Shepard Boulevard
Stallions

Family & Student Handbook
2018-2019

“The Shepard family is committed to creating an engaging, safe environment where all children are empowered to grow as learners and confident learners”
Parent & Student Handbook
2018-19

2616 Shepard Boulevard
Columbia, MO 65202

573-214-3660/ Fax 573-214-3209

Morning Drop Off and Afternoon Pick up Routines for Car Riders

Parent Drop Off Routines
- The front loop of the school will be used for car rider arrival
- Car riders may begin arriving at 8 a.m.
- These students will be greeted by a Shepard staff member as they enter the front door

Parent Pick Up Routines
- The front loop of the school will be used for car rider pick up.
- Car riders will be dismissed from their classrooms at 3:20 p.m. and be seated in the media center to wait for their ride to arrive.
- These students will all exit the front doors of the building nearest the office in groups of ten. Cars will pull as far forward as possible along the curb. A staff member will come to the car, check the green tag, and
radio in for your child to be in the next loading group. All ten kids in the loading group will load, then the next ten cars will pull forward.

- Parents will stay inside the car.
- Please make sure your child's or family's name and grade level is clearly written in the space on the green card provided for you. Be sure to write your name big enough to see from a distance and place the green card on the dashboard of your vehicle.
- Have the card with you when you pick up your child each day at the Parent Pick up area.
- The front circle drive is reserved for loading cars. If you wish to park and enter the building, do so either in the upper or lower side lots, enter the front door and go dire
- When another person comes to pick up your child…
  - Make sure they have the card with them or
  - Call the office (214-3660) to notify the school of the change as soon as possible.

**Arrival to School**
Students who ride buses will be escorted off of their bus by a school employee. Students who are being dropped off in a private vehicle should enter the school through the front doors. Students who are walking to school may enter through the front doors. All students should go directly to their classroom when they arrive at school. Those student eating breakfast in grades 2-5 will do so in their classrooms. Students in grades K & I will eat in the cafeteria.

**Attendance/Tardy Policy**
All students are expected to attend school regularly and to be on time for class in order to receive the maximum benefits from the instructional program, and to develop habits of punctuality, self-discipline, and responsibility. Absence from a class can never be completely made up because the student will have missed class discussion, teacher presentation, and his or her own opportunity to participate.

If your child will be absent from school, please call the school office by 9 a.m. Parents who would like school work to be sent home should make arrangements with the office when calling to report an absence. The attendance secretary will call families who have not called school in order to verify a child's absence.
The school will review the attendance records of students with chronic attendance issues. In these situations, parents will be contacted by letter, phone, or in person in an attempt to resolve the situation. If the absences are judged to be unexcused or excessive, the administrators will complete and forward a Public School Truancy Referral Form to the appropriate authorities (Division of Family Services, Juvenile Court Services, Prosecuting Attorney, or law enforcement.)

Prompt arrival at school greatly assists a child in having a positive start to the school day. School doors open at 8 a.m. and supervision of students is provided at that time. Students are considered tardy beginning after 8:20 a.m. and will need to report to the office for a late pass to be given to their teacher. Parents of tardy students should sign their child in at the office to obtain the pass and provide a reason for the tardy. Tardies do accumulate into missed attendance hours, and count against a student's attendance. Parents of students with chronic tardiness will be contacted by letter, phone, or in person in an attempt to resolve the situation. Students riding on a bus that arrives after 8:20 a.m. will not be considered tardy.

**Bus Expectations**

Busing is provided by Student Transportation of America. Questions regarding bus numbers, pick-up times, late busses, etc. should be directed to Student Transportation of America by calling 214-3860.

Many students will ride the school bus each day and most will ride a bus at some point during the year on a field trip. To ensure each child's safety and comfort on the bus, we ask that you go over the following information with your child.

- Obey the bus driver. Follow directions the first time they are given.
- Keep head, hands, feet and objects to yourself and inside the bus. Keep the aisle clear.
- Remain seated in your assigned seat.
- Do not eat, drink, litter, write on or damage the bus in any way.
• Use respectful language. No loud talking or noises, no cursing or swearing.

It is a privilege to ride the school bus. Students are subject to losing their riding privilege for infractions of the above rules. If it becomes necessary for the driver to refer a student for repeated infractions of bus expectations or any other form of behavior deemed inappropriate by the driver, the driver will complete a School Bus Conduct Report which will be delivered to Home School Communicator at the earliest possible time.

Severe behaviors (fighting, bullying, aggressive behavior towards other passengers or the bus driver) may result in a suspension and potential revocation of bus riding privileges.

