

# **Shepherd Middle School Student Handbook 2008-2009**

150 Hall Street  
Shepherd, MI 48883  
(989) 828-6605 (989) 828-6578 (fax)

## **MISSION STATEMENT**

**Our goal at Shepherd Middle School is to promote our students' academic and personal growth through high expectations, strong instruction, and an academic support system. We will work collaboratively with students, parents, and colleagues to achieve this purpose.**

## **FROM THE PRINCIPAL**

The principal retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as he/she considers necessary. Furthermore, the principal reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process.

## **SCHOOL PICTURES**

Wednesday, September 17, 2008

Retakes will be Thursday, October 30, 2008

All students will have pictures taken for record purposes. Each year, an outside professional photographer will take pictures, and parents will have an opportunity to purchase various picture plans.

## **SCHOOL HOURS**

School begins at 8:05 a.m. and students are dismissed at 2:55 p.m. For safety reasons, students are not to be in the building before 7:30 a.m. or after 3:05 p.m. unless a teacher or coach directly supervises them.

## **SECURITY**

Video cameras have been installed in Shepherd middle and high school. The cameras were installed to increase safety and security. If you have any questions or concerns about the video cameras and their use, please contact the building principal.

Shepherd Public Schools  
Elementary and Middle Schools  
**Policy for Acceptable Use of Technology Equipment**

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 and email provider, a regional service coordinated by the Gratiot-Isabella R.E.S.D.

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.

Violation of the **Acceptable Use Policy** (AUP) may result in discipline in accordance with Level I or Level II Acts of Misconduct in the student handbook.

**Terms and 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 the personal address and/or phone number of yourself or any other student or staff member.
4. Use of non Edzone email and all chat and instant messaging programs are prohibited unless used with special permission of the tech committee. (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.

**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 as another user 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.**

**Warranty**

While Edzone 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. Edzone 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. Edzone 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 Edzone 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.

# Shepherd Elementary and Middle School – Acceptable Use of Technology Contract

Dear Parents/Guardians,

Thank you for taking the time to review the handbook and technology contract with your child. Please carefully read page 2 - Policy for Acceptable Use of Technology Equipment before signing this document.

There are three places on this form for you to sign. If you have any questions, please call the middle school office at 828-6605.

It is very important that your child return this form to the middle school office during the first week of school; students who do not return the form will be prohibited from using any district technology.

## STUDENT

I understand and will abide by all Terms and Conditions for the use of Shepherd’s district technology. I further understand that any violation of these regulations may result in the loss of some or all technology access privileges, school disciplinary action, and /or legal action.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
Date

## PARENT OR GUARDIAN

As the parent or guardian of \_\_\_\_\_, I have read the Terms and Conditions.  
**I hereby give my student permission to use district technology.**

\_\_\_\_\_  
Parent or Guardian’s Name (please print)

\_\_\_\_\_  
*Parent or Guardian Signature*

\_\_\_\_\_  
Date

I understand that this access is designed for educational purposes. I also recognize it is impossible for Shepherd Public Schools to completely restrict access to all controversial materials, and I will not hold the district responsible for such materials accessed on the network. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. **I hereby also give my student permission to access the Internet through district technology.**

\_\_\_\_\_  
*Parent or Guardian Signature*

\_\_\_\_\_  
Date

## **Assurance of Parent Notification**

Because parent involvement is crucial to a successful educational experience, Shepherd Middle School is providing each student with a copy of this handbook. In order to insure common understanding of the rules and policies it contains, students and teachers devote class time to a thorough discussion of the contents of this book. Students are then required to take the handbook home for a parent/guardian to examine.

We urge you to discuss the handbook with your student and to contact the principal if you have any questions or concerns. **I have been given the opportunity to review the contents of the handbook with my child.**

\_\_\_\_\_  
*Parent or Guardian Signature*

\_\_\_\_\_  
Date



## EXPECTED CONDUCT

1. All students have the responsibility to follow established procedures of the Middle School.
2. Any student kept after class by a teacher for reasons other than disciplinary should obtain an excuse from that teacher to get into the next class.
3. Swearing, use of profane language, or obscene gestures by students at school or school functions constitutes unacceptable behavior of Shepherd students.
4. Excessive yelling, booing, whistling, and stomping on the bleachers, are not acceptable at assembly programs. We insist upon courtesy at all times.
5. Public Displays of Affection are not appropriate and not allowed at school.
6. By state law, smoking is not allowed on school property.
7. Snowballs are not to be thrown on school premises because of the serious danger involved.

## SUBSTITUTE TEACHERS

Substitute teachers are an important component of our educational program. Students are expected to treat our guest teachers with courtesy and respect. Misbehavior for a substitute teacher will result in a Level I misconduct violation. (Students will be given one warning for misbehavior for a substitute. On each subsequent infraction a student will be suspended for one day.)

## GUIDANCE DEPARTMENT

The purpose of guidance in our school is to assist students in the development of their educational and career goals as well as guide them in areas of specific needs. The counselor is available to all students to help with academic, personal, and vocational issues.

## AFTER SCHOOL HOURS

**If your child is playing a sport or staying after school for any reason please be aware of the following guidelines:** A teacher, coach or parent must directly supervise students in the halls after 3:00 p.m. If your child's practice/game does not start immediately after school, they either must go home and return to school when the practice/game begins or on days when the media center is open, they may quietly work on homework in the media center.

