

*****Please Sign & Return FORMS in the back
By September 8th**



Shepherd Elementary School
7842 Shepherd Rd., (406)373-5300

2023-2024-PARENT/STUDENT HANDBOOK

WELCOME

Dear Students and Parents,

Welcome to another great year here at Shepherd Elementary School! We are very excited to start the 2023-2024 school year and have many programs in place to ensure students have every opportunity to achieve grade-level standards and beyond. This school is dedicated to creating exceptional systems and promoting a culture of universal achievement where all students can learn, while sharing the responsibility with our parents, students, and staff in making this happen. The elementary school implements and utilizes the following steps in ensuring students reach or exceed grade-level standards and expectations throughout the year:

- A school wide culture of universal achievement
- Teacher collaboration
- Classroom lessons aligned to Montana academic standards
- Classroom assessments that guide instruction and interventions
- A system for easily managing data
- Data-driven interventions, both academic and social

Through these systems students are expected to obtain skills necessary to successfully advance and transition between grade levels and become adequately equipped to enter college if they so choose.

Shepherd Elementary utilizes a trimester schedule, with report card grades and midterms being sent out three times a year. Parents/Guardians of students falling below grade level standards will be notified in a timely manner as we welcome and encourage strong home/school connections for the success of every student.

This handbook has been developed to help students and parents keep informed of the expectations of this school. It is important that students and parents read and understand this Student Handbook. Some changes and important subjects have been put into bold print for your convenience. You will find this handbook contains general information, rules, and schedules for the coming year. **After you have reviewed this information, please sign and return all of the Handbook Acknowledgment Forms to school.**

We look forward to a successful year with you and your student.

Yours in Service,

Shepherd Elementary Principal
and the Shepherd Elementary Staff

SHEPHERD SCHOOL DISTRICT #37

District Office	373-5461
Elementary Office.....	373-5300
Middle School Office.....	373-5300
High School Office	373-5300
Bus Barn	373-5331

WEBSITES

School Website	http://www.shepherd.k12.mt.us
PowerSchool Website	
There is a link to PowerSchool on the school's home page.	

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Student Health History	

District Mission

We Are Shepherd: A safe, respectful, and positive community where our high expectations and emphasis on personal growth support all students in being successful, lifelong learners.

Elementary Vision

Positivity

Respect

Independence

Discovery

Empowerment

Elementary Commitments

At Shepherd Elementary School, our vision is to prepare children for a lifetime of success. Faculty and staff are committed to providing a safe and **positive** environment for children to learn and develop. We will teach **respect** for each other, authority, and oneself. Our curriculum will focus on building responsibility **and independence** to make a smooth transition to middle school, high school, and beyond. Shepherd Elementary will encourage **discovery** and growth of social, academic, and personal skills for every student. We believe in the **empowerment** of our students and hold everyone within our walls to the highest standard.

SHEPHERD ELEMENTARY STAFF
2023-2024

Kindergarten	Mrs. Charity Hunt
Kindergarten	Mrs. Amber Hood
Kindergarten	Miss Caitlyn Moran
First Grade	Mrs. Jenna Thayer
First Grade	Mrs. Kary McCann
First Grade	Mrs. Rachel Grover
Second Grade	Mrs. Chris Nydegger
Second Grade	Mrs. Dancia Greenfield
Second Grade	Ms. Dawn Willis
Third Grade	Mrs. Nicole Newell
Third Grade	Mrs. Sharon Cline
Third Grade	Mrs. Allison Matthews
Fourth Grade	Mrs. Alesia Styren
Fourth Grade	Mrs. Kristen Lunder
Fourth Grade	Ms. Lori Goodell
Fifth Grade	Mrs. Misty Prudhomme
Fifth Grade	Mrs. Jennifer Ryan
Fifth Grade	Ms. Leah Dahlquist

SPECIALISTS

Special Education K - 3	Mrs. LuAnne Super
Special Education 4 - 5	Ms. Aurora Young
Librarian	Mrs. Jami Kale
Elementary Guidance	Mrs. Loretta Michels
Elementary P.E.	Mrs. Heather Davis
Elementary Music K - 5	Mrs. Cindy Burns
Extended Studies	Mrs. Laura Moen
Title	Mrs. Jamie Williams
School Nurse	Mrs. Hope Martin
Speech Pathologist	Mrs. Crystal Pardy
School Psychologist	Mrs. Deborah Emett

KITCHEN STAFF

Food Service Director.....Amanda Stahl
Food Service Assistant Cook.....Barb Hochhalter
Food Service Worker.....Beth Campbell
Food Service Worker.....Heather Lear

AIDES

PARA Mrs. Amanda Bogan
PARA Ms. Cindy Glinwood
PARA Mrs. Cynthia Sieler
PARA Mrs. Dixie Sorge
PARA Mrs. Joy Welch
PARA Mrs. Diane O'Connor
PARA Mrs. Donabelle Watanabe
PARA Mrs. Amber Hemmer
Printer Mrs. Lorna Brennan

MAINTENANCE / CUSTODIAL

Maintenance Mr. Kevin Cumber
Maintenance Mr. Tom Sieler
Custodian Ms. Salome Antonia

ADMINISTRATION

Superintendent	Mrs. Drea O'Donnell
District Clerk	Mrs. Kinsey Szillat
Activity Accountant ~ Asst. Clerk	Mrs. Charly Bermes
Principal	Mrs. Autumn Arlian
Secretary	Mrs. Kippi Mang
Lunch Accountant	Mrs. Wrenetta Babcock
Special Ed. Coop. Director.	Mrs. Christina Olstad

BOARD OF EDUCATION

Chairperson	Mr. Carl Openshaw
Vice-Chairperson	Mrs. Julie Hinkle
Member	Mr. Shane Rekdal
Member	Mr. Shane Flowers
Member	Mr. Jeff Branson
Member / H.S. District	Mr. Justin Peterson
Member / H.S. District	Mr. Shayne Vandivort

DAILY SCHEDULE

Teachers' Hours	8:00 AM - 4:00 PM
Breakfast Program	8:00 AM-taken to classroom
Buses Arrive	8:00 AM
School Starts	8:10 AM Monday – Friday
School Dismissal	3:30 PM Monday, Tuesday, Thursday 2:30 PM Wednesday and Friday
Buses Leave School	3:40 PM Monday, Tuesday, Thursday 2:40 PM Wednesday and Friday

STUDENT SECURITY

To help ensure the safety of our students while they are at school, all parents and visitors must enter at the main front door, sign in at the office, and wear a visitor badge. Students must check in at the office if arriving late to school. We also require that all students be signed out at the elementary office when leaving school for any reason and check in at the office upon returning.

BEFORE SCHOOL PROCEDURES

Unattended children are not allowed in the building or on school grounds before or after school hours. **Supervision for students is provided from 8:00 AM through 3:30 PM on Monday, Tuesday, Thursday from 8:00 AM through 2:30 PM on Wednesday and Friday.** This policy is for the children's safety. Students riding the bus will go directly to the classroom. Students being driven to school should enter the building at the main front elementary doors. ~~Students~~ ~~and/or~~ Parents will not be allowed down to classrooms without scheduling an appointment with the teacher. Items that need to be brought to the classrooms in the morning will be left at the office.

LEAVING THE SCHOOL GROUNDS

Students must have a written or verbal notice from their parent/guardian to leave the school grounds at any time during the school day. Students must be signed out at the office. If a student leaves the school grounds without first completing the above procedure, he/she will be truant and disciplinary action will be taken.

AFTER SCHOOL PROCEDURES

Every student is assigned a bus route, unless the parent chooses to provide daily transportation. The school needs written or verbal notification by the custodial parent whenever any changes arise. Please state the change of plans and who will be picking their child up from school no later than **30 minutes** prior to the end of the school day. If not given **proper notification**, the student **will** be placed on the bus.

Shepherd School students are assigned to an AM and PM bus route, and **may not** ride **any other** bus than their designated buses without administrative approval. In the case of an emergency they may ride another bus providing permission is given by the transportation supervisor and /or principals, and all school personnel are informed. In the case of an emergency, a note will be required from the parent on the next school day.

The school has built a road, for bus service only, on the west side of the elementary school and playground for the loading and unloading of students from the buses. The area in front of the elementary building is available for parents to pick up and drop off students.

These procedures are for the sole purpose of the safety of students; please assist us in keeping all students safe.

- A parent permission note is required of all elementary students walking home or riding a bike (at the beginning of every year).
- If your child will be picked up EVERY DAY after school and he/she will not be riding the bus at all during the school year, send one note to cover the entire year of school indicating who has permission to pick them up. This note will be kept on file at the office. We will allow students to be picked up in front of the elementary building **but nowhere else.**
Parents are NOT allowed at the bus lane.
- If you are a parent who will be picking up your child PERIODICALLY after school during the year, send a note to the classroom teacher, or call the office no later than **30 minutes** before dismissal time.
- If you are a parent who will be picking up your child BEFORE SCHOOL IS DISMISSED, send a note or call ahead of time and indicate the date and time you will be picking up your child. Please come into the office and sign your child out. The office will not call your child out of class prior to your arrival.
- If a student is going to the Middle School, High School, Scouts, or any other practice after school, a one-time note may be written with dates giving the student permission to not ride the bus. This note will be kept on file in the office. All students need to wait in front of the elementary building until the buses leave.

GENERAL INFORMATION

STUDENT RECORDS

Under the Family Educational and Privacy Rights act, the school will permit the parent of a student or an eligible student to inspect and review the education records of the student. All parental requests will be honored in reasonable time. In case of divorce or separation, this school district will provide access to educational records to both custodial and non-custodial parents, unless there is a legal binding document that specifically removes that parent from inspection rights. **School reports and information will be given to the custodial parent. If the non-custodial parent would like a copy of these records, it is their responsibility to notify the child's teacher each school year with their address and phone numbers. Please refer to district policy #3600.**

STUDENT DIRECTORY FORM

If you would like to opt your child out from being included in the year book, program events, local newspaper articles related to education, or other such publications please contact the secretary for the appropriate form. Please refer to district policy 3600F2

VISITORS

All visitors are required to report to the school office upon entering the building. Parents are welcome and are encouraged to visit the school; visitation/conferences with teachers need to be by appointment and are **not** to interrupt instructional blocks.

CHAIN OF COMMAND

Area of Concern	Level 1	Level 2	Level 3	Level 4
Academics/Curriculum	Teacher	Principal	Superintendent	Board
Attendance	Elem. Office	Principal	Superintendent	Board
Cafeteria	Food Services	Principal	Superintendent	Board
Discipline	Teacher	Principal	Superintendent	Board
Facilities	Principal	Superintendent	Board	
Guidance	School Counselor	Principal	Superintendent	Board
Instruction	Teacher	Principal	Superintendent	Board
Special Education	Special Education Teacher	Principal	Superintendent	Board
Student Concern	Teacher	Principal	Superintendent	Board
Transportation	Bus Driver	Transportation Supervisor	Superintendent	Board

What is shown above is a listing of issues that a parent or citizen may encounter and the position in our district that has responsibility for that area. One should always start with the individual or office responsible for the area at Level 1 before proceeding up the chain of command as it becomes necessary.

