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**SHEPHERD MIDDLE SCHOOL STAFF & E-MAIL**  
**All Shepherd Middle School teachers are licensed and certified**

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Mrs. Lisa Rekdal (l-rekdal@shepherd.k12.mt.us) . . . . .	Secretary	Mr. Jack Lamb (j-lamb@shepherd.k12.mt.us) . . . . .	PE/Health
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Mr. Greg Bonner (g-bonner@shepherd.k12.mt.us) . . . . .	Keyboarding		

**BELL SCHEDULES**

**MONDAY, TUESDAY, & THURSDAY**

1st Period	8:10 a.m. - 9:01 a.m.
2nd Period	9:05 a.m. - 9:56 a.m.
3rd Period	10:00 a.m. - 10:51 a.m.
4th Period	10:55 a.m. - 11:46 a.m.
Advisory	11:50 a.m. - 12:20 p.m.
Lunch	12:20 p.m. - 12:50 p.m.
5th Period	12:54 p.m. - 1:45 p.m.
6th Period	1:49 p.m. - 2:40 p.m.
7th Period	2:44 p.m. - 3:35 p.m.

**WEDNESDAY & FRIDAY**

1st Period	8:10 a.m. - 8:59 a.m.
2nd Period	9:03 a.m. - 9:52 a.m.
3rd Period	9:56 a.m. - 10:45 a.m.
4th Period	10:49 a.m. - 11:38 a.m.
5th Period	11:42 a.m. - 12:31 p.m.
Lunch	12:31 p.m. - 1:01 p.m.
6th Period	1:05 p.m. - 1:53 p.m.
7th Period	1:57 p.m. - 2:45 p.m.

**OPEN HOUSE**

Shepherd Middle School open house will be **Wednesday, September 2** from **4:00-6:00 p.m.** Parents will receive all of the necessary forms and can sign and turn them in that evening. Students will receive their schedule and will earn pathway points for attending open house.

**GENERAL INFORMATION**

**EMERGENCIES**

It is important that the school be able to contact parents in case of illness, emergency or accident. Therefore, it is important that school records include the current home phone number, the phone number of a designated relative or neighbor, and numbers where parents may be reached at work. It is also important to notify the school of change of address and phone number to keep the records current.

**FIRE/CRISIS DRILLS**

The fire/crisis alarm is a continuous ringing of the bells. Safety demands that the building be emptied quickly, quietly, and as orderly as possible. There is to be no running, pushing, crowding, or unnecessary talking.

Each teacher will give students necessary directions in regard to exits. Each student should know the directions for fire/crisis drills in each of their classrooms. Each class should completely clear the building and steps leaving room for the last classes to exit the building. All doors should be closed and unlocked and the lights should be off when exiting the classroom.

In case of crisis or crisis drill between classes or at lunch, students are to use the nearest exit and report outside to their next period teacher. The teacher will see that all students are present and accounted for when they are safely outside the building.

All other crisis procedures will be handled as noted in the school emergency procedures handbook.

## **VISITORS**

Shepherd Middle School welcomes and encourages visits by parents, other adult residents, and interested educators. Due to safety concerns, all visitors must check into the main office in the high school. (District Board Policy #4302)

## **BUILDING HOURS/ATTENDING ACTIVITIES**

Students arriving before 7:45 a.m. or staying after 3:35 p.m. (Monday, Tuesday, and Thursday) or 2:45 p.m. (Wednesday and Friday) are not the responsibility of the school unless students are in school sponsored activities. Students must still follow the school rules while on school property. Once students arrive on school grounds in the morning, they are not allowed to leave until school is dismissed at the end of the day or unless checked out by a parent/guardian.

It is expected that when students attend after-school activities, they are to watch the activity and support their teams. Students will not loiter in the lobby or outside the buildings. Students will follow the directives of any school official if asked to do so. Failure to do so may result in suspension from attending activities as a spectator.

## **LOCKER/STORAGE BINS**

Realize that lockers/storage bins are the property of the school district. Under certain circumstances, students may have their lockers/storage bins inspected by school authorities. Lost or stolen items are not the responsibility of the school. Students are expected to treat their lockers and the lockers of others with respect.

This means that students will: keep their combination to themselves, not jam their lockers, keep their lockers clean inside and outside, use only their assigned lockers, not keep valuables in their lockers, and be financially responsible for any damage done to their lockers.

If a student brings a gym bag to school, the bag must fit inside the student's locker. If a student violates this rule, it will be marked under Other Infractions on the student's infraction page.

Backpacks should fit in a student's locker and shall be left in the student's locker during the school day. Only string gym bags should be taken to PE class.

## **FLOWERS AND GIFTS**

Any flowers, balloons, or gifts delivered to the school must be paid for prior to delivery. Money will not be collected in the office. Students can pick up these articles at the end of the day. The only exception to this will be when flower distribution has been cleared through the office, and it is school related.

## **SCHOOL PICTURES**

In the fall, professional photographers will be at school to take all students' pictures. Everyone will have their picture taken for the annual. Students who would like to purchase a packet must prepay for the packet or they will not receive one. Additional information will be sent to parents/guardians before pictures are taken in the fall. In the spring, professional photographers will be at school to take individual and class pictures.

## USE OF MOTOR VEHICLES AND PARKING

Middle school students will not drive to school! Middle school students are not permitted to take Drivers Education at Shepherd Public Schools unless they have completed the 8th grade. Students are not permitted to drive or be a passenger in a motor vehicle during noon hour or at any other time during the school day. The parking lot is off limits to students during the school day.

## TEXTBOOKS

The textbooks are carefully selected, from among the finest available in the world today, by our teachers and other professional educators. They are paid for by parents and other adults through tax funds with the hope that students may receive some of the best help possible in becoming a competent, successful citizen. These books deserve maximum use and reasonable care.

After books are issued and their condition noted, they are the student's responsibility until the books are checked at the end of the courses. Students are required to cover their textbooks. The cost of new textbooks ranges from \$50-\$80. Students are required to erase all pencil marks and remove covers from textbooks before checking them in. A fine may be assessed for other than normal wear or for lack of proper care of textbooks.

Item	Fine
Ink on pages	\$1.00
Torn pages	\$1.00 -- unless irreplaceable
Broken binding	\$3.00
New cover (case)	\$11.00
Recasing with old binding/cover	\$12.50
Recasing with old cover & sewing bindery	\$15.00
Recasing with new cover & sewing bindery	\$16.50
Sewing bindery	\$2.50
Lost or damaged beyond repair	Cost of book
Planner	\$10.00

## SCHOOL COLORS AND SCHOOL MASCOT

The Shepherd School mascot is a Mustangs/Fillies and the school colors are blue and gold. We encourage our students to identify with these symbols as representation of our school pride and spirit.

