home suspension	5 days home suspension
7	Failure to serve On Campus Suspension on date assigned (E.C. 48900k)	* If excused absence - reassign * Home suspension	5 days home suspension
8	Failure to correctly identify self to staff member (E.C. 48900k)	Saturday School; 1-3 days home suspension	5 days home suspension
8a	Failure to follow procedure for being out of class. (See page 31 of handbook) (E.C. 48900k)	Saturday School, loss of privileges	Home suspension, loss of privileges
9	Failure to carry I.D. (E.C. 48900k)	Warning, loss of privileges/Detention	Saturday School
10	On campus, or at school sponsored event, while on home suspension (E.C. 48900k)	Additional suspension to maximum days possible	Additional extension of home suspension to maximum days possible/possible recommendation for expulsion, Sheriff report
11	Non-suit for Physical Education (E.C. 48900k)	Student will be issued loaner clothes (which must be laundered before return, student conference, parent notification by teacher, loss of points,	Referral to Vice Principal, Detention, Saturday School, OCS Suspension,

**SHELDON HIGH SCHOOL**  
**DISCIPLINARY CONSEQUENCES FOR BEHAVIOR VIOLATION OF**  
**CODE OF CONDUCT**

No.	Violation	Minimum consequence(s)	Maximum consequence(s)
12	No book/class materials (E.C. 48900k)	Student conference and parent notification by teacher	Referral to Vice Principal
13	Forgery or falsification of parent or teacher signature (E.C. 48900k)	Parent Conference, All Day On Campus Suspension, Saturday School	5 days home suspension
14	*Littering - Spitting *Throwing of any object, including food items and water (E.C. 48900k)	Campus Beautification, OCS, Saturday School	5 days home suspension
15	Food and drink in designated areas only, no consumption in classrooms except water (E.C. 48900k)	Saturday School	Saturday School
16	<p>The following articles are not allowed at school: (E.C. 48900k)</p> <ul style="list-style-type: none"> <li>• Any items inappropriate to a school setting as determined by administration</li> <li>• Articles of gang affiliation</li> <li>• Belt Buckles with letters or symbols</li> <li>• Audio/video equipment</li> <li>• Cellular phones – students are not permitted to use cell phones on/about the school campus before school and during the school day. Cell phones that are observed or heard will be confiscated. Cell phone use is permitted after the final bell rings at the end of the school day.</li> <li>• Pagers</li> <li>• Lasers</li> <li>• Ipods</li> <li>• MP3 Players</li> <li>• Hats or other items of apparel with area code, city or county logos</li> <li>• Chains</li> <li>• Gambling objects: Dice, playing cards, etc.</li> <li>• Electronic Games</li> <li>• Matches/lighters</li> <li>• Pepper Spray</li> <li>• Rollerblades</li> <li>• “Poppers”</li> <li>• Ropes</li> <li>• Skateboards</li> <li>• Scooters</li> <li>• Stink bombs</li> </ul>	<p>Confiscated, conference, return item to parent/guardian, and/or On Campus Suspension, detention, Saturday School</p> <p>Confiscated items not picked up within 30 days will be discarded</p> <p>*1-3 days home suspension</p>	<p>5 days home suspension</p> <p>*3-5 days home suspension</p> <p>Color Contract</p>

**SHELDON HIGH SCHOOL**  
**DISCIPLINARY CONSEQUENCES FOR BEHAVIOR VIOLATION OF**  
**CODE OF CONDUCT**

No.	Violation	Minimum consequence(s)	Maximum consequence(s)
16 Con't	<ul style="list-style-type: none"> <li>• Video recorders</li> <li>• Cameras</li> <li>• Water pistols/balloons</li> <li>• Wheelies</li> </ul> <p><b>*Refusal to give up any item not allowed on campus</b></p>	Continued from previous page	Continued from previous page
17	Cheating on assignments/tests, including plagiarism (E.C. 48900k) *Cell phones observed during testing or assignment	Receive no credit on assignment/test, teacher notify parents, Saturday School or Home suspension, confiscation of cell phone	Receive no credit on assignment/test, 5-day home suspension
18	<b>Gambling</b> (E.C. 48900k) Definition: no exchange of money or personal property or other items; i.e., no dice, no pitching coins, flipping dollars, playing cards	Parent conference, campus beautification, or All Day On Campus Suspension, and restitution	5 days home suspension, Sheriff report, restitution, and recommendation for expulsion, arrest
19	Disruptive behavior in OCS (E.C. 48900k)	One day home suspension	5 days home suspension
20	Failure to register vehicle or display parking permit (E.C. 48900k)	Warning, Student Conference; Saturday School	5 days home suspension, loss of parking privilege, Sheriff citation, vehicle towed
21	Students are not allowed to go to their cars during school without proper authorization (E.C. 48900K)	Citation warning issued, Student Conference; detention, OCS, Saturday School	5 days home suspension, loss of parking privilege
22	<b>Reckless driving</b> on or about school campus (E.C. 48900k)	Parent conference, Saturday School, loss of parking privileges,	5 days home suspension, loss of parking privileges, Sheriff citation
23	Unauthorized passengers in/on vehicle, during school hours and school activities (E.C. 48900k)	Parent conference, OCS, Saturday School, loss of parking privileges	5 days home suspension, loss of parking privileges, referral to School Attendance Review Board
24	Unauthorized leave of school grounds in student's vehicle. (E.C. 48900K)	Student/Parent Conference, Saturday School, loss of parking privileges	5 days home suspension
25	Riding skateboard, roller blades and bicycles on campus (E.C. 48900k)	Confiscation, student conference, Saturday School	All Day On Campus Suspension, 5 days home suspension
26	<b>Unacceptable behavior or clothing</b> (E.C. 48900k) <ul style="list-style-type: none"> <li>• Profanity, slander of staff</li> <li>• Throwing of any object, including food items or water</li> <li>• Littering – spitting</li> <li>• Inappropriate public display of affection</li> <li>• Inappropriate appearance (see dress code)</li> </ul>	Student conference, notify parent, sent home to change or correct appearance, detention, Saturday School, 1-4 days home suspension, counseling referral	All Day On Campus Suspension, 5 days home suspension
27	Trespassing on another school campus (E.C. 4890K)	1-4 days home suspension	5 days home suspension, recommendation for expulsion