CONFIDENTIALITY POLICY

Due to the growing concerns of confidentiality, all volunteers need to sign a confidential assurance form before volunteering at the school. This form is located in the handbook and must be signed each year.

VOLUNTEERS

Shepherd Elementary School considers its volunteers a very special resource. Volunteers are encouraged to help in all classroom programs and extracurricular activities. **To maintain an optimal learning environment, please refrain from bringing your younger children to school.** Please fill out the volunteer page and confidentiality form. Shepherd School District requires all volunteers, helpers and/or chaperones to have their background check and fingerprinting on file.

Background checks and fingerprinting are done in the administration office. Please call ahead to make an appointment. 406-373-5300 ext. 102

Field Trips

There may be field trips throughout the year. To be counted present and attend the trip, students must ride the bus to the event. If a parent would like to take their child at the end of the trip, they will need to fill out and have approved a travel release form 24hrs before the trip. The forms are available at the office.

FIRE DRILLS

The fire alarm is a continuous ringing of 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 drills in each of their classrooms. Each class should completely clear the building, steps and sidewalk leaving room for the last classes to exit the building. All doors should be closed and lights turned off by the last person leaving the classroom and exiting the building.

In case of fire or fire drill while students are between classes, they are to use the nearest exit. Teachers will be in charge of the area where they are at the time the alarm sounds.

In case of fire or fire drill while the students are in the elementary gym, middle school or high school, teachers are to be in complete charge. Students are to follow directions given by the teachers.

EMERGENCY PROCEDURES

Lock Down:

USED FOR SEVERE DANGER

Secure Your Room:

USED FOR HEIGHTENED AWARENESS, TRAINING, OR DOG SEARCHES

Intruder:

USED WHEN AN ARMED INTRUDER IS ON SCHOOL GROUNDS.

VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff can't be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home.

USE OF PHONE

Please refrain from making avoidable calls that can be taken care of at home. In case of emergency, or if necessary for school business, students may obtain permission to use their teacher's classroom phone. Students are not allowed to use cell phones/smart watches during school hours.

CELL PHONE/SMART WATCH POLICY

Cell phones must remain in the student's backpack and be **turned off** once students arrive and **until they depart school grounds**. Smart watches may stay on if they are not used as a phone. This includes the breakfast area, playground, and pick-up area. The consequences for violating the cell phone policy are as follows:

First offense: Cell phone/watch will be held by the teacher until the end of the school day (Refocus).

Second offense: Cell phone/watch will be picked up by parent/guardian from the office and a noon detention will be served. (Office referral)

Third offense: Cell phone/watch will be picked up by parent/guardian from the office and one day out of school suspension will be issued. (Office Referral)

All future cell phone violations will repeat the third offense consequence.

FLOWERS, GIFTS, AND BIRTHDAY INVITATIONS

Any flowers or gifts delivered to the school must be paid for prior to delivery. Balloons are not allowed on buses or in the classroom. Money will not be collected in the office. Students will receive articles in the afternoon before leaving school, as not to distract from the learning environment. If birthday invitations must be passed out at school, students will give invitations to the teacher who will pass out the invitations discretely at the end of the day. We would prefer that birthday invitations be sent by mail to avoid any bad feelings of children not included.

INSURANCE

School insurance will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care, and parents are encouraged to take advantage of this service.

SOLICITATION

Students and faculty are not to be solicited for money on school grounds unless the principal has granted permission.

SCHOOL PICTURES

Professional photographers will be at school to take individual pictures of all students. Even though some families may choose not to purchase school pictures, all students will have their pictures taken for record purposes. Group/classroom pictures will be taken in the spring.

STUDENT EXPECTATIONS

RULES OF RESPECT

The school staff finds that in order to provide an acceptable quality of education for students it is necessary that appropriate cooperation and respect be demonstrated among faculty, substitute teachers, staff members, parents and students. Lack of cooperation and disrespect, more than any other factors, interfere with our ability to provide students with satisfactory learning experiences.

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 or teacher discretion will be used to determine if apparel is inappropriate.

Unacceptable apparel includes:

(with exception of Principal/Staff discretion i.e. Homecoming, Halloween)

• Bathing suits • A dress outfit, or shirt without sleeves (NO low cut shirts or spaghetti straps) • Hats (inside building) /bandanas/any head covering • Slippers • Face paint • Spray paint in hair	• Biking or spandex shorts (unless wearing shorts over the top) • No bare midriff shirt or blouse (measurement is when a student raises their arms the shirt or blouse shows no midriff) • Dresses, skirts, skorts, or shorts shorter than four inches above the top of the kneecap	• Gang-related items • Any clothing that has printing or pictures that are offensive, derogatory, sexually, or inappropriately suggestive • Sunglasses (inside building) during school hours • Clothing with alcohol, tobacco insignias and/or weapons. • Heelies (shoes with roller skate wheels on the bottom)
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Shoes must be worn at all times.

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.

Consequences for coming to school in unacceptable dress or improper grooming:

- a) Contact parent/guardian to bring proper clothing to the school and the student will change immediately before being allowed to return to class.
- b) If attempt to contact parent/guardian to bring appropriate clothing is unsuccessful, the student will be placed in clothing provided by the nurse until the appropriate clothing can be brought to the school.
- c) Repeated violations: Continued abuse of the dress code will result in Out-of-School Suspension.

RECESS POLICY

Please send students to school dressed appropriately for our Montana weather. All students will be going outside for recess, unless the wind chill goes below zero, as determined by the office weather station and/or office and principal discretion. If the temperature is 50 degrees or lower

students will be required to wear their coat or jacket. Students won't be able to stay inside due to illness without doctor's note.

GENERAL PLAYGROUND GUIDELINES FOR STUDENTS

I am being a responsible, respectful and safe elementary student by:

Playground	
• Not fighting (kicking, pushing, hitting, tripping, spitting) • Not throwing objects (rocks, snowballs, sticks, mud, etc.) • Not name calling • Using safe conduct on the playground equipment. No tag in equipment area. • Staying away from building and dangerous places (puddles, mud, ice, etc.) • Not using sharp or hard objects on the playground (baseballs, golf balls, sticks, hockey pucks, bats, etc.) • Not bringing skateboards, roller blades or Heelies to school	• Not taking toys outside (balls are acceptable i.e. football, soccer ball, basketball etc.) unless approved by the principal. • Using appropriate language • Using jump ropes properly • Showing courtesy to other students by not interfering with games in progress. • Playing in designated areas. Students are <u>not</u> to play on the football field, grandstand, and the track. Wall ball is not allowed in the No Play Zones • Not playing rough (no contact games like rugby, tackle football, wrestling)

We believe all students can and will behave appropriately on the playground, if the playground rules are clearly understood. We will not accept any student inhibiting the enjoyment of free play of other students nor physically endangering him/herself or others on the playground. Therefore, the playground supervisor will use his/her own judgment to best enforce these rules.

The playground supervisor will give a "time-out" period of 5 minutes to those students who have committed minor violations on the playground. Loss of privileges may happen if play is not safe. If the violation is at the end of the recess, the student will finish their "time-out" period at the next recess. In the event of severe infractions or repeated infractions, the playground supervisor will send the student directly to the principal where appropriate consequences will be given.

BEHAVIOR POLICIES:

I am being a responsible, respectful, and safe elementary student by:

Classroom	Hallways	Restroom	Lunchroom
• Listening • Following directions • Respecting property • Respecting others • Participating in a positive way • Showing tolerance for others' differences • Being on task • Completing work • Being prepared	• Giving others personal space • Using zero voices • Returning to class promptly • Respecting property • Walking • Keeping my belongings in the proper place • Moving safely	• Respecting others' privacy • Flushing the toilet • Washing my hands with soap and water • Reporting problems to classroom teacher • Returning to class promptly • Using the restroom at the appropriate time • Clean up after yourself	• Using a quiet voice • Giving others personal space • Returning my tray properly • Putting trash in the trash can • Using proper manners • Eating my own food • Keeping the table and floor clean

UNACCEPTABLE STUDENT BEHAVIOR

Designated staff or the Elementary Principal will administer appropriate consequences for unacceptable student behaviors. This may include suspension for up to 10 days. In extreme cases, school board policy will be implemented.

I am being a responsible, respectful and safe elementary student by:

- Following a reasonable directive of a staff member, substitute teacher, teacher or administrator.
 - Not damaging or stealing school or private property.
 - Not using or possessing alcohol, smoking/chewing/vaping tobacco or drugs.
 - Not using any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures, or other physical profane behaviors.
 - Not bringing devices or weapons that may endanger other students or themselves.
 - Not fighting.
 - Not cheating.
 - Not making intimate contact at school, on buses, etc.
 - Not leaving school grounds during school hours without proper permission.
 - Not chewing gum, candy or sunflower seeds during the school day.
 - Not using electronic games and equipment during the school day unless designated by the teacher.
 - Not trading of any items on school grounds or buses.
-
- Repeated violations - any series of behavioral violations that create a pattern of misconduct will result in further disciplinary action.
 - In the event of any disciplinary action from the above violations on behalf of the administration, the parents will be contacted via phone or letter on the day of or day after the infraction. If suspension occurs, a follow-up conference may take place with parent(s), child, administration, and/or other support personnel before child re-enters the school or classroom.

The behavior guidelines and expectations apply to all students at all times including all school functions.

BULLYING/HARASSMENT/INTIMIDATION/HAZING POLICY

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."***This plan supports Shepherd**

Board Policy #3226

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, the administrator will meet with the student accused of bullying.
2. After the administrator investigates the allegations, he/she will determine if it is a bullying issue.
3. If it is determined by the administrator to be a bullying offense, the person doing the bullying will be assigned out of school suspension for a day. Parents of the victim will be notified. Parents and student doing the bullying will need to meet with administrator before coming back to school.
4. Student will be placed on a behavior contract and work with school counselor to address the issue of bullying.
5. If student breaks his/her behavior contract, and bullies again, student will be assigned two days out of school suspension. Same procedure will be followed to return to school.
6. Third offense of bullying, student will go before the Board of Trustees for long term suspension or expulsion.

Bullying/Harassment/Intimidation/Hazing may be perpetrated by one person or by a group. This behavior will not be tolerated at Shepherd Schools.

THREATS

Any verified threats against students, staff, or facilities will result in a minimum punishment of 2 days out of school suspension. This could be 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.

