

# Shepherd School District #37

## Newsletter



### Superintendent's Message

As we welcome the 24-25 school year, I wanted to take a moment to express our gratitude for your ongoing support in your child's education. Your involvement truly makes a difference! Please help your child learn to advocate for themselves by being the first person to contact their coach, teacher or advisor to help solve any problems they may be having to help make their season more successful. If your child is in early elementary, please reach out to your child's teacher.

A new school year is just around the corner. We are excited to start another year here at Shepherd Schools. Our first day of school for grades 1-6 and 9th graders is September 3rd and the first day for grades 7-8 and 10-12 will be September 4th. This will allow 6th grade students and Freshman to have an orientation day where they will be the only ones in the school building trying to navigate the new spaces. This will help them settle in before the rest of the student body arrives and the halls get crowded. Kindergarten will start on September 5th.

We have exciting new things and we are looking forward to having staff and students back on campus. We have several new teachers on campus this year. Shepherd Schools welcomes the following new teachers. In the Elementary, we have in Kindergarten Mandy Berens, in 5th Grade Lindsey Martin, Rob Barthule and Tenley Miller, in Title 1 Maggie Ogden and in 2nd grade Jan Back. In the Middle School, we have in Art Danielle Zaparynuk, in Social Studies Max Kent, and in Math Matt Waite. In the High School, in English Amber Desmarais, in Art Aspen Jones, in Science Rachel Stratman and Marc Dorfman and in Vo-Ag Stephanie Bushnell. We welcome them to our campus and look forward to them being a part of the Shepherd team.

Shepherd Schools will continue to be committed to our 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.*

Fall sports are beginning right around the corner on August 16th for the High School and August 19th for the Middle School. Please be looking for information sent out by Tina Downing, our Athletic Director throughout the year for 5th-12th grade students wishing to participate in athletics or extra-curricular groups. If you have any questions regarding athletics please reach out to her.

We are excited to continue our Adult Education here at Shepherd. If you are interested in using the facility to workout, interested in learning more about any of our classes, or if you have any other questions/suggestions please contact our schools. We look forward to anyone taking advantage of our classes, giving advice on what more we can offer, and helping out the adults of our community.

If you have any questions, please feel free to contact us. We encourage you to follow us on the district Facebook page <https://www.facebook.com/ShepherdK12> or visit our school website at <https://www.shepherd.k12.mt.us> for the most up to date information. Again, we are very excited and look forward to the upcoming school year being successful for all.

Wishing everyone the best for the upcoming year,

A handwritten signature in black ink, appearing to read "Drea O'Donnell".

Drea O'Donnell  
Superintendent

## SECTION 504

Section 504 is an Act which prohibits discrimination against persons with a handicap in a 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.

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/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.

## Reporting STUDENT ABSENCES

House Bill #358

Recommended procedures to follow in reporting absentees at Shepherd Elementary, Junior High and High Schools:

1. Parents should make an attempt to notify the school by a note, in advance, when they know their child will not be in school the next day.

2. Parents of children who are absent should call the school by 9:30 a.m. to report that their child will be absent that day. If parents have not called by 9:30 a.m., school authorities will make an attempt to contact the parents. The date and time the call is made will be documented. Parents will be contacted regardless of child's age.

## TITLE IX

No person in Shepherd Public School shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity. The Title IX Coordinator is Heather Ekness.

To the Parents/Guardians of students in the Shepherd Public Schools: This is to notify you that the Board's policy concerning the Family Educational Rights and Privacy Act of 1974, Public Law 930380, is available in the office of the school. You have a right to inspect and review those portions of your students' educational record as stated in policy during regular hours.

## SHEPHERD SCHOOLS TITLE I PARENTAL RIGHT-TO-KNOW

Your Right to Know - Professional Qualification of Teachers

Parents of children, who attend schools that receive Title I, Part A funding, have the right to request and receive information about the qualifications of the educators who teach their children core subjects - reading, English language, arts and mathematics. The same applies to paraprofessionals who instruct.

At a minimum, the information you receive must explain these 3 essential components of an educator's qualifications.

1. Whether or not the teacher met state qualifications and certification requirements for the grade level and subject( s) he or she is teaching,
2. Whether or not the teacher has an emergency or conditional certificate by which state qualifications were waived,
3. What undergraduate and graduate degree (s) the teacher holds, including graduate certificates and additional degrees, and major( s) or area( s) of concentrations.

## NOTIFICATION IF YOUR CHILD'S TEACHER IS NOT HIGHLY QUALIFIED

ESEA directs schools to send timely notice to parents and guardians IF their child has been assigned to, or taught for more than four consecutive weeks by a teacher of a core academic subject, who is not highly qualified.

# ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE SHEPHERD SCHOOL DISTRICT

(Pursuant to the *AHERA Rule*, 40 C.F.R. §§ 763.84(d))

Asbestos is a naturally-occurring mineral which has, until about 1980, been commonly used in building materials. Asbestos will not burn, is an excellent insulator, has great strength, is resistant to chemicals, and absorbs sound. Examples of asbestos-containing building material (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling material, and pipe insulation. As ACBM deteriorates over time, or is disturbed by maintenance, renovation, or demolition activities, asbestos fibers may be released into the air. Inhalation of these airborne, microscopic fibers has been proven to cause such deadly diseases as lung cancer, mesothelioma (cancer of the lining of the lungs), and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the *Asbestos Emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces the *AHERA* mandate. These regulations are incorporated within the *AHERA Rule* (40 C.F.R. Part 763, Subpart E).

In compliance with the *AHERA Rule*, the Shepherd School/School District had its school building( s) inspected by an asbestos inspector, accredited by the State of Montana. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM was noted, Samples were taken of some or all of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school building (s).

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the School/ School District by an asbestos management planner, accredited by the State of Montana. The *Asbestos Management Plan (s)* include a description of the measures currently being taken to ensure that the ACBM remaining in our school building (s) is maintained in a condition that will not pose a threat to the health of our students and employees. The Plan (s) describe past response actions taken to abate ACBM, as well as response actions planned for the future. Information is provided on the periodical monitoring of the condition of ACBM remaining in our school building (s) through triennial reinspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff. Finally, the asbestos awareness training program for maintenance and custodial personnel is documented.

A copy/copies of the Asbestos Management Plan (s) is/are available at School/School District administrative office during regular office hours. the Superintendent is the designated Asbestos Program Coordinator for the School/School district. Please direct all inquiries regarding the Asbestos Management Plan( s) to him/her at 373-5461.

## SEXUAL HARASSENT/INTIMIDATION 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 harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student, 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 harassment or intimidations (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 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 locations.

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.

# SHEPHERD SCHOOL DISTRICT 2024-2025 School Calendar

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August	
Aug. 28-29	Teacher In-Service Days
Aug. 29	Open House (4:00-6:00 pm)

September	
Sept. 2	Labor Day (No School)
Sept. 3	First Day of School (Grades 1-6 & 9)
Sept. 4	First Day of School (Grades 7-8 & 10-12)
Sept. 5	First Day of School (Kindergarten)
Sept. 23	Teacher In-Service Day (No School)

October	
Oct. 7	Progress Report (Middle & High School)
Oct. 14-15	Student-Led Conferences
Oct. 17-18	Teacher In-Service Days (No School)
Oct. 31	Early Release

November	
Nov. 1	No School
Nov. 4	Progress Report (Middle & High School)
Nov. 26	End of 1st Trimester (Elementary)
Nov. 27-29	Thanksgiving Break (No School)

December	
Dec. 9	Progress Report (Middle & High School)
Dec. 23-31	Winter Break (No School)

January	
Jan. 1-3	Winter Break (No School)
Jan. 17	End 1st Semester (Middle & High School)
Jan. 20	Progress Report (Middle & High School)

February	
Feb. 17-18	Student-Led Conferences
Feb. 20-21	No School
Feb. 24	Progress Report (Middle & High School)
Feb. 28	End 2nd Trimester (Elementary)

March	
Mar. 24	Progress Report (Middle & High School)

April	
Apr. 17-21	Spring Break (No School)
Apr. 28	Progress Report (Middle & High School)

May	
May 12	Teacher In-Service Day (No School)
May 23	Last Day of School
May 23	End 2nd Semester (Middle & High School)
May 23	End 3rd Trimester (Elementary)
May 27	Progress Report (Middle & High School)

5 Teacher In-Service Day

5 Vacation Day

5 Student-Led Conferences

5 End of Semester (MS/HS)

5 End of Trimester (Elem)

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## ***UPCOMING IMPORTANT DATES***

### **FIRST DAY OF SCHOOL**

**Tuesday , September 3rd:**

**1st - 6th, 9th, & New Students**

**Wednesday, September 4th:**

**7th - 8th & 10th - 12th**

**Thursday, September 5th:**

**Kindergarten**

### **STUDENT ATHLETES**

**All student athletes need a Dragonfly max account for paperwork this school year.**

**Code of Conduct must be done in person.**

contact Tina Downing

[t-downing@shepherd.k12.mt.us](mailto:t-downing@shepherd.k12.mt.us)

to sign up.



