



Shepard Boulevard

At Shepard,
we Shine
Together

Family & Student Handbook
2021-22

"The Shepard family is committed to creating an engaging, safe environment where all children are empowered to grow as learners and confident leaders"

Dear Shepard Supporters,

Welcome to Shepard Boulevard Elementary School, Home of the Stallions! We are looking forward to partnering with you throughout the school year. The faculty and staff of Shepard have been working hard preparing for the start of a great school year.

On behalf of the faculty and staff at Shepard, we would like to extend an invitation to become involved in your school. Attending your child's programs, communicating with your child's teachers, volunteering at school, and joining the PT50 are other great ways to get involved. Your support is vital as we continue to foster an environment where all Shepard Stallions grow as learners and become confident leaders!

As we begin the new school year, we wanted to take the opportunity to provide you with this handbook to familiarize yourself with school practices and procedures. You'll notice we've updated our everyday school life to reflect necessary changes due to COVID-19. Thank you for your patience and understanding as we continue to navigate the pandemic as a school family.

Your child's attendance and punctuality to school are extremely important. Students may be dropped off at school at 8 a.m. to go to the classroom. Supervision of students does not begin until 8 a.m., so for the safety of your child please do not allow them to be at school before this time.

Please do not hesitate to contact your child's teacher or the office if you ever have any questions regarding your child's education. Thank you for the opportunity to work with your child.

Thank you for taking time to review this handbook.

Wishing you well,

Mrs. Edwards & Dr. Jensen

School Contact Information

2616 Shepard Boulevard

Columbia, MO 65202

573-214-3660 / Fax 573-214-3661

Email Principal: JiEdwards@cpskl2.org

Email Assistant Principal: KJensen@cpskl2.org



Follow us @PrincipalSHE @kurtis_jensen44



Connect Shepard Blvd. Elementary Parents & Shepard PT50



Shepardstallions

The points below are focused primarily on Covid-related changes to our “normal” school life. Please understand, based on the return of full classes, **we cannot guarantee social distancing of students throughout the day.** We do have some protective / proactive plans in place. Please note the following:

- Students need to bring their fully charged iPads and keyboards to and from school every day for in class learning.
- Students will participate in grade level recesses twice daily.
- Lunch will be served in the cafeteria, by grade.
- If students in grades 1,3,4,5 eat breakfast there is a grab and go cart available. Students in Kindergarten and 2nd grade will pick up a breakfast in the cafeteria and proceed to class. Students will be eating breakfast in the classroom this year. Breakfast is free for all students this year.
- Masks are required for all staff and all students. If a student arrives without a mask, they will be given a mask prior to entering the building.
- Students will have assigned seats to help with contact tracing, if needed.
- School cases of Covid-19 will be handled by our Safety Director, John White along with our school nurse, Rachael Alexander, RN. The goal will be to limit closures to classrooms or students infected with the virus, which we hope will limit closing the entire building down.
- Frequent handwashing will be expected throughout the day.
- Teachers have hand sanitizer, wipes, and a fast-acting disinfectant spray in every classroom.
- Students may not visit other teachers this year, we are keeping grade level zones and areas to students / teachers that are assigned there.
- Specials will be in the specialists' classrooms. They will be using disinfectant between each class to keep areas as clean as possible.
- Student supplies may be brought the first day.
- If your child is going to be absent, it is important that you call the main office, as it is required that we document the reason for all absences.
- Please make sure to pick up your child by 3:35PM. We will not be able to have students wait in the office.
- Please send extra masks if possible, as well as a change of clothes in your child's backpack.

Morning Routine:

Screen your child for symptoms so we can keep everyone healthy at school.

