

Parent/Student/Teacher Handbook



TROJAN PRIDE Your guide to excellence!

Student Name:

**Sheppard Middle School
480 Rough & Ready Road
San Jose, CA 95133
(408) 928-8800**

Sheppard Middle School

Vision & Mission

As part of the New Tech Network, Sheppard Middle School and its supporting community will use advanced technology collaboratively to prepare and inspire its students to become active and engaged learners as they pursue academic success, global citizenship, higher education and careers of their choosing.

Core Components:

- **Project Based Learning (PBL)**

Students learn through a specific methodical research based learning experience in which they build their knowledge through research, experience, collaboration and creativity.

- **New Tech Network (NTN)**

As part of an over 250 school international school network, Sheppard staff and students utilize advanced technology to solve problems and learn. Sheppard staff is on a continuous professional development path in learning the latest and most useful educational applications.

- **Verizon Innovative Learning School (VILS)**

As recipients of the Verizon grant, every student and teacher is assigned an iPad that they will use for the entire school year. Students will take home their iPads daily as part of “our around the clock” access to support our robust learning goals.

Sheppard Staff is committed to preparing your child for High School and College. This Parent/Student/Teacher Handbook provides information regarding Sheppard’s ongoing operations, practices, and expectations. We know that parents’ active role is crucial to every student’s academic and social success. We welcome and value your partnership. Please be informed of upcoming Sheppard activities via our website www.arusd.org/Sheppard where you can find our weekly Monday Memo posted.

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For Student Reference-Your Child's Teachers and Room #

Subject	Teacher	Period	RM #
English Language Arts			
Mathematics			
Science			
Social Studies			
P.E.			
Enrichment			
Advisory			

Sheppard Directory

Main Office		408-928-8800
Office Fax		408-928-8801
Attendance		408-928-8804
Health Office		408-928-8805
Principal	Jacqueline Montejano	408-928-8806
Assistant Principal	Yeny Rosales	408-928-8807
Administrative Assistant	MariaElena Avila	408-928-8803
Academic Counselor	Hassan Vakili	408-928-8484
Counselor	Maria Castaneda	408-928-8798
Community Liaison	Tien Phan	408-928-8539
School-Linked Services Coordinator	Dana Yamaguchi	408-928-8776
Library		408-928-8813
Cafeteria		408-928-8810
Citizen Schools Office		408-928-4785
District Offices		408-928-6800
Transportation Department		408-928-6977

Useful Websites

Alum Rock Union School District	www.arusd.org
Sheppard Middle School	www.arusd.org/Sheppard
California Department of Education	www.cde.ca.gov
Common Core	http://www.cde.ca.gov/re/cc/
New Tech Network	https://newtechnetwork.org/
Verizon Innovative Learning Schools	https://verizon.digitalpromise.org/
Citizen Schools	http://www.citizenschools.org/
Home Access Center (HAC)	www.arusd.org



Family Engagement Earners Program



Sponsored by School Linked Services, Funded by Measure A

★ **15 Hours** **SMS Gear Pack** ★

Includes SMS gear, raffle ticket & a free dress pass for your child!

★ **20 Hours** **Family Fun Picnic** ★

You and your child will be treated to a festive picnic lunch at SMS!

★ **25 Hours** **Family Field Trip** ★

You and your child will earn an all-expense paid Family Field Trip!!!!

★ **30 Hours** **MVP Parent Jersey** ★

Proudly wear your Majorly Valued Parent jersey in the community!

★ **50 Hours** **SMS Parent Hoodie** ★

Earn awesome prizes and unique opportunities for your family. Parents are awarded in the Fall and Spring for hours served. Hours are recorded every time a parent attends a meeting, workshop or training, & for volunteering, chaperoning, etc. Call Ms. Pulido with any questions at 408-928-8776 or the front office 408-982-8800 as needed.