## ***Blue & Gold Community Kickoff 2024***

***Football Scrimmage: 12:00pm - 1:30pm*** 

***Volleyball Scrimmage: 2:00pm - 3:30pm*** 

***COMMUNITY KICKOFF: 4:00pm - 6:00pm***

**SATURDAY  
AUGUST 24TH**

***(includes):  
Shandi's Snack shack food truck  
Alfon's flaming grill food truck  
shepherd spirit sale  
inflatables***





**YOU ARE INVITED**

**Shepherd Schools Open  
House**

**Thursday, August 29, 2024**

**4:00-6:00pm**

**Hope to see you there!**

Shepherd Schools

# Community Fair

Food trucks will be available in front of the Elementary School

- Sweet Tooth Ice Cream
- Tastes So Good
- Dax's Wingz N Thingz
- Mr. TACO406



Thursday  
August 29th

**CAFETERIA**

4-6PM DURING OPEN HOUSE

**Resources for a Healthy Life**

- Riverstone Health  
Massage Therapy-  
Financial Peace-Safe  
Trails to School-Lions  
Club-Nutrition-Behavioral  
Health

# Shepherd Jamboree



Saturday, September 7<sup>th</sup>, 2024  
At the Shepherd Community Center  
5541 Haynes Rd. Shepherd, MT 59079  
~ 11am – 3pm ~

*New and IMPROVED fun booths for all ages, come check them out!!*

(ticket purchase required)

**Nerf Gun Shooting Gallery**

**Connect 4 Basketball**

**Airbrush Face Painting**

**Dunk Tank**

**FREE Obstacle Course/Inflatables & Petting ZOO!!**

~ Girl Scout STEM Van ~

~ Craft Vendors ~

~ Silent Auction ~

~ Food & Drinks for Purchase ~

## **Live Auction @ noon!!**

*To donate auction items, contact Rebecca @ 406-855-5875.*

*To reserve vendor booth space, contact Annika @ 406-529-1103 or  
Sara @ 406-930-1158.*

All proceeds benefit the Shepherd Lions Club community activities, such as: Easter Egg Hunt, Highway Clean-up, Memorial Day Service, Halloween Pit Stop, Thanksgiving Basket donations and Dress-A-Child Christmas gift donations.

**THANK YOU FOR YOUR SUPPORT!!**

Like & follow us @ [facebook.com/shepherdlionsclub](https://facebook.com/shepherdlionsclub)



**We Serve**

# ***SHEPHERD ELEMENTARY NEWS***

**Drea O'Donnell**  
Superintendent  
Curriculum Director  
406-373-5461

**Kinsey Szillat**  
Business Manager/Clerk  
406-373-5461

**Charly Bermes**  
Asst. Clerk/Activities Clerk  
406-373-5461

## **Shepherd School District #37**

**7842 Shepherd Road  
PO Box 8  
Shepherd, MT 59079-0008**

**Autumn Arlian**  
Elementary Principal  
406-373-5516  
FAX 406-373-5076

**Rich Hash**  
Middle School Principal  
406-373-5300  
FAX 406-373-5342

**Kenneth Poepping**  
High School Principal  
406-373-5300  
FAX 406-373-5342

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Dear Shepherd Community,

We are excited to start the 2024-2025 school year. The summer crew worked hard over the summer to clean the buildings. Many of our teachers attended training over the summer to better prepare us for the upcoming school year. We are excited to welcome everyone back.

Open House will be on August 29th from 4:00-6:00. You will enter through the main elementary entrance. We will have people at the doors to give directions. Please come to Open House with your supplies.

I would like to welcome our new elementary staff. Mandy Berens (kindergarten), Jan Back (2nd), Robert Barthule (5th), Tenley Miller (5th), Lindsey Martin (5th), Maggie Ogden (Title). Please make sure to introduce yourself and welcome them to Shepherd.

We always love our parent volunteers. New volunteers will need to get their background check and fingerprints done before they can be in the classroom helping. Please see my website for more information.

Students will be allowed to enter the building at 8:00 AM. Please do not drop them off early, as our teachers are not available to monitor them. We will continue to use the metal detectors each morning. Students did a great job last year. Once they get back into the routine, I am sure this will go quickly. If you are in need of before or after school childcare, please contact The Sunshine Academy. They are offering a program that will be run at the school.

Please feel free to contact me anytime with questions or concerns. We look forward to seeing you at Open House.

**Autumn Arlian**  
Elementary Principal

# SHEPHERD MIDDLE SCHOOL NEWS

**Drea O'Donnell**  
Superintendent  
Curriculum Director  
406-373-5461

**Kinsey Szillett**  
Business Manager/Clerk  
406-373-5461

**Charly Bermes**  
Asst. Clerk/Activities Clerk  
406-373-5461

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High School Principal  
406-373-5300  
FAX 406-373-5342

8/14/24

### Welcome Back:

I hope everyone enjoyed the summer break. The school year is just around the corner and we are looking forward to the school year. We have made a few changes here and there but nothing major. Just a reminder to all students/parents of Shepherd Middle School. Students must pass their core classes all three years to be promoted to high school. Students who do not pass a core class, must pay to make them up in the summer or redo the class the following year. This process was passed several years ago by the School Board and is working well. Also, students who miss ten days of school will be considered truant and will be ticketed by our SRO on the eleventh missed day. It is a huge focus of ours to improve the attendance of our students and we need your help. Students who miss more than 10 days will not receive their credits for that semester. Please read your child's handbook when they bring it home for all expectations. We made some changes to the handbook so make sure you read through cover to cover.

