

Welcome to the 2017-2018 school year at Shepherd High School. We are excited about the new year and hope that each of you will have many positive, exciting, and educational experiences that will make this year a memorable one.

The Student/Parent Handbook has been prepared for you and your parents to inform you about Shepherd High School. This handbook contains information regarding graduation requirements, Montana University Systems requirements, regulations about the curriculum, attendance policy, tardy policy, and student behavior. **PLEASE READ THIS HANDBOOK CAREFULLY!** You and your parent/guardian are responsible for understanding the content of this handbook and following the regulations set forth. This year's handbook has been reviewed and approved by the Shepherd Board of Trustees.

If you have any questions or do not understand, please contact me at the high school or talk with your teachers or counselor. The Student/Parent Handbook acknowledgement page must be signed by you and your parent/guardian and **returned to the high school office by Friday, September 1<sup>st</sup>, 2017.**

I am anticipating a school year in which students, staff, faculty, and administration strive to make our school an outstanding academic and social learning setting. The work accomplished in the classroom and in the many extracurricular activities is of the utmost importance. This develops pride in our school, community, and country. Throughout this school year, let all of us strive to contribute to making our school the best place for growth academically and socially. We will work and focus on our high school's mission statement: **We will promote individual learning by providing educational and social environments, maximizing measurable academic and vocational success as well as interpersonal skills that prepare students for becoming effective citizens. To achieve this outcome, we will adhere to the best teaching practices, model our expectations daily, and insist upon respect, responsibility, and self-discipline being demonstrated within the Shepherd School Community. We will provide appropriate interventions empowering each student to become a life-long learner.** This will be a great year in which we can all contribute and be proud!

K.J. Poepping, Principal  
Shepherd High School



**The Pathway to Academic Success is through:**

**RESPECT  
RESPONSIBILITY  
SELF-DISCIPLINE**

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## **PREFACE**

The purpose of this handbook is to help the students of Shepherd High School and their parents be aware of and understand the established rules, policies, and procedures of the school. This will, hopefully, make the time spent at school more enjoyable and beneficial to all. The contents have been developed by the school handbook committee and the school administration and approved by the Board of Education with input from the students and community. If you have any questions or concerns about its contents, you are encouraged to talk to the high school principal.

## **SHEPHERD HIGH SCHOOL STAFF**

### **Communication Arts Dept.**

Mrs. Tana Luptak  
Mr. Jon Moore  
Mrs. Samantha Schedel  
Miss Kim Siemsen

### **Social Studies Dept.**

Mr. Jon Moore  
Mr. Pete Senger  
Mr. Sam Sheets

### **Fine Arts Dept.**

Miss Kari Drange  
**Pending Approval**

### **Specialists**

Mrs. Heather Davis  
Mrs. Tina Downing  
**Pending Approval**  
Mrs. Amy Peterson

### **Classified Staff**

Mrs. Karen Bomar  
Mrs. Rose Cook  
Mrs. Nancy Dolve  
Mrs. Robyn Hofmann  
Mrs. Jane Mertz

### **Science Dept.**

Mrs. Lisa Carpenter  
Mr. Bill Lepley

### **Mathematics Dept.**

Mrs Rebeca Lewis  
Mrs. Cindy Sundheim  
XXX

### **Health Enhance. Dept.**

Mrs. Megan Burns

### **Vocational Arts Dept.**

Mrs. Stacy Dietz  
Mr. Monty Harrison  
Mr. John Nydegger  
Mrs. Edie Vogel

Mrs. Sandy Schlosser  
Mrs. Cindy Stewart  
Mr. Don West  
Mrs. Natasha Zabel

**Please see Master Schedule for particular classes that are taught by which teacher(s).**

## **WEBSITE**

The school website is <http://www.shepherd.k12.mt.us>  
There is also a link to Infinite Campus on the school's home page.

## **BELL SCHEDULES**

### **Monday, Tuesday, and Thursday**

1 <sup>st</sup> Period	8:10 AM-8:58 AM
2 <sup>nd</sup> Period	9:02 AM-9:49 AM
3 <sup>rd</sup> Period	9:53 AM-10:40 AM
4 <sup>th</sup> Period	10:44 AM-11:31 AM
5 <sup>th</sup> Period	11:35 AM-12:22 PM
Lunch	12:22 PM-12:52 PM
6 <sup>th</sup> Period	12:57 PM-1:44 PM
7 <sup>th</sup> Period	1:48 PM-2:35 PM
ICU	2:39 PM-3:30 PM

### **Wednesday and Friday**

1 <sup>st</sup> Period	8:10 AM-8:55 AM
2 <sup>nd</sup> Period	8:59 AM-9:42 AM
3 <sup>rd</sup> Period	9:46 AM-10:29 AM
4 <sup>th</sup> Period	10:33 AM-11:16 AM
5 <sup>th</sup> Period	11:20 AM-12:10 PM
Lunch	12:10 PM-12:40 PM
6 <sup>th</sup> Period	12:45 PM-1:35 PM
7 <sup>th</sup> Period	1:39 PM-2:30 PM

## **BUILDING HOURS**

Students should plan arrival time so they do not arrive prior to 7:50 AM, unless they are enrolled in a Zero Period Class, involved in a school activity, or are receiving help from a staff member. Students are to be clear of the building by 4:00 PM on Monday, Tuesday, and Thursday; and 2:45 on Wednesday and Friday, unless they are remaining for activities under the supervision of a teacher/coach/advisor.

## **OPEN HOUSE**

Shepherd High School Open House will be Tuesday, August 22<sup>nd</sup> from 4:00 PM-7:00 PM. There will be a BBQ, a brief orientation in the high school gym, and then the classrooms will be open for the remainder of the evening.

## **BOARD OF TRUSTEES**

Mr. Carl Openshaw--Chairman  
Mr. Jeff Branson  
~~Mr. Russ Curry~~  
Mrs. Julie Hinkle

~~Mr. Jamie Mertz--Vice Chairman~~  
~~Mr. Jason Buyse~~  
Mr. Carl Parker  
Mrs. Janice Ripley--District Clerk

## **ADMINISTRATION**

Mr. Dan Jamieson--Superintendent  
Mr. K.J. Poepping--SHS Principal

Mr. Richard Hash--SMS Principal  
Mrs. Autumn Kring--SES Principal

## **ACTIVITIES DIRECTOR**

XXX

## **SECRETARIAL**

Mrs. Jane Mertz--SHS Admin. Asst.  
Mrs. Lisa Rekdal--SMS Admin. Asst.  
Mrs. Melissa McCally--SES Admin. Asst.

Mrs. Cindy Hazen--Supt. Admin. Asst.  
Miss Macey Cox--Activity Acct.  
Mrs. Wrenetta Babcock--Lunch Acct.

## **STUDENT COUNCIL OFFICERS**

President  
Secretary

Vice-President  
Treasurer

## **SCHOOL SONG: "ONWARD SHEPHERD"**

Onward Shepherd, Onward Shepherd,  
Fighting for our fame.  
We will always stand beside you,  
'til we win this game.  
Rah! Rah! Rah!  
Onward Shepherd, Onward Shepherd  
Glorify our name,  
Fight, Mustangs/Fillies,  
Fight, fight, fight,  
and win this game.