Due to our after school program, students are not allowed in the middle school hallway, for any reason, between 3:00 and 4:30 p.m. They must take all necessary materials from their lockers prior to 3:00 p.m. If they need to travel from the media center to the gym area, they are asked to use the doors by room 311 and re-enter the building using the gym entrance. This is a short distance and students walk everyday to the shop building for classes held in that area. Students are encouraged to wear their coats if the weather dictates. Student athletes not complying with these rules will be marked ineligible for citizenship on the weekly eligibility sheet. Repeated violations will result in Level 1 - Acts of Misconduct violation and/or a loss of the privilege to attend after school events at the middle school and high school. These guidelines are in place for the safety of all students at Shepherd Middle School.

## GYM/PLAYGROUND USE

For student safety, students may use the gym and playground only when directly supervised by an adult.

## TELEPHONE USAGE

School phones are to be used for school business. Students will be granted permission to use these phones for emergency reasons only. Students must be prepared to fully explain the circumstances surrounding the said emergency. **Cellular phones must be turned off and kept in a student's locker during school hours.** Students may use them before and after school only. SMS is not responsible for lost, broken or stolen cellular phones.

## LOITERING

Students are not to gather anywhere that would block an entrance to or exit from the school building or school grounds. Students "hanging around" after school will be considered to be loitering. Loitering can result in a Level I Act of Misconduct violation.

## RETENTION POLICY

Shepherd Middle School's academic schedule consists of a six-period day. All students take four core classes: language arts, mathematics, social studies, and science. Students receive a final grade in each of these classes three times a year, at the end of each trimester.

They take a fifth rotational hour of activity classes, which can include art, industrial arts, health, physical education, life skills, reading, study skills and computers. The grades earned in the activity classes taken each trimester will be averaged together to determine the trimester grade. The sixth hour is composed of one of these subjects: band, choir, or an enrichment class.

**If a student receives six or more trimester grades of F in a one-year period, the student will be scheduled for retention in that grade for the next school year. Every effort will be made by the staff to help the student succeed academically. However, it must be understood that each student is ultimately responsible for his or her academic success or failure.**

Timeline:

**First Trimester:** After three weeks of the first trimester unsatisfactory progress reports will be sent home. At the six week point of the trimester progress reports for all students will be sent to keep students and parents informed of academic progress. A failing grade or a D on the six-week progress report will alert parents that a student is struggling and could fail that class for the trimester. Teachers will attempt to make phone contact with the parents of students failing after the first six weeks of the trimester. Teachers will keep a record of contacts made to parents.

If a student is failing two or more classes at the end of the first trimester, the principal or counselor will contact the parents by phone or certified mail to set up an Academic Intervention Meeting. At the meeting, a plan will be developed to help the student succeed academically. If the parents are unable to attend, the counselor and/or principal will assist the student in developing a plan.

**Second Trimester:** At the three-week point of the second trimester unsatisfactory progress reports will be sent. Six weeks in to the second trimester progress reports will be sent to keep students and parents informed.

**Third Trimester:** After the first three weeks of the third trimester unsatisfactory progress reports will be sent home. After six-weeks of the third trimester, progress reports will be sent and preliminary letters will go out to students and their parents to inform them of the decision to retain the student in the current grade for the following year. Parents may then request a meeting with the principal and the child's teachers if they wish to discuss the matter further. Final notification of retention decisions will be mailed by mid-June.

**In a year where summer school is available, it will be recommended that students who have failed the academic year attend those summer classes. A student with six or seven trimester F's, who successfully completes the summer school courses most closely aligned with the classes failed earlier, may be eligible to be promoted to the next grade. A panel composed of Middle School teachers, the counselor, and the principal will evaluate summer school performance and make final promotion/retention recommendations before the next school year begins. Students with eight or more trimester F's will not be eligible for promotion even if they attend a summer school program.**

This Retention Policy conforms with the guidelines of the Superintendent of Shepherd Schools and the policies set forth by the Board of Education.

### HONOR ROLL

Honor Roll will be figured on all grades. Students need a B average to be eligible for the Honor Roll.

### REPORT CARDS/GRADING

Report cards are sent home every trimester. Trimester grades on the report card are determined by tests, class work, homework, and attitude. Teachers will utilize the following percentages in order to compute student grades:

93% - 100% A	80% - 82% B-	67% - 69% D+
90% - 92% A-	77% - 79% C+	63% - 66% D
87% - 89% B+	73% - 76% C	60% - 62% D-
83% - 86% B	70% - 72% C-	0% - 59% F

An incomplete should be made up within two weeks after the close of the grading period. In cases of serious illness, a student may be given a special time extension by the teacher to complete his/her work. Incomplete marks not made up within the given time become an F grade.

### MIDDLE SCHOOL ELIGIBILITY REQUIREMENTS

Middle School athletic eligibility requirements will follow the guidelines set up by the Board of Education as set forth in the High School Athletic Handbook. Students who are failing two or more classes, or have received a four or five in citizenship in the weekly teacher eligibility survey, will not attend practice or accompany the team to contests that week.