We will have an OPEN HOUSE again this year on Thursday, August 29 from 4:00-6:00 pm. Please use this time to bring your school supplies in and pick up your schedules. You will receive points toward your child's Pathway Trip. Only 6<sup>th</sup> graders and new students will attend school on Tuesday, September 3, 2024. They will spend a lot of time figuring out how to open their lockers, learning where their classes are and the rules of the middle school. All 7<sup>th</sup> and 8<sup>th</sup> graders will attend school on Wednesday, September 4, 2024.

All middle school students who ride the bus will enter the building through our hallway doors. Students who are dropped off in the front of the school, will enter through the front of the high school and go directly to the middle school. Breakfast will be served in the lobby of the high school. We will be using the metal detectors again this year, so only bring what you need for school.

Attendance at school is very important and we have set a goal to try to correct some of the attendance issues we have seen the past few years. Please help us by getting your kids to school. I have listed some important dates below. Thanks for your support and we are looking forward to a great school year.

### Important Dates:

August 29, 2024- Middle School Open House- 4:00 pm to 6:00 pm.

September 3, 2024- First day of school for incoming 6<sup>th</sup> graders and new students. School starts at 8:10 am.

September 4, 2024- First day of school for 7<sup>th</sup> and 8<sup>th</sup> graders. School starts at 8:10 am.

Sincerely Yours,

Mr. Hash  
Shepherd Middle School Principal



## Shepherd High School

Beginning of school...here we come! Staff and students will soon be returning to the hallways and classrooms. And I'm sure they will all be refreshed and rejuvenated from the summer, as I am. I hope that everyone has had a wonderful summer with memories made.

First, I would like to say Thank You to our summer maintenance and custodial staff. It takes a tremendous amount of time and effort in the summer to bring everything back to par to start the year off right. So, Thank You!

Next, I would like everyone to know of our new staff members within the high school. Mrs. Amber Desmarais (English), Miss Stephanie Bushness (Agri.), Miss Aspen Jonas (Art), Mr. Marc Dorfman (Science), Miss Rachel Stratman (Science), Mrs. Lexie Rupe (Spec. Educ.), and Mrs. Jasmin Schlotter (paraprofessional). Please help them to feel welcome in our little slice of heaven!

Next, I would like to address a few changes that will be taking place this year within the high school. First...cell phones...ALL cell phones are to be kept in lockers at all times. There will not be cell phones permitted in the classrooms. When we change something, we get the inevitable question of "why are we doing this?" The answer for this...the drama and overall chaos that is created with students on social media platforms is out of control. We are here to educate; not police social media. Thus, we are going to take it out of the equation. If you have questions about this, please feel free to talk with me about it. The next big thing that we have changed for this year is the placement of our study hall time. It used to be at the end of the school day on Monday, Tuesday, and Thursday. This year it will now be 1150 AM-1220 PM on Monday, Tuesday, and Thursday. All freshmen, sophomores, and juniors will attend the study hall time with one teacher or another, depending on the situation. Seniors will have the opportunity to leave as in past years, as long as they are passing all classes and not on the weekly D/F list. Reason for the change...time was being wasted at the end of the day with students failing but not utilizing the given study hall time. Also, with shared staff we are now able to align the bell schedule with the middle school. Again, if you have any questions, please feel free to talk with me.

And speaking of schedules, student class schedules will be sent out shortly, so please be expecting to see them coming in the mail. If a student has any questions or concerns regarding their schedule, I would highly encourage them to email Mrs. Davis as soon as possible. Her email address is [h-davis@shepherd.k12.mt.us](mailto:h-davis@shepherd.k12.mt.us). We would like to have all schedule changes completed by the beginning of school.

And finally, I would like to finish this brief newsletter off with one thought...We have terrific students; We have outstanding teachers and staff; We have wonderful parents; We have a great community of support...**We Are Shepherd!** Let's not forget that and let's make this the best year ever!

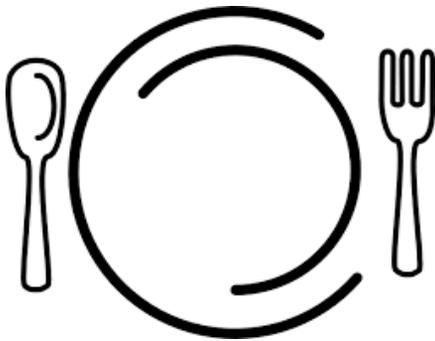
K.J. Poepping, Principal  
Shepherd High School

# LUNCH INFORMATION

**Kindergarten - 5th Grade:** Teachers will receive and handle the students' lunch money. It will be the teachers' responsibility to turn in the lunch money to the lunch accountant.