- No fever or chills
- No cough
- No shortness of breath or difficulty breathing
- No sore throat
- No headache
- No muscle aches
- No nausea, vomiting or diarrhea
- No new loss of taste or smell
- No new runny nose or congestion
- No close contact with a person with COVID-19 in the last 14 days

**Sick?
Stay home!**

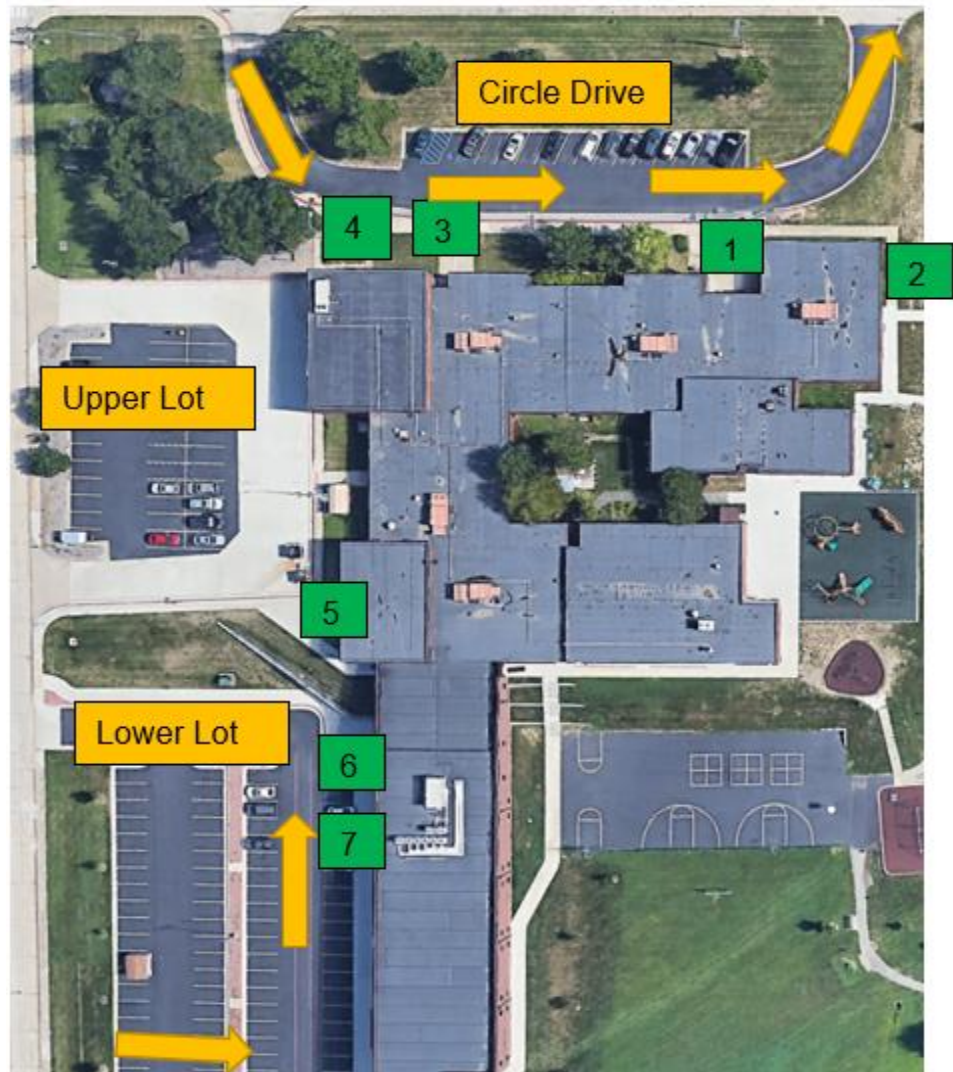


#HealthyatSchool

Morning Drop Off Up Routines for Car Riders

Morning Drop Off Routines for Car Riders beginning at 8AM

- **Grades K-2 and older siblings-** Enter the circle drive, pull forward. Three cars will be unloaded at a time. Students should remain in the car until a Shepard staff member opens the car door. This is a NO PASSING ZONE.
 - Kindergarten and 2nd grade will enter door 1 and go to class
 - 1st grade will enter door 2 and go to class
 - Older siblings of K-2 students will enter door 1 and go to class
- **Grades 3-5-** Enter the lower lot, pull forward. Two cars will be unloaded at a time. Students should remain in the car until a Shepard staff member opens the car door. This is a NO PASSING ZONE.
 - 3rd grade will enter door 7 and go up the stairs to class
 - 4th grade will enter door 6 and go to class
 - 5th grade will enter door 7 and go to class



Your child's safety is our #1 concern. Help us keep all kids safe by following these directions.