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 and blades longer than 4”, 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.

BULLYING INCIDENT REPORT FORM

Date of Incident: _____ **Time of Incident:** _____ **Repeat infraction? YES NO**

Location of Incident (circle all that apply):

Hallway Restroom Classroom Gym Lunch Room Playground Locker Room Bus Stop On Bus Parking Lot
To/From School After School Program School Sponsored Event Text/Phone/Internet/Social Media Other: _____

Name of victim(s):

Name of student(s) bullying:

Name(s) of witnesses/bystanders:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Type of Bullying:

- ☐ Verbal
☐ Physical: Result in injury? YES NO Reported to School Nurse? YES NO Reported to Police? YES NO
☐ Cyber

Bullying Behaviors (circle all that apply):

Shove/Pushed	Hit, Kicked, Punched	Threatened	Stolen/Damaged Possessions
Excluded	Taunting/Ridiculing	Writing/Graffiti	Told Lies or False Rumors
Stared/Leered	Intimidation/Extortion	Demearing Comments	Inappropriate Touching
Cyber-bullying using: Text messages Website Email Other: _____			
Racial, Sexual, Religious or Disability Circle one and describe: _____			

Reported to school by (circle all that apply):

Teacher Student Bystander Victim/Target Parent Bus Driver Anonymous Other: _____

Describe the incident:

Physical Evidence? Notes Email Graffiti Video/audio Website Other: _____

Actions Taken (see Protocol for Guidelines):

Consequences: _____

Remediation: _____

Referral for additional support services: _____

Parent Contact: Date _____ Time _____ Person making contact: _____

Result: _____

Today's Date: _____ **Reported by:** _____ **Signature:** _____

CONSEQUENCES

All students should be aware that there are consequences for their actions, both good and bad. The consequences of good conduct include the establishment of a positive atmosphere for learning. The consequences of negative conduct, as an individual or as a member of a group, will vary with the "degree of offense", aligned to the school behavior plan. Parent conferences, suspensions, and permanent expulsions from school are in order to maintain an atmosphere conducive to quality education. If a student skips or refuses applied consequences the principal reserves the right to send the student home for the remainder of that day (OSS - out of school suspension). When a student misses their assigned consequence (absent, sick, etc.) they will need to make it up the next day they are in school.

Depending on the age of the student(s) involved and severity of the infraction, disciplinary and remedial actions for students may include, but are not limited to one or more of the following:

- **Parent Notification**
- **Loss of Privileges**
- **Apology Letter**
- **Parent Conference**
- **Loss of Recess**
- **Reassignment of Seats**
- **Referral to, or appointment with school counselor or other professional**
- **Payment for damaged property**
- **Detention**
 - **Lunch**
 - **After School**
- **Suspension**
 - **In-School**
 - **Out-of-School**
- **Referral to Law Enforcement**
- **Expulsion**

DISCIPLINE

Discipline is primarily the responsibility of the teacher and the teacher can expect the full cooperation of the administration when he/she provides discipline. Teachers will use the Shepherd Elementary School-wide Management Plan in conjunction with their own classroom discipline plan.

SHEPHERD ELEMENTARY SCHOOL WIDE MANAGEMENT PLAN

Help keep our school a safe place to learn by being Respectful, Responsible and Safe.

Expectations

1. Follow directions the first time they're given.
2. Keep hands, feet, objects and other body parts to yourself.
3. Use positive language: no harassment, put downs, teasing or foul language.
4. Stay in your assigned area.
5. Be on time and prepared.

Encouragement

1. Verbal recognition and notes home
2. Privileges (i.e. free time, extra recess, treats, working with other grade levels)
3. STANGS tickets (STANGS store)
4. Class/School wide rewards (i.e. popcorn party, video, game with principal)

Enforcement

1. Warning
2. Minutes out of passing time, free time or recess
3. Lunch detention
4. Parent contact by teacher and refocus sheet
5. Referral to the office with blue discipline form and refocus sheet
-Parent contact by administrator or teacher

Severe misbehavior including fighting, vandalism, drugs, weapons, leaving school grounds without permission, insubordination and threats will face immediate administrative action as defined by school board policy.

**** If the Principal is off campus a member of the behavior committee will be designated to take disciplinary action or contact necessary administrator to handle the situation.*

Shepherd Elementary Minor & Major Behaviors

<u>Teacher Managed Behaviors</u> MINORS	<u>Office Managed Behaviors</u> Majors
• Inappropriate language • Lateness • Not having materials • Calling out • Teasing • Refusal to work • Non-compliance • Running • Minor dishonesty • Inappropriate clothing • Minor disruption • Minor aggression • Unsafe or rough play • Disrespectful tone/attitude/body language • Disrespect towards property • Pattern of not completing homework • Defiance • Technology violation	• Aggressive physical contact • Fighting • Property destruction • Weapons • Leaving school property • Pattern of aggressive/profane language • Credible threats • Bullying/harassment/intimidation/ hazing • Major/chronic destruction • Major/chronic refusal to follow school rules • Major dishonesty • Chronic minor occurrence • Theft/forgery • Racial/ethnic discrimination • Cheating • Illegal Substance • Truancy • Technology violation • Inappropriate display of affection • Disruption

Three MINORS equals a MAJOR. Major behaviors are referred to the office for action. Be sure to include documentation of “teacher” interventions. Parent notification (by teacher) is required for the third minor or for any major. For a major, parent notification must be made on the same day as the referral.

ATTENDANCE AND GRADES

ATTENDANCE POLICY

State law 20-5.103 requires regular school attendance of a child of school age. 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 a student is tardy or returns to school from an absence, teaching time is interrupted, as the teacher must take time to instruct that student. 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 will 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 10 absences during a semester, principal will make contact with parent/guardian to discuss attendance issue.

PRE-EXCUSED ABSENCE

For reasons other than illness or family emergencies, parents should request in writing a prearranged excused absence. To enable teachers a reasonable amount of time to prepare lessons, you must request a pre-arranged absence at least two (2) days ahead of the actual event. Please make this request through the elementary office.

MAKE-UP WORK

In the event of illness, a phone call before school will enable your child's teacher to prepare the assignments and materials for pick-up after 3:00 p.m. If you know your child will be absent, please request assignments in advance of that date.

DOCTOR AND DENTIST APPOINTMENTS

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 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-up to five days (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 an excessive number of absences will not be approved by principal.)

Students who have a doctor or dentist appointment during school hours must bring a note to their teacher, or call the office before 8:30 AM stating the time they are to be dismissed. Students who are absent for a medical reason should provide the school with official written verification from

the doctor or dentist within the same trimester of the absence. If proper verification is submitted, it will not count toward the ten (10) day attendance rule.

All students arriving to school after 8:10 AM must check in at the office and receive a pass before going to their classroom. The following codes will be used in PowerSchool and attendance letters that are sent home.

T = Tardy

Students arriving at school between 8:10 AM - 8:30AM will be tardy.

P=Principal Approved Absences

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 complete upon return.

E = Parent Excused

An absence that is excused by parent contact, either by phone or written notice. An excused absence will count toward the ten (10) day rule.

N=Nurse Excused

An absence when the student is sent home from school by the nurse for medical reasons. This is not counted toward the ten (10) day rule.

U = Unexcused

An absence from school, without any parent contact. An unexcused absence will count toward the ten (10) day rule.

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 the absence. If proper verification is submitted, it will not count toward the ten (10) day rule. Students are expected to return within one hour of the end time of an appointment. A note is needed for each appointment.

I = ISS

In School Suspension (ISS) 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 (10) day rule.

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 rule.

F = Family Funeral

An absence to attend a family member's funeral. Please contact the school principal or office with written or verbal notice. If given proper notification, up to five days will not go toward the ten (10) day rule.

H = Homebound

An absence where the student is not in school, but is still enrolled in our school district and receives homebound services. This absence will not count toward the ten (10) day rule.

House Bill 358 enacted by the 1985 Montana legislature became effective October 1, 1985. It is called the Missing Children's Bill. This law states parent should take the responsibility to inform the school when their child will not be in attendance at school. The law requires a phone call by the parents to the school be made by 9:30 A.M. If parents do not notify the 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. An automated phone call is made at 9:50. Documentation will be kept of the attempted contacts. In case of a child's absence the school appreciates knowing that your child is safe, and you are aware of his/her absence from school. The Elementary daily attendance is calculated by AM and PM attendance. Students will be counted absent if they are gone more than half of the morning or afternoon session.

	AM Session 8:10 - 12:00 Monday through Friday	PM Session 12:00 - 3:30 Monday, Tuesday, Thursday	PM Session 12:00 - 2:30 Wednesday and Friday
Tardy	Arrive between 8:10 - 8:30	Arrive between 12:00 -12:30	Arrive between 12:00 - 12:30
Absent	Arrive between 8:30 - 12:00	Leaves between 12:00 - 2:15	Leaves between 12:00 - 1:15
Present	-----	Leaves after 2:15	Leaves after 1:15

CURRICULUM STANDARDS AND ASSESSMENTS

Shepherd Elementary School has worked hard to align our local standards to the state and national standards in the areas of language arts (reading and writing), math and science. These standards have been carefully worded in student-friendly language. Assessments have been created to help teachers know when a student has mastered each standard. Our teachers have also identified which of these standards must be mastered for successful completion of grade level requirements.

We call these our "Priority Standards." These skills are so important that students may not move to the next grade unless they have mastered them.

PROMOTIONS AND RETENTION

Promotions and retention are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are:

- A. When the student has good learning potential but has not mastered essential skills needed in the next grade up.
- B. Intervention strategies have not met significant levels of improvement.
- C. Frequent or long absences. (See attendance policy)

When a child is not succeeding at his or her grade level work, the classroom teacher may request to have a Student Success Team meeting. The S.S.T. may consist of the classroom teacher, principal, school counselor, Title I Reading/Math specialist, special education teacher and the child's parents. At that time it can be suggested to provide more intervention for a student or to test for possible learning disability.

It will also be the S.S.T.'s responsibility to make a recommendation whether or not to retain a student for the next school year. The administration will then make the final decision on whether or not to retain a student.

PARENT/TEACHER CONFERENCES

Parents are invited at any time to call for a conference with any or all of a student's teachers. Parent/student/teacher conferences are scheduled in the fall and spring to discuss student progress.