### EMERGENCY CARD

As part of enrollment, each student is asked to take home and fill out an emergency card to be kept on file in the office. It is necessary that the school have a card on each student in case of an accident or emergency. Social security numbers are also needed on the emergency cards.

## SCHOOL BUS CONDUCT

The driver has absolute authority over the bus and its passengers. Students are expected to behave and respond to the requests of the driver or they may lose their privilege to ride the bus. Remember: **Bus transportation is a privilege, not a right.** For more information, see administrative policy 5500B.

## FIRE AND TORNADO DRILLS

Fire drills are conducted at unannounced times during the school year. The fire drill warning is a horn-like sound. Fire drill directions are posted in each classroom. Teachers will explain these regulations early in the year. It is imperative that each drill is conducted as if the building were on fire.

After students have left the building, they are to stay with their group and move away from the building to wait for a signal to re-enter.

Tornado drill procedures are followed as recommended by the county. Again, directions will be posted in each classroom and explained early in the year. Preceding tornado weather season, bulletins will be available to students. There will be unannounced drills during the school year to be certain the students are familiar with the routine to be followed in case of an emergency.

## VISITORS

All parents and other adults are welcome to visit our building at anytime, but are required to check in at the office when arriving. Due to a variety of circumstances, student visitors are not allowed at school or at school dances.

## DANCES

Dances are scheduled periodically for SMS Students. The principal must approve all dances in advance. Guidelines for dances include the following:

1. Students must be picked up no later than 10 minutes after the dance is scheduled to end. Parents are to make certain that their child has a ride home at that time.
2. All general school rules and dress codes apply during the dance.
3. Students must be in attendance at school on the day of the dance.
4. Attending a dance is a privilege; students with discipline problems will not be allowed to attend.

## DRESS CODE

Responsibility for student dress rests primarily with the parents. Parents should see that their student is properly dressed for attendance at school. Their appearance is a reflection of the Shepherd Middle School student body.

Parents should realize that in a school of over 350 students, student dress does become an issue. The following school dress code policy was not created to be punitive. On the contrary, it was created and it is enforced to ensure each student has the opportunity to learn in an environment free from distractions, to promote positive self-esteem, and maintain a high level of integrity in our student body.

A student shall not dress or groom in a manner which, in the judgment of the building principal, is unsafe to the student or others or is disruptive to the educational process.

Students will adhere to the following guidelines for student dress; the list is not all-inclusive:

1. Students must be covered from the shoulder to below mid thigh.
2. All shirts must be at least 3 inches wide at the shoulder. All shirts must cover the midriff and be of appropriate cut at the top.
3. Pants must be worn at the natural waistline; underwear cannot show above the pant line.
4. Shorts (shorter than just above the knee) are not allowed. Skirts and dresses must extend below a person's fingertips when arms are fully extended towards the floor. They must remain at this length when a person is walking.
5. Garments with slits or holes in them are not allowed.
6. No tank tops, muscle shirts, spandex, pajamas, or slippers are allowed.
7. Hats and coats are not allowed to be worn in the building.
8. Backpacks are not allowed in the classroom.

Modesty, safety, health, and good taste should be the guiding principles when selecting school attire. Suggestive or revealing clothing is inappropriate to the school setting and is not allowed. Pants/shorts must be worn about the natural waistline. For some students, this may require the use of a belt. Shoes that, in their design, require laces must have them and they must be tied. Imprinted clothing that promotes or advertises the use of alcohol, drugs or tobacco products or that express explicit or implied sexual connotations is not acceptable attire. Apparel and/or accessories that advertise or promote behavior that violates the rules as set forth in the Student Handbook are not allowed. Upon entering the school building, students (male and female) must remove their hats and place them in their lockers until which time they exit the building for lunch or go home. This includes bandannas and hats that some may consider part of an outfit.

A student shall not wear or possess any clothing, jewelry, symbol or other things that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang. Students are not allowed to wear coats/jackets in a classroom.

Students who violate the dress code will not be permitted to attend classes or other activities until their attire is changed to comply with the dress code standards. Class time missed as a result of a dress code violation will be treated as an unexcused absence. Students with continued violations of these rules will be punished according to the guidelines under Level I misconduct.

### **DIRECTORY INFORMATION**

**The following information will be designated as “Directory Information” under the Family Educational Rights and Privacy Act (FERPA) and will be the information that is disclosed when requested.**

- A. Student name and address.
- B. Participation in officially recognized activities, events, and sports.
- C. Weight and height of athletic team members.
- D. Honors, honor rolls, degrees, and awards received and grade placement.
- E. Photographic, video, or electronic images of students.
- F. Information generally found in yearbooks.

Unless you advise the Shepherd Middle School office that you do not want any or all of this information released, school officials may release personally identifiable information that has been designated as “directory information” in carrying out the daily operation of the school. 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 parent/guardian or eligible student.

### **FEES AND FINES**

Students will be charged a refundable deposit of \$10.00. It is understood that the above will be refunded when all books are returned, providing excessive damage is not evident.