After School Pick Up Routines for Car Riders

Parent Pick Up Routines for Car Riders beginning at 3:20PM

- Grades K-5- Enter the circle drive, pull forward as far as possible.

- Have your pink parent pick up card displayed in your driver's side windshield. *Cards will be given on first day of school and when requested. Please make sure your child's or family's name and grade level is clearly written in the space on the pink card provided for you. Be sure to write your name big enough to see from a distance and place the pink 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.

- A staff member will come to the car, check the pink card and radio inside for your child to be in the next loading group. All five kids in the loading group will load, then the next five cars will pull forward.

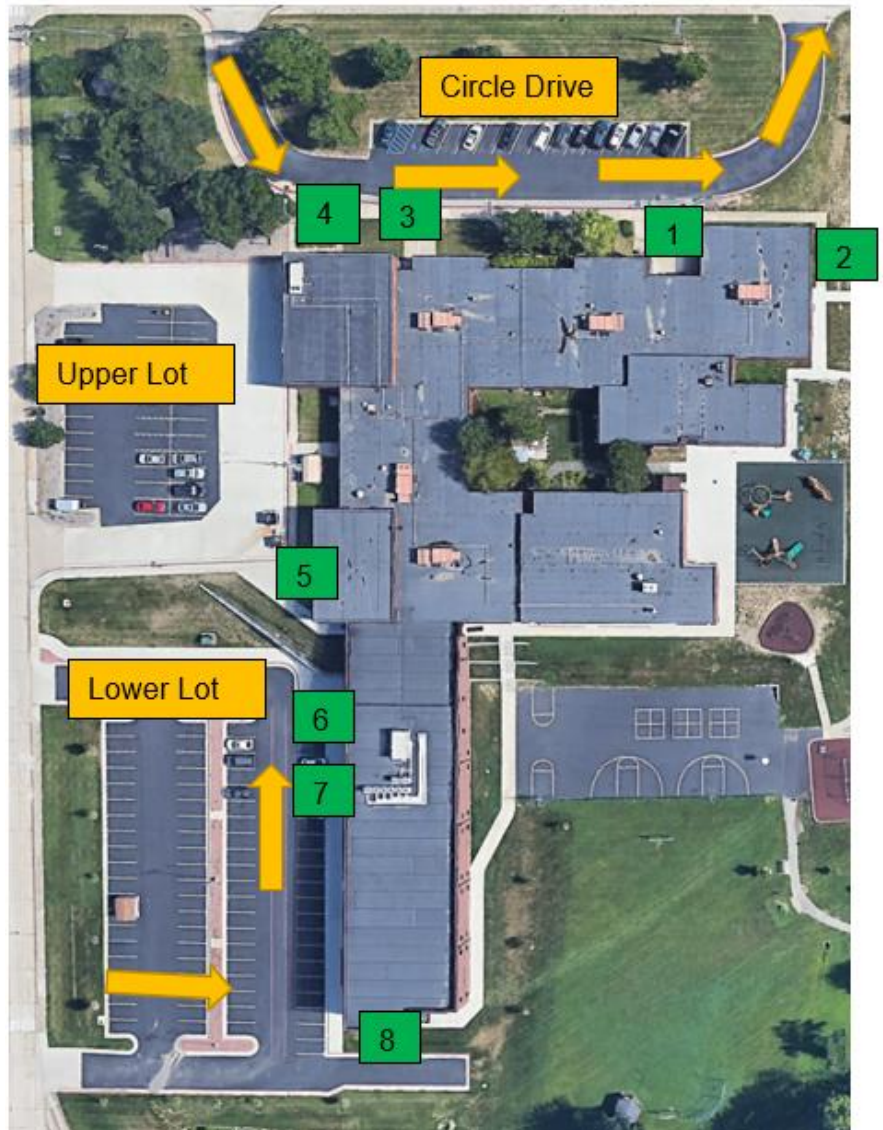
- Car riders will be dismissed from their classrooms at 3:20 p.m. and be seated with a teacher in their spots to wait for their ride to arrive.