**SHELDON HIGH SCHOOL**  
**DISCIPLINARY CONSEQUENCES FOR BEHAVIOR VIOLATION OF**  
**CODE OF CONDUCT**

<b>No.</b>	<b>Violation</b>	<b>Minimum consequence(s)</b>	<b>Maximum consequence(s)</b>
28	Bringing other students/ visitors on campus without authorization (E.C. 48900K)	Saturday School, 1-3 days home suspension	5 days home suspension
29	<b>Willful defiance</b> of school rules (E.C. 48900k)	Saturday School, 1-4 days home suspension, counseling referral	5 days home suspension, referral to SARB, recommendation for expulsion
30	Brandishing a knife (E.C. 48900b, 48900K)	5 days home suspension, mandatory recommendation for expulsion, Sheriff report	5 days home suspension, mandatory recommendation for expulsion, Sheriff report, arrest
31	Possession of a weapon (knife, gun, sharp object, club, makeshift item, stun gun, chain) or any object that could inflict injury (E.C. 48900b, AB966, 48900k)	5 days home suspension, recommendation for expulsion, confiscation, Sheriff report	5 days home suspension, recommendation for expulsion, confiscation, Sheriff report, arrest
32	Possession of an imitation firearm, look-alike gun, that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm (E.C.48900K,m, 48900k)	5 days home suspension, recommendation for expulsion, confiscation, Sheriff report	5 days home suspension, recommendation for expulsion, confiscation, Sheriff report, arrest
33	Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil (E.C. 48900b, 48915a, 48900K, 48915c)	5 days home suspension, recommendation for expulsion, Sheriff report	5 days home suspension, confiscation, recommendation for expulsion, Sheriff report, arrest
34	Possession, use and/or sale of explosives or fireworks (E.C. 48900b, 48915a,b, AB966, 48900K, 48915 a, c)	5 days home suspension, confiscation, recommendation for expulsion, Sheriff report	5 days home suspension, confiscation, recommendation for expulsion, Sheriff report, arrest
35	Possession, selling or otherwise furnishing a firearm (E.C. 48900b, 48915 a, c, 48900k)	5 days home suspension, recommendation for expulsion, Sheriff report, arrest	5 days home suspension, confiscation, recommendation for expulsion, Sheriff report, arrest
36	Offered, arranged, negotiated to <b>sell, deliver or furnish alcohol</b> and/or drugs (E.C. 48900d, 48915a.3, 48900k)	5 days home suspension, confiscation, recommendation for expulsion, Sheriff report	5 days home suspension, confiscation, recommendation for expulsion, Sheriff report, arrest
37	Offering, arranging or negotiating to <b>sell drugs</b> , alcohol or any intoxicant and then substituting a look alike substance intended to represent drugs, alcohol, or an intoxicant of any kind (E.C. 48900d, 48900k)	5 days home suspension, confiscation, recommendation for expulsion, Sheriff report	5 days home suspension, confiscation, recommendation for expulsion, Sheriff report, arrest
38	Offered, arranged or negotiated to sell or buy any <b>drug, or drug paraphernalia</b> (E.C. 48900k)	5 days home suspension, confiscation, recommendation for expulsion, Sheriff report	5 days home suspension, confiscation, recommendation for expulsion, Sheriff report, arrest
39	Possessed or used <b>tobacco</b> or nicotine products (E.C. 48900h, 48900k)	Confiscation, All Day On Campus Suspension (OCS); 3-day home suspension	5 days home suspension confiscation, recommendation for expulsion, Sheriff report

**SHELDON HIGH SCHOOL**  
**DISCIPLINARY CONSEQUENCES FOR BEHAVIOR VIOLATION OF**  
**CODE OF CONDUCT**

No.	Violation	Minimum consequence(s)	Maximum consequence(s)
40	Possession of <b>drug paraphernalia</b> (E.C. 48900j, 48900k)	Confiscation, student conference, substance abuse intervention; 3-day home suspension	5 days home suspension, confiscation, recommendation for expulsion, Sheriff report, arrest
41	Possession, use of, or under the influence of an <b>alcoholic beverage, drug or controlled substance</b> (E.C. 48900c, 48900k)	3 days home suspension, confiscation, substance abuse intervention	5 days home suspension, confiscation, recommendation for expulsion, Sheriff report, arrest
42	Smoking, chewing or possessing <b>tobacco</b> or nicotine products (E.C. 48900h, 48900k)	Confiscation, parent conference, All Day On Campus Suspension, Saturday School, 3-day home suspension	5 days home suspension
43	Unlawful possession of any drug except for the first offense of possession of not more than one ounce of <b>marijuana</b> (E.C. 48900c, 48915a, AB 966, 48900k)	5 days home suspension, Sheriff report, citation, substance abuse intervention	5 days home suspension, recommendation for expulsion, Sheriff report, arrest
44	Unlawfully <b>selling a drug</b> (E.C. 48900d, 48915a, AB 966, 48900k)	5 days home suspension, recommendation for expulsion, Sheriff report	5 days home suspension, recommendation for expulsion, Sheriff report, arrest
45	Caused or attempted to cause <b>damage to private and public property</b> (E.C. 48900f) Caused or attempted to cause damage to school property, including graffiti, vandalism (E.C. 48900f, 48900k)	Parent Conference, campus beautification, or All Day On Campus Suspension, and restitution, 1-3 days home suspension	5 days home suspension, Sheriff report, restitution, and recommendation for expulsion, arrest
46	<b>Receiving stolen school or private property</b> (E.C. 48900l, 48900k)	3 days home suspension	5 days home suspension, pending possible recommendation for expulsion, Sheriff report
47	<b>Profanity, obscene acts, demeaning racial statements, vulgarity</b> (E.C. 48900l, 48900k) <ul style="list-style-type: none"> <li>• verbalizing or writing, obscene language, materials or gestures among or toward peers or adults</li> <li>• demeaning racial statements</li> </ul> <b>* To staff member, school personnel, volunteer or visitor.</b>	Student conference; OCS; 3 days home suspension, Sensitivity Class, counseling referral  *2-3 days home suspension	OCS; 5 days home suspension  *3-5 days home suspension
48	<b>Sexual Assault</b> or sexual battery, committed or attempted to commit (E.C. 48900n, 48900k)	5 days home suspension, recommendation for expulsion, Sheriff report	5 days home suspension, recommendation for expulsion, Sheriff report, arrest

