# SHERMAN CENTRAL SCHOOL

# Student Handbook



# 2026-2027

# WELCOME

The Sherman Central School District is committed to providing a learning environment in which each student is guided to pursue excellence in all areas of academics, athletics, and extracurricular activities. The procedures and policies outlined in this handbook make these opportunities possible. They are the result of a concerted effort by the faculty, staff, student government, and the administration and have been accepted by the Board of Education. We hope that you will see the purpose of these rules and that you abide by them. Beyond the regular school day, we invite you to participate in the many extra-curricular activities and interscholastic athletics that are available. Your future depends upon what you learn and do at S.C.S. and only you can make it a better place.

## DIRECTORY

.

**Superintendent's Office (716) 761-6121**.....Mrs. Carrie Yohe

**Director of Pupil Services (716) 761-4802**.....Mrs. Kati Carcaterro

**PreK-12 Principal (716) 761-6121**.....Mrs. Leslie Melquist

**Counseling Office (716) 761-4808**

**Middle/High Counselor**.....Ms. Alexis Oehlbeck

**PreK-5/Behavior Counselor**.....Ms. Rebecca Cullum

**Attendance Office (716) 761-4844**.....Mrs. Amber Gustafson

**Nurse's Office (716) 761- 4814**.....Mrs. JoAnn Kopta

**Business Office (716) 761-4806**.....Mrs. Laurie Rubner

**Transportation/Bus Garage (716) 761-4818**.....Mr. Dave Maleski



# Table of Contents


**Bell Schedule……Page 4**

**Graduation Requirements……Page 5**

**Marking Period & Report Cards……Page 5**

**Grading……Page 6**

**College Course……Page 6**

**Counseling Office……Page 7**

**Attendance Policy & Procedures……Pages 8-9**

**Health Services……Page 10**

**Bus Policy……Pages 11**

**Student Information……Pages 12-13**

**Driving Regulations……Page 13**

**Work/Early Release……Page 13**

**Code of Conduct……Pages 14-17**

**Handbook Acknowledgement Form……Page 18**




# Bell Schedule

Student Daily Schedule: Grades 7-12
Student Day: 7:50 am-3:05 pm

| | |
|---|---|
| Arrival/Breakfast | 7:45-7:50 |
| Homeroom | 7:50-7:55 |
| Period 1 | 7:55-8:37 |
| Period 2 | 8:40-9:22 |
| Period 3 | 9:25-10:07 |
| Period 4 | 10:10-10:52 |
| Period 5 | 10:57-11:37 |
| Period 6 | 11:40-12:22 |
| Period 7 Lunch | 12:25-12:55 |
| Period 8 | 12:55-1:36 |
| Period 9 | 1:38-2:20 |
| Period 10 | 2:23-3:05 |
| Dismissal | 3:05 |

Students are not to be in the building when school is not in session, unless they are under the supervision of a faculty member or someone authorized by the school authorities. The school is open to students from **7:45 am** to **3:05 pm** on school days. The academic school day ends at **3:05 pm**. Only students who are receiving extra help or are participating in recognized clubs/activities, and/or sports should remain in the building, all other students are not permitted to loiter in the halls.

# Graduation Requirements

In order to be eligible to graduate, students must meet all of the Sherman Central School and New York State Education Department academic requirements. Sherman Central School has the right to revoke the privilege of walking at graduation if a student does not follow any and all rules put forth by the Code of Conduct and Student Handbook.

**Requirements for a High School Diploma**
A minimum of 22.5 units of credit is required for graduation. A unit of credit is earned by passing a full-year (40-week) course. A half unit of credit is a one-semester (20-week) course. Students are **required** to carry a minimum of 6.5 credits every year including physical education. Please refer to the course catalog for more information.