## **SCHOOL COLORS AND MASCOT**

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

## **GENERAL INFORMATION** **CLOSED CAMPUS POLICY**

Shepherd High School operates under a closed campus policy. Once a student arrives at school, either by school transportation or by their own transportation they are to remain on campus until the end of the school day. Violation of this policy will result in a truancy consequence.

## **CONFIDENTIALITY POLICY**

Due to the growing concerns of confidentiality, all volunteers need to sign a confidentiality assurance form before volunteering at the school.

## **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 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 a change of address and phone number to keep records current.

## **EMERGENCY DRILL PROCEDURE**

Emergency instructions are posted in each room and will be discussed with the students by the teacher. Drills must be orderly and quiet. Students are to remain with their class and walk to their assigned area during fire drills. They are to remain at their assigned area until the "all clear bell" is sounded. If the fire alarm rings between periods or lunch, students are to use the nearest exit and report outside to their first period teacher. During a Lock Down procedure, rooms will be secured, all individuals will be quiet and in a secure location in the room, lights will be turned off until notification of "all clear". During a Secure Your Room procedure, doors will be locked and teaching will continue as normal.

## **FEES/FINES**

At the end of each semester, all fees and fines must be paid before grades will be issued.

## **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 in at the end of the courses. Students are required to cover their textbooks. The cost of new textbooks range from \$50-\$150. 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. Examples of fines include, but are not limited to: ink on pages (\$1.00); torn pages (\$1.00, unless irreplaceable); broken binding (\$3.00); recasing with old binding/cover (\$9.50); lost or damaged beyond repair (cost of book); lost planners (to be determined).

## **GUEST PASS PROCEDURE**

A student at SHS wanting to bring a guest to our school for lunch must complete a guest pass and receive principal approval 24 hours in advance, in order to have a guest visit or stay on campus. Upon their arrival, all guests must check into the office.

## **MOVIES**

Movies shown at SHS must be tied to the curriculum and subsequent lesson plans. Movies will not be shown for entertainment purposes. PG and PG-13 rated films shown at SHS will require the student to have parent permission before the student will be allowed to view the movie. The instructor will provide the permission form. If a movie is being shown for a class related grade and the student does not acquire viewing permission from their parent/guardian, an alternative assignment will be provided. Principal discretion applies to whether a movie may or may not be shown at SHS.

## **TITLE IX**

No person at Shepherd High School shall, on the basis on 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, Mrs. Heather Davis, can be reached at 373-5300, ext. 172, Shepherd High School, 7842 Shepherd Road, PO Box 8, Shepherd, MT 59079-0008.

## **SEXUAL/RACIAL HARASS./INTIMID. POLICY STATEMENT**

The Shepherd Public School is committed to a positive and productive working and learning environment free from discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual/racial harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or students and finds such behavior just cause for disciplinary action. The District will not tolerate such behavior between members of the same or opposite sex. The District will take prompt, effective, and remedial action on complaints, grievances, and reports of sexual/racial harassment or intimidation (including informal reports of inappropriate sexual or gender-directed conduct), which come to the attention of the District. The District prohibits retaliation against any employee or student because he/she has made a report of alleged sexual/racial harassment or intimidation against any employee or student who testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulation prohibiting discrimination and will lead to disciplinary action against the offender. This policy applies to individuals attending any events on District property, whether or not District-sponsored, and to any school-sponsored events, regardless of location. A substantiated charge against a student shall subject that student to student disciplinary action including suspension or expulsion, consistent with the District's student discipline policy.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

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. He can be reached at 373-5300, ext. 148, Shepherd High School, 7842 Shepherd Road, PO Box 8, Shepherd, MT 59079-0008.

## **STUDENT GRIEVANCE PROCEDURE**

(Shepherd School District Board Policy #3225P)

- 1) Definition: A "Grievance" shall mean a complaint which has been filed by a student or by a student's parent, on his/her behalf. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state laws or in which the Board is without authority to act. Normal channels of communication shall be used whenever feasible, in seeking clarification of question or concern to the student, before the grievance procedure is utilized.
- 2) Purpose: The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to a claim of a complaint, if the claim is justifiable. The proceedings shall be kept confidential at each level of this procedure.
- 3) Time: The number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1, the time limits stated hereafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.
- 4) Level One: A student with a complaint shall first present it orally and informally to his/her teacher.
- 5) Level Two: Within five (5) school days after receiving the decision at Level One, either party may appeal the decision to the Principal of the school. This appeal shall be in writing and shall state the original complaint and copies of all previous supporting statements, evidence, and decisions. The Principal shall evaluate the evidence and render his/her decision within ten (10) school days after receiving the appeal.
- 6) Level Three: If the complainant deems it desirable to carry the complaint beyond the decision reached at Level Two, he/she may within ten (10) school days file his/her complaint in writing with the Superintendent. The Superintendent shall evaluate the evidence and render his/her decision within ten (10) school days after receiving the appeal.
- 7) Level Four: If the complainant deems it desirable to carry the complaint beyond the decision reached at Level Three, he/she may within ten (10) school days file (in written form) his/her complaint with the Board of Trustees. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Trustees, for consideration at the next regular meeting of the Board, and a final determination shall be made within thirty (30) calendar days from said meeting.

## **STUDENT RECORDS**

Shepherd School District #37 complies with the Family Educational Rights and Privacy Act of 1974 and the regulations and policies regarding student records.

Shepherd School District #37 maintains those student records necessary for the educational guidance and/or welfare of our students, for the orderly and efficient operation of the school, and as required by law. All information related to individual students is treated in a confidential and professional manner. Students' records are the property of the school, but they will be made available in an orderly and timely manner to students and parents. A parent or an adult student (age 18) may challenge any information in a student record believed to be inaccurate, in violation of the privacy or other rights of the student. Student records are maintained by the Principal and/or Counselor. Requests to view student records should be directed to the Principal or Counselor.

When a student transfers from Shepherd School District #37 to another school district, student records are forwarded upon written request of the receiving school.

## **SKI/ALTERNATE TRIP**

In order to be eligible to attend the high school ski/**alternate** trip, the following criteria must be met: 1) Cumulative GPA of 2.75 through the 1<sup>st</sup> semester of the current school year; 2) Good Standing Status at the end of the 1<sup>st</sup> semester; 3) Do not exceed the 10 day attendance rule; 4) No major discipline referrals; 5) No ISS, OSS, and/or Friday School; 6) No skipped detentions; and 7) No MIPs and/or DUIs. Numbers 3 through 7 will be in effect up to the date of the ski trip.

**If an eligible student does not wish to attend either the ski trip or the alternate trip, they would not be required to be at school. They have earned the right to be gone just as those that decide to go on the ski trip or the alternate trip. The day will be excused and not count against the 10 day rule.**

**In order for this to be successful, it is imperative that parents do not excuse their students on the Ski/Alternate Trip Day if they have not earned it. If this is abused in that way, it will be eliminated.**

## **TRIPS**

Students will be allowed to go on only one of the following trips per year: Coast Trip, Close-Up, and other extended trips where means of qualification is not present. (In some circumstances, Administrative and/or Board approval may be sought to alter this policy.)