**SHELDON HIGH SCHOOL**  
**DISCIPLINARY CONSEQUENCES FOR BEHAVIOR VIOLATION OF**  
**CODE OF CONDUCT**

No.	Violation	Minimum consequence(s)	Maximum consequence(s)
49	<b>Sexual Harassment</b> includes but is not limited to unwelcome sexual advances, request for sexual favors, and/or other visual, verbal, or physical conduct of a sexual nature (E.C. 48900.2, 216.6, 48900k)	Sensitivity Class; OCS, Saturday School, 1-3 days home suspension, counseling referral	5 days home suspension, pending possible recommendation for expulsion, Sheriff report
50	Students may be suspended or recommended for expulsion for causing, threatening or attempting to cause, or participating in an act of <b>hate violence</b> defined as willfully interfering without threatening another person's personal or property rights because of race, ethnicity, national origin, religion or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence (E.C. 48900.3, 48900k)	Student conference, OCS, Saturday school, 1-3 days home suspension; Sensitivity Class, counseling referral	5 days home suspension, possible recommendation for expulsion, Sheriff report
51	Students may be suspended or recommended for expulsion for intentionally engaging in <b>harassment, threats, or intimidation</b> against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment (E.C. 48900.4, a.1) Hard looks (E.C. 48900k) <ul style="list-style-type: none"> <li>• Look from head to toe in a threatening and challenging way</li> <li>• Staring, making eye contact in a threatening manner</li> <li>• Physically confrontive stance</li> </ul>	Student conference; OCS, Saturday School, 1-3 days home suspension; Sensitivity Class, counseling referral	5 days home suspension, pending possible recommendation for expulsion, Sheriff report
52	<b>Threatening</b> or attempting to cause harm (E.C. 48900a.1, 48900k) <ul style="list-style-type: none"> <li>• To a student</li> <li><b>*To a school personnel; volunteer, visitor</b></li> </ul>	Detention; conflict management; OCS, 3 days home suspension, counseling referral  *3 days home suspension	5 days home suspension  *5 days home suspension, recommendation for expulsion, Sheriff report, arrest

**SHELDON HIGH SCHOOL**  
**DISCIPLINARY CONSEQUENCES FOR BEHAVIOR VIOLATION OF**  
**CODE OF CONDUCT**

No.	Violation	Minimum consequence(s)	Maximum consequence(s)
53	Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both (E.C. 48900a.1, 48900k)	Saturday School, Counseling referral, 1-3 days home suspension	5 days home suspension, recommendation for expulsion, Sheriff report, arrest
54	Fighting (E.C. 48900a, k, a.1, a.2, 48915a) <ul style="list-style-type: none"> <li>• Mutual combat-fight between two students</li> <li>* <b>Attack upon a student and/or an adult</b></li> <li>** <b>Attack upon school personnel</b></li> </ul>	3 days home suspension, conflict management  * 5 days home suspension, Sheriff report, possible recommendation for expulsion ** 5 days home suspension, Sheriff report, recommendation for expulsion	5 days home suspension, recommendation for expulsion  * 5 days home suspension, recommendation for expulsion, Sheriff report, arrest ** 5 days home suspension, recommendation for expulsion, Sheriff report, arrest
54a	Any student instigating a fight, running to a fight, or trying to prevent staff from breaking up a fight (E.C. 48900a.1, 48900k)	2-3 days home suspension, Sheriff report, possible recommendation for expulsion	3-5 days home suspension, Sheriff report, recommendation for expulsion
55	Causing serious physical injury to another person except in self defense (E.C. 48900a, k, a.1, a.2)	5 days home suspension, mandatory recommendation for expulsion, Sheriff report, arrest, counseling referral	5 days home suspension, mandatory recommendation for expulsion, Sheriff report, arrest
56	Arson (E.C. 48900f, k)	5 days home suspension, recommendation for expulsion, Sheriff report, counseling referral	5 days home suspension, recommendation for expulsion, Sheriff report, arrest
57	<b>Robbery or extortion</b> , committed or attempted to commit (E.C. 48900e, k, 48915a.4)	5 days home suspension, recommendation for expulsion, Sheriff report, counseling referral	5 days home suspension, recommendation for expulsion, Sheriff report, arrest
58	<b>Theft/Stealing/Possession of Stolen Property</b> or attempting to steal/possess school property or private property (E.C. 48900g, k)	1-3 days home suspension	3-5 days home suspension, recommendation for expulsion, Sheriff report, arrest
59	Food, gum and/or beverages in any computer lab (E.C. 48900k)	Warning, detention	OCS
60	Computer/Workstation Vandalism (writing on or permanent damage) (E.C. 48900k)	Parent notification by teacher, and student paying for damage, Saturday School	5 days home suspension