# Marking Period & Report Cards

**Report Cards** are issued every ten (10) weeks. The last report card (40 weeks) will be mailed home.

**Progress Reports** can be sent home at any time but are generally sent home every five (5) weeks. On occasion, students are granted incompletes, on their report card. This indicates that a student has not completed the required work in a subject for that marking period. Work must be made up within the next 2-week period or according to classroom teacher policy, but not exceeding the next progress report.

**Quarters = 10 weeks**
**Semesters = 20 weeks**
**Progress Reports every 5 weeks.**

# Grading

A syllabus will be provided at the beginning of each class that will explain the teacher's grading policies.

**Honor Roll/Merit Roll**
The minimum average required to be included on the **Merit Roll** is 85%
The minimum average required to be included on the **Honor Roll** is 90%

Students failing two or more classes are **NOT** eligible to attend extracurricular activities without administrative approval.

**Academic Assistance/Tutoring**
Sherman Central School will provide academic assistance to all students on Tuesdays and Thursdays from 3:10-4:30 pm. Students wishing to stay after school for academic assistance, will need to sign up with the teacher and the late bus (if needed), no later than the morning of the day they plan to stay after school. In some cases, students will be required to stay after school. This indicates a need for academic assistance. In this case, the parent/guardian will be notified.

**Class Ranking & Weighting System**
Class rank is frequently requested by scholarship granting organizations, colleges, and universities as a screening tool. Class rank will be calculated at the end of the Junior (11th) year and at the end of the 3rd quarter of their Senior (12th) year.

The final grade/average for each course is multiplied by the weighting/difficulty factor. All adjusted grades are summed and divided by the number of credits, **not courses**, taken. The resulting number will be considered the "weighted" grade point average. Dropped or incomplete courses are not used in this calculation.

Where a class has been failed and retaken, the higher of the two averages will be used for the calculation. Please see the Course Catalog for more information.

**TRANSFER STUDENTS:**
A transfer student must be in attendance for two consecutive years prior to graduation to be eligible for Valedictorian, Salutatorian, or Historian status.

# College Courses

Dual Enrollment courses currently have credit awarded by Jamestown Community College (JCC). These are taught by Sherman teachers who are certified as adjunct professors and approved by the NYSED and JCC to teach college level classes.

# Counseling Office

**Counseling Office (716) 761- 4808**

Ms. Oehlbeck: Middle/High School Counselor
Ms. Cullum: K-2/Behavior Counselor
Mrs. Fisher: School Psychologist

In general terms, counseling is involved where there is a choice or adjustment to be made. Some situations, which may require the assistance of a counselor, are the following: choice of courses, selection of a college or vocational school, personal problems, poor school performance. Just to be able to "talk about things" is helpful and counselors are trained to help students find acceptable solutions which may include referral to other supports. Students may make an appointment for a conference in the Counseling Office and secure a pass for this purpose. Under normal circumstances, students use study hall or directed learning lab periods for their visits to the Counseling Office.

**College and Career Services**
The Counseling Office can help you gather the latest career and college information. Students are invited and encouraged to use www.careercruising.com This is a system for locating facts about colleges, professional schools occupations, military careers and scholarships.

**Scheduling - Grades 7-12**

1. *Adding a Course*: The decision to add a course should be made prior to the start of the new academic year for the fall semester. **Once school has started, a student may add a course during the first two weeks of the course with approval from the counselor, teacher, and parent/guardian of the student.** The student must obtain and complete an add/drop form from the Counseling Office, to be enrolled in the course.

2. *Dropping a Course:* A student may not drop a course after 3 weeks from the start of the course. In all cases a student may drop a course only with permission from the parent/guardian, the instructor involved, the school counselor, and the principal.

**Scholarships, Honors, and Awards**
Students at Sherman Central School have many opportunities for recognition of outstanding performance and behavior. Many organizations sponsor annual awards and scholarships to recognize student achievement and provide monetary assistance for continued education. These honors may be for academic, athletic, or musical excellence as well as for community service, school citizenship, or positive attitude. Information on these opportunities may be obtained from the Guidance Office.