**Cell Phones**
Students are discouraged from bringing a cell phone to school. Cell phones often cause classroom disruptions and can easily be lost or stolen. If a family feels it is necessary for safety reasons for a child to have a cell phone after school, it should be turned off during school hours. If a student’s cell phone is turned on during school hours, it may be collected by the teacher and sent down to the principal’s office for parents/guardians to pick up.

**Communication**
Communication between home and school promotes a positive school climate. Please check your child’s backpack daily. Friday Folders are sent home the last day of each week and contain important school information, such as classroom newsletters, announcements, your child’s work, and a Friday Folder Report. Please sign and return the Friday Folder Report with your child on the next school day. Be sure to follow us on Twitter @principalSHE and watch for the monthly video on our YouTube channel.

**Daily Schedule**
Students may enter the school beginning at 8 a.m. Classes begin at 8:20 a.m. and end at 3:20 p.m. In the interest of safety, students are NOT to arrive on campus before 8 a.m. and should leave the
school grounds promptly at the close of the day. Students will have a 40-minute lunch period that includes a 20-minute recess.

**Dismissal From School**
The dismissal bell for all walkers and car riders will ring at 3:15 p.m. Walkers will exit through the lower doors and should go directly home. If students are walking together they should meet at a predetermined location to begin their walk home. Car riders will exit the front doors of the building. Car riders will sit down in the media center and remain seated until they are escorted to their car by an adult, in groups of ten. Dismissal for bus riders will begin at 3:17 p.m. At that time bus riders will be dismissed to their bus classroom in their grade and remain there until the 3:20 p.m. bell, at which time classroom teachers will walk the children to the bus.

**Gum and Candy**
Students are not allowed to bring gum or candy to school unless requested to do so by the classroom teacher.

**Homework**
Homework reinforces and supplements classroom learning. It fosters student responsibility, achievement, promotes independence, and develops study skills. Homework enhances communication between parents and faculty concerning student progress. Homework is assigned in accordance with the student’s grade and ability level and should be satisfactorily completed and submitted on time.

**Lost & Found**
Please mark all items of clothing with your child’s first and last name. Items found that are not marked will be placed in the lost and found. Every effort will be made to locate the owner of the items in the lost and found. Each trimester, items that are not claimed will be donated to an appropriate agency.

**Medication Policy**
Details regarding the District’s medication policy can be found in the District’s Student Handbook. Please note...
• No over-the-counter medicine can be carried by a student or administered to a student without a written order from a licensed prescriber.
• Prescription medication must be delivered to school by a parent/guardian or designated adult.
• Medication must be in a properly labeled container. This label must include the student’s name, current date, name of medicine, dosage and time to be given, and name of the doctor prescribing the medication.
• In order for medication to be given, a medication form must be completed and signed by the parent/guardian. Forms may be obtained in the nurse’s office.

The school nurse or health secretary may be contacted with questions regarding this policy or any health related issues.

Nutrition Services
Breakfast is served daily in the cafeteria from 8:00-8:15 a.m. Extra milk may be purchased for 50 cents per carton. Food Service uses a computerized cashing system. Students may establish bank accounts to pay for lunch or pay cash daily to the cashier. Money may be deposited into your child’s account. Lunch account forms and free and reduced breakfast/lunch applications are available in the school office and on the school’s website. Monthly hot lunch menus are sent home with students the first of each month, and are also available on-line.

Parties
The school has three parties per year- Fall, Winter, and Valentine’s.

Partners in Education
The school’s Partners in Education are 3M, Hy-Vee and Rainbow House. These partners support school programing both financially and through activities such as STREAM Night, Stallion Stampede and providing assistance in the classroom.

Personal Items/Toys
School personnel will not be responsible for personal items brought to school.
Items such as toys, sports equipment, electronic games, MP3 players, iPads, iPods, trading cards, or other items that might cause a distraction or problem should not be brought to school. On certain occasions, teachers may invite students to “Bring Your Own Device,” to aid in instruction. Parents will be informed prior to the date students will be using their electronic device. Personal items that are not part of the instructional program will be confiscated by school personnel and held until the end of the day. If this occurs a second time the item will be held until a parent/guardian picks the item up.

**Progress Reports**
Progress reports are completed three times a year. The first two progress reports will be discussed with parents at Parent/Teacher conferences. The final progress report will be sent home on the last day of school.

**PTSO (Parent/Teacher/Student Organization)**
The PTSO is an association made up of SHE parents and staff. Parents are encouraged to join the PTSO. The PTSO meets five times a year. Meetings begin at 6PM in the SHE Media Center. Meeting dates will be sent home with students. PTSO dues are $3 for individual memberships, $5 for family memberships. If you are interested in helping with the PTSO, please inquire at the school office.

**Snow Days**
Columbia Public Schools will be utilizing Parent Link to inform parents of school closings via text message, email, or phone. Closings will also be announced on the CPS website, as well as on local radio and TV stations.