Rewards may change due to funding during the 2018-2019 school year



SCHOOL LINKED SERVICES

Sheppard Attendance Policy

1. If a student is ill, or must be absent from school, parents are to call the school before 9:00 A.M. The attendance phone number is 408-928-8804. Upon return to school, the student must bring a note from the parent/guardian explaining the absence. Failure to do so will result in lunch detention. The student must get an Admit Slip from (F1) before the beginning of first period, and have the Admit Slip signed by each teacher. The last class teacher will collect the Admit Slip. If the student comes in after 9:00 a.m., an Admit Slip will be received from the Office Attendance Clerk.
2. Phone calls will be made daily to parents of students whose names appear on the absentee list.
3. It is the students' responsibility to arrange with individual teachers for make-up work. According to District policy, students shall be given an opportunity to make up school work missed for an excused absence, and shall receive full credit if the work is turned in, according to a reasonable make-up schedule.
4. Family vacations must be planned to coincide with school vacations. A student taking a vacation on a school day will receive an unexcused absence. If a student is absent more than 10 days, the students will be dropped and re-enrolled upon return. Lengthy absences will affect the student's grades and could affect his/her promotion.

**STUDENTS WITH PERFECT ATTENDANCE
WILL BE RECOGNIZED AT THE END OF THE TRIMESTER!
MAKE IT YOUR GOAL!**

Student Expectations - S. T. A. R.

SAFETY Walk! Share spaces. Use appropriate language. Work to solve problems with others/adult. Control your body.

TRUST Share your truth respectfully. Think with open mind and open heart. Listen to understand. Ask for help. Expect to be heard.

AGENCY Never give up! Take a break. Get through this moment. Work toward academic and social goals. Think positively.

RESPECT Listen to understand. Treat others as you would like to be treated. Be responsible with technology. Keep campus clean.

Sheppard Middle School Students Will:

1. Show respect for all people at Sheppard, including themselves, as they follow all school and classroom rules.
2. Adhere strictly to the Sheppard school uniform:
 - Khaki and Black Bottoms Only-never PE, sports bottoms, sweatpants or leggings
 - White, Black, or Gray Collared Shirt or Dress Shirt
 - No Red or Blue Outerwear or Shoes

Exceptions-

Monday- Honor Roll T- shirt with jeans , if a student has earned the most recent honor roll shirt

3. Respect Sheppard property, including iPads, books, supplies, furniture, walls, and bathrooms.
4. Arrive **on time to class** and **be ready to work** at the tardy bell.
5. Be prepared for class and bring all materials required by the teacher.
6. **Leave any and all personal items that are not related to academic success at home.** As a result of our 1:1 VILS iPad use, personal devices and cell phones are NOT NEEDED for academic purposes. In our experience, smartphone use at school has been a major contributor to student-student conflict. If you need to get a hold of your child, please contact the front office at 408-928-8800 and staff will work to connect you with your child. All staff will be confiscating any devices and turning them in to the front office for guardian pick-up. Please support us in reducing distractions from learning, and increasing safety for all by expecting your child's compliance.

Sheppard Middle School is a Closed Campus

(In accordance with California Administrative Code, Title 5, Section 303) **Pupils**, upon entering the school campus, **must remain on campus until the end of the school day.** Exceptions may be made with the approval of the principal or designee. Deviation of this policy may result in disciplinary action. **Visitors must report to the office to sign in and get a Visitor's Badge.** All visitors must identify themselves, and state the nature of their business upon request. Proper identification is required for any inquiring student.

Sheppard Staff Support

Staff will support as follows: All student behavior will be managed with progressive discipline policies and procedures.

In the classroom:

- Teachers will teach expected behaviors and manage their classrooms with a clearly defined, Progressive Discipline Plan (PDP).
- The plan will include parent contact regarding student behavior, **prior** to intervening with a Discipline Referral to the office.
- The plan will include a teacher “buddy system” in case the student needs a time-out to refocus. He/she will have a prearranged destination to rethink independent decisions being made in the classroom.
- In the event that a student is sent out of class, the teacher will provide appropriate work for the student to be completed at that time.
- In the event that a student is suspended from class, the teacher will provide appropriate work for the student to be completed during the class suspension, and will arrange to meet with the student's parent.

In the office:

(After a teacher has fully implemented his/her Progressive Discipline Plan)

- Students will be seen in a timely manner, missing as little instruction as possible.
- If an office referral is in accordance with the teacher's classroom discipline plan, administration will provide appropriate consequences in accordance with the Administrative Discipline Plan (ADP)
- A quiet place to complete work will be provided for all class suspensions.
- Passes will be provided for students returning to class.