**Parent/Student Portal**
The PowerSchool App provides families and students with 24/7 access schedules, grades and attendance. New Parent Portal accounts may be set up by visiting our district website, www.shermancsd.org. If you need assistance, contact Mrs. Eddy in the guidance office. Student accounts may be set up through the guidance office.

# Attendance Policy & Procedures

Attendance in school is vital to a student's success. Students are expected to be in school every day that school is in session.

The compulsory education law of New York requires the attendance of every pupil between the ages of 6 and 16. A pupil not of compulsory school age who chooses to attend school is subject to the laws and regulations requiring attendance (see 3211 Ed. Law).

**Excused/Unexcused Absences, Tardiness and Early Dismissals**

Based upon the District's education and community needs, values and priorities, the District has determined that absences, tardiness and early dismissals will be considered excused or unexcused according to the following standards.

a) **Excused**: An absence, tardiness or early departure may be excused due to illness, illness or death in the family, inclement weather, religious observance, required court appearances, medical appointments, approved college visits, approved cooperative work programs, military obligations or other such reasons as may be approved by the Board of Education.

b) **Unexcused**: An absence, tardiness or early dismissal is considered unexcused if the reason for the lack of attendance does not fall into the above categories (e.g., family vacation, hunting, babysitting, haircut, obtaining learner's permit, road test, oversleeping).

A note, signed by a parent/guardian should be turned into the main office following each absence. **Medical documentation from a doctor's office should be provided for all appointments.**

If your child is going to be absent from school, please call the attendance line at (716) 761-4844. Leave the student's name, grade, parent contact number and reason for absence. If no excuse is provided, the absence will be marked unexcused. Any absence of 5 days or more requires a doctor's note as to the nature of the illness. In the event of excessive or questionable absences, various attendance interventions will be implemented. Such as letters from the principal, parent meetings, CPS referrals, PINS referrals, and/or legal action against the parents.

Upon returning to school following an absence, tardiness or early dismissal, it is the **responsibility of the student** to consult with his/her teacher(s) to make up missed work, assignments and/or tests.

**Tardy to School**

Students are to report to homeroom for attendance by **7:50 a.m.** Any student not in the room at that time is considered tardy.

Students who enter school after **7:50 a.m.** are to sign in at the office, turn in an excuse for being tardy, and get an admit slip to classes.

***Every three late tardies will result in lunch detention up to 12, then every tardy after 12 will result in lunch detention.***

**Tardy to Class**

Three late arrivals without a valid pass to individual classes will result in an administrative detention. Continual late arrivals will result in additional consequences as described in the District Code of Conduct.

Athletic and extracurricular participation may also be limited for students who show a pattern of late arrivals to class or school.

**Student Early Dismissal / Sign-Out Procedures**

To ensure the safety and accountability of all students, the following procedures shall apply when a student is dismissed from school prior to the end of the instructional day.

A parent, legal guardian, or other individual authorized by the parent/guardian may request that a student be dismissed from school prior to the end of the school day. The District recognizes the legal authority of parents and guardians to make decisions regarding their child's attendance, subject to applicable laws, court orders, and District procedures designed to protect student safety. A student's supervision and responsibility transfer from the District to the parent, legal guardian, or other authorized adult at the time the student is officially released by authorized school personnel through established dismissal procedures.

Early Dismissal Procedures:

1. All early dismissals must be processed through the school's main office.
2. A signed note by the parent/guardian should be provided that states the date of the dismissal, the time of dismissal, and the specific reason for the early dismissal. Students who are 18 years of age or older may request early dismissal from school on their own behalf.
3. If a parent/guardian calls to have their child released, the same information listed above must be provided to the school representative on the phone.
4. Students will only be released to:
    - A parent or legal guardian;
    - An individual listed on the student's emergency contact or authorized pickup list; or
    - Another individual authorized by the parent or guardian, as verified by school personnel.
5. Parents/guardians are encouraged to provide advance notice whenever possible to minimize disruption to the instructional program.
6. School staff will verify the identity and authority of the individual requesting the student's dismissal before releasing the student.
7. Students may not leave campus without signing out through the main office and receiving authorization from school personnel.

