

# **SHEPHERD**

## **ELEMENTARY SCHOOL**



***Student & Parent  
Handbook***

***2023-24***

# *Letter from the Principal*

Dear Parents and Guardians:

We are eager to welcome our students to Shepherd Elementary School for the 2023-2024 school year.

We are excited to watch your children grow academically, socially and emotionally this school year. In order for this to happen, we will be continuing to rely on three school rules/expectations for our students. They are; be safe, be responsible and be respectful. Throughout the building, you can see signs indicating what those 3 rules look and sound like. We are adding a 4th expectation for this school year. Be here! If kids are healthy, they should be in school. We have a lot of learning to do, and we can't do that unless we are here.

Communication is vital for a successful school program. Please feel free to contact me with your questions, concerns, and opinions. This handbook contains most After you have read this handbook and have reviewed this information with your child, please make sure you sign and return all the appropriate forms/paperwork.

Go BlueJays!

Sincerely,

David Farley, Principal

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# INTRODUCTION AND STAFF

## Shepherd Elementary School

### Parent/Student Handbook

It is the desire of the Board of Education that two-way channels of communication be kept open at all times between the school system and the people of the school district. The board will continuously attempt to create and maintain schools that reflect the public's wishes, and will do its best to keep the people informed of the affairs of the school system.

The Shepherd Public School Board of Education holds regularly scheduled monthly meetings on the 3rd Tuesday of each month, unless otherwise posted.

## ADMINISTRATION

<i>Superintendent of Schools</i> <b>Terry Starr</b> <a href="mailto:tstarr@shepherdschools.net">tstarr@shepherdschools.net</a>	<i>Principal</i> <b>David Farley</b> <a href="mailto:dfarley@shepherdschools.net">dfarley@shepherdschools.net</a>	<i>Elementary Asst. Principal</i> <b>Amy King</b> <a href="mailto:aking@shepherdschools.net">aking@shepherdschools.net</a>
<i>Business Manager</i> <b>Carl Seiter</b> <a href="mailto:carl.seiter@shepherdschools.net">carl.seiter@shepherdschools.net</a>	<i>Technology Director</i> <b>Corey Grim</b> <a href="mailto:cgrim@shepherdschools.net">cgrim@shepherdschools.net</a>	<i>Special Ed. Coordinator</i> <b>Ana Allingham</b> <a href="mailto:aallingham@shepherdschools.net">aallingham@shepherdschools.net</a>
<i>Homeless Liaison</i> <b>Amber Bloss</b> <a href="mailto:amber.bloss@shepherdschools.net">amber.bloss@shepherdschools.net</a>	<i>Transportation &amp; Maintenance Director</i> <b>Steve Sura</b> <a href="mailto:ssura@shepherdschools.net">ssura@shepherdschools.net</a>	<i>Food Service Director</i> <b>Mari Robinson</b> <a href="mailto:mrobinson@shepherdschools.net">mrobinson@shepherdschools.net</a>

## BOARD OF EDUCATION MEMBERS

Mr. Rick Judge - President

Mrs. Tracey Galgoci - Vice President

Mr. Matthew Showalter - Secretary

Mrs. Katie Eisenberger - Trustee

Mrs. Katie Travis- Treasurer

Mrs. Janet WilloUGHBY - Trustee

Mr. Andrew Curtis - Trustee

## SCHOOL BUILDING INFORMATION

Superintendent's Office Phone.....989-828-5520

Elementary School Office Phone.....989-828-5998

Elementary Office Hours.....7:30 a.m. – 4:00 p.m.

Elementary School Day.....7:55 a.m. – 2:55 p.m.

## ELEMENTARY STAFF AND EMAIL ADDRESSES

### TEACHERS

#### **Transitional Kindergarten (TK)**

Mrs. Brooklyn Baltimore...[bbaltimore@shepherdschools.net](mailto:bbaltimore@shepherdschools.net)

Mrs. Melisa Peak...[mpeak@shepherdschools.net](mailto:mpeak@shepherdschools.net)

#### **Kindergarten**

Mrs. Carrie Bennett...[cbennett@shepherdschools.net](mailto:cbennett@shepherdschools.net)

Mrs. Margo Willey...[mwilley@shepherdschools.net](mailto:mwilley@shepherdschools.net)

Mrs. Tammy Morrison...[tmorrison@shepherdschools.net](mailto:tmorrison@shepherdschools.net)

Mrs. Haley Siler...[hsiler@shepherdschools.net](mailto:hsiler@shepherdschools.net)

#### **First Grade**

Mrs. Bridgett Dodick...[bdodick@shepherdschools.net](mailto:bdodick@shepherdschools.net)

Ms. Justine Seidl...[jseidl@shepherdschools.net](mailto:jseidl@shepherdschools.net)

Ms. Sarah Bell...[sarah.bell@shepherdschools.net](mailto:sarah.bell@shepherdschools.net)

Mrs. Heather Nail...[hnail@shepherdschools.net](mailto:hnail@shepherdschools.net)

#### **Second Grade**

Mrs. Shelly Carroll...[scarroll@shepherdschools.net](mailto:scarroll@shepherdschools.net)

Mrs. Amanda Tice...[atice@shepherdschools.net](mailto:atice@shepherdschools.net)

Ms. Chase Walker...[cwalker@shepherdschools.net](mailto:cwalker@shepherdschools.net)

#### **Third Grade**

Mrs. Katie Bellinger...[kbellinger@shepherdschools.net](mailto:kbellinger@shepherdschools.net)

Mrs. Peggy Dickman...[pdickman@shepherdschools.net](mailto:pdickman@shepherdschools.net)

Mrs. Heather Houser...[hhouser@shepherdschools.net](mailto:hhouser@shepherdschools.net)

Mrs. Annette Sponseller...[asponseller@shepherdschools.net](mailto:asponseller@shepherdschools.net)

#### **Fourth Grade**

Mrs. Lori Byrd...[lbyrd@shepherdschools.net](mailto:lbyrd@shepherdschools.net)

Ms. Danielle Donegan...[danielle.donegan@shepherdschools.net](mailto:danielle.donegan@shepherdschools.net)

Mrs. Rachel Russell...[rrussell@shepherdschools.net](mailto:rrussell@shepherdschools.net)

Mrs. Kara Sanchez...[ksanchez@shepherdschools.net](mailto:ksanchez@shepherdschools.net)

#### **Fifth Grade**

Mrs. Pamela Brock...[pbrock@shepherdschools.net](mailto:pbrock@shepherdschools.net)

Mrs. Mallory Clark...[mclark@shepherdschools.net](mailto:mclark@shepherdschools.net)

Mrs. Gwen Fitzpatrick...[gfitzpatrick@shepherdschools.net](mailto:gfitzpatrick@shepherdschools.net)

Mrs. Jennifer Mikek...[jmikek@shepherdschools.net](mailto:jmikek@shepherdschools.net)

#### **Reading Specialist/Title I**

Mrs. Melanie Beltinck...[mebeltinck@shepherdschools.net](mailto:mebeltinck@shepherdschools.net)

#### **Resource Room/Special Education**

Mrs. Kerrie Bendele...[kbendele@shepherdschools.net](mailto:kbendele@shepherdschools.net)

Mrs. Danielle Bloniarczyk...[dbloniarczyk@shepherdschools.net](mailto:dbloniarczyk@shepherdschools.net)

Ms. Tylynn Sackett...[tsackett@shepherdschools.net](mailto:tsackett@shepherdschools.net)

Mrs. Tracie Nelson...[tnelson@shepherdschools.net](mailto:tnelson@shepherdschools.net)

#### **Art**

Ms. Tami Seger...[tseger@shepherdschools.net](mailto:tseger@shepherdschools.net)

#### **Computers**

Mrs. Deb Kanine...[dkanine@shepherdschools.net](mailto:dkanine@shepherdschools.net)

#### **Gym**

Mr. Mark Wieferich...[mwieferich@shepherdschools.net](mailto:mwieferich@shepherdschools.net)

#### **Health & PE**

Mr. Mitch Weiss...[mitch.weiss@shepherdschools.net](mailto:mitch.weiss@shepherdschools.net)

#### **Music**

Ms. Savanna Peraino...

### SUPPORT STAFF

#### **Elementary Office Secretary**

Mrs. Kerry Quesnel...[kquesnel@shepherdschools.net](mailto:kquesnel@shepherdschools.net)

Mrs. Shannon Shukait...[sshukait@shepherdschools.net](mailto:sshukait@shepherdschools.net)

#### **School Social Worker**

Ms. Laurie Potie...[lpotie@shepherdschools.net](mailto:lpotie@shepherdschools.net)

#### **School Counselor**

Mrs. Cathy Hupfer...[chupfer@shepherdschools.net](mailto:chupfer@shepherdschools.net)

#### **School Nurse**

Mrs. Alayna Nederhoed...[anederhoed@shepherdschools.net](mailto:anederhoed@shepherdschools.net)

#### **School Psychologist**

Mr. Nick Murch...[nmurch@giresd.net](mailto:nmurch@giresd.net)

#### **School Speech Pathologist**

Mrs. Missy Moeggenberg...[mmoeggenberg@giresd.net](mailto:mmoeggenberg@giresd.net)

Mrs. Megan Petrella...[mpetrella@giresd.net](mailto:mpetrella@giresd.net)

#### **Library Supervisor**

Mrs. Allison Catrell...[acatrell@shepherdschools.net](mailto:acatrell@shepherdschools.net)

#### **RTC Supervisor**

Mrs. Dottie Johnson

#### **Reading Interventionists**

Mrs. Carol Garner

Mrs. Britney Hudecz

#### **Behavioral Specialist**

Mrs. Cindy Cole

#### **Educational Assistants (EAs)**

Mrs. Danielle Hoppe

Mrs. Bridget Pittsley

Mrs. Kelli Moeggenborg

#### **Paraprofessionals**

Jessica Brickner, Janet Burt, Kristina Carll, Rhonda Cross, Wanda Gall, Mike Gimney, Darlene Kniffen, Misty McDowell, Dane Nestle, Karen Purtill, Ashley Taylor, Ramona Travis, Maureen VanHooser,

# **SHEPHERD ELEMENTARY SCHOOL**

# **STUDENT HANDBOOK**

All administrators, teachers, and staff members of Shepherd Schools are vested with legal authority to enforce the policies set forth by the Board of Education. Refusal on the part of students to respect this authority at all school functions may be considered insubordinate and dealt with accordingly.

## **MISSION STATEMENT**

To prepare all students to reach their full potential with the support of a unified community.

The Mission Statement declares the fundamental purpose of Shepherd Public Schools. Our mission is to educate students to be prepared for the challenges and demands of adulthood. Shepherd students are expected to make good decisions, behave appropriately, and accept responsibility for their actions. Behavior that interferes with the fulfillment of the mission statement will be subject to disciplinary action.

No person because of race, color, national origin, sex, age, or handicap shall be discriminated against in the Shepherd Public Schools.