## SERVICES

### NURSE

If you have health-related problems you would like to discuss with the school nurse, she would welcome the opportunity to be of service. A student may make an appointment directly with the nurse at his/her office through a teacher or counselor, or the nurse may be contacted by the parents or physician. If a student needs to see the nurse, the student should contact the middle school office.

### ILLNESS POLICY: WHEN TO KEEP STUDENTS HOME

In most situations Shepherd prefers students come to school and if they become ill at school, the parent/guardian will be notified. However, here are a few guidelines to help parents/guardians in deciding when to keep your child home from school.

Symptom	Student must be at home?
<b>Diarrhea</b> Frequent, loose or watery stools compared to child's normal pattern: not caused by diet or medication	<b>Yes-</b> If your child looks or acts ill: if the child has diarrhea with a fever and/or vomiting. Make sure your sick child stays well hydrated. <i>Students can return when he/she has not had diarrhea during the last 24 hours.</i>
<b>Fever</b> A fever is a temporary increase in your body temperature, often due to an illness. Having a fever is a sign that something out of the ordinary is going on in your body.	<b>Yes-</b> When fever is >100, also if a student has other symptoms accompanied by fever such as sore throat, rash, headache, muscle aches, rash, loss of appetite, etc. <i>Students can return when fever has been gone for 24 hours without medication and the child's appetite and energy level returns to normal.</i>

<p><b>Flu</b> The flu can be serious, and symptoms of the flu typically come on suddenly. Common signs and symptoms of the flu include: Fever, body aches, chills, headache, dry/persistent cough, fatigue, nasal congestion, sore throat, nausea or vomiting.</p>	<p><b>Yes-</b> If your child has a fever &gt;100 or will be unable to participate in class. <i>Students can return when fever has been gone for 24 hours without medication and the energy level has returned to normal.</i></p>
<p><b>Coughing</b> Severe, uncontrolled coughing or wheezing, rapid or difficulty breathing (Children with asthma may be cared for in school with a written authorization for medication/treatment and health care plan)</p>	<p><b>Yes-</b> Medical attention is recommended.</p>
<p><b>Mild Respiratory or Cold Symptoms</b> Stuffy nose with clear drainage, mild cough, sneezing</p>	<p><b>No-</b> Child may attend school if able to participate in class.</p>
<p><b>Rash</b></p>	<p><b>No-</b> Body rash without fever or other symptoms usually does not require students to remain home. <b>Yes-</b> Medical advice is recommended for rash with fever, open and weeping wounds, or quickly spreading rash.</p>
<p><b>Vomiting</b> Vomiting is a protective reflex to rid your body of viruses, bacteria, or parasites in your digestive system.</p>	<p><b>Yes-</b> Keep students home if they have vomited <u>two</u> or more times in the last 24 hours. <i>Students can return when he/she has not vomited in the last 24 hours.</i></p>
<b>Diagnosis</b>	<b>Student must be at home?</b>
<p><b>Pinkeye (Conjunctivitis)</b> Symptoms of pinkeye include redness, itchiness, discharge that forms a crust during the night that may prevent your eye or eyes from opening in the morning</p>	<p><b>Yes-</b> If given antibiotics, please keep at home until he/she has taken the antibiotics for at least 24 hours. If your health provider decides not to treat your child, a note is needed to return to school.</p>
<p><b>Impetigo</b> A common, contagious, superficial skin disorder caused by a bacterial infection. Symptoms of impetigo involve red sores that quickly rupture, ooze for a few days and then form a yellowish-brown crust</p>	<p><b>Yes-</b> Doctors note is needed to return to school. Please keep the child home at least 24 hours after antibiotics are started. Lesions should be covered until healed and there is no cracking or weeping.</p>

## MEDICATION

The school does not dispense medicine of any kind, including aspirin. Any student who needs to take medication during school hours must notify the office of his/her needs. The form is in the back of the handbook. All medication is to be in its original container with the proper labeling to include the student's name, name of medication, strength of medication, prescribing doctor's name, and the dose to be given. Students are not allowed to carry medications unless pre-approved by the school nurse and only for life-saving medications. Students may carry inhalers provided the school nurse has been informed. At the conclusion of each year, any unused portion of the medication must be claimed by the parent/guardian in person. Any unclaimed medications will be destroyed by school personnel at the end of each school year. Documents will be kept on file in the school office or nurse's office. With recommendations from the National Association of School Nurses, alternative medications, including "natural remedies, herbs, vitamins, dietary supplements, homeopathic medications or medications from other countries" should not be administered without a health care provider's authorization.

## HEARING SCREENING

Pure tone screening is mandated for students in grades K, 1, and 10. Students in other grades will also be screened if they are new to the school, on the annual hearing recheck list, or referred by the school or parent/guardian. If your child is absent, unable to complete the pure tone hearing, or does not pass the pure tone screening; they will be referred for a hearing rescreening. The Hearing Conservation Program audiologist will conduct the hearing rescreening and, in addition to the pure tone screening, may also conduct one or both of the following: Otoacoustic Emissions (OAEs) Screening, which is a measure of cochlear (inner ear) function that does not require the child to respond and/or Immittance Screening, which measures the movement of the eardrum by putting positive and negative pressure into the ear canal.

## COUNSELING

The school counselor is a guidance specialist who provides counseling and informational service to individual students, small groups, and occasionally to the entire classes.

Do not overlook the help that is readily available from teachers, administrative staff, and principal, but when students wish for the attention of a counselor; do not hesitate to request it. Parents, too, may request an interview with the school counselor concerning problems related to their children. Counseling sessions and conferences are treated as confidential.

The school district also has school based services through the Yellowstone Boys & Girls Ranch.

## **LIBRARY**

The mission statement of the library is to provide materials that supplement the curriculum and to provide recreational reading and materials. Instruction is also provided in information skills using a variety of resources. Student responsibilities as library users include appropriate behavior in the library, appropriate use of resources, and returning materials on time.

### Circulation policies are as follows:

The check out period for books is four weeks. Students may have up to three items checked out at any given time. There is a three-day grace period after the due date. On the fourth school day after an item is due, the student will receive a \$1 fine. Each school day after the fourth day, the student will be charged 25 cents per day, with a max fine of \$5.00. Overdue fines may be paid, or “read off” at the rate of \$0.25 per AR point. Lost items must be paid for, or replaced with a comparable format, new or gently-used identical title, or at Librarian’s discretion. Students with no overdue fines, damaged, or lost materials will receive two pathway points each semester. Fines may be worked off in the library at \$1 per half-hour and must be approved by the librarian. Once a student reaches the maximum fine of \$5.00, librarians will make contact with the parent/legal guardian and a detention will be assigned with the librarians until fine is paid. In the case of a lost or damaged book, the student will have 10 days to work off or pay the fine. All library fines MUST be paid off by the end of each semester or report cards will be withheld.