### **RESPONSIBLE THINKING CLASSROOM**

The Responsible Thinking Classroom (RTC) is a room for a student to go and think about their behavior, learn how they can change it and learn how to handle the given situation in a more mature, responsible way. If a student chooses to disrupt the learning process in the classroom, the teacher will use the RTC questioning process once. The second disruption by the student indicates to the teacher that the student has made the choice to leave and go to the RTC room.

In the RTC room, the student will write a plan to deal with the behavior and negotiate it with the teacher before returning to class. It is the student's responsibility to set up a negotiating time and keep the negotiation appointment with the staff member. It is the student's responsibility to obtain missed class work. It will be accepted the day they return to class.

### **MIDDLE SCHOOL ATTENDANCE POLICY**

All students are expected to attend school regularly and to be on time for classes in order to benefit fully from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and poor class performances. Students who have good attendance generally achieve higher grades and enjoy school. State compulsory attendance law requires students to attend school until their sixteenth birthday. Violation of this law will be brought to the attention of the Gratiot-Isabella RESD Attendance Officer.

1. Clearance of Absences-

Parents are requested to call the Middle School Office for their son/daughter before or during the school day if the student is absent. (In the event the family does not have a telephone available, a note signed by the parent or guardian MUST be sent to the office upon return to school stating reason for the absence.) Phone number: 828-6605

2. Re-admission to Class After an Absence

Students who miss a class will be required to get a re-admission slip from the Middle School Office before they will be allowed to return to class. This admit slip will state the duration of the absence. Students and parents should note that absences could have a negative effect on the student's grades.

3. Make Up Policy for Excused Absences

A student will be allowed to make up any daily written work for the time missed. Students are given two (2) days for each day missed to make up work with a time limit of one week after their return to class. It will be the student's responsibility to secure any and all assignments. Work not turned in will result in loss of credit for those assignments. A student who misses classes due to an out of school suspension may request the assignments missed. Credit will be issued.

4. Notification to Juvenile Court of Absences – Isabella County Truancy Policy

After 5 unexcused absences, students and parents will be notified by face to face contact (student), phone call to parent, and notification to the Gratiot-Isabella RESD attendance officer. After 8 unexcused absences, parents will be contacted by the GIRESD attendance officer and the Prosecutor's office. After 10 unexcused absences, the GIRESD will send the information to the Prosecutor's office and a truancy petition may be filed with the courts.

5. **Prearranged Absences**

The student should bring a note to the office. The student will have the note signed by the office and all their teachers. When possible, teachers will provide assignments in advance. It may be necessary for the student to complete assignments, tests or other make-up work when they return to school.

**PERFECT ATTENDANCE**

A student having perfect attendance is identified as anyone who has not been absent for more than one cumulative hour from any and all classes for the identified time period (every six weeks, trimester and/or year). The Middle School will attempt to promote and encourage perfect attendance by the issuance of perfect attendance incentives.

**TARDY PROCEDURE**

For each trimester, a student may have three tardies per class. Upon the fourth tardy and each tardy thereafter, the student will have chosen to go to the Responsible Thinking Classroom to develop a plan to ensure promptness.

**BREAKFAST AND LUNCH PERIOD INFORMATION**

Breakfast and lunch are available each day school is in session. Lunch is served on full days. Prices are the following:

Breakfast: \$1.00 (\$.30 for those who qualify for reduced breakfast)

Lunch: \$1.45 (\$.40 for those who qualify for reduced lunch)

- All students are to use their ID cards for breakfast and lunch. Students will be issued a new ID card after school pictures are taken. Additional ID cards will be available for \$2.00 (if lost). Payments may be made daily at the drop box in front of the Middle School office. Payments in by 9:30 a.m. will be credited effective that day.
- No lunch is served on half days. No breakfast is served on days that the school is delayed.
- Middle School students must remain on school property during lunch and noon recess period. There are times when students will be asked to complete work during their lunch/recess time, but they will always be allowed to eat lunch.
- Free and reduced lunch information is available at the office.

**FOOD AND DRINKS**

All food and drinks except water are to be consumed in the cafeteria. This includes before school, between classes, at lunch, and after school. The only exception to this rule is that students on the "B" lunch – before and/or during advisory - may be afforded a "snack time" which may take place in the classroom or the hallway area.

Students are expected to adhere to the following guidelines:

1. No glass, open containers or cups with lids may be brought into school.
2. No open containers, except water, may be stored in lockers.
3. Open containers of food and/or beverages other than water in lockers, the hallway, or the classroom will be confiscated and thrown away.

On special days/occasions a teacher, with prior permission from an administrator, may allow food in the classroom.

Teachers, at their discretion, may allow water in the classroom.

Students found in continued violation of the above rules will be disciplined according to the guidelines under Level I Misconduct.

**ILLNESS/INJURY/IMMUNIZATIONS/STUDENT MEDICATIONS**

The school nurse is available to all students in the district from 8:00-3:00 Monday through Friday. The school nurse's office is located in the Elementary building. Students must check with the Middle School office before going to the nurse.

Most illnesses are minor and can be treated at school. When space allows, a student can lie down and rest in the nurse's office for a period of time. Three cots are available. The student is then either returned to class with a note or a parent is called to transport the student home. Any student who needs to be excused from class for illness/injury is required to have a note from the teacher. Of course, there are exceptions. However, the majority of times a student should be able to provide the nurse with a written excuse. It is imperative that emergency numbers are listed on emergency cards. It is also extremely important that any medical information be provided, such as bee sting allergies, diabetes, seizure disorders, and any other health problems.