This Student Handbook shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

Shepherd Public School (K-12) is accredited by the State of Michigan.

## **VISION STATEMENT**

Journey to Achieving Your Success. **JAYS!**

## **BELIEFS**

### **WE BELIEVE:**

Students are the future.

In educating/nurturing the whole child.

Everyone performs their best when they feel safe, loved and appreciated.

In a partnership between the home, school and community.

Respect is a key component to build healthy relationships.

High educational standards can be achieved through fun and innovative practices



# COUNSELING AND GUIDANCE

Counseling services are available to any student in the school. These services include assistance for education planning, interpretation of test scores, study habits, help at home, school and/or social concerns, or any question a student might like to discuss. Shepherd Elementary provides a full-time counselor and social worker.

## CONFERENCE WITH TEACHERS

1. Students and parents are encouraged to consult with the teacher pertaining to any phase of the students learning process.
2. Each teacher is assigned a preparation period during the day and is available at that time for a conference.
3. Parents can call the school at 828-6601 to request a conference with a teacher or email the teacher.
4. Parents must report to the office for assistance upon arrival for a conference.
5. All school parent/teacher conferences are provided two times per year, and parents are encouraged to attend.

## PARENT-TEACHER CONFERENCES

Conferences are scheduled twice a year (Fall and Spring). Parents are encouraged to attend these conferences. Additional conferences may be initiated as warranted any time throughout the school year.

## REPORT CARDS

Report cards are sent home for elementary students at 12-week intervals, three times a year. Mid-term progress reports may be sent home if warranted. The final report card of the school year will be sent home with students on the last day of school.

## REQUEST FOR TEACHER

Parent requests for a certain teacher in the upcoming school year must be submitted to the building principal **between April 15 and April 30 of the prior year** and will not be advertised prior to that date. A teacher request form is available in the elementary office and must be picked up, completed, and turned in personally by the parent/guardian in order for the request to be considered. The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

**Approval of teacher requests will be based upon what is best for ALL students; and for educationally sound reasons.**

## SCHOOL BUILDING ASSIGNMENT

School building assignments are based on home address. Families that reside on the east side of Isabella Rd attend Shepherd Elementary. Families that reside on the west side of Isabella Rd attend Winn Elementary. If attendance at a different elementary is preferred, requests must be made in writing, for the upcoming school year between the dates of April 15 and April 30 each year. Each request will be considered in the order/date in which they are received.

## PROMOTION & PROMOTIONAL POLICY

As a student finishes each school year, grade placements are marked on the report card and in the permanent file. The following definitions should help parents understand the specific placement term:

**Promoted** - means that the student is working at or near grade level

**Placed** - means that the student is working 1 to 2 years below grade level.

**Lifted** - means that the teacher has recommended retention, but the parents disagrees and has signed a waiver to move the child to the next grade.

**Retained** - means that the student will remain in the same grade for another year. This recommendation is made by a mutual decision between parents, teachers and administration with the child's best interests in mind.

## ATTENDANCE

Michigan School Code 15, Section 73-Compulsory Education, "Every parent, guardian, or other person in the State of Michigan, having control and charge of any child between the ages of six (6) and eighteen (18) years, shall be required to send such a child to the public school during the entire school year and such attendance shall be continuous and consecutive for the school year fixed by the school district in which such a child is enrolled." The Shepherd Board of Education believes that attendance is a cooperative effort between parents, students and Shepherd Public Schools. State laws also require school boards and administration to be responsible for the whereabouts of students during school hours. All attendance policies will be applied with equity and consistency, keeping in mind that students are individuals, with individual needs. Rules are provided to help our students develop accountability and become more responsible citizens, not unduly punish or ridicule the person.

In order to insure that Shepherd Public Schools students are in regular attendance, the school will adhere to the following attendance policy, which delineates responsibilities by all parties:

### STUDENT RESPONSIBILITIES

1. Always check in or out at the school office when arriving late or leaving early.
2. Bring parent notes to the school office for absences or being late.
3. Be on time and in school.

### PARENT RESPONSIBILITIES

1. If your son/daughter will not be in school, please call the school office by 9:30am to verify the absence.
2. If you do not call in, a note is required on the first day back to school. If not, the absence will be marked unexcused.

### SCHOOL RESPONSIBILITIES

1. The school office will send notices at five (5), eight (8) and fifteen (15) days in the form of email or letter to parents to notify about absences.
2. Adhere to all legal requirements regarding the student's rights and regarding due process.
3. Recognize regular attendance as a worthy achievement.

Research shows that there is a direct relationship between good attendance and classroom success. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. Likewise, poor attendance may be one (1) factor in the student not achieving the minimal expectations of the class.

### **ATTENDANCE PROCEDURE:**

Good school attendance is a habit every student should develop while attending elementary school. Regular attendance is essential for each student to take advantage of his/her educational opportunities. If it is necessary for a child to be absent from school, the following is required:

- A. A phone call to the school ***on the day of the absence*** letting the school know why the student is absent, and when the student is expected to return to school OR upon return to school, the student or parent/guardian must bring a note signed and dated by the parent/guardian, with a specific reason for the absence.
- B. If absence is due to medical appointments, bring in a signed note from the doctor's office for a no charge absence.
- C. The student is responsible for making up any schoolwork missed due to their absence.

Attendance is taken by teachers on the following bases;

**Elementary (TK-5th)** - At the beginning of the school day and following lunch period.

### **EXCUSED ABSENCES:**

Absences will be excused as long as the parent/guardian notifies the school, the absence is for a legitimate reason, and total absences do not become excessive. Sufficient reasons shall include, but not be limited to:

- A. Illness of Student
- B. Extreme Family Emergency
- C. Family vacation with prior administrative approval\*
- D. Religious observances
- E. Mandatory court appearance

\* Family Vacation: Limited to 5 excused absences. There is no expectation for teachers to have homework available for a student during a vacation. Students will be able to complete necessary missed work upon return.

### **UNEXCUSED ABSENCES:**

Students will be unexcused unless the parent/guardian calls or sends written notice to the school explaining the student's absence. Sufficient reasons do not include:

- A. No phone call is made within the time period
- B. Students missing a class to work on assignment(s) from another class
- C. Any absence that does not fit into one of the categories described as excusable.

### **NON-CHARGEABLE ABSENCES:**

1. School related absences (field trips, class meetings, etc.)
2. Suspensions
3. Funerals
4. College Visit/Job Shadowing with prior approval and documentation\*
5. Doctor/Dentist/Counseling appointment (documentation is needed when returning to school). **The office must receive documentation of this appointment within seven (7) school days of the absence.\*\***
6. Extenuating Circumstances - administrative discretion

\*College Visits/Job Shadowing must be arranged through the counseling office and the student must return to school with documentation of the visit. Failure to do so may result in the student receiving an unexcused absence.

\*\*Upon the recommendation from the health department and/or physician a student may be ineligible to attend school in person

### **TARDINESS:**

Tardiness is when a student arrives late or leaves early from school/class.

#### **Elementary Schools (TK-5th):**

If a student arrives *more than fifteen (15) minutes* after the beginning of the school day or leaves *prior to dismissal* at the end of the day, s/he will be considered absent for half (1/2) a day.

When a student reaches five (5) tardies, s/he will be marked absent half (1/2) a day. Every fifth tardy will be officially counted as such.

## **EXTENDED ABSENCES:**

In cases when a student plans to be absent for a non-school-related or other matter, every effort should be made to notify the school office ahead of time. It is expected that reasonable advance notice will be given (minimum of 10 school days). In most cases, assignments are due upon the student's return to school unless otherwise arranged with the teacher.

## **CHRONIC ABSENTEEISM/TRUANCY:**

Truancy is defined as excessive/chronic absenteeism or missing school without permission, which includes half-day absences and tardiness, and means missing 10% or more of the academic school calendar. Michigan law places the responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. The law also states that a parent or guardian who fails to ensure that their child has regular attendance is guilty of a misdemeanor and may face a fine or jail time.

Students who are absent for fifteen (15) days or more (an average of 5 absences a trimester, excused or unexcused) throughout the school year will be reported as being truant. Shepherd Public Schools are working in close cooperation with the Gratiot-Isabella RESD Truancy Officer and the Isabella County Prosecutor's Office. It is important that parents and students comply with the school's attendance procedures. It is the hope of Shepherd Public Schools, that together with the help of our parents/guardians, we can reduce truancy, and that all children will be in attendance on a regular basis.

## **NOTIFICATION PROCEDURE:**

If a student is chronically absent/truant, the following steps will be taken.

1. **5 Absences** (Excused & Unexcused) = Parents will be notified (phone call and/or email) of the number of absences.
2. **10 Absences** (Excused & Unexcused) = Parent will be notified (letter mailed home) of the number of absences.
3. **15 Absences** (Excused & Unexcused) = Parent will be notified (letter mailed home) of the number of absences and a meeting will take place to develop an Attendance Improvement Plan.
4. **18 Absences** (Excused & Unexcused) = A referral, for Truancy Action, to the County Truancy officer will be made.

## **ARRIVAL AND DEPARTURE TIMES**

Students should not be at school before 7:45 a.m. and must be picked up no later than 3:05 p.m. Students being dropped off early and picked up late will not be allowed inside the school building or will not be supervised by adults.

## **PICKING UP STUDENTS FROM SCHOOL**

### ***During the School Day Student Pick Up***

If at all possible, it would be greatly appreciated if doctor, dentist, and any other appointments could be made after school. However, if a parent must take a child out of school during the day:

1. The child must bring a signed note in the morning.
2. The parent must come to the Elementary office to sign the child out.

### ***After School Student Pick Up***

Parents will pick up their child(ren) using PikmyKid. Upon arrival at school grounds, parents will announce their presence using the PikmyKid app or student specific ID number. Students will be in the cafeteria and school personnel will place students in order to correspond with the adult pick up line. When the parent has reached the designated pick up area, their child(ren) will exit the school building to enter the vehicle. School personnel will be monitoring the process to ensure students are placed in the correct vehicle and will then dismiss the child to the parent.

If you intend to pick up your child instead of using the bus or have other end of the day changes, please log in to PikmyKid and set your dismissal appropriately before 2:00pm. We will not hold a child after school without a parent note. **Changes called into the Office over the phone will only be honored in an emergency.**

### **Lunch, Recess, and End of the Day Dismissal**

Teachers will dismiss students from class. Noise levels in the hallway should be minimal. Students are released at the end of the school day (@ 3:00 p.m.). They will follow their teacher's dismissal instructions.

### **VISITORS and GUESTS**

To ensure building security and safety, all visitors and guests at Shepherd Elementary **MUST** check in at the Elementary main office before entering the building (beyond the main office). Upon entering the building, if you will be going beyond the main office, you must submit a valid, government issued identification into the main office's Raptor system. If you will be visiting a classroom, you must have a background check (IChat) on file. While in the building visitors must wear the Raptor pass at all times and return to the office to sign out before leaving. This includes parents attending their child's field trips and classroom parties. Students are not allowed to have visitors at school during the school day.