## **USE OF SCHOOL EQUIPMENT, LOCKERS, AND TEXTBOOKS**

- 1) All school equipment is owned by the school district.
- 2) Equipment, books, etc. that are lost or damaged excessively must be paid for by the student.
- 3) Assigned lockers are not to be changed without permission of the principal. Locks are not to be removed from lockers. They are furnished at no cost to each student.
- 4) School lockers may and will be searched in cases of necessity.

## **USE OF OFFICE TELEPHONE**

- 1) Students will not be called from classes to answer the telephone unless it is an emergency.
- 2) The office telephone is for calling to confirm absences or emergencies only. In case of an emergency situation, ask permission of the secretary to use the office telephone.



## **USE OF MOTOR VEHICLES AND PARKING**

- 1) Students are not permitted to drive or be a passenger in a motor vehicle during the noon hour or at any other time during the school day. The parking lot is off limits to students during the school day.
- 2) Motor vehicles will be driven in accordance with all safety laws, violators will be reported to the proper authorities.
- 3) The driveway immediately in front of the high school is a fire lane and shall remain free of any parked vehicle.
- 4) When a motor vehicle is needed for emergency use, special permission will be granted by the principal.
- 5) Students will park within designated painted lines.
- 6) Visitor parking is provided for those individuals visiting the school. It is not meant for students arriving late. Students will be asked to move their vehicles to a non-visiting parking slot.
- 7) The office may suspend a student's privilege of driving/parking in the school parking lots if traffic rules are not followed.

## **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 high school office.

## **MEDICATIONS**

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. 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 the recommendation 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 screening, or does not pass the pure tone screening; they will be referred for a hearing rescreen. The Hearing Conservation Program audiologist will conduct the hearing rescreen 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 Immitance Screening, which measures the movement of the eardrum by putting positive and negative pressure into the ear canal.

## **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 should leave the table and floor area neat and clean. Trays are to be taken to the return area as soon as the student has finished eating. 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 a 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.** Students may be restricted from the cafeteria due to behavior or rules violations. Shepherd High School students will be allowed to charge up to three meals before lunch service is discontinued. Shepherd Schools does reserve the right to stop allowing students to charge at any given time if abused.

<u>Tickets</u>	<u>Grades 6-12</u>	<u>Breakfast</u>
20 Meals	\$60.00	--
10 Meals	\$30.00	--
5 Meals	\$15.00	--
1 Meal (student/adult)	\$3.00/\$3.35	\$1.50/\$2.00

## **MIDDLE SCHOOL/HIGH SCHOOL 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. The circulation period for books and audio is one month. Magazines and videos are checked-out for one week. Students can check their library records using the Alexandria Library Catalog through the Shepherd Schoolwires web site. Fines are \$.25 per day per item. There is a three day grace period after the due date to return materials without accruing a fine. If the item is returned after the grace days, then the fine is based on the original due date. Choices for fine payments include: working in the school library, donating books and other items that the library may be able to use, or paying cash. A student may not donate books for a lost book unless it is the same title and same binding. There will be fines assessed for items returned damaged. To insure proper check-out procedures have been completed, books and research may be checked as students exit the library.

## **GUIDANCE AND COUNSELING SERVICES**

The guidance counselor offers assistance to students in three major areas: vocational, educational, and personal-social.

The vocational assistance provides information about vocational education, job outlook, career information, and job-seeking skills. In the educational area, information and assistance are provided in selecting high school classes, college preparation, scholarship and financial aid information, and college selection and entrance. Personal-social assistance may include individual/group counseling, referral services, decision-making, or coping skills. The counselor is there no matter how large or small the problem. Students are encouraged to become familiar with, and take advantage of, the services the counselor can provide.

**CURRICULUM/GRADING**  
**REGULATIONS CONCERNING THE CURRICULUM**

- 1) Each student must carry a minimum of six (6) regulation credit-awarding classes while in attendance at Shepherd High School in order to be counted as a full-time student.
- 2) Dropping and adding classes will be reviewed on an individual basis. The dropping and adding of classes without penalty of a withdrawal/failure (W/F) must be done within the first five pupil instruction days of the academic semester. Under certain circumstances, this time frame may be extended at the discretion of the principal.
- 3) Incomplete grades must be made up within one week after the grading period. Time extensions may be granted based upon attendance and satisfactory progress. See section on "Eligibility Rules".
- 4) In order to be on the honor roll, a student must be enrolled in high school on a full-time basis and earn a 3.0 GPA or higher. In order to be on the high honor roll, a student must earn a 3.5 GPA or higher.
- 5) Health Enhancement 9 will be required of all freshmen. During the course of their remaining three years in high school, each student must also complete one more year of Physical Education (see curriculum guide for options). It is highly recommended to complete the second year as a sophomore. Athletic participation will not count for PE credit. The Health Enhancement requirements will be waived only on presenting a doctor's affidavit stating that a student is physically unable to participate in P.E. or if it's written into a Special Education Individualized Education Plan.
- 6) All students participating in extra-curricular activities (this includes all activities, not just athletics) will be required to purchase an activity ticket. The activity ticket price is \$30.00. There will be a \$35.00 participation fee in all athletics and MHSAA sanctioned activities. There will be a \$35.00 fee for band and/or choir (if in both, it will be \$35.00).
- 7) All high school band and choir members will be required to purchase whatever uniform units are required, such as long-sleeved shirts, black dress pants (plain, no cords or jeans), black socks, and dark shoes (no athletic shoes).
- 8) Parents are encouraged to contact their student's instructor(s) or the counselor at any time during the school year regarding their child's performance or progress in any of his/her classes.
- 9) If there is vandalism to property, lost book, and/or fines owed to the school, a student's grades, report card, and/or transcript will be held until restitution has been made.
- 10) Students may attend part-time ONLY if they participate in the College Connection Classes through an institution of higher learning, or are participating in a school sponsored School to Work program, or have a medical condition that prohibits regular full-time attendance.
- 11) Student Aide Policy: Aide positions will be based on need by the teacher/office/library and the student's previous semester grades. A student must be in academic good standing during the previous semester (no Ds or Fs). One-half (1/2) credit per year will be earned for successful completion of the aide position. A student cannot be a teacher's aide AND be enrolled in a Title I class. Freshmen are excluded from being an aide. A student may NOT aide more than one period per day.

**PROGRESS REPORTS AND REPORT CARDS**

The end of the progress report dates are as follows:

Sept. 22	Feb. 16
Oct. 27	Mar. 23
Dec. 1	Apr. 27
Jan 12	May 25

Progress reports will then be sent home via mail on the following days:

Sept. 26	Feb. 20
Oct. 31	Mar. 27
Dec. 5	May 1

Jan. 16

May 29

## **GRADING**

The following grading system is used to tabulate students' academic standings:

### **Grading Scale**

A+	98-100	B+	87-89	C+	77-79	D+	67-69
A	94-97	B	83-86	C	73-76	D	63-66
A-	90-93	B-	80-82	C-	70-72	D-	60-62
						F	00-59

### **Regular Education Class GPA (4.000 point scale)**

A+	4.000	B+	3.333	C+	2.333	D+	1.333
A	4.000	B	3.000	C	2.000	D	1.000
A-	3.667	B-	2.667	C-	1.667	D-	0.667
						F	0.000

### **Adv. Placement Class GPA (5.000 point scale)**

A+	5.000	B+	4.333	C+	3.333	D+	2.333
A	5.000	B	4.000	C	3.000	D	2.000
A-	4.667	B-	3.667	C-	2.667	D-	1.667
						F	0.000

## **REQUIREMENTS FOR GRADUATION**

Graduation activities are defined as, the graduation ceremony and any other school sponsored graduation activity.