STANDARDS-BASED REPORT CARDS AND GRADES

Halfway through each trimester, a mid-term report will be issued to help the parents and the child stay up-to-date on their progress in school. Report cards will be issued at the end of each trimester. Mid-terms and report cards will be sent home with the students on the following dates:

Mid-Terms	Report Cards
1st Trimester—Wednesday, Oct. 11, 2023 Sent home Oct. 13 th , 2023	1st Trimester—Tuesday, Nov. 21 st , 2023 Sent home Nov. 29 th , 2023
2nd Trimester—Wednesday, Jan. 10 th , 2024 Sent home Jan. 12 th , 2024	2 nd Trimester – Friday, Feb. 23 rd , 2024 Sent home Feb. 28 th , 2024
3rd Trimester -- Wednesday, April 10 th , 2024 Sent home April 12 th , 2024	3rd Trimester – Friday, May 24 th , 2024

What is a standards based report card and why does Shepherd Elementary School use them?

Shepherd Elementary School provides grade reports in grades K – 5 each trimester. These grade reports are standards-based report cards. A standards-based report card lists the most important skills students should learn in each subject at a particular grade level.

Instead of letter grades, students receive marks that show how well they have mastered the skills. The marks might show whether the student is consistently exceeding grade level expectations, meeting, making progress but not meeting or showing little or no progress. Students usually get separate marks for effort and work habits, also called behaviors that promote learning. These are important for parents to keep tabs on even if these characteristics aren't included in the assessment of the student's academic skills.

On many traditional report cards, students receive one grade for reading, one for math, one for science and so on. On a standards-based report card, each of these subject areas is divided into a list of skills and knowledge that students are responsible for learning. Students receive a separate mark for each standard.

The marks on a standards-based report card are different from traditional letter grades. Letter grades are often calculated by combining how well the student met his particular teacher's expectations, how he performed on assignments and tests, and how much effort the teacher believes he put in. Letter grades do not tell parents which skills their children have mastered or whether they are working at grade level. Because one fourth-grade teacher might be reviewing reading out loud accurately, while another is teaching reading for comprehension, getting an A in each of these classes would mean very different things. The parent of a child in these classes would not know if the child was learning what he should be to meet the state and district grade level expectations (standards).

Standards-based report cards should provide more consistency between teachers than traditional report cards, because all students are evaluated on the same grade-appropriate skills. Parents can see exactly which skills their children have learned.

Grades used to report achievement are:

Standards-Based Grades (K-5)	
Behavior Grades that Promote Learning	V = Very Good
	S = Satisfactory
	N = Needs Improvement
Exceeds Grade Level Expectations	AD = Advanced
Meets Grade Level Expectations	P = Proficient
Making progress toward grade level expectations	NP = Nearly Proficient
Does not meet grade level expectations	NO = Novice
	NA or -- = Not Assessed

ELEMENTARY HONOR ROLL

Each trimester, intermediate students in grades 4 and 5 who meet or exceed proficiency at grade level standards for - (Math, Reading, Language, Science, Social Studies, and nearing proficient or above in P.E., Library and Music) will be on the elementary honor roll.

TEXTBOOKS/DEVICE – FINES

Classroom materials are carefully selected by your teachers and other professional educators. They are paid for by your parents and other adults through tax funds. These books deserve maximum use and reasonable care. After books are issued and their condition noted, they are the student's responsibility until you check them in at the end of the courses. A fine may be assessed for other than normal wear or for lack of proper care of books, including library books.

- A. Loss of material - value of material when issued.
- B. Willfully damaging material - cost of new material.
- C. Other than normal wear - a fine may be assessed.

DEVICE FINES

The FEES below will be incurred if the damage is done intentionally, is the result of neglect, or if the device is broken more than once in the same school year for the same issue.				
Device	Lost Device Fee	Glass/Screen	Headset Jack	Charging Block or Cable
Chromebook	\$250	\$50	\$ market repair cost	\$25

HEALTH INFORMATION

IMMUNIZATIONS

State law requires that before any student is admitted and enrolled in a public school they must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough and polio. Also, required are a measles/mumps/rubella (MMR) vaccination and two varicella vaccinations.

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 numbers, the phone number of a designated relative or neighbor, numbers where parents may be reached at work and the name and number of the student's family doctor. It is also important to notify the school of change of address and phone numbers to keep the records current.

INJURY

In the event of illness or injury, a student will be cared for temporarily by the school nurse or by designated school personnel. School personnel will render first aid only in the case of minor injury. In the event of serious injury or illness, when emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

ILLNESS

Out of concern for your child's well-being, and respect for his/her "healthy" classmates, we ask that you refrain from sending sick children to school. If your child is not feeling well enough to participate in the regular school program, he/she will probably be more comfortable staying at home. We have no area large enough to monitor children who request to stay inside during recess.

ANIMALS

Due to student allergies, no animals (excluding guide dogs) will be allowed inside the school building. Under special circumstances, animals may be brought with approval from the principal. The animals will have to be shown outside the school building. Animal show and tell will need principal/teacher approval.

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 Immittance Screening, which measures the movement of the eardrum by putting positive and negative pressure into the ear canal.

MEDICATION

PURPOSE

It is recognized that many children are only able to attend school on a regular basis because of the effective use of medication (prescription and/or non-prescription) in the treatment of disabilities and/or illness. Parents/guardians of students requiring administration of medication during school hours may make arrangements to come to school to give the medication.

If the parent/guardian requests that school personnel supervise the administration of medication, then the following policy and procedure must be adhered to both by parent/guardian and by school personnel. If the student is physically unable to take medications on their own, or whose level of functioning does not allow for him/her to be responsible to take their own medication, then the parent/guardian may make arrangements for the school personnel to administer the medication, according to the following policy and procedure.

POLICY

Montana State Law and the administrative Rules of the Board of Nursing allow licensed nurses to delegate specific nursing tasks to un-licensed person. (Auth: Sec 37-8-202, MCA; Sub-chapter 17.) In the school setting, this allows the school nurse to delegate administration of student medication to specific school personnel. Administration of medication is a nursing function. Delegation of medication is strictly at the discretion of the school nurse.

If the school nurse assessment reveals that delegation is appropriate, the following procedure will be followed:

PROCEDURE

- Whenever possible, medication should be given at home.
- To avoid adverse medication reactions at school, the first dose of medication must be administered at home.
- Medication WILL NOT be given until the medication form is completed by the parent/guardian and the authorized prescriber and is on file in the school health office.
- An adult must bring the medication to school.
- If your child takes medication in the morning at home and is coming to school late due to an appointment/other unknown reason or delayed school opening, the morning dose should be given as usual because the school dose will be given at the time ordered. **Any deviation from the scheduled time requires a new order.**
- Medications:
 - Prescription medication (s) must be in a container labeled by the pharmacist with the student's name, prescriber's name, name of medication, dosage, route, directions for administration, conditions for storage, prescription date and expiration date.
 - Over-the-counter medication(s) must be provided to the school in the original sealed container. It is also important to make sure there is a current expiration date on it. Staff may not dispense outdated medication. **Medication must be age appropriate dosing.** A physician signature may be required upon request at the discretion of the school nurse.
 - Antibiotics which are given three times a day are not usually given at school. Please consult your prescriber before bringing these medications to school.

- *Students are not permitted to carry any medications, **including over the counter**, on a school campus.* However, an authorized prescriber, parent/guardian and school nurse may authorize a student to self-carry his/her prescribed medication, if necessary, with appropriate documentation. (e.g. inhaler and EpiPen)
- Parent/guardian may pick up unused medications from the school office during and at the close of the school year. NO medication will be sent home with your child. Medication remaining after the last day will be discarded.
- If medication is given on an as-needed basis, specify the exact conditions or symptoms when medication is to be taken and the time at which it may be given again.
- Unless otherwise specified, medication order is valid for the entire school year.
- If your doctor changes the dosages or frequency of medications given at school, these orders must be in writing. The changes will require a new medication form to be signed by the physician. Verbal orders on medication changes will not be accepted.
- ALL MEDICATION ORDERS MUST BE RENEWED ANNUALLY.
- The school nurse/delegated school staff will assume responsibility for placing medications in a locked cabinet.
- If the school nurse is not available to give medication, another delegated trained staff member will be assigned to do so.
- School nurse/delegated school staff will assist and observe the student in taking medication according to the authorized prescriber's instructions. The date and time each medication is given will be recorded on the Medication Administration Log by the staff assisting the student in taking medication.
- The school district and its employees are not responsible for undue reaction of this medication.
- School nurse/delegated school staff may not administer any medication at times other than those specified on the authorized form.
- Shepherd staff will not administer any product not approved by the FDA. (essential oils/drops; atomizers; etc.)
- The school nurse reserves the right to review and deny requests for medication administration during school hours based on completeness of compliance with these procedures.

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 parent/guardian in deciding when to keep your child home from school.

In the case CDC changes requirements for COVID-19, Shepherd will not be including the policy to follow in the handbook. At the beginning of the year a policy will be provided once we have clear CDC and local public health guidance. So please refer to both forms of policies; both illness and COVID-19 policy.

References: Mayo clinic, WebMD, Denver Children's Hospital; Selekman, J. (2013). *School nursing: A comprehensive text* (2nd ed.). F.A. Davis CO

Symptom	Student must be at home?
Diarrhea Frequent, loose or watery stools compared to child's normal pattern: not caused by diet or medication	Yes- 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>Student can return when he/she has not had diarrhea during the last 24 hours.</i>
Fever 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.	Yes- When fever is >100, also if student has other symptoms accompanied by fever such as sore throat, rash, headache, muscle aches, rash, loss of appetite, etc. <i>Student can return when fever has been gone for 24 hours without medication and the child's appetite and energy level returned to normal.</i>
Flu 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.	Yes- If your child has a fever >100 or will be unable to participate in class. <i>Student can return when fever has been gone for 24 hours without medication and energy level has returned to normal.</i>
Coughing 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)	Yes- Medical attention is recommended.
Mild Respiratory or Cold Symptoms Stuffy nose with clear drainage, mild cough, sneezing	No- Child may attend school if able to participate in class.
Rash	No- Body rash without fever or other symptoms usually does not require student to remain home. Yes- Medical advice is recommended for rash with fever, open and weeping wounds, or quickly spreading rash.
Vomiting Vomiting is a protective reflex to rid your body of viruses, bacteria, or parasites in your digestive system.	Yes- Keep student's home if they have vomited <u>one</u> or more times in the last 24 hours. <i>Student can return when he/she has not vomited in the last 24 hours.</i>
Diagnosis	Student must be at home?
Pinkeye (Conjunctivitis) 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	Yes- 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.
Impetigo 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	Yes- Doctors note is needed to return to school. Please keep child home at least 24 hours after antibiotics are started. Lesions should be covered until healed and there is no cracking or weeping.

SERVICES

CAFETERIA

Students are expected to show good manners, consideration, and courtesy toward 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 tables 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. There is to be no running and pushing in the cafeteria or going to and from the cafeteria. Remember, students are in class during lunch period, so the halls should be kept as quiet as possible.