### **NOTES TO SCHOOL**

When a student is sent to school with a note, please remind your child to deliver it to his/her teacher immediately upon arriving at the classroom. If he/she waits until just before leaving we may not be able to make the proper connections.

**\*\*Note that this tells the child's name and his teacher's name. It communicates well all the information the teacher and/or the front office needs.**

### **MESSAGES**

Only emergency messages will be delivered to students during class time. Classes will not be interrupted to deliver messages regarding transportation, personal appointments, work schedules, family errands, etc. Such messages are not guaranteed to be delivered to students.

### **HOMEWORK**

Students are sometimes directed to complete classroom assignments at home. Occasional long-term projects are required of older students. However, the most meaningful kinds of educational experiences are those which are under the direct supervision of a teacher or parent. It can be said that most of the time students have enough time during the day to complete assignments. If your child brings home large amounts of homework, it is quite likely that he/she is not making wise use of time during the school day. If you have any questions/concerns regarding your child's homework, please contact the teacher (email anytime or phone call during planning period).

If your child does not have homework assigned for that day, they are highly encouraged to read at their reading level and /or work on grade level math facts (+, -, x, ÷).

## FIELD TRIPS

In order to enhance and enrich the educational program, teachers conduct periodic field trips. Prior to any field trip, parents are notified with a written explanation of the trip. A general field trip permission form, which must be signed by parents and returned to school, will be included in the beginning of the year packet.

**IMPORTANT:** *If parents accompany their child on a field trip and would like to bring him/her home with them, they must have prior approval by Administration BEFORE LEAVING on the field trip. Parents must also have an ICHAT background check completed and on-file at the school. Adults attending field trips are there to support the teacher/class and set a good example for our students. Parent/adult chaperones may be asked to supervise a small group of students during the trip. When attending any field trip as part of our group, parents/adults must follow the direction of the school staff and abide by the following guidelines; No smoking or use of any controlled substances. All language/conversations with other adults and students must be school appropriate. No additional guest (siblings, relatives, etc.) are allowed to attend in addition.*

## ENROLLING GUIDELINES

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's enrollment policy.

New students under the age of eighteen must be enrolled by their parents or legal guardian. When enrolling, parents must provide the following:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school. The office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison of Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

## **TOILET TRAINING**

To be eligible for enrollment, a student must be completely toilet trained (i.e., capable of handling his or her own lavatory needs), unless otherwise specifically addressed in the student's Individualized Education Plan or Section 504 Plan. The student's parent/guardian has the responsibility to ensure that the student's successful toilet training has been completed prior to the first day of school. School authorities may exclude an otherwise eligible student from continued attendance if repeated toilet problems provide evidence that a student is not toilet trained and the repeated toilet problems are not related to a disability.

## **STUDENT CONDUCT**

It is the goal of the staff and community to prepare students for active participation in our school and society. Students will be expected to take personal responsibility for their achievement and behavior at all times.

The **Personal Rights** are:

We have the right to be **HAPPY** and to be **TREATED FAIRLY**.

We have the right to be **SAFE**.

We have the right to **HEAR** and **BE HEARD**.

We have the right to **LEARN**.

We have the right to be **OURSELVES**.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

## **DISCIPLINE**

A code of conduct has been formulated to define guidelines and rules in an attempt to function fairly and equitably. An attempt has been made to define limits of behavior and to implement conditions that clarify the rights of all participants in our school community. It is recognized that each student is an individual and that there are situational variances involving misconduct; therefore, certain circumstances may warrant discipline and control to be treated as an individual matter. You are reminded that you have all the rights of due process of law. Rewards may be offered to students who cooperate with information that leads to the apprehension of the individual(s) responsible for violations of the code of conduct. This practice will be used generally for actions that result in the destruction of individual or school property. The reparations will be paid by the violator(s) and awarded to the cooperating students by the principal. Staff members are required to inform students who they refer to for discipline.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## **SUSPENSION**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student is required to make-up school work due to suspension. Tests and quizzes will be made up and a grade given based on the results of the tests and quizzes.

## **RESPONSIBLE THINKING Classroom - R.T.C.**

Students must be allowed to learn in a safe environment and teachers must be allowed to teach if we are to achieve our goals. Any disruption to this fundamental premise affects everyone. In an effort to maintain a quality school setting it is necessary to teach our students to be responsible thinkers. We accomplish this through the Responsible Thinking Process, a discipline program that creates mutual respect.

If a child's behavior interferes with teaching or learning, the child will be asked a sequence of questions similar to the following:

1. What are you doing?
2. What are the rules?
3. What happens when you break the rules?
4. What do you want to happen?
5. What will happen if you disrupt again?

The child will then be making a choice to follow the rules and remain with their class, or go to the Responsible Thinking Classroom (RTC). If they choose RTC, a staff member is available to assist the student with creating a discipline plan. The plan will enable him/her to rejoin their class. This plan must then be presented and supported by the person that referred that student to RTC.

**Your support in the area of discipline is critical.** If a student continues to interfere with the learning environment, or refuses to follow the Responsible Thinking Process, you, the parent, will be contacted.

Depending on the disruption, a conference may be required before your child may return to class. Please realize that the school reserves the right to issue suspensions or to consider expulsions for major and/or repeat infractions to school and district rules.

## **LEAVING THE SCHOOL BUILDING**

If a student must leave school, a parent note must be given to the teacher. If a student becomes ill at school, the school will contact a parent/emergency contacts by phone. Shepherd Elementary is a closed campus. Once a student arrives at school they are expected to stay on campus.

## **PUBLIC DISPLAY OF AFFECTION**

Social behavior is a normal part of the school experience. However, the school is not the appropriate place for unmannerly displays of affection. Staff will use their discretion in determining inappropriate public displays of affection. Students will be warned initially, with parents being notified if the behavior persists. Students may eventually be disciplined if this type of behavior becomes chronic.

## **CORPORAL PUNISHMENT**

While recognizing that students may require disciplinary action in various forms, the Board of Education of Shepherd will not condone the use of force and fear as appropriate procedure in student discipline. No person employed by the Shepherd Schools, or engaged as a volunteer or contractor by the Board, shall threaten to inflict, or cause to be inflicted, corporal punishment upon any pupil in accordance with state law. However, professional staff, support staff, volunteers, or contractors by the Board, may, within the scope of their employment, use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or with the control of the student, in self-defense, or for the protection of persons or property. Alternatives to corporal punishment will be used as a first option. These include detentions, suspension, restrictions from activities, or withdrawal of privileges. Other methods of discipline may be used that are not in the above list.

## **STUDENT SECLUSION & RESTRAINT**

Seclusion/restraint will be used only under emergency situations and if essential. Emergency situation means a situation in which a student's behavior poses risk to the safety of the individual student or to the safety of others. An emergency situation requires immediate intervention.

In the event that staff members need to restrain and/or seclude students, it will be done in accordance with school policy, which is intended to:

- A. promote the care, safety, welfare and security of the school community and the dignity of each student;



- B. encourage the use of proactive, effective, evidence and research based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all students;
- C. ensure that seclusion and restraint are used only as a last resort in an emergency situation and are subject to diligent assessment, monitoring, documentation and reporting by trained personnel.

## **ASSAULT**

Physical Assault – Physical assault at school against a district employee, students, volunteer, or contractor which may or may not cause injury may result in charges being filed and may subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

Verbal Assault – Verbal assault at school against a district employee, students, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assaults may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

## **PROFANITY**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **CRIMINAL ACTS**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this district is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

## **NUISANCE OBJECTS**

Any objects brought to school that interfere with the educational process (such as: show & tell items, trading cards, toys, fidget spinners, athletic equipment, etc.) will be taken from the child and kept in the elementary office where it must be picked up by a parent. Persistent violations of this policy could result in loss of the item(s) until the end of the school year.

DIGITAL MEDIA DEVICES - FOR EXAMPLE; TABLETS, CAMERAS, CELL PHONES, SMART WATCHES, OR ANY AUDIO/VISUAL RECORDING DEVICE. Most electronic equipment necessary in school is supplied by the school. Students are not allowed to have iPods, electronic toys, cameras, cell phones, laser pens, radios, or other similar devices at school activities or in the classroom without the permission of the principal, classroom teacher, bus driver, or person in charge. Although cell phones may be used on buses, inappropriate use of cell phones or cameras on school buses is also prohibited. The use of cell phones while boarding and unboarding buses is also prohibited. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

**\*\*Electronics such as e-readers/tablets and graphing calculators are allowed, with prior approval from the teacher, for educational use only. The school is not responsible for loss or damage, and these items may only be used in a classroom setting (not to be used at recess).**

1<sup>st</sup> Offense: Item taken and may be picked up in office by the student. (RTC documentation - warning)

2<sup>nd</sup> Offense: Item taken, and may be picked up in office by parent/guardian. (RTC plan)

3<sup>rd</sup> Offense: Item taken until the end of school year and/or parent meeting. (RTC plan)

## **DRESS CODE**

Student dress is a factor in the school setting. Clothing, therefore, should be appropriate for school. When the student's dress interferes with the health and/or safety of the student or disrupts the educational process, it is the responsibility of the principal to request that the student leave class and return with more appropriate clothes for the classroom setting. The student may be required to wear appropriate clothing provided to the student by the office.

### **RULES FOR DRESS:**

- Long, dangly earrings are not acceptable due to safety concerns.
- Student attire is acceptable as long as it is neat, clean, and appropriately fitting.
- Footwear is required (shoes). Due to safety concerns, **slippers and high-heels with heels over 2 inches are not appropriate for school.**
- No costumes, hats, caps or hoods will be worn in the school during the school day - due to education and/or security concerns
- Profanity, violent or vulgar suggestions printed on clothing/hats is prohibited, including alcohol, drugs, or other illegal substance advertising.
- Clothing should be worn as designed (mutilated clothing is not permissible).
- Bare midriffs, tank tops not wide enough to cover undergarments and/or chest are not allowed.
- Pants need to be high enough to cover all body parts and underwear.
- See through or mesh tops are not allowed.
- Shorts and skirts are allowed if they have an inseam of over 3 inches. Skirts and dresses at/above knee level must have shorts underneath.

### **SEASONAL CLOTHING**

**41-50 degrees** = recommended coats or sweatshirts

**40 degrees or lower** = recommended coat, boots, gloves, hat, and snowpants

**10 degrees or lower (including wind chill)** = recess will be held indoors (classroom)

Best judgment in accordance with weather conditions is expected by parents. When students do not bring the appropriate outdoor clothing, their recess experience will be modified in accordance to the judgment of staff. If your student is in need of appropriate outdoor clothing, please contact the office. Shepherd Elementary may or may not have additional gear available when students forget.

### **GYM CLASS DRESS CODE:**

- Students do not have to bring special clothes for gym class.
- CLEAN athletic shoes, with Velcro or laces that tie are recommended.
- Shorts are recommended to be worn under dresses, on gym class days.