## **CAFETERIA**

Students are expected to show good manners, consideration, and courtesy towards others in the cafeteria. They can be friendly and sociable as they talk with their friends but should avoid all boisterousness and loud talk. When students have finished eating, they will leave the table and floor area neat and clean and take their tray to the return area. The refuse is to be placed in waste barrels provided for that purpose.

Students eating in the cafeteria may either buy their entire lunch, salad bar, or bring lunch from home. Items bought from the vending machines are not considered lunches from home and will not be permitted in the cafeteria. Students are not allowed to share lunches.

**When students are done eating, they are required to go outside and get some exercise.**

## **MEALS**

### BREAKFAST

Student	\$1.75
Adult	\$2.35

### LUNCH

Student	\$3.50
Adult	\$4.75

Extra milk may be purchased for \$.50 per carton.

Students are not allowed to charge more than three lunches on their account at one time.

No charging of lunches the last week of school.

No pop or energy drinks allowed in the lunchroom. Students that bring a cold lunch to school are also not allowed to bring a pop or energy drink with their cold lunch.

## **FOOD AND BEVERAGES**

All food and beverages must be consumed before 8:10 a.m. Students are only allowed to have water throughout the day. The container must have a lid.

Items from the vending machines are only available for purchase after school. Items from the high school smoothie bar and coffee bar are not allowed to be purchased by middle school students.

## **ATTENDANCE POLICY**

The regular school attendance of a child of school age is required by state law. Participation in the classroom is a significant aspect of a student’s academic performance, and failure to attend is considered to be grounds for academic sanction. In addition, when an absent

student returns to school, teaching time is interrupted for the other students as the teacher must take time to catch up the student who has been absent. The student attendance policy should be carried out with the primary objective of encouraging each student to attend school regularly and to maintain academic standing.

Parents/guardians receive attendance letters on 4, 8, and 10 absences from school. Once a student reaches 10 absences in a semester, they are considered truant by state law. When a student reaches 8 absences during a semester, a letter will be sent home and it is the responsibility of the parent to contact the school and set up an attendance meeting.

## **TRUANCY**

20-5-106 Truancy

1. For the purposes of this part "truant" or "truancy" means the persistent nonattendance without excuse, as defined by district policy, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under 20-5-103.
2. If an attendance officer discovers a child is truant, the attendance officer may make a reasonable effort to notify the parent, guardian, or other person responsible for the care of the child that the continued truancy of the child may result in the prosecution of the parent, guardian, or other person responsible for the care of the child under the provisions of this section. If the child is discovered to be truant after the attendance officer has made a reasonable effort to notify the parent, guardian, or other person responsible for the care of the child, the attendance officer may require that the parent, guardian, or other person responsible for the care of the child and the child meet with an individual designated by the school district to formulate a truancy plan to address and resolve the truancy. If the parent, guardian, or other person responsible for the care of the child fails to meet with the designated individual or fails to uphold the responsibilities under the provisions of the truancy plan, the attendance officer may refer the matter to the prosecuting attorney in a court of competent jurisdiction for a determination regarding whether to prosecute the parent, guardian, or other person responsible for the care of the child.
3. (a) If convicted, the person shall be fined not more than \$100, ordered to perform up to 20 hours of community service, or required to give bond in the penal sum of \$100, with sureties, conditioned on the person's agreement to cooperate with the district in implementing the truancy plan provided for in subsection (2) for the remainder of the current school term. (b) If a person fails to comply with an order of the court issued under subsection (3)(a), the person may be imprisoned in the county jail for a term of not more than 3 days.
4. (a) If the child is discovered by the attendance officer to be truant on 9 or more days or 54 or more parts of a day in 1 school year, the child may be referred to youth court as habitually truant under Title 41, chapter 5. (b) Following a referral to youth court under subsection (4)(a), an attendance officer shall inform the youth court of any subsequent trancies by the child, and the youth court may find the child to be a youth in need of intervention as defined in 41-5-103 and make any of the dispositions provided in 41-5-1512.

## **ABSENCES**

Absences due to temporary illness or injury, or any one of the following: exposure to contagious disease, sickness of a family member, extremely inclement weather, religious holidays, or other absences that are excused by a parent/guardian either by phone or written notice, will still count against our ten-day policy. The absences listed below will not count against the ten-day policy with approval from the principal.

- Medical, dental, optometric, or chiropractic services (With a doctor's note)
- Death in the family (Must be approved by the principal)
- Attendance at a funeral service (Must be approved by the principal)
- Family Vacations (Must be approved by the principal prior to going on a trip. Work must be gathered before leaving and turned in upon return to school and done appropriately, or it will be considered an unexcused absence. Students who have an excessive number of absences, will not be approved by the principal. The principal will only approve up to three days a year for vacations.)

If a parent/guardian does not contact the school by phone or written notice, the absences will be considered unexcused and will also count against our ten-day policy.

The following codes will be used in Infinite Campus and attendance letters that are sent home.

*P = Principal Approved Absence*

An absence that is excused by the principal, either by phone or written notice. These absences do not count against the ten (10) day policy, however, homework must be completed. The principal will only approve up to three days.

*S = Student Sponsored Activity*

An absence due to the student participating in a student sponsored activity. A student attending a middle school or high school activity will only be marked Student Sponsored if their sibling is participating in the activity. **If an 8th grader has been moved up to play in a high school activity, they are considered a part of that program. If the student does not make the actual tournament team, they will still be student sponsored to attend tournaments that their program is playing in. (Example: If the student is playing up on the high school girls basketball team, they would be student sponsored to go watch that program's district, divisional and state tournaments. They would not be student sponsored to attend a boys tournament as that is not the program they belong to.) (Students must be in good standing with grades and attendance to be given a Student Sponsored day.)**

*U = Unexcused Absence*

An absence from school, without any parent contact. These absences will count toward the ten (10) day policy.

*E = Parent Excused Absence*

An absence that is excused by the parent. These absences will count against the ten (10) day policy.

*I = ISS*

In School Suspension (ISS) is a result of disciplinary action. The student will attend school in an alternative learning setting and this action will not count against the ten (10) days policy.

*O = OSS*

Out of School Suspension (OSS) is a result of disciplinary action. The student will not attend school, and this action will count toward the ten (10) day policy.

*M = Medical*

Any absence for medical reasons. Students should provide the school with official written verification from the doctor or dentist within three days of absence. If proper verification is submitted, it will not count toward the ten (10) day policy.