The reason for the early dismissal shall be documented and recorded in accordance with the District's Attendance Policy and New York State Education Department attendance reporting requirements. Early dismissals will be coded as excused or unexcused consistent with Board of Education policy. ***STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS DURING THE SCHOOL DAY UNLESS THEY ARE RELEASED THROUGH APPROVED ATTENDANCE PROCEDURES.***

**Students needing to go home sick MUST be seen by the school nurse**, who will contact a parent, if necessary. Students are NOT to call parents for transportation home due to illness before being seen by the nurse. Students who fail to follow this procedure will be considered truant from school.

**Attendance at Extracurricular Functions**
A student must be in attendance for at least half of the school day to be able to participate in practice, sporting events, dances, extracurricular, etc. the same afternoon or evening. ***Every effort should be made to schedule appointments after school hours.***

**Other notes of importance:**

1. In-School Suspension cannot be counted as a class absence, since the student has the opportunity to keep up with class by doing the required assignments in the In-School Suspension room during the particular class time.
2. Field trips approved by the school cannot be counted as an absence. Students are responsible for making up any work missed.
3. Student absences due to counseling sessions with the School Psychologist or School Counselor, schedule revisions, or class make-ups are not to be counted as an absence. It is expected that the student will make up for any work missed.

**Truancy**
If a student leaves school early without permission or fails to attend school without parent acknowledgement, that student will be considered truant and receive consequences.

# Health Services

School Nurse - Mrs. Kopta

The primary responsibility of the nurse is to encourage and promote good emotional, mental and physical well-being for all students. The school nurse will complete mandated screenings as directed by NYSED and on an as needed basis as requested by the parent/guardian or teacher.

A student who is not feeling well may be excused by his/her teacher to consult with the nurse. If a student is being sent home sick, the nurse will call home. **At no time shall students call for a ride home if they are not feeling well.** Leaving school without permission of the nurse or main office is truancy.

**Administration of Medicine**
Students who are required to take medication during the school day must have a parent bring a form signed by their doctor that authorizes the school to administer medication. This medication must be brought in by the parent in the container in which it is dispensed. The form for this is available in the Health Office. Only those medications, which are necessary to maintain the student in school and must be given during school hours, shall be administered. Students cannot carry their own medicine, or take it on their own unless the medication qualifies under the paragraph below.

**Self-Administration of Medications**
Students that are determined to have understanding in the appropriate use of medications used to treat asthma and/or allergic reactions are allowed to carry these specific medications with them or keep them in their lockers. This situation requires that appropriate signed physician orders be on file in the health office and the nurse must determine that the student is deemed responsible in the use of the medication as prescribed.

Students found exhibiting irresponsible behavior or a safety risk with regard to medication will have the privilege of carrying his/her medication rescinded. Students found in possession of any medication (including over the counter medication) on school grounds without the proper authorization may be subject to disciplinary consequences.

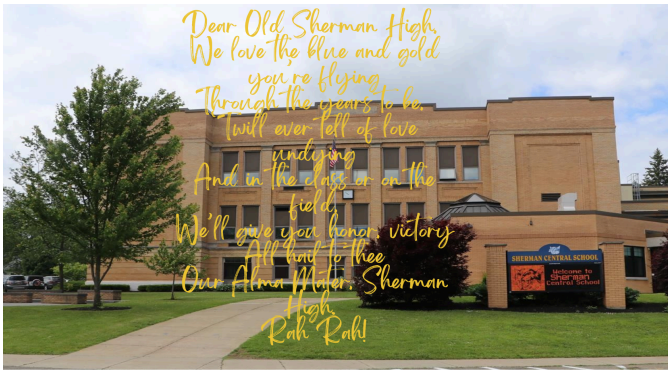
# Bus Policy

Safety is our first concern. Any disruption may distract the driver's attention and could cause a serious accident. Transportation may be refused to any pupil who is unruly or uncooperative on a bus. Defacing or damaging equipment will result in paying for the damage as well as disciplinary action. Students are to regularly ride the bus to which they are assigned. They will be picked up and dropped off at the same designated stops daily. If a student is going to a different destination**, TWO NOTES ARE REQUIRED**; one note from the parent and one from the person to whom the student is going. These are to be given to the main office and a bus pass will be issued.