# PENALTIES FOR VIOLATIONS

## CHEATING POLICY

Students who do not do their own work on tests, quizzes, and assignments that were assigned as and intended to be individual undertakings are cheating.

Those students who the teacher and principal have determined as having cheated will be disciplined in each class as follows:

1st Offense: Parent notification by staff member referring. No credit (a zero) will be given on the test, quiz, or assignment involved. RTC will be given.

2nd Offense: Parent notification by staff member referring. No credit (a zero) will be given on the test, quiz, or assignment involved. RTC will be given and the student may receive out of school suspension.

## PLAGIARISM

Students must properly give credit when others' words or ideas are used. Plagiarism is defined as using and passing off the writing or ideas of someone else as one's own or portraying someone else's work as your own original work. Plagiarism referrals will stay on file for all a student's years in school.

1st Offense: Parent notification by staff member referring. No credit (a zero) on the test, quiz, or assignment.

2nd Offense: Parent notification by staff member referring. No credit (a zero) on the test, quiz, or assignment involved, which may result in the student failing a class. Students may be suspended up to three school days.

## SMOKING

Smoking or possession of tobacco on school property:

1st Offense: Parent notification and one to five day out-of-school suspension. Authorities may be notified.

2nd Offense: Parent notification and three to ten day out-of-school suspension. Authorities may be notified.

3rd Offense: Board meeting to determine student's status. Authorities may be notified.

## DRUGS OR DRUG LOOK-A-LIKES, INCLUDING ALCOHOL

Use/possession of, or under the influence of, alcohol or drugs, or any prohibited substances {any substance including, but not limited to inhalants, tobacco products or any items that may contain nicotine, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs or any substance commonly referred to as "designer drugs"}.

1st Offense: Parent notification. Three to ten day out-of-school suspension. Authorities may be notified.

2nd Offense: Referred to the Board of Education for expulsion. Authorities may be notified.

## SAFETY OF OTHERS

Physical attacks or threats to students or school employees, including behaviors such as throwing water, snowballs, or the use of water devices, laser flashlight pointers is prohibited. Their unauthorized use will result in disciplinary action.

1st Offense: Parent notification and up to a one to three day out-of-school suspension from school. Restitution must be made.

2nd Offense: Extended suspension up to ten days. Restitution must be made.

3rd Offense: Recommendation to the Board of Education for expulsion.

## PUBLIC AND PRIVATE PROPERTY

Students endangering or abusing the property of students, school employees, or the school including theft, misuse of books, materials and equipment, defacing property, and unauthorized presence in school buildings is not acceptable. Rewards may be posted and students who are caught will pay for the reward, or they will be prosecuted.

1st Offense: Payment of damage. Parent notification. Conference with the principal to determine legal options.

Depending on the individual situation, recommendation for Board action can be made after the first offense if it is considered gross misconduct. Depending on severity, the option of notification of prosecutor and police agencies is available and up to a five-day suspension out of school.

2nd Offense: Extended suspension and payment for damage. Authorities may be notified.

3rd Offense: Recommendation for expulsion. Payment for damage. Authorities may be notified.

## **INSUBORDINATION**

Refusal to comply with the reasonable directives of teachers, support staff, or administrators, use of profane language, violation of state law, local ordinances, and laws pertaining to civil disobedience and derogatory actions against school personnel is considered insubordination.

1st Offense: Parent notification, RTC and/or one to three day out-of-school suspension.

2nd Offense: Parent notification and administrative conference. One to five day out-of-school suspension.

3rd Offense: Suspension and possible recommendation for expulsion to the Board of Education.

## **FALSE ALARMS, FALSE REPORTS, AND BOMB THREATS**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension or expulsion along with notification of Authorities.

## **FORGERY:**

The unauthorized using and writing of the names of another person on school forms or other school correspondence such as notes from home, letters, etc.

1st Offense: Parent notification, RTC or possible one day out-of-school suspension.

2<sup>nd</sup> Offense: One to five days out-of-school suspension

3<sup>rd</sup> Offense: Recommendation for expulsion.

# **BULLYING & OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the district, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

## **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the district and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

## **Reporting**

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the district shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

## **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning, and other legitimate objectives of the school program.

## **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or a board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the board president.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the district may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the superintendent. The superintendent shall submit a compiled report to the board of education on an annual basis.

## **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the district.

**"Bullying"** is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as; internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand-held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are;

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in district business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

Bullying activities of any type are prohibited at all times on school property, at any school-sponsored function or in a school vehicle. Bullying includes any willful act done by a student or students to another student for the purpose of subjecting that student to humiliation, intimidation, physical or mental abuse or threats of abuse, social or other ostracism, shame, or disgrace. Permission, consent, or assumption of risk by the student subject to hazing does not lessen the prohibition.

**1st Offense:** RTC.

**2nd Offense:** One day out-of-school suspension.

**3rd Offense:** Three to five days out-of-school suspension.

**4th Offense:** Ten day suspension.

## DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the district's disciplinary procedures. To better ensure appropriate due process is provided a student, the board establishes the following guidelines:

- A. Students subject to short-term suspension: Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of the suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the superintendent whose decision will be final.
- B. Students subject to long-term suspension and expulsion: A student and his/her parent or guardian must be given written notice of the reasons and intention to suspend or expel and an opportunity to appear with a representative before the board/superintendent to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board/Superintendent, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the board/superintendent must act publicly. The board shall act on any appeal, which must be submitted in writing, to an expulsion

(policy 5610 and /or policy 5610.01), to a request for reinstatement (policy 5610.01), or to a request for admission after being permanently expelled from another district (policy 5610.01).

The superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students that have been suspended. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.



# BUILDING & GROUNDS

## HALLWAYS EXPECTATIONS

### BE SAFE

- Walking Feet
- Stay to the Right
- Face Forward
- Use Handrails

### BE RESPONSIBLE

- Walk with a Purpose
- Keep Lockers Neat
- Keep Hallways Clean
- Carry Items Responsibly

### BE RESPECTFUL

- Keep Hand and Feet to Self
- Keep 1 Step Between You and the Next Person

Voice Level = 1 (Whisper Voices)

## PLAYGROUND/RECESS EXPECTATIONS

THESE PLAYGROUND EXPECTATIONS HAVE BEEN ESTABLISHED FOR THE SAFETY AND WELL BEING OF ALL STUDENTS. EVERYONE IS TO USE THE EQUIPMENT IN THE FOLLOWING MANNER:

### BE SAFE

- Use Hands, Feet and Objects Appropriately
- Use Equipment Properly
- What is on the Ground Stays on the Ground
- Stay within Playground Boundaries

### BE RESPONSIBLE

- Report Any Unsafe Behavior to Adult's Immediately
- Put Equipment Away After Use
- Line Up Quickly and Quietly when Directed

### BE RESPECTFUL

- Take Turns on the Equipment
- Use Appropriate Words and Voice Levels
- Follow Adults Directions

Voice Level = 4 (Outside Voices)

**CONSEQUENCES:** Our goal is to improve behavior through teaching and reteaching. Consequences below are a sample and not all encompassing.

**Minor Infractions:** Improper use of equipment, intentional rough play, profanity, disrespect toward staff, and other violations of Personal Rights.

Steps to Correct Misbehaviors:

1. Warning, alternative activities, on the wall for the remainder of the recess.
2. Sent to administration. Possible RTC.
3. Parent contact. May result in the child being sent home.

**Major Infractions:** Intentional harm of others, either verbal or physical, damage to property, and stealing.

Step to correct behavior:

1. Administrative contact.
2. Parent contact.

3. Child sent home.

## **AFTER SCHOOL ACTIVITIES**

Any student or groups of students involved in any after school activity shall have a chaperone or sponsor present at all times. The activity shall be in a designated area.

## **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate. No non-district sponsored organization may use the name of the school or school mascot.

## **PESTICIDE USE POLICY/INTEGRATED PEST MGMT. (IPM)**

Shepherd Schools, if needed, may use pesticides for pest control. Advanced notice will be posted on all entrance doors and provided on the school website. If you want to be included on the notification list, contact Maintenance & Transportation (989-828-4539) to be included on the notification list. Those on the notification list will be notified three days prior to application of the pesticides.

## **ASBESTOS NOTICE**

The school is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. In accordance with the Environmental Protection Agency Regulations, Shepherd Public Schools has been inspected for friable (easily crumbled) and non-friable materials which contain asbestos. Asbestos has been found in the school building and procedures have been taken to cover this asbestos. The material is inspected regularly as governed by law. Should any further questions arise, please contact the maintenance & transportation office (989-828-4539).

## **LOCKER SEARCH POLICY**

All lockers and other storage areas provided for student use remain the property of the district. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using a locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against board policy. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken, held, or turned over to the police. The school reserves the right not to return items which have been confiscated. No students shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

The principal or designee may search student lockers and storage areas and the contents contained therein at any time for justifiable reasons.

The principal may, at any time, request the assistance of the local law enforcement agency having jurisdiction over the facilities of the district. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

## **LOCKER RULES**

1. Keep your locker neat and clean.
2. Any damage or destruction of lockers by students will result in payment for damage and/or disciplinary action.

3. If your locker does not work properly, report it to the office.
4. The lockers are school property. School authorities may search students' lockers at any time.

## **LIBRARY USE**

Students wishing to use the library when not accompanied by their teacher must have a pass stating the date, time, student's name, and the purpose for his/her use of the library. Students are expected to use the library for academic reasons only, and to be respectful while doing so.

### **Circulation Policies:**

Overdue materials must be returned or paid for before additional items can be checked out, even if the student does not have the maximum number of items out. Although we do not assess late fines, overdue items must be returned before a student can receive his/her report card. Students will be charged the cost to replace materials that they do not return.

Students who damage books will be punished for **vandalism**. Vandalism will result in the cancellation of all system privileges. Computer vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the hardware, software, or the data of any other user on this system or any other system. This includes, but is not limited to, the uploading, creation, or knowing transmission of computer viruses.

## **BOOK, INSTRUCTIONAL MATERIALS, EQUIPMENT, AND LOCKERS**

Books, instructional materials, equipment, and lockers are provided by the school district to each student without charge or deposit in most cases. Students are responsible for the books, instructional materials, equipment, and lockers once issued until returned. Students who have not taken care of their obligation to the school for the last school year for books, materials, equipment, and lockers will not be issued school owned books, instructional materials, equipment, or a locker. Parents and students are expected to meet these obligations in a reasonable amount of time in order to ensure that the education of their student is not jeopardized.

# TECHNOLOGY ACCEPTABLE USE POLICY

## SHEPHERD PUBLIC SCHOOLS (SPS) ACCEPTABLE USE POLICY ACCESS TO ACCOUNTS

It is expected that each individual will accept responsibility for his/her actions using district technology. District technology includes, but is not limited to, computers, disks, printers, scanners, network, cameras, photocopiers, telephones and other related resources. Edzone refers to our Internet access, a regional service coordinated by the Gratiot-Isabella R.E.S.D., which utilizes filtering software in addition to the district's local filter. The following guidelines are provided pursuant to the federal Child Internet Protection Act (CIPA).