*F = Family Funeral*

An absence to attend an immediate family member's funeral. Please contact the school with written or verbal notice. If principal excuses are absent, they will not count toward the ten (10) day policy.

## **READMISSION**

Students will be readmitted to school after an absence. However, readmission may be conditioned upon receipt of written or oral notice from the parent or guardian explaining the absence.

Missing Children Act: House Bill 358, enacted by the 1985 legislature became effective October 1, 1985. It is called the "Missing Children's Bill." This law states that parents should take the responsibility to inform the school when their children will not be in attendance at school. The school must make an attempt to contact the parent/guardian, or legal custodian to make sure they are aware of the student's absence from school. Documentation will be kept of the contact or attempted contacts.

## **PROCEDURES TO BE FOLLOWED FOR ABSENCES**

- a. Parents should notify the school by a note in advance when they know their children will not be in school the next day. Or, parents of children who are absent should contact the school by 9:30 a.m. to report to the school that their child will be absent that day. If parents have not called by 9:30 a.m., school authorities will make an attempt to contact the parents. The date and time of the call will be documented.
- b. If a parent/guardian is to be gone (out of town) and the student is staying with another family, please notify the school, in writing, with whom the student is staying and the length of the stay.
- c. It is the responsibility of the student to check with their teachers on all make-up work. Assignments are due at the teacher's discretion but not exceeding the number of days absent.

## **DUTIES AND SANCTION--STATE LAW #20-5-201**

Any pupil shall:

1. Comply with the policies of the trustees and the rules and regulations of the school which he/she attends.
2. Pursue the required course of instruction.
3. Submit to the authority of the teachers, principal, and district superintendent.
4. Be subject to the control and authority of the teacher, principal, and district superintendent while he/she is in school or on school premises, on his/her way to and from school, or during his/her intermission or recess.

## GRADING AND REPORT CARDS

### PROGRESS REPORTS AND REPORT CARDS

Shepherd Middle School will be finalizing grades only at the end of each semester. However, progress reports will be mailed out to parents/guardians every five weeks.

Progress Reports/Eligibility Grade Checks (date mailed out)		Report Cards (date mailed out)
Tuesday, October 13	Tuesday, March 2	1 <sup>st</sup> Semester – Tuesday, January 26
Tuesday, November 17	Tuesday, April 6	2 <sup>nd</sup> Semester – Tuesday, June 1
Tuesday, December 15	Tuesday, May 4	

### HONOR ROLL

The academic achievement list is calculated and posted at the close of each semester. Students will qualify if they earn a 3.00-3.49 GPA for Honor Roll. High Honor Roll will be 3.50 GPA or higher.

### GRADING SCALE

### GPA

A+ 98-100	C+ 77-79	A & A+ 4.000	C 2.000
A 94-97	C 73-76	A- 3.667	C- 1.667
A- 90-93	C- 70-72	B+ 3.333	D+ 1.333
B+ 87-89	D+ 67-69	B 3.000	D 1.000
B 83-86	D 63-66	B- 2.667	D- 0.667
B- 80-82	D- 60-62	C+ 2.333	F 0.00
	F 0-59		

### CREDIT REQUIREMENTS

#### CORE REQUIREMENTS

3 credits of Language Arts, Math, Science, Social Studies/History, & Health Enhancement for a total of 15 credits.

Shepherd Middle School has implemented a credit system. Students will receive a ½ credit for each core semester class passed during their three years in middle school. If a student passes their core classes in all three years, they will accumulate fifteen (15) credits and will be allowed to transition into high school in good standing. Students who fail a semester core class, will be required to make that class up in the summer, or retake that semester the following school year. Students will give up an elective course to retake the failed class. If an eighth grader fails a semester core class, they will be required to make that class up during the summer going into their freshman year. Students who do not meet the fifteen (15) credits will not be moved into high school until credits are met. Students who miss ten (10) unexcused days of school during a semester, could lose their credits and will not be in good standing academically. If a student loses all their core credits due to attendance, it would be very difficult to make up those classes the following year. It will be the recommendation of the Principal that the student retakes that grade level in order to be prepared for the next grade level and/or move to high school.

### STUDENT-LED CONFERENCES

Students will now schedule their own conferences in October and in February. Student-led conferences are scheduled for **November 23-24** and **March 1-2** from **4:00-7:00 p.m.** Parents that have questions with individual teachers can visit with teachers during their open times.

### ACTIVITIES

### ASSEMBLIES

During assemblies, students are expected to demonstrate good audience conduct. This means courteous applause and courteous attention with no talking or whispering during the assembly. Students are expected to move to and from the assembly quietly. Students are to stay with their assigned group and to remain seated at the close of the assembly until dismissed.

## EXTRA-CURRICULAR ACTIVITIES

The Shepherd Middle School activities program is based on the principles that students are students first, and participation in activities is a privilege. Students will be encouraged to participate in activities that will help in developing sportsmanship, personal excellence, and an all-around personality. The following activities are available for 6th graders: cross country, volleyball, wrestling, and basketball. The following activities are available for 7th and 8th graders: cross country, volleyball, football, basketball, wrestling, track, and cheerleading.

1. **Eligibility:** Extra-curricular eligibility will be based upon progress reports and semester grades. The principal and/or AD can hold a student out of an activity due to any of the following issues: low grades, discipline issues, or absences. Eligibility will be checked at 8:00 a.m. on the following dates:

**Monday, October 12**  
**Monday, November 16**  
**Monday, December 14**  
**Monday, January 25**

**Monday, March 1**  
**Monday, April 5**  
**Monday, May 3**  
**Tuesday, June 1**

To be eligible, students must have a 2.0 GPA and no F's when grades are checked at the above dates.

If a student is assigned an "Incomplete" for a grade check period, he/she has NOT received a passing grade and is, therefore, not eligible for any extra-curricular activities until a regular passing grade is given. The student has one week to make up the work.