***The following rules apply to all students riding the buses:***

1. Students must return from a trip on school transportation unless a note is presented from a parent.
2. The driver may assign seats at any time.
3. Students are not allowed to stand while the bus is in motion.
4. Students shall not change seats while the bus is in motion.
5. Nothing shall be thrown within the bus or out of the windows.
6. Students shall not extend any portion of their body out of the windows.
7. Garbage shall be placed in a receptacle provided at the front of the bus.
8. Students shall use appropriate language on the bus.
9. Instructions of the chaperone and bus driver must be followed.
10. The use of personal music devices with headphones is permitted.
11. Students must adhere to all rules within the Code of Conduct.

Please have your student ready for the bus 5 minutes before scheduled time and please have them waiting outside to help us keep the bus on a consistent schedule.



# Student Information

**Outside Food/Drinks**
In accordance with the District Wellness Policy, food or beverages purchased outside of school must be consumed prior to the start of the school day. Students returning to school from an appointment with purchased food or beverages must consume those items in the main office before entering the school.

**Cafeteria**
All students must adhere to the following guidelines while eating in the cafeteria:

- Students are to report to the cafeteria at their designated time. Those late to the cafeteria without a pass will be considered tardy.
- Walk at a normal rate to the cafeteria.
- Join the cafeteria line at the end only.
- Keep the table neat and clean.
- After eating, return the tray and dishes to the kitchen.

**Backpacks**
All students In grades 7-12 must keep their backpacks in their lockers during school hours.

**Lockers (Hall/Gym)**
All students will be issued a locker and combination lock. Lockers should be locked at all times and combinations should be kept private. Students will be held responsible for the condition of their lockers as well as the material placed in them. No writing, painting, or drawing will be allowed on the outside or inside of lockers. Items may be taped on the inside, but not glued onto the walls or doors. Questionable pictures, materials, etc. will be removed. The same guidelines apply to gym lockers. Gym lockers will be administered by the P.E. teachers. All lockers are the property of Sherman Central School. Administration has the legal right to enter and search lockers. All non-school locks will be removed by the custodial staff.

**Lost or Stolen Items**
The District cannot be held responsible for student items lost or stolen. It is the responsibility of each student to keep secure all personal items or school issued supplies or materials. Students are responsible to replace school issued supplies or materials that have been lost or stolen. It is strongly advised that students leave valuable personal items at home.

**Pass System**
A student must have a pass in their possession, *pre-signed by a teacher* requesting their presence whenever they are not at their assigned location. Teachers are *no*t to issue passes to leave study hall or class to go to another room. All passes are to be countersigned and returned to the study hall or classroom teacher unless it is indicated on the pass that the student is to remain all period. If a teacher keeps a student after class the student must obtain a pass from that teacher and turn it in to the teacher of their next class.

**Hallway Transition**
A bell rings at the beginning and the end of each class period. Students pass from one class to the next ***only when dismissed by the teacher.*** Students must enter their next class prior to the second bell, or they will be considered tardy to class. Students should stay on the right side of the halls and stairways when transitioning.

**Restrooms**
Sufficient time is provided between classes for use of restroom facilities. Only one student at a time is to be excused from study hall or class to use the restroom.