**Middle School - High School:** Lunch money is to be given to your building secretary.

- **Charging** is discouraged and will be kept to a minimum.
- Parents will be notified by **phone and email** of low and negative balances in your account.
- A **"cash-only" basis** exists if a non-sufficient funds check is issued to the lunch program.



## LUNCH PROGRAM PRICES

LUNCH	K - 5th	6th - 12th	Adults
1 lunch	\$3.00	\$3.50	\$4.75
5 lunches	\$15.00	\$17.50	\$23.75
10 lunches	\$30.00	\$35.00	\$47.50
20 lunches	\$60.00	\$70.00	\$95.00

REDUCED PRICES	K - 5th	6th - 12th
1 lunch	\$0.40	\$0.40
5 lunch	\$2.00	\$2.00
10 lunch	\$4.00	\$4.00
20 lunch	\$8.00	\$8.00

BREAKFAST	Students	Reduced	Adults
	\$1.75	\$0.30	\$2.35



## FREE & REDUCED LUNCH PROGRAM

Our school participates in the **Free & Reduced Lunch Program**. See the chart above for the Reduced breakfast and lunch prices. To apply for either FREE or REDUCED COST meals for your student (s), please visit our school website at [www.shepherd.k12.mt.us](http://www.shepherd.k12.mt.us) to access the application or pick up a form from the school, and return it to Wrenetta Babcock (lunch accountant) in the Elementary Building by Friday, September 8, 2023.

If you have any questions regarding the application process, please contact Wrenetta at [w-babcock@shepherd.k12.mt.us](mailto:w-babcock@shepherd.k12.mt.us) or call 406-373-5516 ext. 108.

# REVTRAK ONLINE PAYMENT INSTRUCTIONS

Important! If you plan on accessing RevTrak to place money on your child's lunch balance, you **must** first create an account on PowerSchool. You will first need to acquire the password letter from the appropriate school secretary.

1. Go to the following website: [shepherd.powerschool.com](http://shepherd.powerschool.com) then click the "Create Account" button on the start screen.
2. Set up your account by creating your own username and password.
3. For each student in your household, enter their first and last name, Access ID (in password letter), Access Password (in password letter), and pick a relationship from the drop down menu.
4. Click the "Enter" button. You will be directed back to the login screen.
5. Once you have done this, email [c-mckinney@shepherd.k12.mt.us](mailto:c-mckinney@shepherd.k12.mt.us) to get access to PowerSchool.

Once that account is created in PowerSchool you will need to set up your Revtrak account for payments. Please see the instruction below:

1. Go to our Shepherd Schools website: [www.shepherd.k12.mt.us](http://www.shepherd.k12.mt.us)
2. Scroll down and click on Online Purchasing:



3. On the next login page - you will need to create an account. This is the EMAIL that you will use to log in for future access.
4. Once logged in you will click on Food service payments or Technology fees.
5. The next screen is where you will use the information you set up above in **PowerSchool** in order to log in.

## POWERSCHOOL - PLEASE LOG IN

Please Enter Your PowerSchool Portal Access Credentials Below

Username:

Password

LOG IN

# SEPTEMBER BREAKFAST MENU

## Shepherd School District #37

### SEPTEMBER Breakfast 2024

Monday	Tuesday	Wednesday	Thursday	Friday
2 NO SCHOOL TODAY	3 Breakfast Bar Fruit Juice MILK - Variety	4 Cereal Fruit Juice MILK - Variety	5 Bagel Fruit Juice MILK - Variety	6 Muffin Fruit Juice MILK - Variety
9 Breakfast Bar Fruit Juice MILK - Variety	10 Waffle Fruit Juice MILK - Variety	11 Cereal Fruit Juice MILK - Variety	12 Tornados Fruit Juice MILK - Variety	13 Donut Fruit Juice MILK - Variety
16 Breakfast Bar Fruit Juice MILK - Variety	17 Sausage and Pancak Fruit Juice MILK - Variety	18 Cereal Fruit Juice MILK - Variety	19 Bagel Fruit Juice MILK - Variety	20 Early Riser Fruit Juice MILK - Variety
23 NO SCHOOL TODAY	24 Breakfast Bar Fruit Juice MILK - Variety	25 Cereal Fruit Juice MILK - Variety	26 Breakfast Pizza Fruit Juice MILK - Variety	27 Muffin Fruit Juice MILK - Variety
30 Breakfast Bar Fruit Juice MILK - Variety				