According to the standards of the State of Montana Division of School Food Services, those students receiving a school lunch shall be given a minimum of three (3) different food items from different food groups. **They are not to drink soda pop with their hot or cold lunch.**

Eating lunch in the cafeteria is a privilege and if students do choose to misuse the rules, the privilege can easily be taken away, until the student assures the school their behavior will improve. Students eating in the cafeteria may either buy their entire lunch or bring a lunch from home. Students in grades K-3 will not have access to a microwave. Please don't send foods that need to be heated.

BREAKFAST AND LUNCH PRICES

<u>TICKETS</u>	<u>GRADES K-5</u>	<u>BREAKFAST</u>
20 Meals	\$57.00	Student \$1.75
10 Meals	\$28.50	Adult \$2.35
5 Meals	\$14.25	
1 Meal	\$3.00	
Adult Meal	\$4.75	

Milk may be purchased for \$.50 per carton.

SPECIAL EVENTS

1. **Open House/Curriculum Night:** Parents are invited to open house at school shortly before or after school starts. This event is held in the evening and is an excellent opportunity to get to meet your child's teacher, visit in the classroom and become familiar with the school building (this is not a time for individual conferences).
2. **Parties:** There may be parties throughout the year as deemed by the classroom teacher for special occasions. If you would like to help during one of these parties, please indicate that on the "Would You Like To Help Out" parent volunteer form in this booklet. Birthdays may also be celebrated at school. Parents should contact the teacher and make prior arrangements if they would like to send treats, etc.
3. **Family Engagement Nights:** Parents are invited to come and explore fun opportunities with their students. The goal will be to provide reading and math support and strengthen home/school connections. Learning and engagement will be provided as well as take home activities to build reading and math skills. Volunteers are always welcome and encouraged.

Please refer to policy # 3233 Equal Access and Education. The policy provides equal access to public facilities to youth groups. We will not discriminate against a group based on membership of a protected class.

SPECIAL SERVICES

Many times the classroom teachers are aided by specialized teachers or services to meet the needs of their students. These are called Special Services. Our school provides the following Special Services:

1. **Special Education Program**
This program has been designed to provide individualized academic assistance to children with specific learning handicaps. Included among these may be handicaps in any of the following areas: vision, hearing, speech and language skills, motor skills, social/emotional behavior, and academic learning abilities. Please refer to board policy #2160
2. **Speech and Language Therapy Program**
The Speech and Language Program provides evaluation and therapy for students with speech, language, or hearing problems.
3. **Title I Program**
Title I teachers work with the classroom teacher to provide remediation/extension for children in reading and math. It provides an excellent opportunity for students to receive additional support or enrichment. Please refer to board policy #2161 and 2162P Rights of parents of a child with a disability.
4. **School Psychologist**
Our school psychologist provides psychological testing services and follow-up.
5. **Health Nurse**
Our nurse provides consultation or offers alternate educational programs due to the health status. The nurse assists with visual screening and reviews immunization records.
6. **Counselor**
The school counselor is a guidance specialist who provides counseling and informational services to individual students, small groups, and occasionally to entire classes. This may include, but is not limited to, Friendship Recess and a mentoring program. Do not overlook the help that is readily available from your teacher, administrative staff, principal, and counselor.

When it is practical to do so, try to make an appointment in advance. This can easily be done calling the counselor's office and leaving your name. If the counselor is out of the office at the time, leave a brief note at the main office.

Parents may request an interview with the school counselor concerning problems related to their children. Counseling sessions and conferences are treated as confidential.
7. **Hearing Screening**
Hearing screening is provided by a team of specialists from the Yellowstone Easter Seal Center. Free evaluation will be provided for those students who need further testing.



Shepherd Elementary Schools

Notification of Counseling Support

Elementary school counseling services in Shepherd are an integral part of the total school community and complement learning in the classroom. School counselors are certified or licensed professionals who possess a master's degree and are endorsed in school counseling. Elementary school counselors advocate for students and are important members of the educational team. We consult, collaborate and work closely with parents, teachers, school administrators and other professionals to provide the best possible resources and services to help maximize student potential.

Counselors help address any emotional or behavioral issues that may interfere with a student's ability to learn in the classroom. We know that children learn best when they are not worried or experiencing unsolved problems. The delivery of counseling support is structured to meet the needs of the individual and may look different for each student.

This notification is to inform you that your child will receive counseling support structured in classroom guidance lessons, group setting or on an individual basis as needed. As a parent, you are your child's first and most valuable teacher. We recognize the power of family support and involvement as we work together to help your child have a rewarding school experience and meet his or her potential.

Please feel free to contact us so we can discuss how to best meet the needs of all children. We look forward to hearing from you!

Mrs. Loretta Michels



EXTENDED STUDIES

PHILOSOPHY STATEMENT

In accordance with the educational goals and objectives of the Shepherd School District, we affirm the unique values, needs, and talents of the individual student. Therefore, we acknowledge our responsibility to provide adequate and appropriate learning opportunities for all.

The Extended Studies Program of Shepherd School will focus on the special needs of those students with demonstrated or potential high intellectual ability, and those who are highly motivated and productive and thus require an accelerated or enriched environment for optimal learning. While our emphasis will be to provide the means, methods, and materials that will empower these students to achieve up to their potential, it is our belief and desire that this process will expand and enhance learning opportunities for all.

DEFINITION

Shepherd Public Schools defines gifted students as those at all grade levels who possess and demonstrate high intellectual ability, and/or academic ability, and are therefore in need of differentiated programming in order to optimally develop and achieve.

ELEMENTARY AND JUNIOR HIGH OPPORTUNITIES

1. **SPELLING BEE** – Fourth and fifth grade students participate in a school wide-contest. The winners then advance to county, state and national spelling bees.
2. **CURRICULUM COMPACTING AND SUBJECT ACCELERATION** - Students may be pre-assessed for mastery, subject pacing and challenge level to match ability.
CONCURRENT ENROLLMENT - Student attends classes at next highest level during part of the day.
3. **ACCELERATED READING AND MATH** - Students are provided with assignments that match their demonstrated ability level.
4. **INDEPENDENT RESEARCH PROJECTS** (Implementation date 9.94) - The independent research projects provide students with the opportunity to develop their interests under the mentorship of a community member and/or staff member. Through this mentorship they develop projects that pursue their research questions.
5. **MTSS** – **The MTSS process is an instructional, assessment, intervention, and extension process for systematically delivering instruction, monitoring student progress, and making decisions about the need for intensifying instruction. The fundamental question that MTSS addresses is: “Under what conditions will a student successfully demonstrate mastery of our standards?”**
6. **FLEXIBLE GROUPING** – Students are grouped in accordance to their ability level in specific subjects.

Multi-Tiered System of Support (MTSS)

Shepherd Elementary School is participating in the MTSS (Multi-Tiered System of Support) process with the Office of Public Instruction (OPI). MTSS is the practice of providing high-quality instruction/intervention matched to all students' needs, using assessment to determine a student's needs to make important educational decisions to guide instruction. MTSS is a proactive process that enables learning for all students by providing both prevention and intervention services. There are eight non-negotiable, essential components of MTSS:

1. Strong Leadership
2. Evidence-based Curriculum and Instruction
3. Ongoing Assessments
4. Collaborative Teaming
5. Data-Based Decision Making
6. Fidelity of Implementation
7. Ongoing Training and Professional Development
8. Community and Family Involvement

Each element is part of an interrelated process which will be applied to every student. Essentially, instructional practices are evaluated and adjusted based on results of reliable and valid student data. If any component is missing, the process breaks down.

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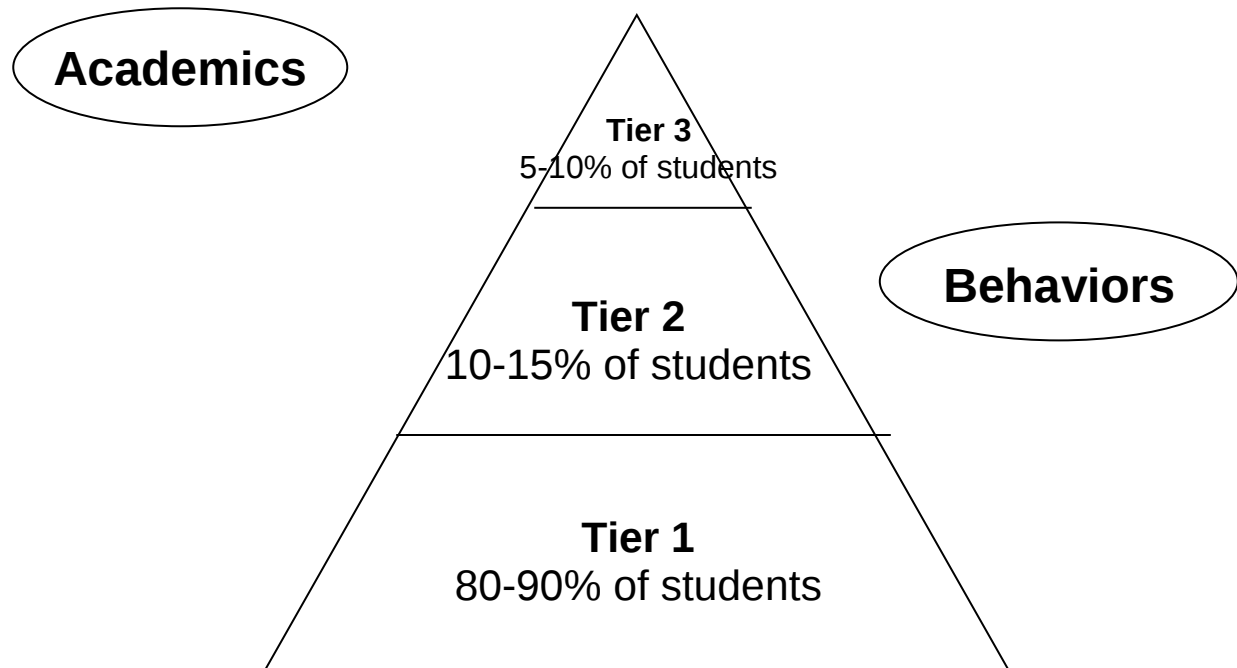
A multi-tiered system of support provides guidance for delivering comprehensive, quality instruction for all students. It ensures prevention as well as remediation. It provides for whole group instruction, small group instruction and/or individualized instruction based on student need. MTSS is based on the assumption that most students will respond to general education curriculum and instructional practices without any additional supports. It also supports those who will need supplemental and/or intensive levels of instruction or enrichment to make benchmark goals. Shepherd Elementary School will use a three tier model.