Most injuries seen in school are minor and can be easily treated by the nurse. In the event a student who is injured cannot be easily treated (possible fracture, concussion, or large cuts) every attempt will be made to reach a parent or guardian first and then back-up numbers will be called. Emergency numbers on file in the office are very important for this reason! Should the injury be judged serious or life threatening, an ambulance will be called.

Every student who enrolls in our school is required to bring in a copy of his/her up-to-date immunization record. The Michigan Department of Public Health requires the following: 4 DTP, 3 OPV, 2 MMR and 3 Hep. B vaccines and Varicella vaccine or date of chicken pox disease upon entrance into school. If you have specific questions regarding immunizations, please contact the school nurse or the local health department.

Any student who requires medication to be given during school hours needs to bring a completed medication permission slip to the office or to the school nurse's office along with the medication. All medications must be in a labeled container, and have the medication name, dosage, and time to be given. A permission slip needs to be filled out for all medications including prescription and non-prescription medications. Parents must provide all medications for students. The school cannot supply any medications. Under no circumstances will medication be dispensed without proper authorization.

### **LOST AND FOUND**

The Middle School Office maintains a lost and found box. You are urged to cooperate by turning in to the office all articles which you find and to inquire for articles which you have lost. **YOU SHOULD MARK ALL YOUR PERSONAL BELONGINGS, ATHLETIC EQUIPMENT, BOOKS, ETC., SO THAT THEY CAN BE IDENTIFIED IF FOUND.** The school is not responsible for lost articles.

### **ELECTRONIC COMMUNICATION DEVICE & OTHER ELECTRONIC EQUIPMENT**

Students may not use or have IPODS, MP3 players, radios, tape/CD players, walkmans, portable CD players, or any stereo equipment in school. The reason is that these items are extremely prone to theft. Students found to be in violation of this rule will be disciplined according to the guidelines under Level I misconduct, and the device will be confiscated and must be picked up at the Middle School office by a parent/guardian.

### **HALL PASSES**

Each student is required to have a pass, if he/she is in the hall while class is in session. Each student entering a class after the beginning of the period must have a pass either from the office, a teacher, or counselor.

### **BULLYING**

Bullying constitutes inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. Shepherd Middle School opposes bullying and encourages all members of the school community (employees, students, parents) to take appropriate steps to prevent and respond to bullying behaviors.

Bullying is a form of aggression that occurs when one or more individuals subject another person (the "target" of the bullying) to unwanted and hurtful action that results in the target feeling oppressed, and interferes with a safe and fear-free school environment for that person. While bullying may involve just a single incident, it is frequently characterized by repeated aggressive actions. Bullying may include, but is not limited to the following types of conduct:

*Verbal:* name-calling, teasing, threatening, taunting, and gossiping.

*Emotional:* shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, initiating rumors, and exerting coercive peer pressure.

*Physical:* any sort of aggressive physical contact, including punching, poking, shoving, kicking, choking, pulling hair, beating, biting, and tickling.

### **Intervention**

1. Allegations of bullying shall be promptly investigated. Consideration shall be given to the due process rights of the accused as well as the need for confidentiality and safety of the target and/or reporting person.
2. Allegations of bullying can lead to disciplinary consequences. Violations will be considered a Level I or a Level II Act of Misconduct depending on the severity and/or the number of times a violation has occurred.
3. Individualized interventions to equip students with pro-social and coping skills shall be provided to students who exhibit bullying behaviors and those who are targets of such behaviors.
4. Any person who reports an incident of bullying shall not be subject to retaliation. Appropriate measures shall be taken to discourage and promptly address any retaliation or attempts to "get even" with the target and/or the person who reports the bullying conduct.

## HARASSMENT/INTIMIDATION

Harassment is a form of misconduct which undermines the integrity of the student body relationship. All Shepherd Public School students must be allowed to learn in an environment free from unsolicited and unwelcome comments, overtures, and gestures. Harassment does not refer to occasional compliments. It refers to behavior which is not welcome, which is personally offensive, which weakens morale, and therefore interferes with the learning effectiveness of its victims and their co-students.

In fulfilling its obligation to maintain a positive and productive learning environment, Shepherd Public Schools will make every attempt to halt any harassment of which it becomes aware by calling attention to this policy or by more direct disciplinary action, if necessary, including reprimands, detention, suspensions or legal action.

Any complaints should be brought to the attention of the Principal. Parents will be notified. See administrative policy 5517.

A student shall not commit any act, verbal or non-verbal (gestures, handshakes, etc.) that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to, (a) soliciting others for membership in any gang or gang related activity (b) requesting any person to pay protection or otherwise intimidating or threatening any person (c) committing any other illegal act or violation of School District rules or policies, or (d) inciting other students to act with physical violence on any person. The term "gang" as used in this document means a group of two or more persons whose purposes or activities include the commission of illegal acts or violations of School District rules or policies.

Harassment/Intimidation violations will be considered a Level I or a Level II Act of Misconduct depending on the severity and/or the number of times a violation has occurred.