MENU IS SUBJECT TO CHANGE WITHOUT NOTICE

# SEPTEMBER LUNCH MENU

## Shepherd School District #37

### September Lunch 2024

Monday	Tuesday	Wednesday	Thursday	Friday
2 NO SCHOOL TODAY	3 Corn Dogs 5 Star Salad Bar Fruit MILK - Variety	4 Oven Fried Chicken 5 Star Salad Bar Fruit MILK - Variety	5 Hamburgers 5 Star Salad Bar Fruit MILK - Variety	6 Chrispitos 5 Star Salad Bar Fruit MILK - Variety
9 Pulled Pork Sandwich 5 Star Salad Bar Fruit MILK - Variety	10 Nacho Surprise 5 Star Salad Bar Fruit MILK - Variety	11 Ham Sandwich Chicken Noodle Sou 5 Star Salad Bar Fruit MILK - Variety	12 Ravioli 5 Star Salad Bar Fruit MILK - Variety	13 Chicken Patty Sandwich 5 Star Salad Bar Fruit MILK - Variety
16 Biscuits and Gravy Hash Brown 5 Star Salad Bar Fruit MILK - Variety	17 Chicken Fajitas 5 Star Salad Bar Fruit MILK - Variety	18 Meatball Subs 5 Star Salad Bar Fruit MILK - Variety	19 Steak Rice 5 Star Salad Bar Fruit MILK - Variety	20 Pizza Cheese Pizza pepperoni 5 Star Salad Bar Fruit MILK - Variety
23 NO SCHOOL TODAY	24 Soft Shell Taco 5 Star Salad Bar Fruit MILK - Variety	25 Chicken Strips Mac & Cheese BAKED BEANS 5 Star Salad Bar Fruit MILK - Variety	26 Pizza Sticks 5 Star Salad Bar Fruit MILK - Variety	27 Chili Cinnamon Rolls 5 Star Salad Bar Fruit MILK - Variety
30 Hot Dog 5 Star Salad Bar Fruit MILK - Variety				

MENU IS SUBJECT TO CHANGE WITHOUT NOTICE

# Transportation Newsletter 2024

The start of school is less than a month away! Summer has literally flown by.

I hope all of you had a great summer did lots of cool activities!

Beginning this fall we have made some changes to our bus schedules and routes that everyone will need to take notice of. With the school changing the daily end of school times to accommodate a better school year calendar, we have adjusted everyone's drop off times accordingly.

Mon/Tue/Thurs school is out at 03:35 Pm (+ 5 Minutes)

Wed/Fri is out at 02:45 Pm (+15 minutes)

In most cases, the drop off times have been adjusted to match the additional school times. Please make note of your students drop off time when you receive it and please call if you have any questions.

The AM routes are not changing other than some stop changes moving to a different bus.

Equestrian Subdivision will change to Bus 4 AM&PM. Times will be adjusted based on the route and communicated.

Frey Rd stops will all move to Bus 2 AM/PM. Other than some minor changes, the rest of the routes are the same as last year.

11<sup>th</sup>/12<sup>th</sup> grade Parents please take note: We will not be rolling over service and automatically continuing bus service for 11<sup>th</sup>/12<sup>th</sup> grade. Most years, after many phone calls, we find between 75-100 students that have aged out and are no longer riding. If your 11<sup>th</sup>/12<sup>th</sup> grade child still requires bus service, you will need to fill out a bus request form and either turn into the high school office or email to me- [r-trotter@shepherd.k12.mt.us](mailto:r-trotter@shepherd.k12.mt.us) and we will be happy to provide transportation. Request forms can be found on the school's web site under Transportation.



# Continued Transportation Newsletter 2024

## Elementary Parents:

Last year we implemented a scanning system for each bus and issued a scan card to each student. This has allowed us to quickly determine if everyone is on the correct bus and exactly which bus they boarded. The system worked very well with 1 exception.... Lost or damaged scan cards. We had several students that lost 3,4,5 and more last year. A few more where bent, chewed on or washed. The elementary provided back pack lanyards last year and that helped, but we still need to reduce this. Please take a minute and make sure your child is aware of the importance of taking care of the card and having it ready to scan before boarding the bus.

Every day we have every kind of clothing, books, lunch boxes, trapper keepers etc. left on the buses. Please write your child's name on everything possible so we can quickly get their things back to them.

If they come home missing a coat, jacket or whatever, the drivers place these items on the buses dash for a couple of days before sending to the elementary lost and found.

## All Grades:

Finally, when you receive the parent / student transportation handbook, PLEASE review it with your child, especially the section on electronic devices.

The handbook has the basic rules and expectations for all riders to maintain the privilege of riding the bus and we need everyone to follow them.

Cell phones, I-Pads, Laptops etc., need to remain in backpacks and otherwise out of sight, while riding on the bus.

Looking forward to seeing everyone again, this fall!

Thank You!

Bobby Trotter

Transportation Director  
Shepherd School District



# THANK YOU!!

We would like to give our amazing Shepherd PTO a HUGE Thank You for providing the Elementary with the following school supplies!