- Parents will stay inside the car.

- The circle drive is reserved for loading cars. If you wish to park and walk up, do so either in the upper or lower lot. Walk to the front door and wait on the socially distanced markers. Present your pink card to the staff member and they will go inside to get your child. *If your child needs help getting their seatbelt on or getting into a booster, you will need to utilize the park and walk up system.

- When another person comes to pick up your child, make sure they have the card with them and Call the office (214-3660) to notify the school of the change as soon as possible.

- Students will not be released for early checkout between 3:00-3:20PM as this is the height of transition time.



Morning Drop Off and After School Routines for Bus Riders & Walkers

Routines for Bus Riders beginning at 8AM

Students who ride buses will arrive and depart in the upper lot. A Shepard staff member will unload and load the bus and direct students to the correct location.

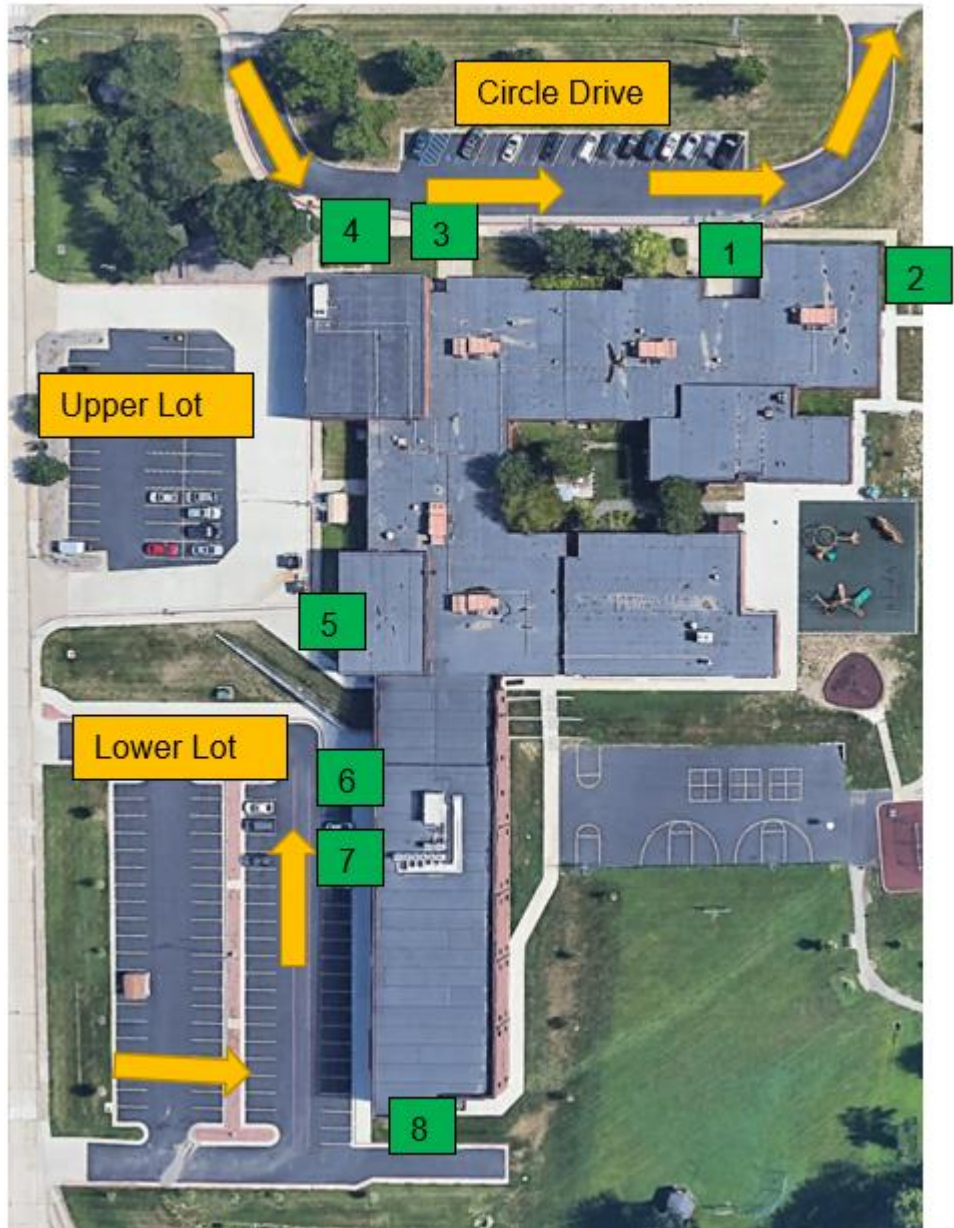
Grades K and 2 - enter door 3 and go to class.