Teachers will receive a returned copy of the referral, usually within (1) school day, and the outcomes of the referral will be outlined on the returned copy. When behavior persists, other interventions may be necessary.

Sheppard's Administrative Progressive Discipline Plan

Administration may deviate from the plan, as necessary, to meet the greater needs of the student body.

# of Incidents	Disciplinary Actions*	Parent notification
1-2	<ul style="list-style-type: none"> - Student completes Behavior Reflection/ Incident Report - Thorough discussion of expectations - Assign school beautification, detention, or other appropriate consequence - Incident documented in student records 	Administration notifies parents of: <ul style="list-style-type: none"> ● Incident Reflection ● Associated Consequences if applicable ● Administrative Progressive Discipline Plan
3	<ul style="list-style-type: none"> - Student circulates Progress Report and submits to Assistant Principal within (2) days of school - Incident documented in student records - Assign school beautification, detention, or other appropriate consequence - Student excluded from extracurricular activities for (10) days and from next school dance or community celebration 	Administration notifies parents of: <ul style="list-style-type: none"> ● Incident Reflection ● Associated Consequences ● Progress Report ● Support service options including academic and behavioral counseling ● Exclusion of extracurricular activities
4	<ul style="list-style-type: none"> - Incident documented in student records - Assign school beautification, detention, or Saturday School - Social privileges at brunch and/or lunch will be taken away for (5) days 	Administration notifies parents of: <ul style="list-style-type: none"> ● Incident Reflection ● Associated Consequences ● Behavior Contract ● Follow-up on Support service options ● Exclusion of social privileges
5	<ul style="list-style-type: none"> - Student will be suspended in accordance with severity of incident, up to (5) school days - Student begins to lose year-end privileges 	<ul style="list-style-type: none"> - Parent/Guardian must pick up student. If they are not available, the suspension will be for the following day.
6+ On an individual basis, and shall include one or more of the following: suspension, parent accompaniment for one school day, parent & administration meeting, behavior contract, loss of extracurricular activities and/or year-end privileges, or recommendation for expulsion		

Students are expected to wear the Sheppard School uniform daily!

Any student who is out of the required school uniform should work to solve the problem in the Uniform Support Office (F1) immediately before school and prior to being sent to the office at the beginning of 1st period.

On a monthly basis uniform compliance will be enforced as follows:

1st Violation- Loaner uniform provided + Loss of social privilege

2nd Violation- Loaner uniform provided + Parent notification + Loss of social privilege
Student loses the Free Dress Day privilege for next month.

3rd Violation- Loaner uniform provided + Parent notification + Loss of social privilege +
Documented in Student Record

If, for whatever reason, the student's uniform is not able to be corrected with loaned articles from (F1), the student will contact parents to bring a uniform, and will not be permitted to socialize at brunch or lunch on that day, as listed above.

Every month, students will start with a clean slate however, each time a student reaches his/her 3rd violation for the month, it will be noted in his/her school record thus, may contribute to excessive violations, and warrant loss of end of the year privileges.

We will make every effort to correct the uniform with loaned articles. In the event that a student is loaned articles of clothing, the following expectations must be met:

- The student will complete a dated "Borrower Contract" in (F1), which states that the student will return the article(s) at day's end or within five school days thereafter, and in clean condition.

Parents/Guardians will be billed for borrowed articles of clothing that have not been returned. Until the bill is paid, students will not be loaned additional articles for any reason. Instead parent/guardian will be required to bring the student's appropriate uniform to the school. The replacement cost for any item is \$5.00.

P.E. – Dress to Sweat!

Your P.E. grade depends on it! Each time you have a uniform violation, you have points deducted from your grade. Don't do it! Having no deductions is easy! Plan to dress out everyday!