**School Dances**

1. Organizations wanting to sponsor a dance must have prior approval from administration.
2. Students must be in attendance at school, the day of the dance.
3. Students who wish to bring a guest to a dance must secure a visitor's pass from the principal prior to the dance and sign up in the office prior to the dance.
4. Student Expectations:
    a. Appropriate attire will be required, following the dress code.
    b. Once a student enters the dance, the student must remain in the building. If a student leaves the building, the student will not be permitted to re-enter.
    c. Students will enter and leave the building through the designated doors.
    d. All school rules will be in effect.
5. The faculty member at the door may deny any student the privilege of attending if the faculty member feels the student has not conformed to the regulations or who is in any other way unacceptable.

**Study Hall:**
***The following procedures apply to all study halls, regardless of location:***

1. If a student has a pre-signed pass from a teacher, they may be permitted to sign out of study hall, on the date of the pass, for the purpose of obtaining extra help, or otherwise working with the teacher who signed the pass. ***EVEN THOUGH A STUDENT MAY HAVE A PASS FROM A TEACHER, THEY MUST FIRST REPORT TO THE STUDY HALL AND REMAIN UNTIL ATTENDANCE HAS BEEN TAKEN.***

2. The number of people permitted to go to the library is subject to limitations of available space in the library. The continuance of this privilege is contingent upon the proper behavior of the individual student in the halls, classrooms, and library as well as in the study hall. Students who sign-out to the library should remain the entire period unless they return with a pass.

3. Students who abuse study hall sign-out privileges will have those privileges withdrawn.

**Working Papers**
Anyone 14 years of age to 18 years of age, seeking part-time or temporary employment, must apply for a working permit (12 years of age for newspaper carrier permit). Farm working papers are available for ages 12 through 15. Application for a permit may be obtained from the Business Office. The secretary will assist students in properly completing applications and filling out the proper employment certificate.

# Driving Regulations

**Student Driver**

Students who drive to school **must** register in the main office and receive a parking tag. Vehicles parked in the school parking lot are not the responsibility of the school district. There is to be no loitering in the parking lot before, during or after school. It is the responsibility of the student to observe the speed limit in and around the school. Excessive speed or other improper actions endangering others will necessitate the loss of driving privileges.

# Work/Early Release

A written request **must** be submitted to the Principal detailing the reason(s) for such a request. The document must be signed by a student and parent or legal guardian. Documentation substantiating the reason for the student request must also be submitted in writing (i.e. Employer's statement).

**The student must be in good academic standing. NOTE:** If a student is failing any course, the Early Release privilege will be revoked for the remainder of the five week marking period and it will not be reinstated until the student passes the course. Additionally, repeated tardiness or absences will result in removal of the Early Release privilege. Early Release is considered a privilege and may be withdrawn and/or adjusted at the discretion of the Administration.

# Code of Conduct

It is the philosophy of the Sherman Central School District that students be given the best education that is available under guidelines that protect their rights under the law. However, we also realize that a good education requires an atmosphere that is conducive to learning. Self-discipline is essential to the effective operation of our school both academically and socially. For some, however, discipline must be structured and enforced to allow the more mature to pursue the achievement levels of which they are capable.

Recognizing the importance of maintaining an atmosphere promoting the purpose of public education, the following code of conduct and the methods of enforcement have been established. This code was developed and modified by a coordinated effort of concerned students, teachers, and administrators with approval of the Board of Education.

**Dignity for All Students**

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, cyberbullying, taunting and intimidation. Therefore, in accordance with the Dignity

for All Students Act (DASA), Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property, and at school sponsored activities and events that take place at locations off school property. This also includes cyberbullying. In addition, any act of discrimination or harassment, outside of school-sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

**Reports of Discrimination and Harassment**

The District will investigate all complaints of harassment, discrimination and cyberbullying, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws. Reports of harassment, discrimination, and cyberbullying are to be made to our Dignity Act Coordinators, our school counselors.