## DISCIPLINE AND STUDENT CONDUCT

The overall planning for management of student and staff interaction is an ongoing responsibility of the school staff.

Every effort should be made by the staff to solve disciplinary problems within the school setting and without excluding the student from school. If this cannot be done, exclusion may be necessary. These exclusions may fall in the following categories:

1. Temporary Suspension - is defined as exclusion from school up to three (3) three days, either from one class or for a full day (day used in this document, is defined as a day school is scheduled to be in session).
2. Suspension - is defined as exclusion of a student from regularly scheduled classes for a specific period of time terminating at the end of the specified period or upon the fulfillment of a specific set of conditions. Suspensions by the principal will not exceed a period of ten days.
3. Indefinite Suspension - is defined as exclusion of a student from school beyond the ten (10) day pending action of the Board of Education or awaiting disposition by civil authorities. Board of Education action should occur within thirty (30) days.
4. Expulsion - is defined as permanent exclusion of a student from school.

Parents shall be informed and involved in any case of a student exhibiting a history of unacceptable behavior. Records of such involvement shall be maintained in the Principal's Office.

In case of student misconduct, which may involve suspension and/or exclusion or expulsion, the student's right to the procedural requirement of due process shall be guaranteed as follows:

Length of Suspension: One through ten (10) school days

Who Suspends: The Principal

Due Process Requirement:

- A. Meeting with the Principal prior to suspension.
- B. Student presented with charges and evidence against him/her.
- C. Student given an opportunity to deny charges, rebut evidence.
- D. Unfavorable decision may be appealed to a higher authority in the school district.

## DISCIPLINE AND STUDENT CONDUCT BOARD GUIDELINES

The Board of Education believes that the primary objectives of student conduct and control is to produce a school environment which offers the most favorable setting for the teaching-learning activities.

The Board further believes that the code of student conduct and control must consider the welfare and development of (1) the individual, and (2) the student body collectively, that it should include the entire program of adapting the child to life in his society and involves two major emphasis:

1. To guide the pupil so that he benefits from the immediate efforts of teachers and does not threaten the classroom or the instruction which is taking place.
2. To guide the pupil so that he/she may become a responsible, productive, and self-disciplined citizen in preparation for assuming adult responsibilities.

Further, the school system will attempt to assist each pupil to assume more individual responsibility as he/she matures and gains experience. Discipline and control must be treated as an individual matter for each pupil according to the established guidelines. Each case shall be dealt with according to age, intellectual capacity, and previous offenses. For this reason the following applies.

The board believes that each pupil and his adult guardians have the right to know what is expected in the way of student conduct and behavior. To this end, the entire policy and code shall be published.

## STUDENT CONDUCT

Michigan law provides authority to the Board of Education to suspend or expel a student from school when the student has committed a gross misconduct or has engaged in persistent disobedience. The following are categories of gross misconduct which are general in nature. This list is not intended to be all-inclusive.

**A. Weapons and Dangerous Instruments** - A student shall not knowingly possess, handle, or transmit any illegal or dangerous weapons such as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a device, iron bar, brass knuckles, or any other object which could cause bodily harm or which may be used as a weapon which could inflict bodily harm.

**Recent legislation mandates that school officials expel any student found to be in violation of this rule for a minimum of 180 school days.** A knife with a blade of three inches or less, including multi-tools with a cutting edge, are not allowed in school.

**B. Disruption of School** - A student shall not intentionally cause a disruption or obstruction of the educational process, nor shall he or she urge others to engage in such conduct if a disruption or obstruction is reasonably certain to result.

**C. Vandalism** - A student shall not be involved in willful or malicious destruction or defacing of school property or the property of others.

**D. Damage or Destruction of School Property** - A student shall not cause damage, defacement or destruction to school property either intentionally or as a result of inappropriate behavior.

**E. Theft, Unauthorized Possession** - A student shall not be a part of any theft, larceny, robbery, burglary or unauthorized possession of another individual's property.

**F. Assault on a School Employee** - Assaults, verbal threats, physical violence, or any threat of bodily harm against school personnel or against persons on school premises or while off school grounds at a school activity function or event.

**G. Narcotic and Dangerous Drugs and Alcoholic Beverages** - A student shall not knowingly use, possess, distribute, persuade or attempt to persuade others to possess or use any illicit drugs or alcohol.

1. On the school grounds during and immediately before or immediately after school hours.
2. On the school grounds at any other time when the school is being used by a school group.
3. **Off the school grounds at a school activity, function, or event.**

**H. Smoking** - Students are not permitted to smoke or possess smoking materials at any time during the school day or at school-sponsored evening activities. This applies to all parts of the building and the entire school campus area.

**I. Repeated School Violations** - A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, bus drivers, principals, or other authorized personnel during any period of time when he/she is properly under the authority of school personnel.

**J. Truancy** - Truancy is defined as a student who is found not to be, or not have been, in the school area, or with the class to which he or she is assigned. It is possible for a student to be punished for truancy who was found to be in the school building.

## SUSPENDED/EXPELLED STUDENTS

A student, while on suspension/expulsion, shall not come on to school district property without the permission of a building administrator. Students suspended for a period of longer than two days are required to request their work from the office and have their work completed within two days after their return to school following the suspension.