2. If a student is assigned an ISS on the day of an activity or school event and the bus leaves before school is dismissed, the student is not allowed to travel or participate in the activity or school event. If a student is assigned a Friday school on the day of an activity or a school event and the bus leaves before the student is dismissed from Friday school, the student is not allowed to travel or participate in the activity or the school event. A student is not allowed to skip a Friday school to attend an activity or school event.
3. Students who have been absent from school; excused or unexcused during any part of the school day shall not be eligible to participate in any after-school or evening extra-curricular activity that day or the next day if the team leaves before school begins (ball practice, play practice, games, field trip, etc.). Students that miss school due to medical appointments will be allowed to practice or participate in activities if they provide a note for their medical absence. If the student misses any part of the school day of the last day of the week, he/she is ineligible to participate in the next extra-curricular event scheduled. (Example; If a student misses school on Friday, he/she would not be able to practice or play that night. If there was a game on Friday, they would miss that game, but would be able to participate on Saturday. If there wasn't a contest or event scheduled before the next school day, they would be able to participate if they attended school that day). Students that do not dress out/participate in P.E. may not participate in an extracurricular activity that day. Permission must be granted prior to the absence. Special cases will be reviewed by the activities director and principal.
4. Students participating in the following activities will be required to purchase an activity ticket. The price is \$35.00. There will be a \$50.00 fee in the middle school for each of the following activities: cross country, girls' basketball, boys' basketball, volleyball, track, wrestling, and cheerleading. The football fees will be \$75.00. There will be a \$20.00 fee for 6th volleyball and girls' and boys' basketball. Fees must be paid one week prior to the first contest. Missing this deadline will result in not participating in the first event and subsequent events until the fee is paid.
5. **Tryouts:** Students are excused from tryouts and may tryout at a later date if they are ill or injured. If injured, a doctor's release is required before a tryout is allowed. There will be separate tryouts for cheerleaders for each sport. Students MUST have a physical, an emergency consent form, and take the ImPact (concussion) test on file in the Athletic Director's office before tryouts.
6. **Managers:** Students who are managers will abide by the same rules and guidelines as players.
7. **Philosophy and Purpose:** Shepherd Middle School recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. Adolescents are also affected by the misuse and abuse of mood-altering chemicals by family, friends, team members, or other significant persons in their lives.
8. **Parent Meeting:** A student and parent MUST complete the online code of conduct presentation and form at the beginning of the school year. If a student or parent fails to attend either of the meetings, the student/parent must make arrangements with the

activity supervisor/coach for a private meeting to cover the code of conduct. Students will be allowed to compete only after that meeting.

## **MHSA HOMESCHOOL POLICY**

Non-public or home school students who meet the requirements of 20-5-109 can participate in MHSA member school extra-curricular activities with the following stipulations: 1) The same standards for participation must be met as those required of full-time students enrolled in the school (besides enrollment). 2) The same rules of the MHSA apply including age, semesters, and academics (see #3). 3) The academic eligibility for extracurricular participation for a student attending a nonpublic school must be attested by the head administrator of the nonpublic school. The academic eligibility for extracurricular participation for students attending a home school must be attested in writing by the educator providing the student instruction with verification by the MHSA school principal. Academic eligibility includes provisions 2.2, 2.3 and 2.4. 4) The student may only participate in the school in the student's attendance area and cannot transfer. Exception—Home school or nonpublic school students who reside in a school district with more than one high school can participate in extracurricular activities at any high school in their district if approved by the school district. Districts that enforce attendance area restrictions may enforce those restrictions with home and nonpublic school students. Once a student participates in any extracurricular activity in a particular school, that is the only school that student may participate at during the student's high school activities career. There is no transfer in-district after the initial approval.

## **EXTRA- AND CO-CURRICULAR CHEMICAL USE POLICY**

This policy states that a student shall not (1) use, have in possession, sell or distribute alcohol, tobacco or illegal drugs including e-cigarettes and vaping products, and (2) abuse prescription or non-prescription drugs. This policy is not intended to apply to the use of prescribed drugs, under a doctor's supervision, when those drugs are used in the prescribed manner. Possession is defined as the use of a prohibited substance, having a prohibited substance in personal possession, or knowingly (as defined as a reasonably prudent person would know) being present at a function or gathering at which a prohibited substance is illegally used.

This policy applies to middle and high school students who are involved in the extra- and co-curricular activities program.

Extra-curricular Activities: Activities under the supervision of the AD (Examples: Athletics, Cheerleading, Speech)

### Co-Curricular Activities

District administrators have the responsibility to update and implement this policy for extra-curricular activities. The involved staff have the responsibility of student awareness and implementation of this policy. Students who elect to participate in extracurricular activities, and parents or guardians are responsible for understanding this policy and recognizing it in written form.

### Policy Duration

This policy is in effect each school year for the date of the first practice for fall activities until the last day of school, or the last day of the spring sport season, whichever comes last.

Violations are cumulative through the student's period of attendance in middle through high school. Violations DO carry over from middle to high school.

### First Violation (in and out of season)

After confirmation of the first offense, the student will be suspended from all extra-curricular activities for a period of 30 school days. During the 30-day period (pupil instruction days), the student will:

1. Continue his/her involvement in the activity, with no guarantee of position placement upon return. It will be at the coach's discretion.
2. Practice and attend meetings, but not participate in any game or similar activity.
3. If the student chooses not to follow this procedure, he/she will be dropped from the activity immediately.

### Second Violation (in and out of season)

After the confirmation of the second offense, the student will be dropped from all extra-curricular activities for 60 school days.

### Third Violation (in and out of season)

The student will be dropped from all extra-curricular activities for ONE CALENDAR YEAR from the time of the third offense.

## **HEALTH AND SAFETY RULES**

The health and safety of each participant shall be the first consideration of the coaching/advisor staff at all times. Students who are injured, or who do not appear to be well, should be excused from participation until the coach, and parents or physician, if the injury is

serious, judge the student to be well enough to again participate. Coaches will review the emergency consent form and physical form. If a student suffers a concussion, the following steps will be taken before the student is allowed to participate in the activity again.

1. The student will be required to see a doctor to monitor recovery.
2. A doctor's release will be required to return to the activity.
3. Coaches and students will follow the doctor's recommendations for returning to the activity.

We will utilize the Code of Conduct meeting that is required for all parents, to educate the community on the signs of a concussion as well as the dangers of not treating a concussion properly.

### STUDENT EXPECTATIONS

I am being a responsible and respectful Shepherd Middle School student by...