**Prohibition of Retaliatory Behavior**

Any person who has reasonable cause to suspect that a student has been subjected to discrimination or harassment by an employee or student, on school grounds, by use of computer, or at a school function, who acts reasonably and in good faith

**Electronic Devices in School**

It is recommended that personal electronic devices be left at home. The student recognizes that bringing these items to school is done so at their own risk. The school is not responsible for lost or stolen items. These devices also present a cheating risk and are potential distractions to the educational process.

- Unauthorized electronic devices cannot be used during the school day. This includes smart watches and cell phones.
- All unauthorized electronic devices must remain in a student's locker from 7:45-3:05.
- Students may not use their device or a school device to record, transmit or post photos or video of a person or persons on campus without their permission. Images taken or video recorded for instructional purposes cannot be transmitted or posted without permission of the teacher.

| **Violations** | 1st Incident | 2nd Incident | 3rd Incident | 4th Incident |
|---|---|---|---|---|
| **Unauthorized use of Electronic Devices such as cell phones, smartwatches, etc.** | Confiscation & Warning<br><br>*(Device returned at end of the day.)* | Confiscation & Detention<br><br>*(Device returned after detention)* | Confiscation & 2 Detentions<br><br>*(Guardian must pick up device)* | Confiscation & 2 Detentions<br><br>*(Guardian must pick up device. Device must be turned into office each morning for 2 weeks.)* |

****The provisions of this policy are subject to modification.**

## Student Dress Code

The District's dress code is established to prevent disruption, and minimize safety hazards. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Students should be dressed and groomed in a manner that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the campus principal's judgment, may reasonably be expected to cause disruption or interfere with normal school or classroom operations.

A student's dress shall meet the following expectations:

1. Student dress must be safe, respectful, and responsible as to not disrupt or interfere with the educational process.
2. Headwear is not permitted unless mandated by verifiable religious requirements or verifiable medical reasons.
3. Tops must cover the torso and bottoms must cover the legs above mid-thigh. Undergarments must be covered.
4. Footwear must be worn at all times and appropriate to the activity. Footwear that is a safety hazard will not be allowed.
5. Clothing is not to include items that advocate violence, sex, profanity, drugs, alcohol, or tobacco, or that encourage illegal or violent activities.
6. Blankets are not permitted in school.

**Note:**
*Students who violate the dress code may be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so may be subject to a consequence. Any student who repeatedly fails to comply with the dress code may be subject to further consequence.*

## Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school determines not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the

hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**
**U.S. Department of Education**
**400 Maryland Avenue, SW**
**Washington, DC 20202-4605**

**Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Sherman Central School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Sherman Central School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Sherman Central School to include this type of information from your child's education records in certain school publications.

If you do not want Sherman Central School to disclose directory information from your child's education records without your prior written consent, you must notify the School principal in writing. Sherman Central School has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

# Sherman Central School District
# Handbook Acknowledgment Form

Please take time to read or discuss the entire Student Handbook with your child(ren) and sign the below acknowledgement. Once you have reviewed the Student/Parent Handbook with your child, please sign below, remove this page, and return the signed page to the office at your student's school within 10 days of receipt.

If you have more than one student in the District, you will need to turn in one Acknowledgement Form for each student.

If you have any questions concerning its contents, please contact your building principal.

By signing below, you are indicating that you:

1. Have read, or have had explained to me, the 2026-27 Student/Parent Handbook which contains a summary of school rules regarding student behavior and other district policies.
2. Agree that my child will follow these rules.
3. Understand that if my student violates the rules, my student can be subject to discipline.
4. Acknowledge that my student and I understand and agree to abide by the Board of Education Policies and school rules contained in the Handbook.

_____ _____

Printed Name of Student Date

_____ _____

Signature of Student Student's Grade

_____ _____

Parent/Guardian Signature Date

_____

Printed Name of Parent/Guardian

The Handbook is only a summary of the Board of Education policies, which can be viewed at www.shermancsd.org. The handbook and policies may be amended during the year without notice. Any discrepancy between the Handbook and Board Policy incidental and interpretations will be made by the Superintendent or her designee.