## DISCIPLINE PROCEDURES: LEVEL I - ACTS OF MISCONDUCT

The actions described below constitute school misconduct and indicate behavior that is unacceptable. Also included are the steps that will be taken by the school authorities for the first offense, as well as for repeated violations.

Amorous behavior (PDA), laser pointers, closed campus violations, petty theft, fighting, petty destruction of school property, smoking or possession of tobacco, defiance of authority, possession and/or use of fireworks, disorderly conduct, forgery of passes or notes, violation of the dress code, food/drinks violations, inappropriate use of technology, truancy, profanity, loitering, harassment, bullying, threats and/or intimidation.

**This list is not intended to be all-inclusive.**

**FIRST/SECOND OFFENSE: (One or all will be utilized)**

1. Parents will be notified.
2. A conference will be held with an administrator and the parties concerned.
3. The person(s) responsible will make payment for destruction of property and labor.
4. RTC process may be used at the discretion of the administrator.
5. Lunch/recess detention.
6. Student may be suspended.

**REPEATED OFFENSE: (one or all will be utilized)**

1. Parents will be notified. A conference will be held with an administrator and the parties concerned.
2. The person(s) responsible will make payment for destruction of property.
3. Student may be suspended.
4. RTC process may be used at the discretion of the administrator.
5. Lunch/recess detention.
6. Recommendation for expulsion to the Superintendent of Schools.

**DISCIPLINE PROCEDURES: LEVEL II ACTS OF MISCONDUCT**

The following areas of serious misconduct indicate behavior that is totally unacceptable. Also included are the steps that will be taken by the school authorities for first offense, as well as repeated instances of the violations.

Use or possession of alcohol or other drugs, possession of drug paraphernalia, arson, possessing or use of firearms or dangerous weapons, malicious destruction of property, extortion, obscene behavior, major theft, bomb threats, assault and/or battery, placing false alarms, harassment, bullying, threats and/or intimidation and excessive acts of Level I misconduct.

**This list is not intended to be all-inclusive.**

**FIRST OFFENSE: (One or all will be utilized)**

1. Parents will be notified immediately. The incident will be referred to either the Shepherd Police Department, Isabella County Sheriff's Department or the Michigan State Police.
2. Conference with administrator and parties concerned.
3. Up to ten (10) days suspension.
4. RTC process may be used at the discretion of the administrator.
5. Lunch/recess detention.
6. Recommendation to Superintendent of Schools for expulsion, if appropriate.

**REPEATED OFFENSES: (One or all will be utilized)**

1. A petition to the court may be filed by the building principal regarding the criminal act.
2. Suspension with a recommendation for expulsion to the Superintendent of Schools.

**BOARD POLICY - DRUGS/LOOK ALIKE DRUGS**

**GENERAL:**

The Shepherd Board of Education recognizes the harmful effects which are connected with the use, possession, sale and/or distribution of drugs or controlled substances and has taken a firm policy stance with regard to controlled and illegal substances.

With the advent of "Look Alike Drugs", which are not illegal or controlled, a new problem has been created. Use, possession, sale, and/or distribution of "Look Alike Drugs" are damaging because they are intended to represent a controlled substance or allow the holder to distribute the substance as a controlled substance.

1. It is against school policy to deliver, attempt to deliver or cause to be delivered a non-controlled substance which the person:
  - a. Represents to be a controlled substance;
  - b. Represents to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance.
2. Proof of any one of the following is "prima facie" (self-evident) evidence of the above:
  - a. The substance substantially resembles a controlled substance.

- b. The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance.
  - c. The substance isn't labeled as required by the Federal Drug Administration.
  - d. The person states that the substance may be resold at a price that substantially exceeds the value of the substance.
3. Sale of any drug is against school policy.
4. No person may advertise a non-controlled drug:
- a. If the ad contains any untrue, deceptive or misleading representation regarding the effect of the drug.
  - b. Promoting sale of a drug which has not been approved for human consumption for its physical or psychological effects; or
  - c. Which the person knows is manufactured to resemble a controlled substance, or which the person represents to be of a nature, appearance or effect that will allow the recipient to display, sell, distribute or use the drug as a controlled substance.

Specifically, use or possession will result in a ten (10) day school suspension for the first infraction. A second infraction will result in a recommendation to the Board of Education for expulsion from the Shepherd School District.

Sale or distribution will result in a ten (10) day school suspension and a recommendation to the Board of Education for expulsion from the Shepherd School District.

### **DUE PROCESS INFORMATION**

Length of Suspension: Six through ten days

Who Suspends: The Principal or Superintendent

#### **Due Process Requirement: Building Administrator**

- A. A meeting with the designated administrator prior to suspension.
- B. The student will be presented with charges, evidence (if any) against him/her.
- C. The student will be given an opportunity to deny charges, and rebut evidence.
- D. The student is entitled to present his/her own witness or to be represented by an attorney.
- E. An unfavorable decision may be appealed to a higher authority in the school district.

Length of Suspension: More than ten (10) school days

Who Suspends: The Superintendent of Schools

#### **Due Process Requirement: Superintendent**

A meeting with the Superintendent or his/her designee.

- A. The student will be presented with charges against him/her.
- B. The student will be entitled to present his/her own witness or to be represented by an attorney.
- C. An unfavorable decision may be appealed to, and the case heard, by the Board of Education.