**SHELDON HIGH SCHOOL**  
**DISCIPLINARY CONSEQUENCES FOR BEHAVIOR VIOLATION OF**  
**CODE OF CONDUCT**

No.	Violation	Minimum consequence(s)	Maximum consequence(s)
61	<ul style="list-style-type: none"> <li>• Using another student's log-on name and password</li> <li>• Fraudulently copying software (programs, games, etc.) or class work of another student's</li> <li>• Creating or deleting files/folders from any school computer without permission from teacher</li> <li>• Using a non-school authorized floppy or compact disk, or Zip drive</li> <li>• Turning work, books materials etc., belonging to another person to receive credit. (E.C. 48900k)</li> </ul>	Saturday School, parent notification by teacher or Network Administrator. F for the activity or assignment. Removal from extra-curricular activities.	1-5 days home suspension <u>and</u> loss of school network account
62	<ul style="list-style-type: none"> <li>• Accessing <i>unauthorized areas</i> of the school-wide network (non-student computers and the server)</li> <li>• Accessing sites on the Internet which contains or makes reference to violence, sex, nudity, drugs, or other material deemed inappropriate for the school environment (E.C. 48900k)</li> </ul>	Saturday School or 1-3 days home suspension, and loss of school network account	5 days home suspension, possible recommendation for expulsion, removal from computer class (if applicable)

**STUDENTS AND PARENTS BE ADVISED:** Should a student be suspended twenty (20) or more days during the school calendar, that student will automatically be recommended for expulsion from the Elk Grove Unified School District.

**APPEALS PROCESS**

The school recognizes that not all decisions made by staff are in agreement with students and/or parents. Therefore, the appeals process is outlined by following the steps below:

1. For matters regarding a student's grade or behavior in a classroom, contact the teacher
2. Meet with the student's alpha vice principal
3. Meet with the school principal to appeal
4. Call the school district at 686-7706 to discuss the issue with district administration

**INTERNET AGREEMENT**

In order to have access to the internet at Sheldon High School, please return the **Internet Agreement** on page 59 directly to the library.

## **SHELDON HIGH SCHOOL DANCE POLICY**

1. **A current Sheldon High School ID card is mandatory for all Sheldon High School students attending a dance. A “Guest Pass” is mandatory for any non-Sheldon High School student.** SHS students will NOT be admitted into a dance without their current Sheldon ID card. Guests of our students will not be admitted without their current school ID card or picture ID (current driver’s license) and their signed guest pass. **Violation of school policy may result in exclusion from participation or attendance in extracurricular events; i.e., athletic events, dances, field trips, etc.**
2. Tickets will be sold at the Student Store window during lunch for two weeks prior to the dance. Additionally, Sheldon High School students (ONLY) may purchase a ticket at the door. A current Sheldon ID card is **MANDATORY!** Tickets are not sold at the door for Junior Prom or Senior Ball.
3. Dance times vary, but the door to all dances, except Senior Ball, closes one and a half hours after opening. Students who leave will not be readmitted and students arriving after doors close will not be admitted.
4. Formal and Semi-formal dances will begin at 8:00 p.m. and end at 12:00 midnight. NO ONE will be admitted to these formal and semi-formal dances after 9:30 p.m. Senior Ball will begin at 6:00 p.m. and end at 12:00 midnight due to the inclusion of a sit-down dinner. NO ONE will be admitted to the Senior Ball after 8:00 p.m.
5. Once a student is admitted to a dance and elects to leave, he/she will not be readmitted to the dance.
6. **GUESTS: NON-SHELDON STUDENTS** may be admitted ONLY if accompanied by the host Sheldon High School student. A **GUEST PASS must be obtained** during the school day from the Activities Office and approved by one of the Vice Principals **at least two weeks prior to the dance.** The administration will check the guest’s high school discipline reports as part of the approval process (the person who applies for the guest pass). Within 48 hours the vice principals will determine a guest’s eligibility to attend a Sheldon dance. This guest pass must then be presented by the host Sheldon High School student who must be with the guest student. The GUEST must provide an ID card with a photograph; i.e., a current driver’s license or school ID card. No middle or elementary school students will be admitted to a high school dance, including Smedberg Middle School students. The maximum age limit for any guest is 20 years old. Guest passes will not be issued for the Welcome Back or Yearbook Dances. Sheldon students on the No Activities List will not be allowed to purchase guest tickets. In the event a guest violates Sheldon policy, the Sheldon host student may face discipline consequences.
7. **Dress Code:** At all dances, the students must at least adhere to the regular dress code of the school. Formal dances will require more formal wear as indicated by the dance sponsors.
8. **Dance Contract:** All students must read and sign a dance contract prior to purchasing their dance ticket. The dance contract specifies dress code and regulations for each dance.
9. **Chaperones:** All dances shall be chaperoned by 4 or more teachers, 6 or more parents, an administrator, and security personnel.
11. **RULES:**
  - A. All regulations pertaining to student conduct while in school or on a school campus are in effect. Anyone suspected of drug or alcohol use will not be admitted. Offenders are subject to disciplinary action and exclusion from activities. Use of tobacco is not allowed on campus.
  - B. Students are to be in the clearly delineated area. No one is to be in any other area or loitering on school grounds. Students found in these areas will be escorted off the school property.
  - C. Students are not allowed to do any **“Freaking”** (dancing with any part of the lower body touching or “grinding” against another person) not to be confused with slow dancing.
  - D. Students are not allowed to **“Break Dance”** (spinning and twisting on the ground) unless given permission by the Advisor of the club that is hosting the dance and the administrator on duty. This is providing that there is adequate space for the activity and the availability of adult supervision. **“Popping or Pop Locking”** is allowed as long as it is not done in a disrespectful manor or in bad taste.

- E. The use of **Glow Sticks, Photon Lights, and any other lighted or glowing objects** will only be allowed if they are held in one’s hand or a part of costume jewelry. Glow sticks will not be allowed in the mouth, with strings attached to them for twirling, or on a stick or post for spinning. Any student suspected of using these items for the enhancement of being “under the influence”, will have the items confiscated, will be removed from the dance, and will be subject to disciplinary consequences. “**Laser**” type items are not allowed at any school activity.
- F. Sheldon host-students may face discipline consequences for their guest’s violations.