Classroom	Hallways	Lunchroom	Bathroom	Playground	Assemblies
<ul style="list-style-type: none"> <li>● Listening</li> <li>● Following directions</li> <li>● Respecting property</li> <li>● Respecting others</li> <li>● Participating in a positive way</li> <li>● Showing tolerance for others' differences</li> <li>● Being on task</li> <li>● Completing your work</li> <li>● Being prepared</li> <li>● Not having my cell phone turned on</li> </ul>	<ul style="list-style-type: none"> <li>● Giving others personal space</li> <li>● Using a quiet voice</li> <li>● Returning to class promptly</li> <li>● Respecting property</li> <li>● Using a passport</li> <li>● Walking</li> <li>● Keeping my belongings in the proper place</li> <li>● Moving safely</li> <li>● Not having my cell phone turned on</li> <li>● Unless given permission by a teacher or the principal, students are to remain outside until 8:00 a.m.</li> </ul>	<ul style="list-style-type: none"> <li>● Using quiet a voice</li> <li>● Giving others personal space</li> <li>● Returning my tray properly</li> <li>● Putting trash in trash can</li> <li>● Using proper manners</li> <li>● Eating my own food</li> <li>● Walking on the sidewalk to lunchroom</li> <li>● Not cutting in line</li> <li>● Using my cell phone in a legal and respectful manner</li> </ul>	<ul style="list-style-type: none"> <li>● Respecting others' privacy</li> <li>● Flushing the toilet</li> <li>● Washing my hands with soap and water</li> <li>● Reporting problems to the office</li> <li>● Returning to class promptly</li> <li>● Using the restroom at the appropriate time</li> </ul>	<ul style="list-style-type: none"> <li>● Following directions</li> <li>● Taking care of equipment for intended purpose</li> <li>● Wearing appropriate clothing</li> <li>● Not throwing snow</li> <li>● Respecting the playground supervisor</li> <li>● Using my cell phone in a legal and respectful manner</li> </ul>	<ul style="list-style-type: none"> <li>● Giving others personal space</li> <li>● Being patient</li> <li>● Being an active listener</li> <li>● Applauding appropriately</li> <li>● Keeping comments/questions on topic</li> <li>● Entering and leaving quietly</li> <li>● Sit quietly</li> <li>● Not walking across the gym floor</li> </ul>

### ACADEMIC & BEHAVIOR POINTS

Our goal is to build positive behavior, character, and a sense of community for our students. It takes simple acts; repeating these simple acts on a daily basis becomes a habit. A habit builds good character, and good character builds our community. The Pathway Point System is vital to Shepherd Middle School. As a school system, we have agreed upon what is important to know, understand, and apply.

### ACADEMIC & BEHAVIOR SCORING SYSTEM (PATHWAY POINTS)

September 8-November 13	November 16-January 22	January 25-April 2	April 5-May 21
Open House -- 4 pts. Student-Led Conferences -- 4 pts. Everyday Use of Planners -- 4 pts. No Infractions -- 6 pts. 1-2 Infractions -- 4 pts. No Detentions -- 6 pts. No Absences -- 6 pts. 1-2 Absences -- 4 pts. 3-4 Absences -- 2 pts. No Library Overdues -- 2 pts. No D's, F's, or I's -- 4 pts. Honor Roll -- 4 pts. High Honor Roll -- 6 pts.	Everyday Use of Planners -- 4 pts. No Infractions -- 6 pts. 1-2 Infractions -- 4 pts. No Detentions -- 6 pts. No Absences -- 6 pts. 1-2 Absences -- 4 pts. 3-4 Absences -- 2 pts. No Library Overdues -- 2 pts. No D's, F's, or I's -- 4 pts. Honor Roll -- 4 pts. High Honor Roll -- 6 pts.	Student-Led Conferences -- 8 pts. Everyday Use of Planners -- 4 pts. No Infractions -- 6 pts. 1-2 Infractions -- 4 pts. No Detentions -- 6 pts. No Absences -- 6 pts. 1-2 Absences -- 4 pts. 3-4 Absences -- 2 pts. No Library Overdues -- 2 pts. No D's, F's, or I's -- 4 pts. Honor Roll -- 4 pts. High Honor Roll -- 6 pts.	Everyday Use of Planners -- 4 pts. No Infractions -- 6 pts. 1-2 Infractions -- 4 pts. No Detentions -- 6 pts. No Absences -- 6 pts. 1-2 Absences -- 4 pts. 3-4 Absences -- 2 pts. No Library Overdues -- 2 pts. No D's, F's, or I's -- 4 pts. Honor Roll -- 4 pts. High Honor Roll -- 6 pts.

### ACADEMIC & BEHAVIOR REWARDS (PATHWAY POINT REWARDS)

Students that earn 60 or more Academic & Behavior points and reach their AR goal for the first semester will earn the pathway point trip in January/February. Students that earn 60 or more points and reach their AR goal for the second semester will earn the pathway point trip in May. The eligibility of students entering Shepherd Middle School after the start of the year will be determined by a teacher committee. Students that are absent 10 or more days, receive ISS, OSS, or Friday School during a semester will not be eligible for the trip.

### PRIDE CARDS

PRIDE cards are now part of the planner and are located on the front inside cover. When a teacher asks for your PRIDE card, just give them your planner. Once all five letters on a card have been initialed by teachers, you show it to the teacher in charge of the PRIDE

card rewards. There are different levels of rewards for completing a PRIDE card. Rewards available are but not limited to the following: free locker/hall pass, free tardy, waive library fine, and gift cards.

## 8TH GRADE SPRING TRIP

Each spring, the 8th graders will take a trip to Bozeman. The trip includes the Museum of the Rockies and a tour of the Montana State University campus. To be eligible for this trip, 8th graders must not have any of the following infractions (principal discretion): Friday School, ISS, or OSS. **This trip will take place only if the overall behavior of the students throughout the school year are appropriate. (Principal discretion)**

### STUDENT BEHAVIOR

<b>MINOR INFRACTIONS – Handled by Teachers (marked on infraction page)</b>	
<b>Infraction</b>	<b>Definition/Example</b>
Tardy	Student is to be in their assigned seat and ready to work when the bell rings.
Unprepared for class	Student does not have supplies, books, or assignments needed for class that day and is considered unprepared. Homework is not included in this infraction.
Excessive talking	Student interferes with the learning experience of others, disrupts the teacher, or does not benefit the class discussion or lesson.
Not following directions	Refusing an initial prompt or request to do what is asked
Not staying on task	Student exhibits an observable behavior that is other than the assigned task.
No planner	Student does not have their planner with them at school or has lost their planner. If planner is not recovered, student will have to purchase a new planner.
Other infractions	Any other minor problem behaviors that could be inappropriate or unsafe. Public display of affection. Dress code violation.
Inappropriate language	This is stupid, this homework sucks, this is gay, etc.
Lack of respect towards others/property	Inappropriate action towards another person or property.

If a student receives a minor infraction, the teacher will mark the appropriate box on the infraction page. The first infraction will be a warning. The second and third infractions will be a 1/2 hour detention in the teacher's classroom after school from 3:30-4:00 p.m. on Mondays, Tuesdays, and Thursdays. If a student skips a detention, they will be assigned to serve a Friday School. The fourth infraction will be a student intervention. The intervention will be a meeting between the student, parent/guardian, teachers, and principal. A behavior contract will be written and agreed upon for the student to follow. If the student fails to follow the behavior contract, the student will receive Friday School or OSS.