- Colored pencils
- Pens
- Reusable water bottles
- Expo markers
- Agendas
- 3 prong folders
- Vinyl take-home folders
- Watercolor paint sets
- Colored markers
- Glue sticks
- Crayola crayons
- Tabbed dividers
- Scissors
- Earbuds
- Reusable bags
- Crayola Markers
- Plastic Pencil Boxes

**We greatly appreciate your support!**



Supply lists are provided on the following 9 pages. They are also located on the school website and Facebook page.

## Shepherd Elementary Kindergarten Supply List 2024-2025



- 1 blue plastic folder
- 6 glue sticks
- 12 pre-sharpened pencils
- 2 small boxes of crayons
- 1 box of washable markers
- 2 containers of Lysol wipes
- 1 plastic crayon/pencil box
- 2 boxes of tissue
- 6 black fine-point Expo markers
- 1 bag of chewy candy
- 1 large bag/box of individually wrapped snack (no peanuts)  
**Some ideas the kids like are:** Cheez Its, Fruit Snacks, Raisins, Fruit Leather, Pirate Booty, Granola Bars, Cookies, Apple Sauce, Popcorn, etc...
- Girls-** 1 large package of sandwich bags
- Boys-** 1 large package of gallon bags
- 1 backpack - keep in mind they will need to fit their winter gear inside
- 1 reusable water bottle (labeled with your child's name)
- 1 set of headphones (BASIC headphones work best for our computers - no ear buds please)

***\*Please do not label items!***

*~~~Thank you, Shepherd PTO, for purchasing erasers, paint, yellow take-home folders, and extra washable markers for our class.~~~*

**Thank you,  
Kindergarten Teachers**



# 1st Grade 2024-2025 Shepherd Elementary Supply List



- 2 boxes of 24 pk crayons (Crayola work the best)
- 8 **FINE** point **BLACK** Expo Markers
- 1 **plastic** pencil box with **snap** lid (no zippers or locks)
- 1 container of disinfecting wipes
- 1 bottle of pump hand sanitizer
- 2 boxes of facial tissues
- 1 box of snack (**individually wrapped please**- snack will need to be sent every month)

## **Label the items below with your child's name**

- 1 set of headphones (no earbuds or bluetooth-cheaper ones work best!)
- 1 two-pocket, plastic folder (your choice of color/design)
- 1 wide-ruled, spiral-bound, single subject notebook
- 1 backpack
- 1 reusable water bottle (spill-proof)

**Thank you to the Shepherd PTO for providing the following supplies  
to our classroom:**

Scissors, vinyl take home folders, glue sticks, watercolor paint sets, pencil top erasers, and colored markers

# Second Grade Supply List

2024-2025



- 1-Pair of headphones
- 2-Boxes of Kleenex
- 1-Backpack-keep in mind they will need to fit their winter gear inside
- 1-Leak resistant water bottle
- 1-Glue Bottle
- 4-Packages glue sticks (5 count or higher)
- 1-Pencil box
- 1-24 Pack Crayola crayons
- 1-12 Pack Crayola colored pencils
- 1-Container of Clorox wipes
- 2-Packs of black Expo markers
- 2-Packs of pencils
- 2-Composition wide ruled notebook
- 1-2 Pocket folder
- 1-Bag of WRAPPED hard/chew candy
- 1- Large box of pre-packaged snacks.

***Please thank your PTO representatives for providing your classroom teacher with:***

- Crayola Markers
- Take home folders
- Cardstock
- Highlighters

Thank you,  
Second Grade Teachers

### 3<sup>rd</sup> Grade Student Supply List for 2024-2025 School Year ☺

- 3-4 boxes of Kleenex (any brand of tissue)
- 2 containers of Lysol/Clorox wipes (NO BLEACH)
- 1 composition notebook
- 1 three ringed binder (1 inch wide with hard cover/pockets for writing)
- headphones (no earbuds or wireless, please)
- 1 bag of individually wrapped candy. Please choose from the following:  
Starburst, Tootsie Rolls, Rolos, Lifesavers, Hershey Kisses, Jolly Ranchers,  
Smarties, Hi-Chews, Saltwater Taffy (**NO SUCKERS**)

\*\*Please note that supplies will be shared in supply cubbies, so please **DO NOT** put names on anything.

**The following supplies were provided by our Shepherd PTO:**

- Expo Markers
- Colored pencils
- #2 pencils
- Crayola fine-tip colored markers

Yellow take-home folders

Dear New 4<sup>th</sup> Grade Student,

Welcome to the 4<sup>th</sup> Grade!! Below is a list of supplies that you will need to start off the year.



- Headphones(preferably over the head not earbuds) - **Please put name on them. We will keep them here throughout the whole year.**
- Extra large cloth pencil case
- Expo Markers (thin black, pack of 12)
- Gallon Ziplock Bags–Boys
- Half Gallon or Sandwich bags–Girls
- 3 - Composition notebooks
- 5 - Glue Sticks
- 1 box **Ticonderoga** pencils
- 2 boxes of markers
- 2 packages of sticky notes any color
- Clorox Wipes (Boys)
- Kleenexes (girls)
- Bag of wrapped candy – NO GUM OR SUCKERS PLEASE (Starburst, Mini chocolate candies, taffy, etc.)