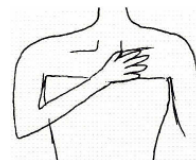
**School Dance Policy Violation Procedure:** The following consequences will be enforced:

<b>First Violation (Warning)</b>	Current I.D. Card is confiscated and returned to student at the end of the dance if conduct remains appropriate.
<b>Second Violation (Continued Violation of Dance Policy)</b>	Student is removed from the dance and must see their Vice Principal to receive their I.D. card and is subject to additional disciplinary consequences.
<b>Loss of Privilege to Attend Any School Dance</b>	This will occur if a student has had their card taken or asked for more than twice in a school year. This includes being removed from a dance (2 violations) and confiscated at another dance or having their card confiscated at three separate dances. The exclusion from school dances will remain in effect for one full year from the date the violation occurred.

## Sheldon High School 2009-2010 Dance Contract

The following is a list of requirements and expectations for attending dances at Sheldon High School.

1. Prior to the dance
  - a. This contract must be signed and presented at the time the student purchases the first ticket to the dance. Only one contract need be completed for the year.
  - b. When students purchase their ticket they must present their current Sheldon ID card.
  - c. Students must present their current Sheldon ID card and ticket (receipt) at the door when they enter. **Please do not check your ID card at the coat check – it must be on you at all times.**
  - d. Students may be searched at the entrance to the dance.
2. Dress code requirements
  - a. Strapless Dresses
    - i. Must be stable and stay in place at all times.
    - ii. Student must be able to touch both their collar bone and the top of the dress with open hand and closed fingers (approximately four inches – see diagram)
  - b. Back of Dress
    - i. Dress may not be lower than the middle of the back
  - c. No undergarments showing
    - i. Exception: Bra straps may show only with spaghetti strap dresses but they must match the color of the dress strap or be clear.
  - d. Tops, Shirts, and Blouses
    - i. Scoop neck or v-neck cut tops cannot be more than 5” from the collar bone
    - ii. No halter tops, spaghetti straps, tube tops, backless bib tops, or bra like tops – straps must be at least ½” in width and must cover bra straps  
- Exceptions: one strap tops are allowed
  - e. Shoes
    - i. Must be clean and dance appropriate.
    - ii. No flip-flops.
    - iii. Tennis shoes are not permitted at formal dances (Junior Prom and Senior Ball) They may be worn at Homecoming dances if they are clean and appropriate.
  - f. No low cut “revealing” dresses/tops or excessive cleavage.
  - g. Hemline and/or slits on dresses must be below the mid-thigh. Shorts at informal dances must be mid-thigh.
  - h. No rips or holes in clothing (designer cutouts are permitted).
  - i. No T-Shirts or undershirts as the main focus (t-shirts and undershirts must be accompanied by appropriate outerwear) (Junior Prom, Senior Ball, and Homecomings)
    - i. Appropriate T-Shirts are allowed at informal dances. (Welcome Back and Yearbook Dances)
  - j. No denim clothing at formal dances (Junior Prom, Senior Ball, Homecomings)
  - k. No sagging pants.
  - l. No more than one inch of midriff showing.
  - m. No ball caps may be worn.



If you have any questions or concerns, please contact administration AT LEAST 24 HOURS BEFORE THE DANCE.

3. Dancing Regulations
  - a. No rubbing of one’s bottom on another person’s private area.
  - b. If when dancing, a couple is facing the same direction, there must be a hand’s length of space between the two (approx. 6”) and they must be dancing in a respectful manner.
  - c. No body parts other than your feet may be touching the ground while dancing.
  - d. No break dancing without permission from an adult supervisor.
  - e. Partners may face one another while dancing in a hug position; however, this must be done in an appropriate manner.
  - f. No lifting dance partner off of the floor.
  - g. No wrapping of legs around any other person.
  - h. No grabbing, touching, or rubbing another person in a distasteful or unwanted way.
4. Consequences
  - a. Dancing Violations
    - i. 1st warning: ID card taken.
    - ii. 2nd warning: Removal from dance.
    - iii. If ID card is taken or asked for more than twice in a school year, you may not attend dances for one full year. Letter mailed home.
  - b. Dress Code Violations
    - i. If dress code is not followed, student will not be permitted to enter the dance.

**I have read, understand, and agree to comply with the Sheldon High School Dance Contract as stated above.**

\_\_\_\_\_  
STUDENT NAME (Print)

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
PARENT NAME (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **EGUSD PARENT/GUARDIAN OPT-OUT FORM 2009-2010**

Parents or guardians who wish to select an **Opt-Out** option for Multimedia Use, Release or Directory Information, Movies and Videos, or Family Life Education at Sheldon High, must complete, sign, and return the **EGUSD PARENT/GUARDIAN OPT-OUT FORM 2009-2010** to Sheldon High School attendance office within five days after receiving this handbook. Please contact principal's office if you would like the form translated into Chinese, Russian, Hmong, or Vietnamese. The form is located on page 60 and 61 of the Sheldon High School Student Handbook.

### **DO YOU HAVE A COMPLIMENT OR A CONCERN?**

The Elk Grove Unified School District has confidence in the competence and professionalism of its staff. However, if the school your child attends is not measuring up to your expectations, we would like to know about it. The district encourages free and open communication from individuals and groups within the community regarding compliments, suggestions, questions, and complaints about any part of the school program or any employee of the school district.

#### **To express a compliment about school personnel:**

If you would like to share a compliment, you can call a district employee, send a note, or speak to the person directly. You can also contact the person's supervisor or principal, the superintendent, or the Board of Education.

#### **To express a concern about school personnel:**

If you have a concern, it helps to bring it to the attention of the correct people. In general, a parent should communicate first with the school and then with the appropriate office in the district administration.

- a. Every effort should be made to resolve a complaint with the employee involved.
- b. If the concern is not resolved with the employee, it should be submitted to the principal in writing.
- c. If the principal cannot resolve the problem, it will be submitted to the associate superintendent responsible for elementary or secondary education.
- d. Concerns not resolved at the associate superintendent level will be submitted to the superintendent.
- e. Concerns may be submitted to the Board of Education if they have not been resolved at other levels.  
If a parent or community member brings a concern directly to the board or to a board member prior to review by a principal or other staff member, the concern will be referred to the superintendent, who will request a written statement of the complaint as a basis for study and possible solutions.