- 1) Each student at Shepherd High School must meet the state requirements for graduation. Please check the **bold print** below to determine the amount of credits required to graduate.
- 2) In order to participate in any school sponsored graduation activity, each student must have successfully completed all graduation courses and credit requirements as set by School District #37 and be in attendance at least part-time.
- 3) Shepherd High School does not currently permit early (January) graduation from high school.
- 4) Foreign exchange students in the senior class at Shepherd High School will be given an 'Honorary Diploma', provided the student successfully completes the senior class course requirements and carries a minimum of six (6) classes.

Shepherd High School Graduation Requirements ~~(Class of 2017)~~

~~4~~ credits of English

~~3~~ credits of Math

~~2~~ credits of Science

~~1/2~~ credit of Intro. to Computers

~~1~~ credit of Vocational Arts

~~1~~ credit of Fine Arts

~~2~~ credits of Health Enhancement

~~2~~ credits of Social Studies (American History and American Government)

~~7 1/2~~ credits of electives

= for a total of ~~23~~ credits

Shepherd High School Graduation Requirements **(Class of 2018 and 2019)**

**4** credits of English

**3** credits of Math

**2** credits of Science (required 1 year of Physical Science and 1 year of Biology)

**3** credits of Social Studies (required 1 sem. of 18th/19th C. Amer. Hist.; 1 sem. of 20th C. Amer. Hist.; and 1 sem. of Amer. Government; highly recommended—World History I and II)

$\frac{1}{2}$  credit of Intro. to Computers

**1** credit of Vocational Arts

**1** credit of Fine Arts

**2** credits of Health Enhancement

**7**  $\frac{1}{2}$  credits of electives

= for a total of **24** credits

Shepherd High School Graduation Requirements **(Class of 2020 and 2021)**

**4** credits of English

**3** credits of Math

**2** credits of Science (required 1 year of Physical Science and 1 year of Biology)

**3** credits of Social Studies (required 1 sem. of 18th/19th C. Amer. Hist.; 1 sem. of 20th C. Amer. Hist.; and 1 sem. of Amer. Government; highly recommended—World History I and II;  $\frac{1}{2}$  semester of other)

**1**  $\frac{1}{2}$  credits of Vocational Arts

**1** credit of Fine Arts

**2** credits of Health Enhancement

**7**  $\frac{1}{2}$  credits of electives

= for a total of **24** credits

Senior class members who have not completed the requirements for graduation and who do not qualify for a regular academic diploma cannot participate in the graduation ceremonies for that year. They will receive a certificate of attendance. The valedictorian and salutatorian are selected based upon the highest cumulative grade point averages at the end of the 1<sup>st</sup> semester their senior year, rounded to the 1/10<sup>th</sup>. To be eligible, the student must be in attendance four (4) consecutive semesters at Shepherd High School and be enrolled on a full-time basis. In case of a tie there will be co-valedictorians and/or salutatorians. In the event of a tie for valedictorian, the student(s) with the next highest GPA(s) (rounded to the 1/10<sup>th</sup>) will be named salutatorian(s).

**ICU**

ICU is intended to aide students in areas of academic concern. When investigated, we found that during one particular semester we had almost 1800 zeroes in teacher gradebooks due to work that was not turned in. Obviously this will affect a student's grade. Thus, we are trying to curb the number of zeros that will affect a student's grade. Therefore, if students have missing work, they will be placed on a list that will meet the following day during what is to be considered ICU for the high school students. Certain classrooms will be designated each week for students to attend to complete the missing work. It will then be collected and given to the appropriate teacher. If students ride the bus, a room will be designated for those students as well. Those students can read, work on homework, listen to music quietly, etc. If a student is not on the list, they do not need to attend the ICU time period. They may leave school grounds for the day. Being able to leave early can be a big incentive for high school students. If a student is not on the ICU list but wishes to come in and get assistance from a particular teacher during that ICU time period, they can obviously do so. All teachers will be available for assistance.

## **MUSTANG TUTORIAL TIME**

~~Students have thirty minutes every Monday, Tuesday, and Thursday (3:00 PM to 3:30 PM) to receive additional teacher mentoring, remediation, or enrichment activities to enhance the learning process at SHS. Students are to be on time to the room they go to and have the work they need. Students that have a 'pass' for a specific teacher must report to that room. Students failing to report to their assigned room will be treated as truant. There will be mandatory dates that will be arranged for specific NEU lessons, SLC preparation, etc. Students are expected to attend those days without exception. Parents: this time is set aside for your student's education. Please DO NOT call the office and check them out for the day. In doing so, you would be jeopardizing what we are trying to accomplish with this time.~~

## **ALTERNATIVE MEANS FOR EARNING HIGH SCHOOL GRADUATION CREDIT**

It is recognized that the best possible means for earning credit for graduation from SHS is to do while attending regular classes during the day. However, circumstances may arise that are necessary for students to make up missed work or enrich the current curriculum. Correspondence courses, evening high school courses, summer school courses, and satellite courses may be used as remediation or as a supplement to the education offered at SHS. Opportunities for earning credit by an alternative method will be reviewed on an individual basis. The following criteria will be used the principal and guidance counselor as a guideline in students taking credit through alternative means:

- 1) If the student is in a 'failed course situation', the first option is to retake the class (with another teacher if possible). Other options will not be considered until the retake option has been exhausted. If the retake option has been attempted, then other alternatives will be considered (eg. Acellus).
- 2) SHS students may find themselves in the position to take a University Connection/College Connect class for dual credit. The program is for enrichment and to supplement a student's education. The intent is not to replace a core course from SHS. However, there are times when situations arise that would facilitate the need for a particular class in the University Connection/College Connect program. If the student is in line to take a class such as this, the following steps must be completed:
  - The student shall discuss his/her plan with the high school counselor.
  - The student may request the principal, counselor, and one teacher to write letters to the registrar stating approval of the student's request, if needed.
  - The student shall go to the registrar's office to start the registration procedure and receive appropriate approval from the institution of higher learning.
  - All expenses will be covered by the student/parent at the appropriate time.
  - The student shall provide evidence to the counselor of course registration(s).
  - The student must be in good standing with academics, attendance, and discipline.
  - Deadlines and timeframes for grades must meet SHS requirements.
  - College/University class grade(s) will be placed on your high school transcript if time has been provided by SHS for the student to take the class (thus it could affect your high school grade point average and class ranking).
  - Note: If the class is taken on the student's own time (eg. summer, night, etc.), then SHS dual credit will not be given, nor will it be figured into the high school GPA or shown on the SHS transcript.
  - Note: It is also suggested that this program be for juniors and seniors, with the possibility of some sophomores when deemed appropriate.