1ST grade-enter door 2 and go to class.

Grades 3-5 - enter door 5 and go to class. *siblings may enter door 1 and go to class.

Students who are walking to school may enter through the same doors listed above.

All students should go directly to their classroom when they arrive at school. Those students eating breakfast will do so in their classrooms.



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 their 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 schoolwork 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 to report 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 be walked to the front door. The adult with the student will ring the buzzer and a secretary will sign the child in and a late pass to be given to the student. Parents of tardy students should 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. 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. Due to the spread of COVID 19- this is critical for reducing the spread of the virus.*
- 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 guardians will be called to pick up the phone from the school. The school is not responsible for lost or stolen phones.

Communication

Communication between home and school promotes a positive school climate. Please check your child's backpack daily. It will often contain important school information, such as classroom newsletters, announcements and your child's work. Be sure to follow us on Twitter @principalSHE, join the Shepard Blvd. Elementary Parents page on Facebook, and check out our website. Emails, phone calls, and texts will also be used for mass communication from the school office. Make sure we have the correct numbers and email address by calling the main office. In order to protect instructional time, teachers will not be taking phone calls during class. Please contact teachers before school, during plan time, or after school.

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 20-minute lunch period and a 20-minute recess.

Gum and Candy

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

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.

Mask Information

Due to Covid-19, all students, staff and volunteers are required to wear a face mask. The mask should be snug fitting and cover both the nose and the mouth. Students will have opportunities for mask breaks with the following guidelines:

- *When indoors- minimum six feet apart, 5-10 minutes
- *When outdoors- minimum six feet apart, no more than 15 minutes
- *Masks may be removed during exercise, including but not limited to PE class

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 are available by contacting the school and speaking to the nurse's office. The school nurse or health secretary may be contacted with questions any health-related issues.

Nutrition Services

Breakfast is served daily at our grade level breakfast stations from 8:00-8:15 a.m. Food Service uses a computerized cashiering system. Families may establish bank accounts to pay for ala cart items. 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 at the link above. Monthly hot lunch menus are sent home with students the first of each month and are also available on-line. Lunch will be free for all students this school year. For future reference, all lunch costs can be found [here](#).

Parties

The school has three parties per year- Fall, Winter, and Valentine's. Class parties will be held on October 27, December 21, and February 14. More information will be sent from the Shepard PT50.

Partners in Education

The school's Partners in Education are 3M, Hy-Vee and Rainbow House. These partners support school programming both financially and through activities like STREAM night, 3M Wizards, Mother's Day art/card contest, 5th grade picnic, and Stallion Stampede.

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 these items. Parents will be informed prior to the date. Personal items that are not part of the instructional program will be collected by school personnel and returned at 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 during 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 every other month. Meetings may be held in person or via zoom with links will be sent via email. 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 by calling the main 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. School closings may be different due to Covid-19. Please check your email or the district website for updates in the coming months.