*The signature(s) at the end of this document is (are) legally binding and indicate(s) the party who signed has (have) read the terms and conditions carefully and understand(s) their significance.*

### TERMS & CONDITIONS:

**Users at Shepherd agree to the Terms and Conditions set forth in this document.**

**Access to the Internet is a privilege and not a right. District technology users agree to engage in activity that is legal and non-disruptive to other users of technology.**

**Specifically, they agree to the following:**

Use of technology must be in support of education and research and be consistent with the curriculum objectives of the Shepherd Public Schools District. Any activity that fosters that purpose is encouraged. Any other activity is discouraged or, in some cases, prohibited. Any services accessed which require a monetary charge or financial commitment shall be the responsibility of the individual users.

### DISTRICT TECHNOLOGY GUIDELINES:

Users are expected to abide by the generally accepted rules of district technology etiquette.

At the present time, these include, but are not limited to, the following:

1. Be polite; do not be abusive in your messages to others.
2. Use appropriate language.
3. Do not reveal any personal information.
4. Gmail is to be used for all school communication. (Note that your electronic mail is not guaranteed to be private.)
5. Do not use technology in such a way that you would disrupt the use for other users.
6. Vandalism will result in the cancellation of all district technology privileges.
7. Do not use chat or social networking for personal purposes on the school network.
8. Follow these rules even when using personal equipment, such as laptops, cell phones, or other personal electronic devices.

### NETWORK SECURITY:

Security on any network computer is critical, especially when the system involves a variety of users.

1. Do not attempt to gain security codes, passwords, or other private information regarding another user or system.
2. Do not share your security codes or passwords.
3. Do not misrepresent yourself on the system in any way.
4. Unauthorized efforts to log on the network or Internet are prohibited and may result in cancellation of other district technology privileges.
5. Shepherd Public Schools reserve the right, at their sole discretion, to suspend or terminate a member's access upon any breach of terms. Revocation of privileges may range from a minimum of two weeks up to and including permanent loss of access.

Any action by any user that is deemed to be a threat to district technology will result in the loss of all privileges and could result in civil or criminal charges being filed. While GIRESD and Shepherd Public Schools make every effort to maintain a safe and error free system, they make absolutely no warranties of any kind, neither expressed nor implied for the service being provided. GIRESD or Shepherd will not be responsible for any damages suffered or caused by any user. This includes, but is not limited to, any loss of data by any means. Any and all use of any information obtained by the Internet is the user's own risk. GIRESD and Shepherd Public Schools specifically deny any responsibility for the accuracy and/or quality of any information obtained through their Internet services. The user (or parent/guardian, if applicable) agrees to indemnify and hold harmless GIRESD or Shepherd Public Schools, its sponsors, individual board members, agents or employees from and against any claim, lawsuit, cause of action, damage judgment, or administrative complaint arising out of the use of district technology.

All users are encouraged to make use of the school's facilities in pursuit of their academic goals, but are asked to remember that an INTERNET account is a privilege, not a right offered each academic year to the following:

- A. All SPS students approved by their parents.
- B. All SPS students approved by the building principals and/or network administrator.

### **Usage Guidelines**

The INTERNET account holder is held responsible for his/her actions and activity with his/her account. Unacceptable uses of network resources are reported to the Network Administrator and Building Principal and will result in restrictions or suspensions of these privileges. Repeat violators will also be subject to further disciplinary actions such as loss of chromebook and/or out of school suspensions. Some examples of unacceptable uses are:

1. Using the network for illegal activity, including violation of copyright or other contracts;
  2. Using the network for financial or commercial gain;
  3. Degrading or disrupting equipment, software or system performance;
  4. Vandalizing the data of another user;
  5. Wastefully using finite resources;
  6. Gaining unauthorized access to resources or entities;
  7. Invading the privacy of individuals;
  8. Using an account owned by another user;
  9. Posting personal communications without the original author's consent;
  10. Posting anonymous messages;
  11. Downloading, promoting links to, or the storing and/or printing of files or messages that are profane, pornographic, obscene, that use language that offends or tends to degrade others or that encourage criminal activity;
- A. Transmitting, executing, promoting links to, or storing malicious, threatening, or abusive programs or material;
  - B. Downloading, executing, or storing programs from the INTERNET on network drives or network directories. This includes files that end with the extension of .exe., .bat, .zip or .com;
  - C. Violating the Content Guidelines as outlined below;
    - a. If a student inadvertently accesses an inappropriate site, (See 11 above) the student must immediately report this to the responsible teacher. This is necessary to update protective software packages. (Note: this provision is not intended to excuse continued misuse by students).

### **CONTENT GUIDELINES:**

Students, as part of a valid classroom assignment, may be allowed to produce materials for electronic publications on the INTERNET. Teachers and the Network Administrator may monitor these materials to ensure compliance with content standards. The content of student materials is constrained by the following restrictions:

1. No personal information about a student will be allowed. This includes home telephone numbers and address as well as information regarding the specific location of any student at any given time.
2. All student work must be signed with the student's full name.
3. Individuals in pictures, movies or sound recordings may be identified by initials. Absolutely no first or last names may appear in reference to individuals in any image, movie or sound recording.

4. No text, image, movie or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.

### **CHROMEBOOKS:**

Students will receive an **\$80** repair balance each year. Once the balance is exhausted they would be charged for all repairs that exceed that amount. Accessories will no longer be included in repairs. If a bag is lost or a charger misplaced the student will be billed a set amount for each. Any label that is removed will be subject to a \$5 charge.

## **TRANSPORTATION**

Shepherd Public Schools Transportation Department considers safety of the students as our first priority. In view of the responsibility and bus safety factors dealing with the lives of the youth, the driver has authority over the bus and its passengers. Students are expected to behave and respond to the requests of the driver or lose their privilege to ride the bus. Transportation is a privilege not a right on a public school bus.

Whether the student regards riding a school bus as privilege or not, this privilege may be denied to any student for improper conduct while riding the school bus. The length of this denial may vary from one day to the complete school year, depending on the number of times reported and seriousness of the misconduct.

Proper student conduct is an important factor in the safe and wholesome operation of a transportation program. The Board of Education and Administration expect the same level of appropriate student behavior while riding a school bus as they would in the classroom or any public place.

Therefore, it is of utmost importance that bus drivers, the director of transportation, principal, and parents continually work together to assure the best possible student behavior.

The school bus driver is in charge of the bus at all times when it is in operation and has authority to demand observance of proper student conduct and the school bus rules. A proper amount of discipline must be maintained on the bus in order to permit the bus driver to maintain adequate composure for the safest operation of the school bus. A rowdy, noisy, and destructive student will not be tolerated by the bus driver or the school administration. Each driver is given authority to stop the bus to talk with a student who is not conducting himself/herself properly and to report the student to the director of transportation and principal. Proper disciplinary action will be taken against the student and the incident will be recorded on his/her student record. Repeat offenders will be asked to secure their own transportation to and from school.

**Students wishing to ride home on another bus may do so only with written permission from a parent. The note should be turned in to the office first thing in the morning. All changes are contingent on space being available on the bus. It is very difficult to accommodate large groups for sleepovers and birthday parties. We discourage large groups from requesting the same bus on the same day. Notes should include the date and address as well as a daytime number where a parent can be reached if we are unable to honor the change. Changes can be faxed to the school (989-828-6947). We ask that all faxes be sent by 11:00 AM, and followed up with a phone call. Changes over the phone will only be honored in an emergency.**

The following rules and expectations are to be followed, and will be enforced.

### **BUS PICK-UP & DROP-OFF EXPECTATIONS**

1. Students need to be at the bus stop ready to board at least 5 minutes before the scheduled arrival time of the bus.

2. Students are expected to conduct themselves in a proper manner at bus stops. The district will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the bus or after the student has disembarked from the bus on his/her way home.
3. Students are to stay off the traveled roadway at all times while waiting for the bus.
4. For safety reasons, keep pets/animals away from the loading area.
5. Students may be required to walk a maximum of 1/2 mile (elementary) or one mile (high school).
6. Wait until the bus has come to a stop before attempting to get on or off.
7. **We will not drop-off Lower Elementary (TK thru 3 grade) students unless we visually see an adult, or they are accompanied by older students/sibling.** If no one is home at the time of delivery, the student will remain on the bus and the student will be returned to the School. *(See Lower Elementary Drop-Off Policy).*
8. Each student is permitted a maximum of TWO designated bus pick-up/drop-off locations. (Ex: Home and Daycare)
9. Students who ride the bus to school will not be permitted to walk or ride any other bus or get off at another stop unless the driver has written permission from a parent or guardian.
10. Cross the traveled roadway, if necessary, in the following manner:
  - Make sure the bus has come to a complete stop.
  - Upon signal from the driver, look both to the right and the left, then proceed across the roadway in front of the bus.
  - Walk 10 feet to the front of the bus, within sight of the driver and wait for the proper signal for crossing.
  - Walk, don't run, in front of the bus when crossing the roadway.
11. Designated pick up and drop off points defined by the district must be utilized in order to operate an efficient transportation system. If there is a need to use a different bus stop for your child, the parent/guardian must make arrangements with the school and the transportation department. Please do your best to limit the alternate bus stops to one.

## BUS EXPECTATIONS

### Be Safe

- Stay Seated and facing forward
- Keep Hands, Feet and Objects to Self
- Stay Out of Aisle

### Be Responsible

- Take All Your Belongings with You
- Pay Attention to Stops and Use Jump Seat

### Be Respectful

- Use Appropriate Words and Voice Level
- Use Manners. Say Hello, Goodbye, etc.

## TRANSPORTATION TO AND FROM ACTIVITIES

When using school transportation, the driver has authority over the bus and its passengers. To ensure the safety of all, parents are expected to:

- ensure that their children arrive at the bus stop on time.
- provide necessary protection for their child in going to and from the bus stop.
- accept responsibility for proper conduct of their child.

Keep in mind that loss of transportation can occur at any time depending on the severity of the violation.

Should the student be denied bus transportation it will be the parents' responsibility to transport their student to and from school for a determined period of time.

## MISCONDUCT ON SCHOOL TRANSPORTATION

When a student violates one or more of the above safety bus rules thereby causing an unsafe and/or disruptive condition, the following disciplinary procedure will be used;

**1<sup>st</sup> offense:** written warning and possible RTC

**2<sup>nd</sup> offense:** 3 days loss of transportation

**3<sup>rd</sup> offense:** 10 days loss of transportation

**4<sup>th</sup> offense:** loss of transportation for the remainder of the year. (Parents may request a last chance ride meeting with the building principal, transportation director, and superintendent.)

A suspension from the bus, means is suspended from ALL Shepherd Public School buses, including field trips and extracurricular activities.