## **SHEPHERD HIGH SCHOOL NATIONAL HONOR SOCIETY LEE RAY BERNDT CHAPTER**

The SHS National Honor Society exists to create an enthusiasm for scholarship, to stimulate desire to render service, to promote worthy leadership and to encourage the development of character in all students of SHS. Membership can be obtained by having a minimum GPA of 3.25 and submission of an application

along with service hour documentation and faculty evaluations. Based on the student's GPA, leadership, service hours and character, a selection rubric is used, by the confidential faculty council, to score each student. Selection and induction will take place in the fall of the school year.

A minimum score must be obtained to gain membership into the SHS Honor Society. The faculty council will use the applicant's application, attendance/tardy file, discipline file and faculty evaluations as criteria for the selection rubric. If you would like to obtain more information on how to become part of the SHS Honor Society, please speak to the current NHS advisor.

## **CREDIT RECOVERY**

The Acellus Credit Recovery System may be utilized if other options are not available. Any expenses will be incurred by the student. Timelines for completion must be met in order for credit to be granted. For example, if the system is being used for summer school, then the work must be completed by the end of the summer school session; and likewise for each semester of the regular school year. If deadlines are not met, the student will return to the regular classroom to complete the actual class. All eligibility requirements do apply with the Credit Recovery System (eg. grade check dates and incompletes are utilized).

## **MULTI-TIERED SYSTEM OF SUPPORT (MTSS)**

MTSS is an intervention process that: 1) utilizes a team approach to make data-based decisions to improve student learning; 2) utilizes universal screeners and assessments for progress monitoring purposes; 3) assures all students be taught necessary skills for success; 4) combines the school and community for the good of the students; 5) provides on-going professional development for staff; 6) utilizes state resources for support; and 7) intertwined with all of the other programs that we currently run within SHS.

## **MONTANA UNIVERSITY SYSTEM REQUIREMENTS**

Montana high school graduates entering the University System will be required to complete both admissions requirements and a college preparatory program. Those standards are outlined below. In Addition, the following is the latest Montana University System Requirements.

### Admissions Requirements

Minimum ACT Composite Score of 22 or Minimum SAT Total Score of 1540 for Montana State University-Billings, University of Montana-Missoula, Montana State University-Bozeman, Montana Tech of the University of Montana-Butte.

Minimum ACT Composite Score of 20 or Minimum SAT Total Score of 1440 for Montana State University Northern-Havre, University of Montana Western-Dillon.

OR

Have at least a cumulative 2.50 grade point average (GPA).

OR

Rank in the upper half of high school graduating class.

### College Preparatory Program

4 years of English

3 years of Math (which must be Algebra I, Geometry, and Algebra II)

3 years of Social Studies (Government, US History, World History, Psychology, Sociology)

2 years of laboratory Science (Physical Science, Biology)

2 years chosen from the following: Foreign Language, Computer Science, Fine Arts, Practical Arts which consists of Vocational Education, Consumer Science, Business/Computer Science

**\*\*\*Note: The courses listed above in the College Preparatory Program are a guideline and may not be the only courses that would fulfill the College Preparatory Program requirements. Please see the school counselor for any questions about courses that are not listed, as they may/may not be acceptable for the requirements of the College Preparatory Program.**

\*\*\*Note: These are Montana University System requirements. Many out-of-state schools require foreign language credits for entrance. If you are interested in a college or university out-of-state, please see the school counselor. University requirements vary greatly. Please contact the university or college for additional information.

\*\*\*Note: Admissions Requirements and College Preparatory Programs can, will, and do change. PLEASE double check the above listed requirements with our school counselor before you make any major college decisions or decisions about your course selections at SHS based upon your future college aspirations. The counselor will be able to obtain/or has the most up to date information regarding Admissions Requirements and the College Preparatory Program.

## **COLLEGE VISITATION DAYS**

Seniors are given two days to use for the purpose of visiting college campuses in order to help them make college decision. The days must be scheduled through the guidance office. Documentation from the college/university will need to be presented to the guidance office upon return. This documentation would include, but not limited to, the completion of the form that the student will receive from the guidance counselor for their visit. These days will be counted as school-sponsored activities and will not count toward the ten-day absence rule. If students do not schedule these visits through the guidance office, regular attendance rules will apply.

## **TRANSFERS**

Students leaving before the end of a semester will not receive a report card or credits. Then, as they enter another school, that school will request the student's records and combine them with new ones earned in that school.

The procedure for transfer or withdrawal is as follows: 1) Bring authorization of transfer or withdrawal note from parent/guardian; 2) Obtain a check-out sheet from the office; 3) Have a check-out sheet signed by the teachers, counselor, coaches, sponsors, and principal; 4) Return all books and property and make sure all fees are paid; and 5) Take completed form to the office for final clearance.

The steps must be completed before any fees will be reimbursed or transcripts forwarded.

## **STUDENT ATTENDANCE** **ATTENDANCE POLICY**

- 1) **Philosophy:** Members of the school board, administration, and faculty of Shepherd High School believe that the regular attendance and class participation by all students is very important. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the ultimate goal of maximum educational benefits for each student. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this process.

Attendance reflects a student's dependability and is a significant factor on his/her permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarships, and job opportunity are greatly affected by a good attendance record.

Having established the importance of regular attendance as a base for a good education, we must also consider the rights and responsibilities of students, parents, and teachers in regard to this attendance philosophy.



**Students:** Students have a right to be involved in a meaningful program in attendance at school. They will be able to make-up work missed because of an absence for a valid reason. At the same time, students have a responsibility to comply with the school attendance rules and to make a reasonable effort to progress in the school program.

**“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.

**Parents:** Parents are to keep the school informed about their child’s absence. They also have a right to keep the student out of school for illness or other valid reasons. Parents are expected to comply with state and local school laws and rules regarding school attendance.

**Teachers:** Teachers have a right to expect regular attendance from their students. Teachers should not be expected to perform burdensome work as a result of unjustifiable student absences. Teachers should assist students with make-up work whenever absences have been excused.

- 2) **Definition:** 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 principal.
- Medical, dental, optometric, or chiropractic (with a doctor’s note upon return)
  - 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 principal prior to going on 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 excessive number of absences, will not be approved by the principal)

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:

**U=Unexcused Absence**

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

**E=Excused Absence**

An absence that is excused by the parent. These absences will count toward the ten day policy.

**I=In-School-Suspension**

In-School-Suspension is a result of a disciplinary action. The student will attend school in an alternative learning setting and this action will not count toward the ten day policy.

**O=Out-of-School-Suspension**

Out-of-School-Suspension is a result of disciplinary action. The student will not attend school, is not to be on school grounds during the duration of the suspension, and this action will count toward the ten day policy.

**M=Medical**

Any absence for medical reason. Student 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 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 the absence, it will not count toward the ten day policy.

**T=Truancy**

Truancy is an absence without the approval of the parent/guardian or school authority for one or more periods in the school day. Truancy will count toward the ten day policy and will result in disciplinary action as well.