Length of Suspension: Exclusion and/or expulsion.

Who Suspends: The Board of Education upon recommendation of the Superintendent of Schools.

#### **Due Process Requirement: Board of Education**

- A. A meeting with Superintendent and/or Board of Education.
- B. The student will be presented with written charges against him/her containing evidence.
- C. The student will be given an opportunity to deny charges, rebut evidence.
- D. The student is entitled to present his/her own witness or to be represented by an attorney.

### **TECHNOLOGY ACCESS**

Shepherd Public Schools has made an attempt to allow access to the Internet to all students through technology for educational purposes. It is the mission of Shepherd Schools that students will learn to apply technology as a tool to access, process, and distribute information. Before students are allowed access to district technology, each must sign, along with their parent(s), the Acceptable Use Policy (AUP), which may be found in the student handbook. It should be understood that in signing the AUP, the student agrees to follow all of the district rules and regulations regarding the use of technology or suffer disciplinary consequences.

## TECHNOLOGY GUIDELINES FOR USE

1. General Statement of Intent
  - a. It is the intent of Shepherd Public Schools, hereinafter referred to as the District, to provide notice of proper use of the District's network (electronic documents, access to programs and other services), Internet access, and all other technology resources for educational purposes to all students.
  - b. As such, this use will:
    - i. assist in the education of the students of the District
    - ii. assist in the collaboration and exchange of information
    - iii. facilitate personal growth in the use of technology
    - iv. enhance information gathering and communication skills
2. The intent of this Acceptable Use Policy (AUP) is to insure that all students understand and comply with all technology acceptable use policies approved by the District.
3. In exchange for the use of the network and other technology resources either at school or away from school, students agree to the following:
  - a. The use of the network is a privilege that may be revoked by the District.
  - b. Appropriate reasons for revoking privileges include, but are not limited to:
    - i. altering of system software
    - ii. intentionally placing unauthorized information, computer viruses or programs on or through the computer system in either private or public files or messages
    - iii. removal of programs or data from the network or systems without authorization
    - iv. violation of U.S. copyright laws
4. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions consistent with the student discipline code if found to be in violation of these rules.
5. The District reserves all rights to any material stored in files or other devices which are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be harmful, obscene, pornographic, abusive, illegal or otherwise objectionable.
6. All information services and features contained on District network or other technology resources are intended solely for educational purposes, and any other uses are expressly forbidden.
7. All district network and other technology resources are intended exclusively for individual users. Each student is responsible for the use of his/her account/password and/or other access privilege. Any problems that arise from the use of a student's account are the responsibility of the account holder. Use of an account by someone other than the account holder is forbidden and may be grounds for disciplinary action.
8. Any misuse of an account may result in disciplinary action as determined by the District in keeping with the student discipline code. Misuse includes, but is not limited to the following:
  - a. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
  - b. Misrepresenting other users on the network.
  - c. Disrupting the operation of the network through the abuse of the hardware or software.
  - d. Malicious use of the network or other technology resources through hate mail, harassment, profanity, vulgar statements or discriminatory remarks.
  - e. Use of the network for non-curriculum communications.
  - f. Unauthorized downloading or abuse of licensed or copyrighted software.
9. The use of all technology resources is to support the academic program.
10. The District does not warrant that the functions of the network system or any other technology resource will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall the District be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
11. Students will diligently delete old or unnecessary files on a regular basis from their personal directory to avoid excessive use of the network disk space.
12. The student acknowledges that he/she does not have a reasonable expectation of privacy in his/her use of the District's network or any part of it. The District reserves the right to log Internet use and to monitor electronic mail/file space.
13. All students will follow all copyright codes, software usage guidelines and/or policies, and established equipment use procedures.

This document is a compilation of documents and information used with permission from the SIIA (Software Information Industry Association – formerly Software Publisher's Association) and the BSA (Business Software Alliance) and K-12 school related sources.

## **LOCKER PROCEDURES**

Each sixth, seventh, and eighth grade student will be assigned a locker. The locker assigned to the student is the only locker to be used for the remainder of the year unless changes are made in the office. The following are some guidelines governing locker use:

1. **Students are not to tell any other students their locker combination.**
2. Students must obtain permission from the office for any locker changes.
3. **Lockers are to be locked at all times.** If lockers do not function properly, students should report it to the office.
4. Pictures or signs are allowable, but the student must be able to remove them without leaving marks and they must be in good taste.
5. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST ARTICLES.** Money and valuables should NOT be left in lockers. If it is necessary to bring valuables to school, students should leave them in the office for safekeeping. Students must assume full responsibility for all personal possessions.
6. The lockers are the property of the school district and school authorities may enter the locker from time to time to inspect contents or make repairs without notice or approval of the student.

### **LOCKERS ARE SCHOOL PROPERTY:**

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the principal or his/her designee.

### **LEGITIMATE USE OF SCHOOL LOCKERS:**

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the principal or his/her designee.

### **SEARCH OF LOCKER CONTENTS:**

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The principal or his/her designee shall supervise the search. In the course of a locker search, the principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

### **SEIZURE:**

When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the principal or his/her designee of items removed from the locker.