<u>TOPS</u>	Sheppard P.E. T-shirt	Gray
<u>BOTTOMS</u>	Solid Shorts	Black
<u>SWEATS</u>	Solid Cotton Sweats	Black
<u>SHOES</u>	Athletic Shoes	No RED OR BLUE

Associated Rules and Restrictions

On specific, announced dates there will be Free Dress Days for those students whom have earned the privilege. If for any reason, a student on the “No Free Dress” list comes out of uniform, the uniform will be corrected before that student attends class. The student will be placed on the next month’s No Free Dress list, and be excluded from all school privileges and extracurricular activities. A list of non-participants will posted in the hallways the day before Free Dress Day.

All theme days have the following restrictions:

(Additional exceptions & rules may be listed above for that particular day)

- No red or blue of any kind on any article of clothing or accessories
- NO oversized/undersized tops or bottoms
- All bottoms must be as long as fingertips at sides
- Denim blue jeans and other colored bottoms are ok, but no red or blue.
- No tank tops (sleeveless nor spaghetti straps) of any sort
- No inappropriate images such as guns, nudity, vulgarity, drugs, smoking, etc.
- No apparel that “represents” any area code or city, region, side of town

Grades/Evaluation of Student Achievement

Grades for achievement shall be reported each marking period as follows:

A	Outstanding Achievement	4.0 grade points
B	Above Average Achievement	3.0 grade points
C	Average Achievement	2.0 grade points
D	Below Average Achievement	1.0 grade points
F	Display of little/no Academic Achievement	0 grade points

NOTE: (+) and (-) do impact the weight of the grade points

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

BE PREPARED! APPLY YOURSELF! DO YOUR BEST!

Criteria to determine grades for achievement may include, but are not limited to:

1. Preparation of assignments: accuracy, eligibility and promptness
2. Contribution to classroom discussions; collaboration with peers
3. Demonstration of understanding CA State Standards via assignments, projects and or assessments
4. Organization and presentation of written and oral reports
5. Application of acquired skills, originality, and critical thinking to new material and in problem solving

Promotion/Acceleration/Retention

The Governing Board expects students to progress through each grade level within one school year. To accomplish this, instruction should accommodate the variety of ways that children learn and include strategies for addressing academic deficiencies when needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

When high academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher grade-level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student. (Education Code 48070)

Eighth Grade Promotion

In order for an eighth grade student to receive his/her certificate of completion and be promoted to high school, he/she must meet the following requirements:

- He/she must meet the Academic Standards as determined by the governing board (described below).
- He/she must have cleared any and all outstanding fees with the school (or have paid for the non-returned items in full).

Academic Standards as Determined by Cumulative GPA

Students who receive a GPA of:

2.0 Students fully participate in promotion and are eligible for all promotion related activities (walk stage, receive promotion certificate, activities, etc.).

For all students additional criteria will be used to determine participation eligibility:

- Cumulative 2.0
- Behavioral considerations
- IEP Goals
- Contract on case-by-case basis to support students at-risk of not having a 2.0 GPA
- 95% Attendance

Students who receive a GPA of:

1.75 – 1.99 Students receive a promotion certificate and participate in some activities, depending on their behavior. They do not walk on the stage.

Students who receive a GPA of:

1.74 Students may participate in limited activities. They do not walk on the stage and do not receive a promotion certificate.

Glossary of Related Terms

Class Suspensions, are in accordance with the educational code 48910, and may be assigned by the classroom teacher. The first time, arrangements for an in-house suspension will be made by the administration. Subsequent class suspensions may result in a suspension from school.

Uniform Violations will be managed in accordance with the school-wide uniform enforcement plan, as described on subsequent pages. Please carefully read all details of the Sheppard School Uniform policy. Plan accordingly, and **do not purchase shoes or accessories, including backpacks, which are predominantly red or blue for school use.** (Local site administrators reserve the authority to establish their own standards of dress/ appearance which is in compliance with this statute; California Administrative Code, Title 5, Section 302).

School privileges/extra-curricular activities include any and all nonacademic activities, including, band performances, sports events, and or social times spent by students on Sheppard campus or at any event in affiliation with Sheppard. In accordance with the Administrative Discipline Plan, excessive behavioral incidents will result in loss of privileges.

Guardian Contact Information must be updated immediately when a change of information occurs. In the event of an emergency, accurate information is crucial. Updating contact information assures that Sheppard staff will uphold appropriate communications in accordance with the school plan and individual classroom discipline plans.