3) **Attendance Policy:**

- The State of Montana has made education compulsory for all children from ages 7 to 16. Therefore, absence from school without adequate reason is illegal and parents are in violation of the law.
- Attendance in all classes, unless excused, is mandatory and students are responsible for being in class on time and prepared to participate. If a student misses more than 10 minutes of a class, they will be considered absent.
- Any student who has been absent more than ten days or more than seventy class periods, per semester is in grave danger of losing credit. Parents/Guardians will be informed by reports sent home when their student reaches the 4<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> day absences. See list above for absences that count against the ten day policy.

If a student has been absent more than ten days or more than seventy class periods, per semester, the student and his/her parent/guardian will have to appear before the Faculty Attendance Committee consisting of the principal, guidance counselor, and three SHS faculty members. If the Faculty Attendance Committee denies the student credit, the student/parent can appeal to the Superintendent and/or to the School Board to review the Faculty Attendance Committee's decision. If the student's appeal has been denied by the Faculty Attendance Committee, the Superintendent, and/or the School Board, the student will be issued an 'NC' (No Credit) for the letter grade. The student and parent/guardian may appeal the loss of academic credit by following the criteria listed in the following paragraph.

A parent/guardian has the right to appeal the loss of academic credit on behalf of their student. All appeals must be submitted in writing to the Superintendent within ten days of notification of loss of credit. All appeals will follow the District Grievance Procedure.

- When the 6<sup>th</sup> absence is reached, a meeting of an Academic Assistance Team may be established to determine the proper course of action for the individual student. The Academic Assistance Team will consist of the student, parent/guardian, representative of the administration, counselor, any school specialists deemed necessary, and the teachers of the student. Techniques for successfully dealing with the problem will be established and a contract will be drawn up for signature by the student and parent/guardian.
- When a student is absent (with days that do not count against the ten day policy) the student will have equal the time he/she was absent in which to make-up the school work missed. The student may be given more time at the discretion of the teacher. Equal time does not apply to the make-up of tests. All students will be given a make-up test, and the time for the test will set at the discretion of the teacher. It is the responsibility of the student to check with the teacher to get make-up work when they have missed class. Assignments may also be found at the school website.
- When an absence is unexcused, the student will receive a zero for any work required or test missed during the classes when unexcused. This work may not be made up.

- Truancy, as previously defined, will result in Friday School and/or suspension. Repeated offenses may result in long-term suspensions or expulsion.
- There is no provision for early dismissal at SHS. Requests for early dismissal will count toward total absences. The only exception to this rule is for medical appointments, and the student must bring confirmation of the appointment. Also, please see conditions for Mustang Tutorial Time.

4) **Procedures to be Followed for Absences:**

- Parents should notify the school by a note in advance when they know their child will not be in school the next day, or parents of children who are absent should contact the school by 9:30 AM. School authorities will make an attempt to contact the parents. The date and time of the call will be documented.
- After an absence, the following procedure must be observed: 1) Present the office with a properly signed excuse from your parent/guardian stating the date and reason for the absence; 2) The instructors will identify any make-up assignments and due dates for these assignments; the student will have two days from the date of the absence to verify the absence as excused, three days from the date of the absence will be allowed to verify the absence as medical; if the absence is not verified as excused or medical, it will be viewed as unexcused until proven otherwise within the previous stated time frames; the student will be allowed to make-up missed work if handed in to the instructor on the designated due date; the make-up work will be accepted and credit awarded if the student proves the absence as an excused or medical within the previously outlined time frames; 3) After visiting a doctor, the student must bring verification upon the student returning to school; and 4) On occasion, telephone calls may be made to the home to verify an absence.
- 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.
- Assignment Make-Up Slips: Students who know in advance they will be absent for non-school or school functions should pick up an assignment slip in the office at the discretion of the coach, advisor, sponsor, etc. if a school function. Completion of the assignment make-up slip does not change the status of the absence. The following procedures to be completed: 1) Students will pick up the assignment make-up form in the office; 2) Students will then take the form to the appropriate classrooms and fill out the required assignments; and 3) The students have the responsibility to return the signed form to their sponsor (if required) and make a copy for themselves. This form must be turned in (to their sponsor) 24 hours before leaving for the activity. The sponsor checks to be sure that all students have followed the above procedure. Students need to check with their teachers as to when they are requiring the work to be turned in.
- School Sponsored Absence: To attend a school sponsored activity as a participant the following must be done to obtain a school sponsored excused absence: 1) Students must follow the assignment make-up procedure (see above); 2) No one will be excused from classes on the day of night games if they have not obtained assignment make-up slips; 3) Everyone is expected to be in school on time the day following night games; when the proper procedure is followed, the absence will be counted as a school sponsored excused absence; and 4) Return advanced make-up forms to your coach, advisor, sponsor, etc. to be allowed to attend. Students need to check with their teachers as to when they are requiring the work to be turned in.

## **TARDY POLICY**

If a student is not in their respective classroom preparing for instruction as the bell rings, they will be identified as tardy for that class. Students considered tardy if they are less than 10 minutes late for a class. After 10 minutes, they will be counted as absent. If a student needs to utilize the restroom between classes

and pass time is dwindling, they must get permission from their teacher prior to the bell ringing. An accumulation of three tardies will equal one 25 minutes detention to be served on the next available date (Note: This encompasses all seven class periods, not three per class period.) Tardies will be enforced on a nine week basis and then 'zeroed out' at the start of the next nine week period.

3 tardies equals one 25 minute detention.

If the detention is skipped, then one ½ day of Friday School will be given.

If Friday School is skipped, then one day of ISS/OSS will be given.

## **STUDENT BEHAVIOR AND EXPECTATIONS**

**Student Behavior (State Law 20-5-201)**: All student behavior at the Shepherd Schools is based on respect and consideration for the rights of others. Pleasant relationships are desirable for learning; however, order must be maintained. The responsibility for directing the learning program is delegated to school district personnel. Since they have the responsibility, they also have the authority to act. Students shall have the right to receive annually at the opening of school a publication listing the rules and regulations to which they are subject. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to act in a manner appropriate to good citizenship everywhere.

All students shall: 1) Comply with the policies of the trustees and rules and regulations of the school in which he/she attends; 2) Pursue the required course of instruction; 3) 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.

**Student Behavior Rules and Consequences**: The rules of SHS are intended to provide a safe and orderly environment conducive to a quality education for each student. If a student is found in violation of a classroom rule, generally speaking, the misbehavior will be handled by the classroom teacher. If deemed necessary the teacher may write up the inappropriate behavior on our Google Doc Discipline Form. The write-up will then be directed to the principal for a determination of the consequence. The write-up will also be documented on Power School so that a record is kept, a copy of the write-up will be given to the student, and a copy of the write-up will be sent to the parent/guardian via mail.

General rules of misconduct include, but are not limited to: inappropriate language; dress code; vandalism; intimate contact; parking lot infractions; hallway pass violations; class or school disruptions; fighting/physical aggression; weapons; cheating; truancy; tobacco/drugs/alcohol (includes all vapor products and alternative nicotine products); defiance/disrespect/insubordination/non-compliant; harassment/teasing; etc.

General options for consequences include, but are not limited to: warning; parent contact; loss of privilege; detention; in-school-suspension; out-of-school-suspension; discipline meeting with student, parent, and principal; expulsion (by the Board of Trustees; restitution; involvement with law enforcement; or potential placement at Yellowstone Academy.