## LOWER ELEMENTARY DROP-OFF POLICY

Due to safety concerns, we are strictly enforcing our bus policy regarding student drop-offs. An adult or older sibling must be in clear view of the bus driver in order for TK through Third grade students to be allowed off the bus after school. If no adult is clearly present, the student will be returned to school on the bus, and parents/guardians will be responsible for picking the student up from the Elementary office by 4:15 p.m. Chronic violations of this policy may result in the loss of transportation privileges. Consequences for having your child returned to school will result in a bus referral and the consequences that result in that referral, including loss of bus privileges.

### **Consequence:**

**1<sup>st</sup> offense:** written warning

**2<sup>nd</sup> offense:** 3 days loss of transportation

**3<sup>rd</sup> offense:** 10 days loss of transportation

**4<sup>th</sup> offense:** loss of transportation for the remainder of the year. (Parents may request a last chance ride meeting with the building principal, transportation director, and superintendent.)

## CAFETERIA, LUNCH HOUR and FOOD SERVICE

### CAFETERIA EXPECTATIONS

#### Be Safe

- Walking Feet
- Eat Only Your Own Food
- Carry Your Tray With 2 Hands

#### Be Responsible

- Clean Your Whole Table Space
- Wait Your Turn
- Raise Your Hand for Help

#### Be Respectful

- Keep Your Hands, Feet and Germs to Yourself
- Use Kind Words and Manners
- Help Others if Asked

Voice Level = 2 (Small Group Voice)

### FOOD ALLERGIES

When the Food Service Department is asked to make a menu substitution for a student, it is the responsibility of the parent/guardian making the request to discuss options with the Food Service Director and submit a properly filled out documented medical statement form. Students with food anaphylaxis (severe food allergies) are covered under the Disability Act 1990 and a document must be filled out for proper food substitutions. If, however, a request for food substitutions is made for a student without severe food allergy but intolerance, for example: lactose intolerant, the Food Service Department may make substitutions



listed on the medical statement form. Both forms must be filled out and signed by a recognized medical authority. Please fill out the correct form for your child (with a disability - severe without a disability - intolerance) and return to the cafeteria before the first day of school.

**WELLNESS FOOD AND SAFETY POLICY**

Shepherd Schools has developed a wellness policy. This policy is to help assist us as a school and community to a healthier lifestyle. The following policies are in place to assist us with this goal:

1. We encourage students and families to make good health choices for lifelong benefits.
2. We promote safe learning environments by ensuring that appropriate behaviors are modeled by staff and practiced by students.
3. We encourage the use of healthy food if used as a reward.
4. We prohibit withholding food from any student as a punishment.
5. We encourage offering predominantly healthy food/beverages for classroom celebrations/parties.
6. We encourage not selling foods with low nutrient value in school fundraising or fund-raising promoted to the students through the school.
7. We encourage predominantly healthy foods and beverages to be offered at school events (open houses, conferences, and meetings).
8. We stipulate that predominantly healthy food and beverages are offered as ala carte options.
9. We audit annually to make sure our sidewalks, cross country track, lighting, and/or other key elements are safe.
10. We prohibit staff from withholding physical education class, with the exception of the Physical Education Teachers in their class, as a punishment or to make up missed instructional time, class work, or tests in other subjects.
11. We prohibit the use of physical activity as punishment.

**EMERGENCY & MEDICAL PROCEDURES**

**EMERGENCY MANAGEMENT PROCEDURE**

All exterior doors will be locked at 8:05 a.m. each day. Visitors will need to be buzzed into the Elementary School, in addition to checking in and checking out when entering and leaving the building.

Emergency plans are in place that will cover such things as intruders in the school building, violence/crimes in and outside the school building, bomb threats, mechanical failure within the school, and any other incidences that would endanger students.

**EMERGENCY SCHOOL CLOSING, DELAYS, OR EARLY DISMISSALS**

School may be delayed, closed, or dismissed early if conditions are unsafe for school to be in session. The decision will be made by the superintendent or her designee. In the event of a change in the school day, information will be posted on the district website ([www.shepherdschools.net](http://www.shepherdschools.net)) and broadcast on the following radio/television stations:

<b>WCEN</b>	<b>WFYC</b>	<b>WMMI</b>	<b>WCZY</b>	<b>WCFX</b>	<b>WMLM</b>
<b>WWTN (9&amp;10)</b>	<b>WEYI (TV25)</b>	<b>WNEM (TV5)</b>	<b>WJRT TV (12Flint)</b>		

Parents are responsible for having an alternate plan for their child if school hours are changed, including early dismissal.

**EMERGENCY DRILLS**

Fire Drill Regulations and Emergency Exits Steps to Follow:

- Classroom teachers and students have the special duty of seeing that drills and emergency actions are characterized by safety, order, control, and rapidity.
- Teachers must always take their class record book with them when exiting the classroom/school building.

- The teacher will go directly to the door and will lead the group single-file out the designated exit, without stopping for books, papers, jackets, etc. to a location outside of the building. If the designated exit is blocked, the teacher will lead the group to the nearest exit.
- All classroom windows must be closed with the lights turned off as the classroom is emptied.
- All students will observe the rules for emergency drills.
- Exemplary conduct is essential – NO talking, laughing, pushing, shoving or running.
- Follow the instructions of teachers.
- Keep calm, quiet, alert and be safety conscious.
- Students must remain with their class and teacher.
- When the all clear is sounded, students will return to class in an orderly manner.
- Teachers who have a conference period at the time of the drill/emergency will participate by assisting other teachers and checking empty rooms and areas before leaving the building.
- All school personnel will participate in all drills, aiding in the evacuation of any pupils. Close all windows and doors, turn off lights, and extinguish any flame.
- Fire Exits will be discussed by each classroom teacher at the beginning of the year. Posted signs in each room will help instruct you as to the way you should exit.

## **TORNADO SAFETY**

In the event of a tornado watch, (alert that weather conditions are such that there is a possibility of a tornado) a decision will be made as to the closing of school based upon the facts available. In the event of a tornado warning (immediate danger or a tornado has been sighted) students will be sent to the safest area of the building.

## **TORNADO EMERGENCY PLAN: PA ANNOUNCEMENT**

- A. Large rooms with high ceilings should be evacuated: the gym, cafeteria, and library.
- B. Areas with glass should be avoided: the lobby and other entry ways.
- C. The classrooms on the south side of the building should be evacuated and the students moved into the hallways to be seated against the supporting walls and locker rooms.
- D. All classrooms on the north side of the building should be evacuated and the students should be directed to sit against a supporting wall in the hallways, sitting facing the lockers on the south or west side of the building. In the classrooms, windowed areas should be avoided.
- E. All classrooms should be evacuated and students should be directed to the halls.
- F. In the gym, if classes are being held inside, the students should be directed to the hallway. If the classes are being held outside, it will be up to the instructor's discretion what action should be taken. Time permitting; the class should be taken inside to the corridor. If time doesn't allow this, the students should be directed to lie face down on the ground or in any available ditch or depression.
- G. On the buses, the driver will have to determine if conditions warrant the evacuation of the bus. If so, the students should be directed to the ditch on either the south or west side of the roadway.

The Department of Education suggests that during a TORNADO WATCH, teachers be informed to review EMERGENCY PROCEDURES, and that a staff member be assigned as a lookout. The destruction brought about by a tornado derives from pressure differences between the inside and outside of the buildings, causing those buildings to literally explode. Windows and doors on the north and east sides of the buildings should be kept OPEN during those times when a tornado is a possibility.

## **HEALTH ISSUES**

We are very fortunate to have a school nurse available to all students. The nurse's office is open from 8:00 AM to 3:00 PM Monday through Friday. It is important that the nurse be provided with important medical information such as allergies, diabetes, seizure disorders, cardiac conditions, asthma, or other conditions that impact the health and wellbeing of the child.

All students enrolled at Shepherd Elementary must provide the school with at least two emergency contact telephone numbers. It is the parent's responsibility to update these numbers as necessary. These are the numbers in which you will be notified of any health issues that may arise.

Medications taken during school hours will be dispensed through the nurse, including over-the-counter medications. All medicine must be in the original, labeled container with the medication name, dosage and time to be given. A medication authorization form must be completed for all medications and be on file with the school nurse. The first dose of any medication must be given at home. The school cannot supply any medications.

## **CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact, communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A,B,C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Parent Notification Letter The District is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated body fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the Federally-mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV or HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of the child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

## **HBV/HIV EXPOSURE PARENT CONSENT**

The district is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the federally-mandated procedures includes a requirement that the district requests the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the Nurse's office, located within the Elementary Office, at (989) 828-6601.

## **ILLNESS**

A student who becomes ill during the school day can request permission to see the nurse, or be referred to the nurse. The school nurse will then determine if the student should remain in school or go home. If the condition is minor and the student may stay at school, the student may rest in the nurse's office for a period of time. If it is determined that the student should go home, the parent or guardian will be contacted. Arrangements should be made for student pick-up and communicated to the office. No student will be released from school without proper parental permission.

School Policy requires a student to stay home if he/she: has a fever of 100.4 degrees or higher, has been vomiting, has diarrhea, undiagnosed or unknown rash, or has symptoms that keep the student from participating in school, such as: cough that he or she cannot control, headache, body aches, earache, severe sore throat, or unusually tired. Your student may also be sent home for any of the conditions as listed above. Do not hesitate to give this information when calling the sick line if your child is absent from school.

School Policy also denotes the 24-hour Rule. A child must be 24 hours from:

- Fever without the use of fever-reducers (including tylenol and Ibuprofen)
- nausea and vomiting
- Diarrhea
- After the start of antibiotics or drops

If a student is diagnosed with the norovirus, the child can return after 48 hours of symptom resolution.

If the health department or physician determines that a student should be out of school for a differing amount of time, a student may be ineligible to attend school in person.

## **INJURY**

All injuries must be reported to school personnel. If minor, the students will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. If a student becomes injured during the school day, the student will be referred to the nurse. If the injury is minor, the student may return to class after evaluation. Most injuries at school can easily be treated by the nurse. If the injury cannot be easily treated (possible fracture, concussion, etc), every attempt will be made to contact the parent or guardian. Should the injury be deemed as serious or life threatening, an ambulance will be called. Your child will then be taken to the nearest emergency room for further evaluation and treatment.

## **MEDICATION POLICY**

State Health Department guidelines for administering medications at school are becoming stricter each year. The current medication policy has been working efficiently. All parents need to be aware of the procedure as follows:

1. A medication authorization form must be completed for any prescription or over-the-counter medication that needs to be administered at school.
2. This form **must** be completed by the physician **and** the parent.
3. Over-the-counter medications will be administered by the office
4. All medications should be brought to the school office by a parent or responsible adult. Medications must be in the original container, dated, with the student's name and dosage.
5. Medications will be counted and the amount recorded on the student's medication log. Medication amounts will be monitored.
6. Each dose given will be recorded on the student's log.
7. Provisions can be made for students to self-administer medications. Students who self-administer must have a completed permission form on file in the office. A meeting with the principal, parent and student is required to set individual guidelines for self-administering.
8. Parents will be notified if an error has been made with medication administration (forgotten dose, lack of medication, refusal to take, etc.).
9. At the end of each school year, parents are expected to pick up all leftover medications. Any medication not retrieved within one week of notification will be properly disposed of by school personnel.