#### **To express a concern about instructional materials:**

- a. Most concerns can be resolved informally by your child's teacher or principal. This is always the best place to start.
- b. If a concern cannot be resolved informally, the district has a formal complaint procedure. The first step is to complete a complaint form, which is available at every school.
- c. A district committee will then evaluate the questioned material and make recommendations.
- d. The superintendent is responsible for a final decision on the appropriateness of the questioned material.
- e. If you are not satisfied with this decision, you may take your concerns to the Board of Education.
- f. In some cases, curriculum materials are approved by the county or the state. If such materials are challenged, the district may forward the complaint to the appropriate county or state office without taking any action.

Coverage applies to admission to, and the treatment and employment in all District programs and activities, including vocational education. Lack of English language skills will not be a barrier to admission and participation in vocational education or any other District program. (Vocations program offerings include agriculture, business, industrial technology, and family and consumer education.)

Students, parents, guardians or any other individual having questions or concerns regarding the District's Non-Discrimination and Harassment Policy or who may wish to file a complaint should contact either: a) The Assistant Superintendent for Human Resources at (916) 686-7795 for matters involving District employees, or b) The Associate Superintendent, Education Services at (916) 686-7785 for matters between students. (EC 260)

## **PROHIBITION OF DISCRIMINATION OR HARASSMENT**

The Elk Grove Unified School District (District) does not discriminate on the basis of a person's actual or perceived ancestry, color, ethnic group identification, national origin, race, religion, sex, gender (including sexual harassment), sexual orientation, or physical and/or mental disability in any of its policies, practices, procedures, programs or activities. The District's Non-discrimination Policy complies with requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the individuals with Disabilities Education Act of 1990, and other related state and federal laws.

## **SEXUAL DISCRIMINATION/HARASSMENT**

**Sexual Discrimination:** The Elk Grove Unified School District does not discriminate on the basis of a person's sex, gender or sexual orientation and has a policy of non-discrimination in accordance with Title IX of the Federal Regulation.

**Sexual Harassment:** The Governing Board prohibits sexual harassment of or by any student or by anyone in or from the District. (BP 5145.3)

A copy of the District's policy on Sexual Harassment will be included in the notifications that are sent to parents/guardians at the beginning of each school year. (EC 48980)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as a basis for academic or employment decisions affecting the individual.
- The conduct has a purpose or effect of having a negative impact upon the individual's academic or work performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or offered through the school. (EC 212.5)

Prohibited actions may also include:

- Slurs, epithets, threats or verbal abuse.
- Derogatory or degrading comments, descriptions, drawings, pictures or gestures.
- Unwelcome jokes, stories or teasing.
- Any other verbal, visual or physical conduct, which adversely affects the individual's employment opportunities or has the purpose or effect of unreasonably interfering with his/her work or academic performance or creating an intimidating, hostile or offensive work or educational environment.

Teachers are encouraged to discuss this policy with their students in appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in sexual harassment of anyone in or from the district, may be subject to disciplinary action, up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action, up to and including dismissal.

The Board expects students and staff to immediately report incidents of sexual harassment to the Principal or designee or to another district administrator. Any student who feels that he/she is being discriminated against or harassed should immediately contact their Principal or designee so that he or she can address the situation. A written complaint may also be filed in accordance with the District's Uniform Complaint Procedures (BP/AR 1312.3). Written complaint procedures are available at all school sites and at the Education Center. The Principal or designee will take appropriate actions to reinforce the District's sexual harassment policy that may include (for example):

- 1) Removing vulgar or offending graffiti.
- 2) Providing staff in-service and student instruction or counseling.
- 3) Taking appropriate disciplinary action as may be necessary.

Each complaint of sexual harassment will be promptly investigated in a way that respects the privacy and confidentiality of all parties concerned. The District strictly prohibits retaliatory behavior against any complainant or any participant in the complaint process.

## **UNIFORM COMPLAINT PROCEDURE**

### **Purpose**

It is the goal of the Elk Grove Unified School District to ensure compliance with applicable state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow the *Uniform Complaint Procedures (UCP)* when addressing complaints alleging:

Unlawful discrimination on the basis of actual or perceived ancestry, color, ethnic group identification, national origin, race, religion, sex, gender (including sexual harassment), sexual orientation, or physical and/or mental disability in any program or activity that receives or benefits from state financial assistance;  
or

Failure to comply with state or federal law when addressing complaints regarding adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

### **Procedure**

The following *Uniform Complaint Procedure* shall be used to address all complaints that allege that the District has violated federal and state laws or regulations governing educational programs:

- 1) Any individual, public agency or organization alleging a violation of state or federal statutes may file a complaint with the District. The written complaint is to be submitted to: Elk Grove Unified School District, 9510 Elk Grove-Florin Road, Elk Grove, CA 95624. Discrimination complaints must be filed no later than six (6) months from the occurrence or when the complainant first had knowledge of the facts of the alleged discrimination.
- 2) Prior to the initiation of a formal compliance investigation, the compliance officer may informally discuss with the complainant the possibility of using mediation. If all parties agree to mediation, the District will make all necessary arrangements. If mediation is not able to resolve the matter(s), the compliance officer will proceed with the investigation of the complaint.
- 3) Within sixty (60) calendar days of receiving the complaint, the District shall prepare and send to the complainant a written report of the investigation and decision. This timeframe may be extended at any time upon written agreement from the complainant.