To ensure that the MTSS process is followed and that parents are involved in this educational process for their children, the following activities will be completed:

1. All K-5 students will be given universal screenings in reading and math three times per year (Fall, Winter, Spring).
2. Students who do not meet the benchmark criteria set forth by the district will be progress monitored to ensure adequate progress is being made.
3. All K-5 students may receive diagnostic testing (as needed) to help determine appropriate levels of intervention.

4. All students will be instructed using an evidence-based core program. All intervention programs available to students will also be evidence-based.
5. Fidelity checks will be implemented. This will encompass the MTSS process, assessments, and all core and intervention programs.
6. Written documentation will be kept and made available (upon request) on all students throughout the MTSS process.
7. For students who do not make adequate gains after extensive intervention opportunities have been provided, the referral process for special education can be started with signed parental consent.
8. Parents will be contacted throughout the school year explaining their child's educational program, current intervention, and/or progress. Contact will be made via conferences, phone calls, and/or written reports. Parents may comment, and suggestions will be made if student improvement is needed.
9. When requested, or as need arises, MTSS related workshops will be offered for K-5 parents and students, as well as the public. They will be invited to learn about the MTSS program, student selection, and evaluation processes. Suggestions and recommendations for the MTSS program will be encouraged at this time.
MTSS is evolving and we are privileged to take part in this process.

MTSS
3 Tier Model
Supporting Academic & Behavioral Success



Tier 3: Targeted Individual Instruction/Learning & Behavior Support. Targeted students participate in individual assessment, tailored interventions or behavioral modifications to respond to their needs and the use of frequent formative assessments. This would include pull-out enrichment. Consideration for specially designed instruction should only occur when data indicates a need. Consider core replacements.

Tier 2: Needs-Based Instruction/Learning & Behavior Support. Targeted students will participate in instruction that is different from Tier 1. It utilizes established intervention protocols, provides enhanced opportunities for extended learning, uses flexible, small groups, and includes more frequent progress monitoring.

Tier 1: Core Instructional Programs & School-Wide Behavior Support. All students participate in instruction and behavior support that is in the general education classroom, standards-based, differentiated, evidenced-based, and positive behavior support guided by progress monitoring and balanced assessment.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an act which prohibits discrimination against persons 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.

SEXUAL/RACIAL HARASSMENT 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 against any employee or student who has 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. (Refer to Student Behavior.)

TITLE IX (EQUAL OPPORTUNITY POLICY)

No person at Shepherd 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, be reached at 373-5300, Shepherd High School, 7842 Shepherd Road, P.O. Box 8, Shepherd, MT 59079-0008

Please refer to Shepherd School District Board Policy #3225

STUDENT/PARENT GRIEVANCE PROCEDURE

Refer to Shepherd School District Board Policy #1700

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 and 3125F. 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 housing 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.

FORMS

**REQUEST FOR ADMINISTRATION OF MEDICATION/PROCEDURE
PARENT/GUARDIAN CONSENT FORM**
(Top Portion to be filled out by Parent/Guardian)

NAME OF CHILD: _____ DOB _____ SCHOOL _____ Grade _____

Medication Name/ Relevant side effects	Dosage	Time	Physician	Diagnosis

BEGINNING DATE: _____ SCHOOL YEAR _____

IS CHILD TAKING ANY OTHER MEDICATION AT HOME? : _____ YES _____ NO

NAME OF OTHER MEDICATION: _____

I request that the school nurse administer the medication listed above. I understand that I need to have a Physician's Order (below) signed by the Doctor BEFORE the medication or procedure can be done in the school. I authorize the release and exchange of health information from the above health care provider to Shepherd Schools.

I understand that the first dose of any new medication needs to be given at home. I will send the medication in the ORIGINAL CONTAINER or PRESCRIPTION BOTTLE with the correct instructions labeled on it.

Signature of Parent/Guardian

Date

Phone

Please Initial the following options :

MEDICATION/PROCEDURE TO BE GIVEN/PERFORMED ON EARLY OUT DAYS: _____ YES _____ NO

MEDICATION ON AN OUT-OF-TOWN FIELD TRIP WILL BE

(**Parent and MD** Please **initial one** of the following)

- | | |
|---|------------------------------|
| 1) Omitted that day: | Parent _____ Physician _____ |
| 2) Given before field trip or on return: | Parent _____ Physician _____ |
| 3) Must be given as ordered, cannot be altered: | Parent _____ Physician _____ |

(Lower portion TO BE COMPLETED BY PHYSICIAN)

PHYSICIAN'S ORDERS FOR MEDICATION/PROCEDURE

(To Be Filled Out By Doctor's Office)

The following medication/procedure has been prescribed by me and is necessary for _____ to take during school hours.

(Child's Name)

Med Name or Procedure	Dosage	Time	Physician	Diagnosis

(Physician's Signature)

(Date)

COMMUNITY TALENT SEARCH

An open letter to interested parent and community members:

We need your help! We are looking for people who would be willing to share their professional expertise, talents, and experiences with the students in our schools who have similar professional interest.

In designing programs to meet the needs of our students, it is imperative that we provide a wide variety of enrichment experiences. It is our belief that we can encourage children to become self-motivated, independent learners by having contact with adults who share their interests and ambitions.

The community involvement we are seeking is based on the sharing of your professional expertise, experiences, talents, and hobbies with our students at Shepherd Schools. You may have a slide show of your travels that you would be willing to share or you may belong to an organized group of people with like interests such as the Audubon Society who know a great deal about plants and wildlife.

The survey that follows is our attempt to locate those community members who have a willingness to share their talents with our students. It will provide us with helpful information regarding your areas of expertise and interest in volunteering your services. We anticipate this commitment would require approximately (3) one-hour sessions with a student over the course of a semester. If the idea intrigues you, please complete the survey and return to the address listed below.

Please accept, in advance, our gratitude for your cooperation.

Laura Moen

Extended Studies Coordinator
Shepherd Elementary School
P.O. Box 8
Shepherd, MT 59079

Phone: 373-5516

Subjects List: Please scan this list in search of subjects that reflect your personal interests, skills, talents or experiences. Circle any subjects that you feel able to share with interested students. Other topics welcome!

Accounting	Computers	Military
Acting	Conservation	Modern Dance
Advertising	Consumerism	Money Mgmt.
Aerobics	Cowboys	MT History
Animation	Crime/Criminology	Mythology
Anthropology	Current Events	Natural Resources
Archeology	Debate	Oceanography
Archery	Dramatics	Opera
Architecture	Drawing	Oral History
Astronomy	Elections	Origami
Art History	Electronics	Outer Space
Artists	Energy	Painting
Authors	Farming	Pantomime
Backpacking	Famous People	People
Ballet	Festivals	Pets
Banking	Folk Art	Photography
Beekeeping	Forestry	Play Production
Biology	Fossils	Play Writing
Biorhythms	Futures	Pollution
Birds	Gardening	Psychology
Book-Making	Genealogy	Puppetry
Botany	Geography	Recreation
Brain Games	Government	Robots
Broadcasting	Graphics	Rockets
Business	Handicapped	Rocks/Minerals
Calculators	Horses	Senior Citizen
Calligraphy	History	Sign Language
Camping	Human Body	Snakes
Careers	Inventions	Stock Market
Cartooning	Interviewing	Theater
Chess	Journalism	Typing
Choreography	Kites	Veterinarian
Clay	Law/Court	Weather
Clowns	Listening Skills	Weaving
Commercial Art	Logic	Wildlife
Communication	Mathematics	Woodworking
Comic Strips	Metrics	

Topic:	
Name:	
Address:	
Phone:	

PARENT VOLUNTEER

Many parents have expressed an interest in becoming involved in school activities. We are happy to have your help. **To maintain an optimal learning environment, please refrain from bringing your younger children to school.**

Please indicate your areas of interest and return to your child's classroom teacher.

All volunteers will need to have **fingerprints/background check on file**. Background checks and fingerprinting are done in the administration office. Please call ahead to make an appointment. 406-373-5300 ext. 102 Review and sign a confidentiality form each year.

_____ AIDE IN THE CLASSROOM DURING SPECIAL PROJECTS *

_____ LISTEN TO CHILDREN READ OR READ TO CHILDREN *

_____ HELPING WITH VISION, HEARING SCREENING, SCHOOL PICTURES

_____ CHAPERONE ON A FIELD TRIP

_____ HELP WITH CLASSROOM PARTIES

_____ PRESENTATION OF A SPECIAL PROJECT

*** Please indicate what hours you would be available to help in the classroom.**

Your Child's Name	
Classroom Teacher	
Parent/Guardian Signature	
Telephone Number	

If interested, return to classroom teacher.

VOLUNTEER AGREEMENT FORM
COACH/HELPER/AIDE/CHAPERONE

I, _____ (the Volunteer) hereby agree to serve Shepherd Public Schools (the District) on a volunteer basis as a _____. Please initial next to each statement:

_____ The Volunteer understands any volunteer services will not be compensated now or in the future.

_____ The Volunteer has been informed and understands that volunteer services rendered do not create an employee-employer relationship between the Volunteer and the District for the position stated above.

_____ The Volunteer understands that the District may not carry worker's compensation insurance and does not carry medical insurance for a person serving as a volunteer in the position stated above.

_____ The Volunteer understands that the mutually established schedule of services for the position stated above carries no obligation for either party and maybe adjusted at any time.

_____ The Volunteer understands that services as a volunteer may be terminated at any time.

_____ The Volunteer understands that they are under the direction of the school district at all times during their service as a volunteer and must follow directives given by district employees.

_____ The Volunteer understands that they are to follow all laws, policies, and rules regarding student and employee confidentiality during their service as a volunteer.

_____ The Volunteer understands that they are to follow district policy as well as local, state, federal and other applicable law during their service as a volunteer.

_____ The Volunteer understands that they are not to use alcohol, tobacco or other drugs around students at any time whether on school property or not.

_____ The Volunteer understands that they are not to encourage students to violate district policy. The Volunteer further understands that if they observe a student violating district policy they are to report the behavior to the supervising district employee immediately.

_____ The Volunteer understands that any violation of this agreement, district policy or any local, state, federal or other applicable law can result in permanent termination of volunteer privileges and possible legal action.

_____ The Volunteer is 18 years of age or older.

_____ The Volunteer understands that his authorization only applies to the ____/____ school year.

_____ The Volunteer understands that if the position stated above involves regular unsupervised access to students in schools they shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of this agreement.

I understand that should I have been found to have violated these rules, I will not be used again as a chaperone for any District sponsored field trips or excursions and may be excluded from using District-sponsored transportation for the remainder of the field trip or excursion and that I will be responsible for my own transportation back home.

DISTRICT REPRESENTATIVE

DATE

VOLUNTEER SIGNATURE

DATE

SHEPHERD SCHOOLS TITLE I

TITLE I STAFF

Elem. Principal

Mrs. A. ~~Adrian~~

GOALS

The Title I program is designed to provide students with extra help in an effort to bring up their academic skills in reading and math to grade level standard or above. The ultimate goal of Title I is to provide students with the skills needed to succeed in their regular classroom.