**Student Activities**
Several activities are available to students. Girls on the Run, Home School Communicators’ Basketball league (seeking coaches), Home School Communicators’ Math Contest, Spelling Bee, Safety Patrol, Student Senate and Shepard Choir are a few that are offered to support our educational program. Further information will be available from teachers during the school year.
Student Dress
Students should be dressed in a way that does not take away from the learning environment. It is difficult to write a complete list of what is and is not acceptable to wear to school. The classroom teacher is allowed to make decisions on whether or not a student’s clothing is distracting from the learning environment. The following is an incomplete list of clothes that are not appropriate at school: hats and head coverings, short skirts or shorts, shirts that do not cover the stomach, clothing with inappropriate language or symbols, and pants that expose a student’s underwear. Students wearing inappropriate clothing will be sent to the office for a change of clothes. Hats and hoods may be worn to school but will need to remain off while inside the building.

Student Celebrations

Stallion of the Month
A Stallion of the Month Assembly will be held monthly for each grade. Each class will have one student recognized as the Stallion of the Month. The classroom teacher will write a paragraph describing why that student was chosen. Parents of students who have been chosen as Stallion of the Month will be invited to the assembly. Stallions of the Month will have their pictures displayed in the school for the year and will receive a “Fast Pass” to skip ahead in the lunch line during the month they were selected.

Games with the Principal
Classroom teachers will select two students from each class to participate in Games with the Principal each month. These students will eat their lunch and play games with the principal.

Birthdays
Student's names will be read on the announcements on their birthday and they will receive a birthday spirit stick. Parents who wish to bring in birthday treats should check with the classroom teacher ahead of time to establish an appropriate time. Be aware, balloons/flowers will not be able to be transported on a bus for the safety of the driver and all students. We do not host birthday parties at school. If your child wishes to invite the class, you may
send invitations to school. If your child wishes to invite selected members of the school, please organize that outside of the school day.

**Stallion Celebrations**
The PTSO and/or our Partner in Education will sponsor a celebration for students throughout the year.

**Release of Student Information**
The Columbia Public Schools system operates under the procedure of not making student information available unless permission is granted by parents, or is provided in Section 438 of the Family Education Rights and Privacy Act of 1974, as amended by S.J. Resolution 40, 20 U.S. code 1232g. There is certain directory-type information, however, that the district may provide the general public. This information includes student’s name; parent’s name; address; telephone number; age; grade level; participation in officially recognized activities and sports, including audiovisual or photographic records; weight and height of members of athletic teams; degrees, honors, and awards received; most recent previous school attended; and photographs, including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy. In the event that any parents do not wish the directory information released for currently enrolled students of Columbia Public Schools, they have until September 4, 2017, to provide notice in writing to the Assistant Superintendent for Elementary Education or the Assistant Superintendent for Secondary Education, 1818 West Worley Street, Columbia, MO, 65203.

**Students Leaving Early**
Parents picking up their students early during the school day should park in the front parking lot and enter the front doors. Parents will then check in through the office and sign their child out. The office will call and have the child gather his/her belongings and come to the office. Parents should not go to the classrooms to pick up a child. We ask our parents to refrain from picking their children up from school early when at all possible. Attendance is a key factor in the success of all students, so we ask our families to make every
attempt at scheduling appointments and family vacations during non-school hours and days. We appreciate your support and understanding.

**Student Management**
An orderly, safe, consistent learning environment must be established to ensure the academic success of each student. School-Wide Positive Behavior Support (SW-PBS) is taught at Shepard. Stallion expectations encourage and teach students to be **respectful, responsible, and peaceful**, through the use of the PBS Matrix (featured on the following page). These expectations are continuously taught and modeled by the building adults and practiced by the students.
When problem behaviors occur, the PBS model is utilized. Following the PBS model gives students clear expectations, boundaries, consistency and structure. PBS concentrates on early intervention, allowing students to identify and own their problem behavior, and teaches the necessary skills to change undesirable behavior. Issues that arise will be solved in a restorative manner. Students will work together to repair any harm done.
Occasionally problems will occur which are too severe to be handled using the PBS model. Severe behaviors that merit a direct referral to the office include fighting, illegal activity, severe disrespect, or situations that are dangerous or threatening. Parents will be notified if these situations occur.

**Visitors and Volunteers**
We hope that you will come to school often to visit your child's classroom and talk with his or her teacher. We ask that all visitors report to the office and receive a Stallion Supporter sticker. To ensure that learning time is maximized, parents are asked to call the teacher and make prior arrangements. If you are interested in serving as a volunteer, we would be delighted to hear from you. No matter how small or large a time commitment you can contribute, all volunteer help is appreciated. Please inquire in the school office for more information in regards to volunteering. You are welcome to join your child for lunch!