### **Responsibilities**

The District has identified the following compliance officers, who will be responsible for receiving and investigating complaints for specific programs:

<b>Program</b>	<b>Responsible Compliance Officer</b>	<b>Telephone No.</b>
Adult Basic Education	Principal, Adult Education	686-7717
Consolidated Categorical Aid Programs	Director, Learning Support Services	686-7712
Migrant Education	Director, Learning Support Services	686-7712
Vocational Education	Director, Career & Educational Options	686-7726
Child Care & Development Programs	Associate Superintendent, Elementary Education	686-7704
Child Nutrition Programs	Director, Food & Nutritional Services	686-7735
Special Education Programs	Associate Superintendent, Student Services	686-7780
Homeless Education	Homeless Liaison	686-7568
Foster Youth Education	Foster Youth Liaison	686-7568
Discrimination/Harassment Complaints	Associate Superintendent, Human Resources	686-7795

The District acknowledges and respects student, parent, community member and employee rights to privacy. Complaints will be investigated in a manner that protects the confidentiality of the parties involved and the facts.

**Appeal**

The complainant has the right to appeal the District's decision to the California Department of Education within 15 days of the receipt of the written decision.

**Civil Law Remedies**

Nothing in this procedure precludes a complainant from pursuing available civil law remedies outside the District's complaint procedures. Such remedies include but are not limited to injunctions, restraining orders, etc. For discrimination complaints, however, a complainant must wait until sixty (60) days has elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies other than injunctive relief.

**Questions**

For more information regarding the District's *Uniform Complaint Procedures* or assistance with the process, please contact the Legal Compliance Office in Human Resources at (916) 686-7795.



## EGUSD Use of Technology in Instruction Application for Educational Use of the Internet

Elk Grove Unified School District provides limited access to the Internet, which includes local, national and international sources of information via its local network. Every EGUSD user has the responsibility to respect and protect the rights of every other user in our community and on the Internet. Student account holders are expected to act in a responsible, ethical and legal manner on the Internet. Students are taught network etiquette and are expected to follow it. To become a user, students and their parents must complete this form and return it to their school.

Students using these systems are subject to having all activities, including e-mail, monitored by system or security personnel. EGUSD has taken all reasonable steps to ensure the Internet is used only for purposes consistent with the curriculum. The district or school cannot prevent the availability of material elsewhere on the Internet that may be deemed harmful or intended for adults, especially to someone determined to find it. Information obtained via the Internet is at the user's risk. Using the network is a privilege, not a right, and a student's privilege may be revoked at any time for unacceptable conduct. Please read the information online at:  
[http://www.egusd.net/discover\\_EGUSD/pdfs/AR\\_6162\\_7.pdf](http://www.egusd.net/discover_EGUSD/pdfs/AR_6162_7.pdf)

Your signature below gives your permission for your student to use the district's network and Internet access, and also confirms your understanding of the rules associated with the network. You also understand that any user who breaches these guidelines may lose all privileges on the network and/or be subject to appropriate disciplinary or legal actions.

(please print)

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Identification #: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

**Please return this form to your child's school office.**

# EGUSD Student Opt-Out Form 2009-2010

This form provides parents the opportunity to opt-out their student of public media coverage, posting of student photos on EGUSD web pages, release of directory information, films, and family life education. Please read each section of the form carefully.

If you would like to opt your child out of any of the following sections, please fill out your child's information (one form per child), check the associated box and sign the form.

**Please note: This is an OPTIONAL form. The form should only be returned to the school if you wish to opt your child out of one of these areas.**

If you have any questions about this form, please contact EGUSD Communications at (916) 686-7732.

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_

## Multimedia Withhold Form

There are occasions when news media are on school campuses to interview, photograph and videotape students for print and broadcast stories. Many of these stories are positive and highlight the good things happening in EGUSD schools. However, there are times when the media seeks access to our schools on more controversial issues. At all times our goal is to maintain student security and privacy.

If you want your child to be excluded from media stories, please check the box below and sign the form. Please know that there are times when the media will interview or photograph students off campus or without checking in with the front office. This form only acts as a guide to media coverage. It does not guarantee that your child will not be interviewed or photographed.

I DO NOT want media representatives to publish/broadcast interviews with or photographs/video identifying my child.

## Posting of Student Photos on EGUSD Web Pages

EGUSD offers a number of opportunities to publicize positive school events through the district and school websites. Parents have the choice to not have their student's photos posted by checking the area below. It is the district's policy when using student photos on websites that first and last names are not posted with the photograph.

The only exception to this rule is the posting of student photos with first and last name into an EGUSD administrative system such as the student information system (SISWeb) or the library system. These are closed systems that only EGUSD teachers, administrators and limited support staff has access to through password protected logons. If you opt-out, EGUSD will not post any photographs of your student(s).

I DO NOT want my student's photo posted on any Elk Grove Unified web page(s).

continued next page

## EGUSD Student Opt-Out Form 2009-2010, continued

### Release of Directory Information

California law permits school districts to release “directory information” to certain persons or organizations including military recruiters when it is requested. Directory information may include a student’s name, photograph, address, telephone information, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended. In the case of students who have been identified as having special needs, no material can be released without parent or guardian consent. For all other children, parents can opt out of having their child’s directory information released by checking the box below and signing the form.

I **DO NOT** want my student’s directory information to be released.

### Movies and Videos

The district has a policy limiting the types of movies shown in classrooms. Rated PG-13 movies may only be shown to grades 6-12. If you do not want your child to view PG-13 rated movies during the 2009/10 school year, please check the box below:

I **DO NOT** want my child to view PG-13 rated movies. I prefer that my child be given alternative assignments.

Rated R movies may only be shown to grades 9-12. If you do not want your child to view R rated movies during the 2009-2010 school year, please check the box below:

I **DO NOT** want my secondary student to view R rated movies. I prefer that my child be given alternative assignments.

### Family Life Education

Each year, district schools offer a unit in Family Life Education to students in grades 5, 6, 7, 9 and 10. The district’s family life curriculum is based on abstinence and acknowledges the family as the primary provider of family life education. Under state law, parents have the right to excuse their children from the Family Life Program. If you do not want your child to participate in the Family Life Program during the 2009-2010 school year, please check the box below and sign the form.