Shepherd's Title I Program

Our Title I program serves students in Kindergarten through 5th grade. Title I instructors & the regular classroom teachers work together to meet the needs of ALL students. Title I instructors provide the necessary tools and knowledge to support students in becoming better readers and math students. You may request information regarding the professional qualifications of your child's classroom teacher at any time. All teachers are certified and licensed.



PURPOSE

Shepherd Elementary is a school-wide Title I school and is a federally funded program that provides support to students who need supplemental assistance to succeed in the regular classroom. The school's eligibility to receive funding is determined by the number of students enrolled in the free & reduced lunch program. For an entire school to qualify for Title I funds, at least 40% of students must enroll in the free and reduced lunch program.

TITLE 1 SERVICES

- Inclusion-Students receive assistance in the regular classroom (i.e.: flexible skill grouping).
- Pull-out/Small Group-Students receive small group instruction with others that have similar needs.
- One-on-one assistance-Students may receive individualized instruction.

STUDENT ELIGIBILITY

Students are referred to Title I based on the following criteria:

- ✓ Performance on state-wide assessment (CRT)
 - ✓ Performance on district assessments (AIMSweb, MAPS)
 - ✓ Classroom Performance (Curriculum-Area Standards, Accelerated Math)
 - ✓ Teacher Referral
- Students receive Title I on a yearly basis.

FAMILY INVOLVEMENT

How can I get involved?

Look at your child's performance & be sure you understand where your child stands in reading & mathematics.
Talk with your child's teachers & principal to find out how you & your school can work together to improve your child's performance.

- Attend Open House
- Attend Parent/Teacher Conferences
- Commit to Parent/Teacher Compacts
- Attend Annual Title I Meeting
- Serve on Parent Advisory Committee



Shepherd Public Schools
7842 Shepherd Road
Shepherd, MT 59079
EL (406)373-5516

Dear Parents/Guardians of Shepherd Elementary.

Shepherd Elementary is funded by Title I, part A, and is a participant of the Every Student Succeeds Act. We are required to create and commit to a student learning contract. The contract is an agreement on the part of the parents, students, and staff members stating that we all share the responsibility for improved student academic achievement. School and parents agree to build and develop a partnership that will help children achieve Montana's high standards. The contract will be used during the year to discuss your child's academic progress. It will be a "living" document that we will be accountable to. Please read the contract with your child, sign it, and return it to school.

~Mrs. Arlian

No Excuses Shepherd Three-Way Pledge 2023-2024

The Teacher Pledge I am committed to creating a school that knows no limits to the academic success of each student. The following represents my personal commitment to preparing every student at Shepherd Elementary School for college or continuing their education in the future:	The Student Pledge I understand that my education is very important to my future. It will help me develop the tools I need to become a successful and productive person. I know that my education now will prepare me for college or continuing my education in the future. I am committed to following the requirements found in my Shepherd Student Handbook. In addition, I commit to:	The Parent Pledge I understand that my child/children's education today is essential for their success in life. This experience will support them to become a successful and productive individual. It will also prepare them for college or continuing their education in the future. I am committed to following the requirements found in my Shepherd Parent Handbook.
• Provide a safe, nurturing and productive learning environment. • Set high standards for academic and behavioral success. • Provide regular communication to parents concerning student progress. • Help each student discover their own unique talents, strengths and abilities. • Accept no limits on the learning potential of any child. • Meet the individual learning needs of each child. • Treat students, parents, and colleagues with courtesy and respect. • Hold students, parents, and each other to the highest standards of performance • Collaborate regularly with colleagues to seek and implement more effective strategies for helping each child to achieve his or her academic potential. • Do whatever it takes and go the extra mile to ensure that every student achieves or exceeds grade level expectations based on state academic standards • Model reading daily and provide targeted instructions in comprehension and fluency • Provide targeted math instruction in problem solving, number sense, and fact fluency.	• Arrive at school every day unless I am ill. • Be prepared with my materials and be on time for school each day. • Complete and turn in homework on time every day. • Do my best and share my progress at school with my family every night. • Follow the school rules and behavior standards including respect for all people, property, language and personal space. • Pledge to follow the climate of MTSS by being: ○ Respectful ○ Responsible ○ Safe • Return letters, corrected work and other school materials to my parents. • Read 20 minutes every day. • Practice math facts nightly Student Signature: _____	• Make sure that my child/children are prepared for and attend school each day • Set aside a time for homework completion, reading for 20 minutes and math fact practice on a daily basis. • Attend parent/teacher/student conferences • Participate in the MTSS (Multi-Tiered System of Support) process. Each of these responsibilities speaks to my commitment to support Shepherd Elementary in order to ensure a bright future for my child. Parent Signature: _____ Write in a reading and math goal you have for your student(s) this year: _____ _____ _____ _____

Teacher Name: _____

Please Sign and Return
SHEPHERD SCHOOL DISTRICT #37
AUTHORIZATION FOR INTERNET ACCESS

(Each district employee must sign this authorization as a condition for using the district's Internet connection. Each student and his or her parent(s)/guardian(s) must sign the authorization before being granted supervised access. School Board members and administrators are treated as employees for purposes of this authorization. Please read this document carefully before signing. Though the authorization is designed for Internet access, the same terms and conditions will hold for using the district's computers and networked services, including electronic mail.)

All use of the Internet shall be consistent with the district's goal of promoting educational excellence by facilitating resource-sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions:

1. Acceptable Use - Access to the district's Internet connection and computer network must be for the purpose of education or research, and be consistent with the educational objectives of the district.
2. Privileges - The use of the district's Internet connection is a privilege, not a right. Inappropriate use will result in a cancellation of these privileges. The system administrator will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.
3. Unacceptable Use - Users are responsible for their actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation
 - b. Unauthorized downloading of software, regardless of whether or not it is copyrighted or de-virused
 - c. Downloading copyrighted material for other than personal use
 - d. Using the network for private, financial, or commercial gain
 - e. Wastefully using resources such as file space
 - f. Gaining unauthorized access to resources or entities
 - g. Invading the privacy of individuals
 - h. Using another user's account or password (results in immediate suspension of user rights.)
 - i. Posting material authored or created by another without his/her consent
 - j. Posting anonymous messages
 - k. Using the network for commercial or private advertising
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material
 - m. Using the network while access privileges are suspended or revoked
 - n. Users are required to immediately report suspected or actual violation to appropriate supervisor, school personnel must be notified immediately

4. Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite, Do not become abusive in messages to others
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language
 - c. Do not reveal the personal addresses or telephone numbers of students or staff
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities
 - e. Do not use the network in any way that would disrupt its use by others
 - f. Consider all communications and information accessible via the network to be private property
5. No Warranties - The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by users including, loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify Shepherd School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any breach of the Authorization for Internet Access.
7. Security - Network security is a high priority. A user who identifies a security problem on the Internet or the computer network MUST notify the system administrator or building principal. The user must not demonstrate the problem to other users. Users must keep their files, accounts, and passwords confidential. Users must not use another individual's accounts without permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Monetary Charges - The district assumes no responsibility for any unauthorized charges or fees, including telephone and credit card charges.

I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of or access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the internet.

Students, parent(s)/guardian(s), and staff need only to sign this Authorization for Internet Access once while enrolled or employed by Shepherd School District.

Shepherd School District #37 Technology Student Property Checkout Agreement

Shepherd School District may provide and assign students technology equipment for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about our district expectations for students and families who are being issued these technology devices. Additional rules may be added as necessary and will become part of this policy and will be sent home with students.

All students and parents/guardians will be required to sign this form before technology equipment can be checked out and used in school or taken to a location other than a District facility.

Computers and Chromebooks as necessary:

By completing and signing this form, I/we acknowledge and agree as follows:

1. All use of the District's technology equipment will be for educational purposes. At no time will the equipment be used for personal, commercial or business use, political or religious reasons, or **any use that violates Shepherd School District #37's acceptable use policy (Policy 3612P).**
2. To abide by the provisions of Administrative Rules IFBGA (Use of Electronic Media) and IFAD (Adherence to Copyright Law). This includes no unlawful copying or distributing of software, music or video files, or plagiarism.
3. To use ordinary care and diligence in protecting, safeguarding, and supervising use of the equipment and returning it to the District in the same condition it was in prior to checkout, excluding normal wear and tear; **and to assume liability for any damage, loss, or theft of the equipment while in my care.**
4. To sign for responsibilities of the equipment while it is in my possession **whether that be at home or in school during the day.**
5. To return the technology equipment to the school as required by the teacher or administrator:
 - a. On or before the last day of school;
 - b. Prior to the due date if requested by the authorizing supervisor/teacher;
 - c. When withdrawing.

Using the device at School

- Each device is assigned to an individual student. Students will use this same device for the duration of the loan for any K-8 student. Any HS student will check out a device period by period according to the teacher.
- Students should never "swap" or "share" their device with another student. Devices should be in a student's possession, or secured in their desk/locker at all times.
- If a student is participating in an activity that is not conducive to using their device (i.e., field trip, assembly, locker room, restroom, etc.), they are required to leave their device in their desk, classroom or locker.
- Students may never share their password with another student. Passwords should always be kept confidential.

Using the Device at Home

- Students must have this form signed by their parent or guardian before they will be allowed to take their device home.
- If in use, parents/guardians will be given the student's screen lock/pin upon request, so that they can supervise the student's use of the device at home.
- When at home, the device should always be used under adult supervision in a common location (i.e., kitchen, living room, dining room).
- If the device is lost, stolen, or damaged by another party, parents/guardians should immediately report the loss or theft to Shepherd School District.

- If the device is damaged or not working properly, it must be turned into the Shepherd School District staff for repair or replacement. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.
- Students are responsible for recharging the device at home on a daily basis.

Using the Device for Internet and Email

- Students and parents/guardians understand that the Shepherd School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, it is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home. Unannounced device checks will be conducted by school staff and students with inappropriate material will be disciplined accordingly.
- Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number or school name.
- Students should be aware that Internet access and email, and other media that are accessed, created or stored on their devices are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time and for any reason.

General Use and Care of the Device

- When transporting their device to and from school, students should always be sure it is placed in their backpack.
- Students are expected to treat their device with care and respect. The device and case are the property of the Shepherd School District, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device and/or case are not allowed and will result in loss of privileges and replacement fees.
- Students are encouraged to help each other in learning to operate their device. However, such help should be provided verbally without touching the other person's device. Students should operate only their own device at all times.
- Any intentional damage, inappropriate or careless use of a device should be reported to a teacher or other staff member immediately.
- Students should protect their device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.
- Devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their device, or use their device near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of the device. This includes books, musical instruments, sports equipment, etc.