Student Activities

Several activities are available to students including, Girls on the Run (seeking volunteers), Home School Communicators' Basketball league (seeking coaches), Home School Communicators' Math Contest, Spelling Bee, Safety Patrol, Student Senate and Shepard Herd (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 wearing clothing that is distracting from the learning environment will work with the Home School Communicator, Counselor, or a Principal 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 award presentation 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 Zoom (or attend in person) during that time. Stallions of the Month will have their pictures displayed in the school for the year and will receive a Student of the Month spirit stick. Stallions of the month 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. All treats must be individually packaged, and store bought. 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 PTO 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 1976, 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 pull up in the circle drive and call the main office. Parents will then walk to the door, buzz in and students will be brought out to the door. We ask our parents to refrain from picking their children up from school early when at all possible. Students will not be allowed to check out between 3:00-3:20PM as that is our highest in building transition time. 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. Stallion expectations encourage and teach students to be respectful, responsible, and peaceful. These expectations are continuously taught and modeled by the building adults and practiced by the students. As Shepard Stallions we work to build a strong community where trust and accountability are established within the school. We utilize an evidence-based, trauma-informed approach that is brain science based. This approach teaches students about emotional regulation, relationships, and provides an array of behavior management strategies and classroom structures that teachers can use to turn everyday situations into learning opportunities.

We concentrate on early intervention, allowing students to identify and own their behavior, and teach the necessary skills to change behavior. Issues that arise will be solved in a restorative manner. Restorative Practices allow for conversations and reintroduction into spaces in a positive and productive manner. Students will work together to repair any harm done.

Occasionally problems will occur which are too severe to be handled using the teach/reteach methods. 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.

Teacher Qualifications

Columbia Public Schools is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you the following information in a timely manner: Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; whether your child is provided services by paraprofessionals and, if so, their qualifications; what baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher; and the field of

discipline of the certification. In addition to the information that parents may request, districts must provide the following information to each individual parent: Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and timely notice if the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified. If you have any questions regarding this information, please contact Dr. Jill Brown, Assistant Superintendent.

Title I Information

Title I is the largest federal aid program for our nation's schools. Schools are selected based on the percentage of children in the school who receive free or reduced-price lunches. The Title I services provided at Shepard are Reading Recovery and Title I Reading. The reading programs provide extra reading instruction in small groups to students. A primary goal of Shepard is to provide multiple opportunities for parents/guardians to become involved constructively in their child's learning. At Shepard we provide multiple opportunities a year for parents to be involved at school. In addition to the opportunities at school, parents are encouraged to help their child succeed at school in the following ways:

- Show interest in your child's school day.
- Ask specific questions. For example, ask what the class is learning, or what game your child played at recess.
- Attend school events using the virtual platform provided during the pandemic
- Join the Parent Teacher Student Organization (PTSO)
- Visit the classroom virtually
- Attend parent-teacher conferences virtually
- Share a love of learning.
- Set a good example. Let your child see you read newspapers, magazines or books, write letters, grocery lists, or a diary, use math to prepare budgets, compare prices, etc.
- Read to your child. Talk about the story as you read. For example, ask your child what might happen next.
- Visit your public library together. Help your child pick out books to read just for fun.
- Ask your child to read to you.
- Limit TV time.
- Have your child choose shows based on the written description
- Ask to see schoolwork, art projects, etc. Show your interest.
- Avoid critical comments and comparisons to another child's work.
- Talk about school in a positive way.

For additional information regarding Title I programs feel free to contact the school at 573-214-3660 and leave a message for a Title I teacher, or call the Title I office at 573-214-3915.

Visitors and Volunteers

Unfortunately, due to Covid-19, all visitors are not allowed to enter the building at this time. We look forward to a time where we can all be back together!

We can utilize volunteers for a variety of projects including Friday Folders, mailroom, and work room. Parents should contact teachers for more information.

HELPFUL LINKS :

[*CPS FALL 2021 Return Plan*](#)

[*Shepard Website*](#)

[*What is Restorative Practices?*](#)

[*Conscious Discipline Resources*](#)