I **DO NOT** want my child to participate in the Family Life program. I would prefer that my child be given alternative assignments.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MAJOR STUDENT ACTIVITY/EVENT SCHEDULES

## SHELDON HIGH SCHOOL

### 2009-2010 SCHOOL YEAR

Dates subject to change

First Day of School .....	August 17, 2009
Senior Parent Meeting .....	August 19, 2009
Welcome Back Celebration.....	August 21, 2009
Back To School Night .....	September 1, 2009
Senior BBQ .....	September 4, 2009
Labor Day Holiday (No School).....	September 7, 2009
Renaissance Distribution/BBQ.....	September 11, 2009
Food Faire #1 .....	September 16, 2009
Top Dog Luncheon #1 .....	September 18, 2009
Jostens Ring Orders (A-M) .....	September 23, 2009
Jostens Ring Orders (N-Z).....	September 24, 2009
Fall Homecoming Rally .....	October 2, 2009
Powderpuff Game.....	October 7, 2009
Homecoming Parade/Rally/Game .....	October 9, 2009
Fall Homecoming Dance.....	October 10, 2009
PSAT – Reverse Minimum Day .....	October 14, 2009
Finals – Minimum Days .....	October 15-16, 2009
Academic Awards Ceremony.....	October 19, 2009
Car Show .....	October 28, 2009
CAHSEE (11/12 Grade Only).....	November 3-4, 2009
Renaissance Distribution/BBQ.....	November 6, 2009
Veterans Day Holiday (No School).....	November 11, 2009
Food Faire #2.....	November 18, 2009
Seniors – Jostens Graduation Announcement/Cap & Gown Orders .....	November 18-19, 2009
Top Dog Luncheon #2 .....	November 20, 2009
Thanksgiving Break .....	November 25-27, 2009
Multicultural Fashion Show .....	December 2, 2009
Multicultural Assembly .....	December 4, 2009
Jostens Ring Delivery .....	December 9, 2009
Finals – Minimum Days .....	December 17-18, 2009
Winter Break .....	December 21, 2009-January 1, 2010
Winter Homecoming Rally .....	January 8, 2010
Winter Homecoming Game.....	January 15, 2010
Winter Homecoming Dance .....	January 16, 2010
Martin Luther King, Jr. Day Observance (No School) .....	January 18, 2010
Renaissance Distribution/BBQ.....	January 22, 2010
Food Faire #3.....	February 3, 2010
Top Dog Luncheon #3 .....	February 5, 2010
Lincoln’s Birthday Observance (No School) .....	February 8, 2010
Washington’s Birthday Observance .....	February 15, 2010
Academic Awards Ceremony.....	February 22, 2010
Finals – Minimum Days .....	March 4-5, 2010
Spring Rally.....	March 12, 2010
CAHSEE/Fitnessgram – Reverse Minimum Day .....	March 16-17, 2010
Junior Prom.....	March 20, 2010
Student Government Elections .....	March 24, 2010
Renaissance Distribution/BBQ.....	March 26, 2010
Spring Break .....	March 29 – April 2, 2010

**MAJOR STUDENT ACTIVITY/EVENT SCHEDULES** (continued)

Celebrate Sheldon/Smedberg.....	April 8, 2010
Jostens Graduation Announcement Delivery.....	April 8, 2010
Great America Trip.....	April 10, 2010
Food Faire #4.....	April 14, 2010
Top Dog Luncheon #4.....	April 16, 2010
Arts Alive.....	April 22, 2010
STAR Testing (Minimum Days).....	April 27-29, 2010
Senior Boards (Minimum Day).....	April 28-29, 2010
Mandatory Senior Parent Meeting/Cap & Gown Distribution.....	May 6, 2010
Good Bye Rally.....	May 7, 2010
Senior Ball.....	May 8, 2010
Senior Finals.....	May 17-18, 2010
Senior Awards Night.....	May 18, 2010
Senior Breakfast.....	May 19, 2010
Mandatory 1 <sup>st</sup> Graduation Rehearsal.....	May 19, 2010
Senior Picnic.....	May 20, 2010
Mandatory 2 <sup>nd</sup> Graduation Rehearsal.....	May 21, 2010
Graduation Ceremony.....	May 24, 2010
Sober Grad Night (Roseville Golf and Sunsplash).....	May 24, 2010
Last Day of School and Finals (Minimum Day).....	May 26, 2010

*Note: Please refer to monthly school calendars for more activities/events scheduled for the 2009-2010 school year and for details regarding these activities/events (some dates/times may change throughout the year). You may also check our website for the latest activities and athletics calendars at [www.sheldonuskies.com](http://www.sheldonuskies.com).*

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# **Parent Involvement**

Sheldon High School values parents and their involvement in the schools' academic and extracurricular programs. Students have shown that there is a direct correlation between a parent/guardian's school involvement and their student's academic success as well as their personal performance

Sheldon provides varied settings for parents to support their son or daughter's education. Taking an active role by reading the school newsletter for current school activities, dates and by visiting the Sheldon Huskies website: [www.sheldonhuskies.com](http://www.sheldonhuskies.com), parents are able to keep updated on all "Sheldon Happenings."

On campus, volunteers can assist by helping in the Attendance Office, or with our Registrar, or working in the Library or for any last minute, always fun events! Parents have the freedom to serve whenever their schedules permit: weekly, bimonthly, or occasionally. Stress free and attitude free is our motto!

If you are interested in volunteering your time at Sheldon High School, please feel free to call our Parent Coordinator:

**Diane Hicks**  
**Sheldon High School Parent Coordinator**  
**681-7500, ext. 8002**

Your active participation at Sheldon High School will benefit both the students and our school. We look forward to seeing you soon!

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# *Sheldon High School Alma Mater*

*From the top of the hill to the valley down below  
Our pride will shine in the sun.*

*When day is done and the victor has won,  
The Huskies stand as one.*

*Our Alma Mater strong and true,  
How loyal to thee we'll be.*

*We will cheer at the might  
Of the Teal, Black, and White;  
All hail to Sheldon High.*

*Composed by James Mazzaferro  
Sheldon High School Band Director*