Parents are encouraged to try to arrange for prescription medication (such as temporary antibiotics) to be taken at home. Regular medications that must be given during school hours will be handled according to the above guidelines. All first-doses of any medication must be given at home.

We discourage sending over-the-counter medication (such as Tylenol, Advil, antacids, etc.) that need to be given "as needed", with your child to school. If you feel your child may need an occasional over-the-counter medication, please make arrangements for it to be brought in by an adult when necessary.

If a doctor prescribes an over-the-counter medication, a permission slip must be completed. Any questions concerning the medication policy should be directed to the elementary office.

## **IMMUNIZATION**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student is not in compliance or does not have an authorized waiver by October 1, he/she may be excluded from school. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the elementary office.

## **HEAD LICE POLICY**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

The problem of contracting head lice can be a problem in any school setting. We do not do pre-planned "all-school" head lice checks. Any student with live lice may remain in school until the end of the school day. Children will be allowed to ride the school bus home. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school designated personnel finds no live lice on the child, the child may reenter school. Parents should remove nits daily and treat if live lice are observed.

**SCHOOL LICE PROCEDURES:** When a member of the school staff suspects a child is infested with head lice, the following procedures will be followed:

1. The child will be restricted from activities involving close contact (i.e., hugging) or sharing personal items (i.e., hats, clothing, brushes) with other children.
2. The school office will be notified, and the parents will be contacted.

## **CHRONIC HEAD LICE**

A chronic head lice problem exists when a child has nits and/or live lice detected in his/her hair twice a month, 2 weeks apart, for two months. The parent/guardian of this child will be notified both times of lice detection and treatment options. Parents identified as chronic offenders of the policy will have consequences imposed for this occurrence and every occurrence thereafter. These consequences include removal of the child from the school setting upon detection until all lice and nits are removed from the child's hair. Parents need to provide the school with a signed "Confirmation of Treatment" slip upon the child's return to school. Transportation may not be provided to and from school unless the child is determined to be lice-free by school personnel. Only by working together can we eliminate this pest that interferes with the learning of all children.

## **SPECIFIC DISEASES**

The following specific diseases must be reported to the Central Michigan District Health Department: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

## **INSURANCE**

The school is in no way liable for medical costs resulting in injuries at school. The school takes no part in reporting accidents to the insurance company; these are handled by each parent with the insurance company. We encourage all parents to check their own insurance policies as to the type of coverage that they now have.

## **CONCUSSIONS**

To provide for the safety of students, the District shall comply with the protocols set forth in AG 5340.01, which shall meet all the requirements of state law and Department of Community Mental Health guidelines regarding concussion awareness training and protection for youth.

# **WEAPON-FREE SCHOOL ZONE**

The Board of Education of Shepherd Public Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of the threats to physical well-being and safety by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of Shepherd Public Schools (or the Superintendent, Principal, or other District official as may be designated by the Board) shall permanently expel a student from attending school in the school district if the student possesses a weapon in a weapon free school zone. Such expulsion will result, unless the pupil establishes, in a clear and convincing matter, at least one of the following:

1. That the object or instrument possessed by the student was not possessed for use as a weapon or for indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the student.
3. The student did not know or have reason to know that the object or instrument possessed by the student constituted a weapon or dangerous weapon.
4. The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

## POSSESSION OF A WEAPON

A weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion.

It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on district property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, if she/he brings onto or has in his/her possession on school property, or at a school related activity, any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade over three inches long fastened to a handle.
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow gun, toy gun, etc.)

Threats of violence or use of the above items may also subject a student to expulsion.

## USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens/pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This may subject a student to expulsion.

## WEAPONS MEANING (DEFINITION)

A weapon is any device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used, is capable of causing death or serious bodily harm. A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm including but not limited to, air guns and explosive devices. Weapons shall include, but are not limited to firearms; pellet guns; knives; metal knuckles; straight razors; club type implements;

explosives; noxious, irritating, or poisonous gasses; and drugs or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff, parents or the public. It may also include any toy that is presented as a real weapon or used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, scissors, chairs, jewelry, and other items.

## KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

## RECORDATION AND REFERRAL

All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of the student's permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where the district is requested, or otherwise required, to forward or release records to that institution. The school district shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the student's parent or legal guardian (if the student is not emancipated) and to the local law enforcement agency.

The school district shall, within three days of expulsion, refer the expelled student to the appropriate county department of Social Services or county community mental health agency. The school district shall also notify the individual's parent or legal guardian or (if the individual is at least 18-years old or otherwise legally emancipated) notify the expelled student of the referral. The school district shall also refer for prosecution, conduct by any individual that is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

## PETITIONS FOR REINSTATEMENT

Students expelled pursuant to this policy (or their parent or legal guardian, if the student is not emancipated) may petition the Board of the school district for reinstatement to school. An individual who was in grade five or below when expelled, may petition for reinstatement at any time after the expiration of 60 school days subsequent to the date of expulsion. Individuals who were in grade six or above at the time of expulsion may petition for reinstatement at any time after the expiration of 150 school days subsequent to the date of expulsion. However, the student may not be reinstated before 180 school days from expulsion date. The petitioner shall provide an authorization and release for the Board of Education and its designated committee to request, receive, and review all student records and student record information maintained by any public or private school which the petitioning student has attended. If such records are already in possession of this district the parent/guardian or student (if emancipated) shall furnish written authorization for review of the same by committee and Board of Education members.

Upon receipt of a petition for reinstatement, the district shall do the following:

1. Not later than ten school days after receiving a petition for reinstatement, the Board of Education shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if the expelled student is not emancipated) or from the expelled student.
2. The committee shall consist of two Board of Education members, one school administrator, one teacher, and one parent of a student attending the school district.
3. The Superintendent of the School District may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
4. Not later than ten school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the school district, and shall submit a recommendation to the Board of Education on the issue of reinstatement, based on the following criteria;
  - a. the extent to which reinstatement would create a risk of harm to students or school personnel;
  - b. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
  - c. the age and maturity of the student;
  - d. the student's school record before the expulsion incident;
  - e. the student's attitude concerning the expulsion incident;
  - f. the student's behavior since the expulsion and the prospects for remediation;
  - g. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated

## HARASSMENT

### STUDENT HARASSMENT

Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. The Superintendent is to ensure that the Student Rights and Responsibilities contains language prohibiting any form of sexual harassment and any use of racial, ethnic, or other verbal or physical harassment. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student.

All such reports are to be investigated by the Superintendent promptly. Anyone found to have violated this policy and/or the Rights and Responsibilities shall be subject to disciplinary action up to and including suspension or expulsion from the district. Conduct constituting harassment may take different forms, including but not limited to the following:



## SEXUAL HARASSMENT

- A. *Verbal*: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- B. *Nonverbal*: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- C. *Physical Contact*: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the district.

## GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/ WEIGHT/SEXUAL ORIENTATION HARASSMENT

- A. *Verbal*: Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.
- B. *Nonverbal*: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
- C. *Physical*: Any intimidating or disparaging action such as hitting, kicking, or spitting on a fellow student, staff member, or other person associated with the district.

## REPORTING HARASSMENT

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should make contact with one of two or three persons selected by each building Principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint;
- B. encourage the reporting of any incidents of sexual or other forms of harassment;
- C. protect the reputation of any party wrongfully charged with harassment.

## STAFF MEMBER HARASSMENT OF A STUDENT

If a student reports that she/he is being harassed by a member of the staff, the matter is to be reported immediately to the Principal who shall then contact the Superintendent. The Superintendent shall arrange promptly for a proper investigation by an agency that is experienced in such investigations. In addition, the Principal, upon receiving the complaint from a minor student or his/her parents, shall determine if the harassment may constitute child abuse and, if so, follow the child abuse reporting procedure.

During the investigation, the accused staff member may be removed from any contact with students. In addition, the Principal shall ensure that the alleged student victim receives proper guidance and support in dealing with any after effects of the alleged harassment.

Investigation of a complaint not involving a member of the staff will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Any form of sexual harassment is considered a form of child abuse and the abuser must be reported immediately.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district.

Each student handbook is to contain a section on harassment which:  
describes the various kinds of harassment that can occur;

- A. prohibits its occurrence;
- B. provides for appropriate penalties;
- C. describes the reporting and investigation process.

Each Principal is to arrange for students in his/her school to receive instruction, appropriate to their age, on the nature of sexual and other forms of harassment, means for dealing with harassment, and the school's procedure for reporting any incident in which they are involved or have observed. A synopsis of such information is to be contained in each parent/student handbook.

## **NOTIFICATION OF PARENT/STUDENT RIGHTS**

### **Identification, Evaluation, and Placement**

The following is a description of the rights granted by Section 504. of the Rehabilitation Act of 1973 to students with disabilities. The intent of this federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights. If you disagree with any of the decisions made by the district you have the right to:

- A. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified;
- B. Have the district advise you of your rights under federal law;
- C. Receive notice with respect to identification, evaluation, or placement of your child;
- D. Have your child receive a free, appropriate education. This includes the right to be educated with non- disabled students to the maximum extent appropriate. It also includes the right to have the district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities for which the child is otherwise qualified;
- E. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504. of the Rehabilitation Act of 1973;
- F. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation data, and placement options;
- G. Have transportation provided to and from an alternative placement at no greater cost to you that would be incurred if the student were placed in a program operated by the district;
- H. Have your child be given an equal opportunity to participate in co-curricular and extracurricular activities offered by the district;
- I. Examine all relevant records related to decisions regarding your child's identification, evaluation, educational program, and placement;
- J. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- K. A response from the district to reasonable requests for explanations and interpretations of your child's records;
- L. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the district refuses this request for an amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- M. Request mediation of an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Administration.
- N. Ask for payment of reasonable attorney fees if you are successful in your claim.
- O. File a local grievance.

The person in the elementary school who is responsible for assuring that the district complies with Section 504 is the principal.

### **PARENTS' RIGHT-TO-KNOW**

Shepherd Public Schools receive funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district is required to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you upon request and in a timely manner of the following:

1. Whether the teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications. In addition to this information, parents may also request the following:
  - a. Information on the level of achievement of your child in each of Michigan's academic assessments. Michigan uses the Michigan Standardized Test of Educational Progress (M-STEP) to determine levels of achievement.
  - b. Timely notice that their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualifications and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

## STUDENT DIRECTORY INFORMATION ACCESS/OPT-OUT

The following information will be designated as "Directory" Information under the Family Rights and Privacy Act (FERPA) and will be the information that is disclosed when requested. No Child Left Behind (section 9528) requires student directory information to be made available to military recruiters and institutions of higher education.