Shepherd School District #37
Technology Student Property Checkout Agreement

This is the form that will be sent home if a device is damaged.

The Chromebook assigned to your child, _____,
has been damaged.

If the device was broken due to intentional damage, neglect or is broken more than once in the same school year, additional fees will be assessed per the table below.

At your convenience, please visit your Shepherd Schools Website to pay the fee

(<https://www.shepherd.k12.mt.us/site/default.aspx?PageID=1>) Please click on the computer in the On-Line Purchasing area. Payments may also be made in person at your school building. Cash or checks are accepted. Please have checks made out to Shepherd School District. You will receive a receipt of payment after the payment.

The FEES below will be incurred if the damage is done intentionally, is the result of neglect, or if the device is broken more than once in the same school year for the same issue.

Device	Lost Device Fee	Glass/Screen	Headset Jack	Charging Block or Cable
Chromebook	\$250	\$50	\$ market repair cost	\$25

**ALL FORMS
AFTER THIS
PAGE NEED TO BE RETURNED
TO THE SCHOOL
BY SEPT. 8TH.**

Shepherd School District #37
STUDENT/PARENT AGREEMENT
for Responsible Use of Internet Access

Student Section:

Student name _____ Grade/Teacher _____

I have read and understand the Shepherd Authorization for Internet Access.

I agree to follow the rules of this policy.

I understand that the school may choose to restrict or deny access if I violate these rules and that I may face other disciplinary measures, depending on the seriousness of the violation.

Student Signature _____ Date _____

Parent or Guardian Section:

I have read and understand the Shepherd Authorization for Internet Access.

I will discuss the importance of following these rules with my child.

I understand that the vast majority of Internet sites are safe; however, I recognize the possibility that my child may inadvertently access an inappropriate site and should immediately notify the teacher.

I hereby release the school district and its personnel from any and all claims that may arise from my child's use of the Internet access system.

Check One

_____ I give permission to allow my child individual access to the Internet.

_____ I refuse to give permission to allow my child individual access to the Internet.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____ Phone _____

Home Address _____

**Shepherd School District #37
Technology Student Property Checkout Agreement**

User Agreement (To be completed by parent/guardian)

Student Name (please print): _____

Parent/Guardian Name: _____

Home Address: _____

Phone Numbers:

Home: _____ Work: _____ Cell: _____

Homeowners'/Renters' Insurance

Company: _____ Policy Number If Applicable: _____

Item Information: (To be completed by Supervisor/Teacher authorizing the check-out)

Item Checked Out: _____ Chromebook _____

School: Shepherd Elementary, Middle School, High School

Type: _____ Chromebook _____ Brand: _____ HP _____ Model: _____ G4, G5, G

Serial Number: _____

SID Property Number: _____

Shepherd ID Number: _____

Replacement Value\$: 250.00 _____ (Determined by Technology Dept.)

Date Checked Out: _____ Date Due (if other than the last day of school): _____

I/we have read and agree to comply with the Technology Equipment Check Out Agreement. I understand that any violation of the procedures may result in my child not having access to equipment for use away from or within District facilities.

I also understand that I assume accountability and responsibility for any equipment I check out. If I have not provided a valid homeowners' or renters' insurance policy number, I understand that I am personally liable for:

• The replacement cost of the item, as indicated above, if the item is not returned: or • The amount required for repair or replacement parts if the item is damaged when returned.

I agree to release, indemnify, and forever discharge the Shepherd Board of Education, Shepherd School District #37, its successors and assigns, its agents and employees and all other persons, firms or corporations, who are or might be liable in any way, from and against any liability or responsibility whatsoever of any kind and nature, arising from and by reason of Shepherd School District's equipment and participation in its check out.

Student Signature: _____

Parent/Guardian Signature _____

**Parent/Student Sign-Off Sheet
Shepherd Public Schools
2023-2024**

**Shepherd Board Policy #3226
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”). Refer to the following website:
<https://mt15000302.schoolwires.net/>

_____ I have reviewed Policy #3226
Parent/Guardian Signature

_____ I have reviewed and will abide by Policy #3226
Student Signature

Attendance

Frequent absences from the regular classroom disrupt the student’s education. Montana attendance laws and Shepherd School Board policies place the responsibility of regular attendance on the student and the parent/guardian.

_____ I have reviewed the attendance policy.
Student Initials

_____ I have reviewed the attendance policy with my child.
Parent/Guardian Initials

In-Town Field Trips

I give permission for my child to attend events in Billings and surrounding areas (ex. Alberta Bair shows) for the **2023-2024** school year. Students will be bused to these events. This will take the place of permission slips. You will still be notified of upcoming trips prior to them occurring.

Parent/Guardian Signature

Hearing Screening Permission

Parent/Guardian please sign to give consent for your child to have hearing screening, conducted during **2023-2024** school year. This consists of an initial screening and may include a rescreen. Please contact the school if an ear-related medical issue arises and that information will be passed on to the audiologist.

Parent/Guardian Signature

Student Health History Form and Release of Information—School Year 20_____

Student Name (Print First and Last name) _____ DOB _____ Grade _____

Your student's health history is important to provide the best care at Shepherd School. It is the responsibility of the parent/guardian to notify the school of new or existing health concerns. If your student is prescribed medication or requires a treatment at school, it is the responsibility of the parent or guardian to notify the school nurse and provide the medication or necessary equipment for use at the school.

My child has the following (NEW or EXISTING) medical condition(s). (Check all that apply)

Head ☐ Concussion Year _____ ☐ Migraines (diagnosed) ☐ Frequent Headaches ☐ Seizures ☐ Other _____ Eyes ☐ Vision Concerns ☐ Glasses ☐ Contacts ☐ Vision Loss/ One eye L____R____ or Both eyes _____ ☐ Other _____ Skin ☐ Skin concerns e.g. _____ ☐ Other _____	Ear/Nose/Throat/Mouth ☐ Frequent earaches/ infections ☐ Tubes in place ☐ Hearing loss/condition ☐ Speech problems ☐ Swallowing problem ☐ Other _____ Heart/Lungs ☐ Asthma ☐ Heart condition ☐ Cystic Fibrosis ☐ High Blood Pressure ☐ Explain condition/diagnosis Emotional/Behavioral/Psychological ☐ Depression/Anxiety Medication: _____ Dose: _____ ☐ ADD Medication: _____ Dose: _____ ☐ ADHD Medication: _____ Dose: _____	Endocrine/Blood ☐ Diabetes/Type 1 ☐ Diabetes/Type 2 ☐ Pump ☐ Injection ☐ Meds ☐ Blood disorder ☐ Other _____ Bone/Muscle/Joint ☐ Muscular concerns ☐ Scoliosis ☐ Cerebral palsy ☐ Spina Bifida ☐ Explain condition Abdomen/Intestinal/Urinary ☐ Frequent stomach aches ☐ Urinary or bowel concerns ☐ Other _____	Allergies ☐ Anaphylactic/ foods ☐ Anaphylactic/ nuts ☐ Anaphylactic/ peanuts ☐ Anaphylactic/ stings ☐ Allergy, Airborne ☐ Allergy, Animal ☐ Allergy, Medication ☐ Allergy, Food ☐ Allergy, Latex ☐ Lactose Intolerance List specific allergy(ies): _____ _____ _____ Chromosome/Genetic ☐ Down Syndrome ☐ Other _____ Other Concerns ☐ _____ _____
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☐ **My Child has NO (new or existing) health concerns.**

(If you check this box, you agree to communicate with the school regarding new health concerns during the school year)

My Child will require the following medication types given during the school day/year (check all that apply)

☐ Long-Term Prescribed Medication

Medication form must be completed by the parent/guardian AND healthcare provider, and medication delivered in a properly labeled pharmacy container.

☐ OTC/Over the counter Medication

To have OTC medication at school, a parent must complete a medication form and provide the medication in the original container AND be age appropriate dosage.

My child will require the following emergency medication(s) at school, check all that apply (parent/guardian must provide medication AND fill out medication form)

- ☐ Epinephrine (EpiPen)
- ☐ Antihistamine (e.g. Benadryl)
- ☐ Rescue Inhaler
- ☐ Glucagon
- ☐ Diazepam
- ☐ Midazolam

***Release of Information:** The school nurse has permission to share information with school staff as she determines appropriate for my child's safety. ____Yes ____No

The school nurse has permission for mutual exchange of information and records with my child's health care provider:

Childhood Immunizations ____Yes ____No Prescribed Medications ____Yes ____No

Parent/Guardian Signature

Please Print Name Here

Date

Will your child be taking medication at school? YES ____ If so, please fill out the required form.

PLEASE GET THE FORM FROM THE OFFICE

Is your child on medication? YES ____ NO ____ If so, please list the name and the dosage below:

MEDICATION NAME	DOSAGE

Child's Doctor: _____

Child's Dentist: _____

Hospital Preference: St. Vincent ____ Billings Clinic ____

It is understood a conscientious effort will be made to locate the parent or guardian before any action will be taken, but if it is not possible to locate the parent/guardian, the expense will be accepted by me. If the above named emergency contacts are not available, I authorize care by a physician on call at the hospital.

Parent: _____ Date: _____

Legal Guardian: _____ Date: _____

(You Must Provide a Copy of the Court Order)

Hearing Screening Permission

****Pure tone hearing screening is mandated for grades K, 1, and 10. Students in all grades will be screened if they are NEW to the school, on the annual hearing re-check list, or referred by a school staff member and/or by the parent/guardian. Please contact the school nurse if an ear-related medical issue arises.**

PARENT Initial ONE:

_____ I give my permission for hearing screening for my child.

_____ I REFUSE to give permission for hearing screening for my child.

SHEPHERD SCHOOL DISTRICT #37

ACKNOWLEDGMENT OF HANDBOOK

My child and I have read and discussed the information on student discipline set forth in the Shepherd Elementary Student Handbook.

I have been given the opportunity to ask for clarification and ask questions regarding the discipline and conduct program and procedures. I understand I can call the school for more information.

Our signatures below reflect that my child and I have received a written copy of the Shepherd Elementary Student Handbook.

Student Signature

Parent /Guardian Signature

Date

THIS FORM MUST BE SIGNED AND RETURNED TO THE CLASSROOM TEACHER WITHIN ONE WEEK AFTER THE FIRST DAY OF SCHOOL.

PARENT CONCERNS REGARDING DISCIPLINE:

A parent who has concerns about any disciplinary matter involving a student should initially speak to the staff member involved. If unable to come to a resolution with the staff member, the parent should contact the school's principal. If necessary, a meeting will be held. If no resolution can be reached, the parent may request the principal to involve personnel at the District level.