If a student has earned a day (or multiple days) of OSS, a discipline meeting between the principal, student and parent/guardian is needed upon the date of return.

The above guidelines and expectations apply to all students at all times, at all school functions. Inappropriate actions of a student at school functions, either at Shepherd or away is prohibited.

These rules and consequences are left up to the principal's discretion depending upon the circumstances involved with the incident. The consequences can range from a warning to expulsion by the Board of

Trustees. Law enforcement will be contacted when acts against the law are committed at SHS or SHS activities.

**Bullying:** “Bully behavior occurs when there is a 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 (eg. size, age, popularity, confidence, verbal ability, etc.), usually repeatedly. The balance of power between the bully and target is not equal.”

This supports Shepherd School Board Policy #3226

The School 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 (eg. cyber bullying).

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

- When a student reports harassment or bullying to a school official, the administrator will meet with the student accused of bullying.
- After the administrator investigates the allegations, he/she will determine if it is a bullying issue.
- 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 student doing the bullying will need to meet with the administrator before coming back to school.
- The student will be placed on a behavior contract and work with the school counselor to address the issue of bullying.
- 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.
- Third offense of bullying, the student will go before the Board of Trustees for long-term suspension or expulsion.

**Cell Phone/Electronic Devices:** Students will not be allowed to have their cell phones or other electronic devices on during instructional time ~~or in the classroom~~. 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. Failure to turn phone over to school staff member results in insubordination and an automatic day of OSS.

**1<sup>st</sup> Offense:** Parent notification and phone/electronic device returned to parent/guardian with discussion regarding future consequences. All subsequent offenses will receive parent notification, phone returned to parent/guardian, one day of OSS, and student/parent/principal meeting on date of return.

**Repeated Violations:** Any series of behavioral violations that create a pattern of misconduct will result in further disciplinary action.

**Dress Code and Grooming Policies:** 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 but is not limited to:

➤ Bathing Suits	➤ Gang-related items	➤ Sunglasses during school hours
➤ Tank tops, muscle shirts, spaghetti straps	➤ Exposed undergarments or cleavage	

<ul style="list-style-type: none"> <li>➤ Hats, bandannas, any head covering</li> <li>➤ Pants with holes in inappropriate places</li> <li>➤ Biking or spandex shorts (unless wearing shorts over the top)</li> <li>➤ Hats (to be taken off upon entering the building and not to be placed back on again until after exiting)</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, shirts, sweaters, or shorts shorter than five inches above the top of the kneecap</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clothing with alcohol, drug, 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> <li>➤ Coats in the classroom</li> </ul>
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Shirts or blouses should be long enough to be tucked in. Excessively revealing clothing is unacceptable. No under-garments/underwear is to be showing. Shoes must be worn at all times. Hats are to be kept in lockers during school hours. Athletic uniforms are excluded, but must meet National Federation standards and Board approval.

Please note that ALL leggings, yoga pants, stretch pants, form fitting clothes, etc. must be covered by a shirt, blouse, sweater, dress, etc. such that the front side and back side are covered. If not covered appropriately, you will be asked to go to the office to retrieve proper clothing to cover up. 'See-through' leggings are not permitted.

A good general 'rule of thumb' would be a 3" x 5" index card. If the straps are not 3", it would be considered inappropriate.

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

This policy remains in effect until the administration or school board determines it is being abused by the student body.

Consequences for coming to school in unacceptable dress or improper grooming will result in the following:

- Student will be asked to change into appropriate clothing
- Student will contact parent/guardian to bring proper clothing to the school, and the student will change immediately before being allowed to return to class. If disagreeable, the student will be issued a discipline referral for insubordination.

**Definitions of Possible Consequences for Behavior:**

**Detention:** Students will serve the detention with the instructor, if it was assigned by the instructor. The student and instructor are to make arrangements to serve the assigned detention. Failure to serve the assigned detention in a reasonable amount of time will result in further disciplinary action (eg. Friday School). Detention for tardies and minor discipline issues will be in a weekly scheduled classroom from 3:35-4:00 on Monday, Tuesday, and Thursday. Rules for detention include but not limited to are: 1) Students must arrive on time—3:35; 2) Students are required to come prepared to do school work; 3) Students are not to talk or move about the room; 4) Food, drink, noise, musical devices, phones will not be permitted. If a student fails to serve their scheduled detention, a ½ day of Friday School will result. Detention will not be rescheduled, please do not ask.

**Friday School:** Students assigned to Friday School will be those students who otherwise would have served some type of suspension for disciplinary reasons. This is an alternative that could be used in place of ISS or OSS. The Friday School will be held in a designated location and will run from 2:35 PM to 4:30 PM. Principal's discretion will apply in the date assigned for Friday School. Students will have at least two

days to make arrangements for Friday School. Parents will receive notice via mail. Friday Schools will not be rescheduled, please do not ask.

Students who do not report to Friday School as assigned, will be assigned one day of OSS on the following Tuesday. A phone call will be made to the parent/guardian to notify of the OSS and what precipitated it as well. Should this be a reoccurring problem, the possibility of being taken to the Board of Trustees for expulsion is a strong possibility.

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.

**Suspension Procedure:** 1) Students will be orally notified of the charge; 2) Opportunity to deny or tell their side of the story will be accorded; 3) Evidence for or against the student shall be presented; 4) Decision will be rendered by the principal; and 5) Written notice of the intention to suspend will be given to the student and parent/guardian (this notice will include the reasons for suspension and statement of the student and parent/guardian right to appeal the decision to the superintendent and represente3d at the appeal. Due process will be afforded to all students.

**In-School-Suspension:** ISS is completed at the school. Students assigned ISS will be required to get their assignments from all teachers, report to ISS, and spend the entire time in ISS working on school-related work. Work completed in ISS must be turned into the instructor upon returning to class to earn full credit. Any work not turned in upon returning to class will receive a zero. All school work due the day of ISS should be handed in before the start of the suspension. Any tests/labs that are given during the day the student is serving ISS should be taken after school or arranged to be taken at a time that is convenient for the instructor. 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 is completed out of the school. Students assigned OSS will be required to get their assignments from all teachers and complete their work at home. Work completed in OSS must be turned into the teacher upon returning to school to earn full credit. Any work not turned in upon returning will be a zero. Students serving OSS must stay off school premises and may not participate in any school activities during the duration of the suspension. Students who receive OSS are not eligible for Perfect Attendance incentives during the semester the OSS is received/served. **OSS will count against the ten day policy.**

**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 be suspended 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); and 3) Decision will be rendered by the Shepherd Board of Trustees.

\*ALL SUSPENSIONS: Emergency, Short-Term, Long-Term, and Expulsion are described in detail in Board Policy 3300.

## **EXTRA-CURRICULAR ITEMS**

### **EXTRA-CURRICULAR ACTIVITY POLICIES**

In order to participate in any extra-curricular activity or student government, a student must be enrolled as a full-time student carrying at least six credit-awarding classes. Students with fewer than six classes may not participate.