- A. Student name, address. (Address will only be given out for high school students)
- B. Participation in officially recognized activities, events and sports.
- C. Weight and height of members of athletic teams.
- D. Honors, honor rolls, degrees, and awards received and grade placements.
- E. Photographic, video or electronic images of students.
- F. Information generally found in yearbooks.

Unless you have advised the Shepherd Public Schools in writing that you do not want any or all of this information released (including photographic, video or electronic images of students that may be used by the local or school paper or appear on the district website), school officials may release personally identifiable information that has been designated above as "directory" information. Upon receiving **written notice** from parents/guardians or eligible students objecting to disclosure, this information will not be released without the prior consent of the parents/guardians or eligible students. **Requests to not release all or any directory information must be renewed annually.**

## REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## STUDENT MEDIA WAIVER

Shepherd Public Schools will promote the success of its students, staff and programs throughout the year. These accomplishments may draw the attention of local media outlets, who may visit our school to photograph, film and identify students and staff during various activities. The District itself also uses names, images and video clips of students in materials such as newsletters, website content and postings on official social media platforms. To restrict the District, and those acting under its permission, the ability to feature your student, please request to complete a Media Release Form at the school office. If the District does not receive this completed form, your student will be included in materials for public promotion.

## FERPA NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day SPS receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask SPS to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Additional information can be found on the U.S. Department of Education website:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. Transfer will be authorized only after the parent has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed.

## **DOCUMENT REQUESTS**

Parents/Guardians who would like to request duplicate copies of information so that it goes to more than one household, can call the elementary office at 989-828-6601. Additional copies that are frequently requested are report cards, progress reports, and monthly newsletters to name a few.

## **HOMELESS STUDENTS**

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of the district and will not be stigmatized on the basis of their status as homeless. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the district including:

- A. transportation services;

- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar state and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs in gifted and talented students;
- E. school nutrition programs

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

## GLOSSARY OF EDUCATIONAL TERMS

**Accountability:** Reporting a data-based summary of student learning to the public, including identification of system-wide strengths and weaknesses; and specific plans for using the information to improve learning.

**Accreditation:** An ongoing and collaborative process which confirms that a school has met a set of standards deemed essential for quality education for all students. This accreditation process fosters school improvement, and ensures identifiable progress toward attainment of student outcomes, through requirements for institutional self-evaluation as a stimulus for growth and improvement.

**Accredited:** Certified by the State Board as having met or exceeded the standards established in the following areas: Administration and organization, curricula, staff, school plant and facilities, school and community relations, school improvement plans and student outcomes.

**Adequate Yearly Progress (AYP):** A school performance indicator.

**Alternative Assessment:** Any type of assessment in which students create a response to a question, as opposed to assessments in which students choose a response from a given list, such as multiple-choice, true/false, or matching. Alternative assessments can include short answer questions, essays, performance assessments, oral presentations, exhibitions, and portfolios.

**Assessment:** The systematic gathering of evidence to judge a student's demonstration of learning. Assessment aids educational decision making by securing valid and reliable information to indicate whether students have learned what is expected. Assessment is built around multiple indicators and sources of evidence (combinations of performances, products, exhibitions, discourse, tests, etc.).

**Assessment Standards:** Principles for the assessment and analysis of student achievement and the opportunity afforded students to learn; the methods for achieving appropriate correspondence between the assessment information collected and the purposes that information will serve; the characteristics of valid and reliable assessment information; a variety of methods for collecting it; and appropriate concerns for reporting and interpreting the information.

**Authentic Assessment:** Assessment tasks that elicit demonstrations of knowledge and skills in ways that resemble "real life" as closely as possible, engage students in activity, and reflect sound instructional practice.

**Benchmarks:** Statements which indicate what students should know and be able to do at various developmental levels (i.e., early/late elementary school, middle school, and high school).

**Common Core State Standards (CCSS):** Developed by education experts from 45 states, these K-12 learning standards go deeper into key concepts in math and English language arts. The standards require a practical, real-life application of knowledge that prepares students for success in college, work and life.

Common Core provides:

- Consistent learning expectations for all students.
- Clear standards that focus on understanding over memorization.
- Emphasis on the critical topics students need to succeed after high school.
- Faster testing results with a better, more focused online assessment system.

**Content:** Subject matter from the disciplines of English language arts, mathematics, science and social studies.

**Content Standards:** What students should know and be able to do. Content standards are broad descriptions of the knowledge and skills students should acquire in the core academic subjects. The knowledge includes the important and enduring ideas, concepts, issues, and information. The skills include the ways of thinking, working, communication, reasoning, and investigating that characterize each subject area. Content standards may emphasize interdisciplinary themes as well as concepts in the core academic subjects.

**Core Curriculum:** A plan for learning that defines the essential learning for all students and the instructional system that will be used to deliver these learning.

**Curriculum:** A coherent plan for instruction and learning. Curriculum serves as the basis for teachers' and students' active involvement in the construction and application of knowledge.

**Curriculum Alignment:** The process of integrating and sequencing what is to be taught between, among, and within the elementary, middle, and high school levels. Curriculum alignment occurs when the standards for all learners are agreed upon and written (curriculum), the standards are reflected in the instructional delivery program (instruction), and the learner is assessed to determine if the standards have been achieved (assessment).

**Curriculum Framework:** A document (usually developed at the state level) that suggests the best thinking about the knowledge, skills, and processes students should know and understand about a particular discipline, and that provides a structure within which to organize the other important curricular components of the instructional system, including standards, professional preparation of teachers, strategies for instruction, materials selection, suggestions for teaching diverse populations, technology, and assessment.

**District School Improvement Team (DSIT):** Composed of parents, teachers, administrators, board members, students, and Shepherd community members who meet once a month to discuss issues, provide input, and make decisions that directly affect the education of students at Shepherd Public Schools.

**English Language Arts (ELA):** A general term given to the study of reading, writing, listening, speaking, and grammar.

**Evaluation:** Judgments made about students' performance and program efficacy based on quality information gathered systematically over time.

**Family Educational Rights and Privacy Act (FERPA):** FERPA is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes

under limited circumstances. To protect your child's privacy, the law generally required schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

**Fountas & Pinnell (F&P) Reading Assessment:** A K-5th grade formative reading assessment in which teachers are able to systematically observe, record, and evaluate changes in students' reading performance.

**Grade Level Content Expectations (GLCE):** The set of educational standards students are expected to learn at a particular grade level. These have been established for math and English/language arts with GLCEs forthcoming in science and social studies by the fall of 2005.

**Gratiot-Isabella Regional Education Service District (GIRESD):** The Gratiot-Isabella Regional Education Service District provides educational information, services, and support to all schools within Gratiot and Isabella counties. Offices are located in Ithaca and Shepherd.

**Individualized Education Plan (IEP):** A plan to help special needs students to be more successful in the school setting.

**Instruction:** The decisions and actions of teachers before, during, and after teaching to increase the probability of student learning.

**Integrated Academic and Career Curriculum (Thematic Instruction):** Designed activities of projects that align to a number of curriculum content standards linked by a broad theme of high interest based in real life and frequently relevant to various workplace and community problems.

**Leveled Literacy Intervention (LLI):** A short-term reading intervention, that provides daily, intensive, small-group instruction, which supplements classroom literacy teaching.

**Local Curriculum:** A plan for learning which is developed and supported by the local school district, it includes the content of what is to be learned and a process to deliver the content to all students.

**Michigan Student Test of Educational Progress (M-STEP):** A summative online State standardized assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades 3 through 5, along with science and social studies in grade 5.

**Michigan Model Core Curriculum:** A K-12 plan for learning developed by the Michigan Department of Education that includes seven broad student outcomes and other specific student outcomes in nine curricular areas; its purpose is to guide districts in the development of a local curriculum.

**Northwest Education Association (NWEA):** A computer adaptive test called Measure of Academic Progress, or MAP is given to all students K-10th grade, three times a year (Fall, Winter, Spring) to measure academic growth and progress. The results are used to determine specifically where a student is at in the areas of reading, writing, and math.

**Performance Assessment:** Assessment that is based on observation and judgment of student created products and/or performances; intended to provide a rich portrait of student learning.

**Performance Standards:** Indicators which establish the degree or quality of a student's performance. Sometimes levels of performance are used, such as: partially proficient, proficient, and advanced.

**Performance Tasks:** short- or long-term activities or demonstrations that include rich opportunities to learn and systematic



opportunities to assess the quality of student work.

**Professional Development:** A continuous process of improvement to promote high standards of academic achievement and responsible citizenship for all students. Professional development increases the capacity of all members of the learning community to pursue lifelong learning.

**Proficiency:** Description of what a person who possesses the qualities articulated in a standard understands or can do; identifies quality criteria with which to evaluate products and performances and develops products and performances that meet those criteria.

**Reliability:** An indication of the consistency of scores across evaluators, over time, or across different versions of the test. An assessment is considered reliable when the same answers receive the same score no matter when the assessment occurs or how or who does the scoring, or when students receive the same scores no matter which version of the test they took.

**Response to Intervention (RtI):** a method of academic intervention used to provide early, systematic assistance to children who are having difficulty learning. RtI seeks to prevent academic failure through early intervention, frequent progress measurement, and increasingly intensive research-based instructional interventions for children.

**Restraint:** Action that prevents or significantly restricts a student's movement.

**Rubric:** An established and written-down set of criteria for scoring or rating students' performance on tests, portfolios, writing samples, or other performance tasks. (Also known as Scoring Guides)

**School Improvement:** School improvement is a collaborative process through which staff identifies strengths and weaknesses of the school program and uses that information as a basis for making positive changes in observable and measurable student outcomes.

**Scoring Guide:** A scoring guide is a tool for evaluating student performance on an assessment task. It includes a set of criteria used to compute a score that represents the caliber of a student's performance. These criteria are sometimes called a rubric.

**Seclusion:** Confinement of a student in a room or other space from which the student is physically prevented from leaving.

**Standard:** An agreed upon level of performance that demonstrates proficiency of achievement.

**Standard Based Report Cards:** Report Cards in which subject areas are divided into a list of skills and knowledge that students are responsible for learning. Students receive a separate mark for each standard.

**Standardized Tests:** Assessments that are administered and scored in exactly the same way for all students. Traditional standardized tests are typically mass-produced and machine-scored and are designed to measure skills and knowledge that are thought to be taught to all students in a fairly standardized way. Performance assessments can also be standardized if they are administered and scored in the same way for all students. Standardization is an important consideration if comparisons are to be made between scores of different individuals or groups.

**Title I:** Federal funding to schools. The funding is meant to help students who are at risk of falling behind academically. The funding provides supplemental instruction for students at risk for failing to meet state standards. Students are expected to show academic growth at a faster rate with the support of Title I instruction.

**Validity:** An indication of how well an assessment actually measures what it is supposed to measure rather than extraneous

features. For example, a valid assessment of mathematics problem solving would measure the student's ability to solve mathematics problems and not the ability to read the problems.

**Vision:** A description of the philosophy and ideals upon which curriculum, instruction, and assessment are based.