**Thank you PTO for providing the following:**

- Yellow Take Home Folders
- Pink, green, yellow, and blue class folders

Dear 5th grade student,

We are so excited to have you in fifth grade! We want to start the year off right so we have included a list of supplies that you will need. Thank you for starting the year prepared!

- 4 composition notebooks
- 1 box of expos (12 pack)
- Pencil pouch
- 2 boxes of pencils (your child may need more throughout the year)
- 1 pack of markers
- 1 pack of colored pencils
- Earbuds or headphones
- Kleenexes
- Clorox wipes (boys)
- Gallon ziplock bags (girls)
- 1 bag of assorted candy- no gum or suckers

Thank you to the wonderful PTO for providing additional items: class folders, pencils, erasers, expos, sharpies, yellow take home folders, and agendas.





**SHEPHERD MIDDLE SCHOOL  
2024-2025 SUPPLY LIST**



**General Supplies -- Grades 6-8**

2 dozen pencils  
4 glue sticks  
1 pair of scissors  
Supply bag  
Jumbo-size book covers

1 dozen pens (black/blue ink only)  
12 pack colored pencils  
2 large boxes of Kleenex (1st period)  
Earbuds or headphones  
Trapper Keeper (optional)

1 package black Sharpie (fine tip)  
Highlighters -- assorted colors  
2 large erasers & pencil caps  
1" binder (Student-Led Conferences)

**6th Grade**

**Language Arts**

1 plastic folder  
1 spiral notebook  
1 pack sticky notes

**Math**

1" 3-ring binder  
Calculator  
Six pack dry erase markers  
1 pack note cards

**Science**

1" 3-ring binder  
2 packages college ruled loose paper  
1-2 black dry erase markers

**Social Studies**

1" binder w/filler paper  
1 small box of crayons  
1 clear protector sheet  
1 packet 3" x 5" note cards

**Keyboarding I**

1 2-pocket folder

**Physical Education**

1 gym sack (string bag)

**Exploratory Art**

1 large eraser  
2 wooden pencils  
2 black Sharpies  
24 colored pencils  
12 colored markers  
9" x 12" sketchbook

**Exploratory Vo-Ag**

1 2-pocket folder

**Spanish**

Folder  
Notebook

**7th Grade**

**Language Arts**

1 plastic folder  
1 spiral notebook -- wide ruled  
1 pack stick notes

**Math**

1" 3-ring binder  
Calculator  
Six pack dry erase markers  
1 pack note cards

**Science**

1 folder (Jeuschede)  
2 composition notebooks (Jeuschede)  
1" 3-ring binder (Struck)  
2 packages college ruled paper (Struck)  
Boys: clear plastic cups  
Girls: playdough

**Social Studies**

1" binder w/filler paper  
1 small box of crayons (Bondurant)  
1 large paper bag (Bondurant)  
2 notebooks (Butler)  
1 clear protector sheet  
1 packet 3" x 5" note cards

**Keyboarding II**

1 2-pocket folder

**Physical Education**

1 gym sack (string bag)  
1 college ruled spiral notebook

**Art I**

9" x 12" sketchbook (unlined pages)  
6 wooden pencils  
Kneaded erasers/2 white erasers  
10 black Sharpies (fine & ultra-fine tips)  
24 colored pencils  
12" ruler (see-thru-view) & circle compass  
Supply bag

**Shop-Vo-Ag**

1 1" binder w/loose paper

**Spanish**

Folder  
Notebook

**8th Grade**

**Language Arts**

1 plastic folder  
2 spiral notebooks -- college ruled  
1 pack sticky notes  
1 package mechanical pencils

**Math**

1" 3-ring binder  
Calculator  
Six pack dry erase markers  
1 pack note cards

**Science**

1 folder  
2 composition notebooks  
Boys: masking tape  
Girls: clear tape

**History**

2 notebooks  
Lined paper

**Intro. to Google Apps**

1 2-pocket folder

**Physical Education**

1 gym sack (string bag)

**Art II**

9" x 12" sketchbook (unlined pages)  
6 wooden pencils  
Kneaded erasers/2 white erasers  
10 black Sharpies (fine & ultra-fine tips)  
24 colored pencils  
12" ruler (see-thru-view) & circle compass  
Supply bag

**Shop/Vo-Ag**

1 1" binder w/loose paper

**Spanish**

Folder  
Notebook

Please check with your child at the end of the semester to see if any supplies need to be replenished!

***Thank you for all your  
support and dedication to  
the Shepherd Schools!***

***Let's have a great school  
year!***