<b>MAJOR INFRACTIONS – Sent to Office</b>	
<b>Infraction</b>	<b>Definition/Examples</b>
Cheating/Plagiarism	Allowing copying/duplicating or copying/duplicating of another's work or using AI (artificial intelligence). 1 <sup>st</sup> Offense: Friday School and redo the assignment. 2 <sup>nd</sup> Offense: Friday School and a zero for the assignment.
Hallway	No public display of affection, excessive physical contact, excessively abusing locker.
Playground	No public display of affection, excessive physical contact, throwing snow or objects at another student, abusing playground equipment.
Lunchroom	No public display of affection, excessive physical contact, throwing food or objects at another student.
Abusive/threatening/obscene language	Inappropriate language directed at others or spoken.
Physical aggression/fighting	Inappropriate serious physical contact that may result in injury.
Sexual/racial/verbal/physical harassment	Excessive or inappropriate behavior towards another student.
Stealing/extortion	Taking another student's or school's property without permission.
Truancy	Student is unaccounted for class or school without parent's or teacher's knowledge.
Overt defiance/insubordination	Refusal to follow requests or directions.
Disrespect to substitute teacher/aide	Inappropriate action towards substitute or aide.
Vandalism/property damage	Substantial destruction or disfigurement of property.
Weapons/pornography/tobacco/alcohol/drugs/e-cigarettes/vapor cigarettes	In possession or threat of real or look alike weapons. In possession of or use of the computer for viewing or distributing pornographic material. In possession, threat of possession and/or under the influence of a controlled substance including imitations.
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.

If a student receives a major infraction, the student will be sent to the office for further disciplinary action, ISS, OSS, or Friday School and will be up to the discretion of the principal.

## **THREATS**

Any verified threats against students, staff, or facilities will result in a minimum punishment of 2 days out of school suspension. This could include up to and including expulsion based on the threat. Any second offenses verified in the same year will result in punishment up to and including expulsion.

## **DEFINITION OF BULLYING**

Bully behavior occurs when there is deliberate intent to harm, dominate, inflict pain, exclude or otherwise cause distress to the person being targeted. The person who bullies purposefully misuses his/her power (size, age, popularity, confidence, verbal ability), usually repeatedly. The balance of power between the bully and target is not equal.

## **BULLYING/HARASSMENT/INTIMIDATION/HAZING**

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (cyber bullying).

The following procedure will be used to handle repeated bullying issues:

1. When a student reports harassment or bullying to a school official, a form will be filled out by the reporting student. The administrator or designee will meet with the reporting student to clarify all information given on the form.
2. After the administrator/designee investigates the allegations, he/she will determine if it is a bullying situation and steps will be taken to stop the behavior. The form will be completed by the administrator/designee as to what steps we took.
3. If it is determined by the administrator to be a bullying offense, the person doing the bullying will be assigned OSS for one day. Parents of the victim will be notified. Parents and students doing the bullying will need to meet with the administrator before coming back to school.
4. The student will be placed on a behavior contract and work with the school counselor to address the issue of bullying.
5. If the student breaks his/her behavior contract, and bullies again, the student will be assigned two days of OSS. The same procedure will be followed to return to school.
6. Third offense of bullying, the student will go before the Board of Trustees for long-term suspension or expulsion.

## **FIREARMS AND WEAPONS**

For the purpose of the firearms section of this policy, the term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

The District does not allow firearms or weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District's discipline policy. For purposes of this section, "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns, pellet guns, BB guns, fake (facsimile) weapons; all knives, clubs, metal knuckles, numchucks (also known as nunchucks), throwing stars, explosives, fireworks, mace or other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. Any of these offenses will be handled according to Board Policy 3311.

## **ADVISORY PERIOD**

Students will have 30 minutes on Monday, Tuesday, and Thursday to receive additional help from teachers in the areas they need extra assistance. On a 4-5 week rotation, students will be assigned an advisory teacher where they may need the most assistance. Students will be allowed to go to another teacher if they need assistance in that subject area.

## **ACADEMIC INSUBORDINATION**

As a school, we see students in a classroom for 7 hours a day, 5 days a week. We have no knowledge of/or input into their daily life at home or in the community for the remaining 133 hours a week. We are not discussing those students who get here on time, get passing grades, and are involved in school activities or after school jobs or chores at home. We are concerned with the small percentage that continually receives F's, maybe a few D's and makes no attempt to study, progress or achieve! This behavior leads to open defiance of our entire education system and philosophy.

**LATE WORK POLICY**

A student who fails to turn in an assignment/homework on the assigned due date will go through the following process:

1. The assignment/homework will be marked as a zero and the "Missing" icon will be selected in PowerSchool.
2. The student will be signed for WIN time to complete the late assignment/homework.
3. The student has one week to complete the late assignment/homework at a reduction of 30% of the assigned score.
4. If the assignment/homework is not turned in after one week, the zero remains in the gradebook and the assignment/homework will no longer be accepted.

**DRESS CODE POLICY**

Parents, as well as the student, assume responsibility for appropriate apparel to be worn at school. A well-groomed personal appearance will be mandatory for all students. Principal discretion will be used to determine if apparel is inappropriate. Unacceptable apparel includes:

<ul style="list-style-type: none"> <li>● Bathing suits</li> <li>● Tank tops/muscle shirts/spaghetti (less than 3 finger width)</li> <li>● Hats/bandannas/any head covering</li> <li>● Pants with large revealing holes above the knees</li> <li>● Biking or spandex shorts (unless wearing shorts over the top)</li> <li>● Gang-related items</li> <li>● Footwear that doesn't have a hard sole</li> </ul>	<ul style="list-style-type: none"> <li>● No bare midriff shirt or blouse (measurement is when a student raises their arms the shirt or blouse shows no midriff)</li> <li>● Dresses, skirts, skorts, or shorts shorter than four inches above the top of the kneecap</li> <li>● No undergarments showing</li> <li>● Any clothing that has printing or pictures that are offensive, derogatory, sexually, or inappropriately suggestive</li> </ul>	<ul style="list-style-type: none"> <li>● Coats in the classroom</li> <li>● Hats during school hours</li> <li>● Sunglasses during school hours</li> <li>● Clothing with alcohol and/or tobacco insignias</li> <li>● Healties (shoes with roller skate wheels on the bottom)</li> <li>● Face paint</li> <li>● Spray paint in hair</li> </ul>
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At the discretion of the principal, face paint, spray paint in the hair, or hats may be allowed for special occasions such as spirit week dress up days.

A teacher or principal shall be allowed to further restrict the manner of dress when it could interfere with the education, health, or safety of a student in the teacher's specific area.

The dress code policy applies to physical education classes, athletic practices, field trips, and after school activities.