### **EXTRA-CURRICULAR ACTIVITY RULES**

All students participating in extra-curricular activities, sports, and club activities are expected to exemplify the highest standards of conduct at all times. Students participating in any extra-curricular activity will be required to follow the rules and regulations established by the district as well as by the coach, sponsors, and director. The district feels that students must adhere closely to clean habits of living if they are to give the best possible account of themselves and their school.

Any student who feels that participation in extra-curricular activities is detrimental to his/her academic achievement should drop the extra-curricular activity. Extra-curricular activities should not be used as an excuse for poor classroom performance.

- 1) Suspension from curricular activities will also mean suspension from extra-curricular activities.
- 2) Students will be expected to ride to and from an activity on the activity bus. Students may be released to their parent/guardian upon presentation of written notice to the coach/sponsor/director. A note turned in to the office, prior to departure, is highly recommended.
- 3) Students who have been absent from school, medical, 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, etc.) If the student misses any part of the school day of the last 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 is not 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 extra-curricular activity that day. Permission must be granted prior to the absence. Special cases will be reviewed by the activities director and principal.
- 4) 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 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.
- 5) Each sponsor/coach/director will be responsible to see that students are dressed appropriately for the activity. Refer to training rules for each activity for specifics.
- 6) Each participant must meet eligibility requirements.
- 7) Each participant must adhere to the activity training rules.
- 8) All students participating in extra-curricular activities will be required to purchase an activity ticket. The activity ticket price is \$30.00. There will be a \$35.00 participation fee in all athletics and MHSA sanctioned activities. There will be a \$35.00 fee for band and/or choir (if in both, it will be \$35.00).

### **ELIGIBILITY RULES**

- 1) Students who are not academically eligible for activities would be able to participate in activities that are class-related and do not miss class to participate. These activities must occur at our school. No traveling privileges will be allowed. Examples would include Industrial Arts Club on Tuesday



night; Chorus and/or Band performing at our own concerts; Pep Band that performs at home games but would not travel.

- 2) Extra-Curricular Eligibility will be based upon progress reports, semester grades, and MHSA requirements. The end of the progress report dates are as follows:

Sept. 22	Feb. 16
Oct. 27	Mar. 23
Dec. 1	Apr. 27
Jan 12	May 25

Progress reports will then be sent out on the following dates:

Sept. 26	Feb. 20
Oct. 31	Mar. 27
Dec. 5	May 1
Jan. 16	May 29

Students who receive one or more Fs at the end of any progress report cycle will be ineligible until the next progress report cycle.

- 3) Entering freshmen students who received one or more Fs during their fourth quarter of their 8<sup>th</sup> grade year will be eligible through the first grade check of their freshman year.
- 4) Every first day of the school week, coaches and advisors will be given weekly grade checks that cover their participants.
- 5) Transfer students enrolling at SHS must meet the above eligibility requirements.
- 6) 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.
- 7) Eligibility cannot be reestablished by taking summer school, on-line classes, etc.
- 8) Eligibility for the Coast Trip, Close-Up, and Honor Band will be based upon the grade check report prior to the trip(s) occurring.

### **ACTIVITY TRAINING RULES**

- 1) The Administration, Activities Director, and/or Coaches reserve the right to investigate accusations made against an athlete or activity participant.
- 2) All team members must go and return on the team bus unless arrangements have been made with the athlete's/participant's parents or guardians. Only parents or legal guardians can remove a participant from the team bus.
- 3) Hours for each activity will be determined and penalties will be enforced by the coach/sponsor/director of that activity.
- 4) You, as a participant, are representing the school and the community. We expect your conduct to reflect in a positive manner.
- 5) A student and parent MUST attend either the code of conduct meeting at the beginning of the school year or the pre-season code of conduct meeting at the beginning of each activity season. 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 rules. Students will be allowed to compete only after the meeting.

### **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.

Students who are participating in extra-curricular, except student council and yearbook, are required to take a concussion test that will be administered by Athletic Medicine Performance trainers at the Shepherd Schools. The test is free of charge to our athletes. This test is a baseline test that will help our trainers as

well as doctors make a better diagnosis when it comes to concussions. 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 recover.
- 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.

## **DRINKING-DRUG-TOBACCO POLICY**

School District #37 recognizes that chemical dependency is a treatable illness. It is known that health problems are primarily the responsibility of the home, but the community and school share in that responsibility because chemical problems often interfere with the behavior, learning, and fullest possible development of each student.

### **PROCEDURE:**

- 1) Any student found under the influence of or in possession of drugs, drug paraphernalia, non-prescribed prescription drugs, or alcohol during the school day, at a school sponsored function or at any event connected with the school will be issued: either ISS, OSS, Friday School, and may be expelled. The student will be reported to the proper authorities.
- 2) Any student found dealing drugs or alcohol during school will be suspended and may be expelled and will be reported to the proper authorities.
- 3) Possession of tobacco products is not permitted on school grounds, in school facilities, on school buses, or at school activities. Any student caught in possession of tobacco products or smoking or chewing tobacco products in the above mentioned areas will be out-of-school suspended. (If the student is under age for the use of tobacco, law enforcement will be contacted, in addition to the OSS.) Adults and students are reminded that our schools are tobacco-free. This includes all Vaping products and paraphernalia.

## **POLICY ON MOOD-ALTERING CHEMICALS** **PHILOSOPHY AND PURPOSE**

Shepherd High School recognizes the use of mood-altering chemicals is 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.

Any student involved in Shepherd School shall not, regardless of quantity:

- 1) Use or consume, have in possession, buy, sell or give away alcohol/tobacco/e-cigs/vaping paraphernalia
- 2) Use or consume, have in possession, buy, sell, or give away any other controlled substance
- 3) Be present at gatherings or in vehicles where a controlled substance is present or in use
- 4) Have in possession alcohol, tobacco, or drug paraphernalia

This is effective during the entire school year, regardless of participation in an activity or not.

This rule is not cumulative, but its consequences will carry over into the following year.

A student is allowed to possess and use a controlled substance specifically prescribed for the student's own use by her/her doctor.

Consequences: Any student found in violation of the above rule must complete the following minimum requirements:

**First Offense:** 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, the student will:

- a) Continue his/her involvement in the activity.

b) Practice and attend meetings, but not participate in any games or similar activity.  
If a student chooses not to follow this procedure, he/she will be dropped from the activity immediately.

**Second Offense:** After the confirmation of the second offense, the student will be suspended from all extra-curricular activities for a period of 42 school days.

a) Continue his/her involvement in the activity.

b) Practice and attend meetings, but not participate in any games or similar activity.

If a student chooses not to follow this procedure, he/she will be dropped from the activity immediately.

**Third Offense:** The student will be dropped from all extra-curricular activities for ONE CALENDAR YEAR from the time of the third offense. Ex. March 1<sup>st</sup> to March 1<sup>st</sup> of the following year.

The student may not attend or participate in any school function, including but not limited to, club activities, school sponsored trips, etc. during the length of the suspension. It is the coach/sponsor's discretion if the student attends practices and/or sits on the bench during home games during this period.

Other negative behaviors, including but not limited to: illegal acts, physical/verbal intimidation, insubordination, fighting, and harassment will be investigated and dealt with at the discretion of the coach, principal, and/or athletic director. According to the severity of the incident(s) the suspension policy for alcohol/drug/tobacco use may be invoked.