Consequences for coming to school in unacceptable dress or improper grooming will result in the following: Contact parent/guardian to bring proper clothing to the school. The student will change at their own expense of being tardy/unprepared for class. Repeated violations: Continued abuse of the dress code will result in a student being suspended.

**CELL PHONE/ELECTRONIC DEVICE POLICY**

Cell phones and electronic devices (smart watches) must be kept in a student's locker except at lunch time. At no time will any student operate a cell phone or other electronic device in a locker room, bathroom, or other location that may violate the privacy rights of another person. Cell phones or electronic devices may be seized from a student by any school official or school staff member. Seized cell phones must be picked up by a parent/legal guardian. (Board Policy #3630)

1<sup>st</sup> Offense: Parent notification and phone returned to parent/legal guardian with discussion regarding future consequences. 2<sup>nd</sup> Offense: Friday School will be assigned, parent notification, and phone returned to parent/legal guardian. 3<sup>rd</sup> Offense: Out of school suspension and loss of phone during school hours. Parents will be notified to pick up the student's phone and discuss the expectations for the student's phone for the remainder of the year. Parents and students will meet with the administrator upon return to school after OSS.

**FRIDAY SCHOOL**

The principal may assign Friday School as an alternative to detention or suspension. If a student is assigned Friday School, the student is required to bring homework and/or an AR book to the assigned room. Friday School runs from 2:30-4:00 p.m. Students that violate the Friday School rules will be sent home and will be issued ISS or OSS. Students not attending an assigned Friday School will be given ISS or OSS.

If a student is assigned a Friday school on the day of an activity or a school event and the bus leaves before the student is dismissed from Friday school, the student is not allowed to travel or participate in the activity or the school event. A student is not allowed to skip a Friday school to attend an activity or school event. If the activity or school event is at Shepherd and the student is assigned a Friday school and the activity or event starts before the student has completed their assigned Friday school, the student will not be allowed to participate. This will be monitored by all school staff and coaches.

### **IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension (ISS) is completed at the school. Students assigned to ISS will be required to get their assignments from all teachers, report to ISS room, and spend the entire time in ISS working on school-related work. Work completed in ISS will earn full credit upon returning to class. Work will be turned into the teacher upon returning to class and will be graded as is.

If a student is assigned an ISS on the day of an activity or school event and the bus leaves before school is dismissed, the student is not allowed to travel or participate in the activity or school event. If a student is assigned an ISS on the day of an activity or school event that is at Shepherd and the event starts before school is dismissed, the student will not be allowed to participate. This will be monitored by all school staff and coaches.

### **OUT-OF SCHOOL SUSPENSION (OSS)**

Out-of-School Suspension (OSS) is completed out of school. Students assigned OSS will be required to get their assignments from all teachers and complete the work at home. Work completed in OSS will earn full credit upon returning to class. Work will be turned in to the teacher upon returning to class and will be graded as is. Work not turned in upon returning to class will be a zero. Students serving OSS must stay off school premises and may not participate in any school activities during the time of the suspension. A conference with the student, parent/guardian, and principal will be required before the student will be allowed to return to school. OSS will count toward the 10 day policy.

### **SUSPENSION PROCEDURE**

1) The parent/guardian will be notified, if possible, of the charge to the student. 2) The student will be orally notified of the charge. 3) Opportunity to deny or tell their side of the story will be recorded. 4) Evidence for or against the student shall be presented. 5) Decisions will be rendered by the principal. 6) Written notice of suspension will be given to the student and parent/guardian. This notice will include the reasons for suspension. Parents or guardians have the right to appeal the decision to the superintendent and be represented at the appeal. Due process will be afforded to all students.

### **EXPULSION**

Expelling a student is a right of the Board of Trustees only. Whenever the principal feels a student has broken one or more rules or regulations, that student may be brought before the Superintendent and Board of Trustees to consider expulsion from school. Students being brought before the Board will receive OSS until a special board meeting is called. Due process will be afforded to all students.

Procedure for formal expulsion will be: 1) Notice of charge in writing. 2) Counsel may be present (optional). 3) Decision will be rendered by the Shepherd Board of Trustees.

## **DISTRICT POLICIES**

ATTENDANCE (Board Policy #3120)

EQUAL ACCESS AND EDUCATION (Board Policy #3233)

EQUAL EDUCATION AND NONDISCRIMINATION (Board Policy #3210-3210P)

EXTRA- AND CO-CURRICULAR CHEMICAL USE POLICY (Board Policy #3340)

FERPA (Board Policy #3600)

FIREARMS AND WEAPONS (Board Policy #3311)

GRIEVANCE PROCEDURE (Board Policy #3225P)

INTERNET ACCESS (Board Policy #3612)

RIGHTS OF PARENTS OF A CHILD WITH DISABILITY (Board Policy #2162P)

SEARCH AND SEIZURE (Board Policy #3231 & #3231P)

SEXUAL HARASSMENT/BULLYING (Board Policy #3226)

## **SECTION 504**

Section 504 is an act which prohibits discrimination against a person with a handicap in any program receiving federal financial assistance. The act defines a person with a handicap as anyone who: 1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working); 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Shepherd School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. The Section 504 Coordinator is Mr. K. J. Poepping can be reached at 373-5300, Shepherd High School, 7842 Shepherd Road, P.O. Box 8, Shepherd, MT 59079-0008.

## **TITLE IX**

No person in Shepherd High School shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. The Title IX coordinator(s) can be reached at 373-5300, Shepherd High School, 7842 Shepherd Road, P.O. Box 8, Shepherd, MT 59079-0008.

## **HOMELESS STUDENTS**

When a child loses permanent housing and is determined to be homeless as defined by the McKinney-Vento Act, enrollment action in the best interest of the child shall be taken, pursuant to federal guidelines and Shepherd School Board Policy #3125. The parent or guardian of the homeless student has the option to:

1. Continue the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the house is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families in the Shepherd School District can be found at <http://montana211.org/> or by calling 2-1-1. Montana 2-1-1 is a free, anonymous service available 24 hours a day, 7 days a week, 365 days a year.

## **PARENTAL AND FAMILY ENGAGEMENT**

Shepherd School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District's website at <https://www.shepherd.k12.mt.us/Page/895> and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student's education:

- Uniform Grievance Procedure -- Policy 1700
- Student and Family Privacy Rights -- Policy 2132
- Parent/Family Engagement and Involvement in Education -- Policy 2158
- Student Health Instruction -- Policy 2335
- School Activities and Clubs -- Policy 3233, Policy 3510, Policy 3550
- Student Health -- Policy 3410
- Student Immunization -- Policy 3413
- Student Records and Confidentiality -- Policy 3600