

**Shepherd High School
Student Handbook
2009 – 2010**



This planner belongs to:

SHEPHERD HIGH SCHOOL
100 East Hall Street
Shepherd, MI 48883
989-828-6601
989-828-5452 (fax)
Website: shepherd.edzone.net/shs/index.html
Office Hours 7:15 – 3:45

MISSION STATEMENT

The Shepherd High School mission is to educate its students so they may assume responsible roles in society.

BELIEFS

We believe literacy is an essential life skill.

(Literacy is the ability to accurately express and understand information and ideas.)

We believe responsible citizenship is essential to the future of society.

(A responsible citizen is one who actively participates.)

We believe learning is a lifelong process.

We believe awareness of the arts and cultural diversity is essential for a well rounded individual.

We believe the ability to work cooperatively in teams is vital.

We believe that a positive environment enhances the development of each individual.

We believe that parent and community support and cooperation are essential to the educational process.

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 DELAYS OR CLOSINGS

In the event of an emergency that causes school to be delayed or canceled, the announcement will be made on the district website, over Mt. Pleasant and Alma radio stations and local television stations. The decision to close or delay school will be made as early as possible. **Please do not call the school.**

SCHOOL HOURS

The school is open to student beginning at 6:45. Student are expected to leave the building by 3:30 unless under the supervision of a staff member/coach.

COURSES AND GRADUATION

Shepherd High School courses are designed to provide students with the basic skills needed to be successful, while preparing students to reach their ultimate career goals. Students should consider their school work as their job and strive to let nothing interfere with doing well.

Students earn credit for successfully completing courses as described in the Curriculum Guide. Required courses and credits are noted in the Curriculum Guide. Please review the Curriculum Guide for details about course offerings, course descriptions, and graduation requirements.

GRADUATION HONORS

Students who maintain high academic achievement can graduate with honors. Student can earn the following academic honors:

Suma Cum Laude - (3.9 and above GPA's) will receive a gold cord to wear during the ceremony, and be noted in a special part of the graduation program.

Magna Cum Laude - (3.7 up to 3.9 GPA's) will receive a gold cord to wear during the ceremony, and be noted in a special part of the graduation program.

Cum Laude - (3.5 to 3.7 GPA's) will be noted in a special part of the graduation program.

Honor Roll - (3.0 to 3.5 GPA's) will be noted in the graduation program.

Top Ten

The graduating class' Top Ten academic students receive additional academic honors. The scholastic honor of Top Ten is determined by a formula combining the cumulative grade point average for all courses in grades 9-12 excluding the third trimester of the senior year, and a student's highest ACT score reported to the school before the beginning of the third trimester of the senior year. The formula is as follows: $(\text{GPA} \times 250) + (\text{ACT} \times 27.777) = \text{Numerical Honors Score}$. The highest Numerical Honor's Score is 2000. Top Ten students must have been enrolled as Shepherd High School students from the beginning of their senior year. In addition to meeting the standard graduation requirements and receiving the Numerical Honors Score that is high enough, Top Ten students must earn 4 credits in each of the following disciplines and taking the specific courses listed:

Mathematics (4 credits): Trigonometry

Science (4 credits): Advanced Biology or Physics

English (4 credits): Advanced English 10, American Literature and English Literature

Social Studies (4 credits): Psychology or World History or Michigan History or Current Events or Practical Law

DUAL ENROLLMENT

Public Act 160 created the Post-secondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

- A. Students are in grade 11 or 12.
- B. Students can qualify for dual enrollment by taking one of the following assessments and receiving the appropriate qualifying score: PSAT, PLAN, ACT, or MME. Additionally, according to P.A. 160, eligible students may take courses for which there are no endorsements, such as computer science, foreign language, history, political science, or psychology, as long as they have taken all sections of the MME, ACT, PLAN, or PSAT. State endorsement is not required in any specific area for this participation.
- C. Students must be enrolled in both the school district and the post-secondary institution during the local school district's regular academic year and must be enrolled in at least one high school course.
- D. The district must not offer the college courses. An exception to this could occur if the local Board of Education determines that a scheduling conflict exists, which is beyond the student's control.
- E. The college courses cannot be a hobby, craft, or recreation course, or in the subject area of physical education, theology, divinity, or religious education.
- F. School districts are required to pay the lesser of the following:
 1. The actual charge for tuition, mandatory course fees, materials fees and registration fees; or
 2. the state portion of the student's foundation allowance, adjusted to the proration of the school year they attend the post-secondary institution.

If you have questions regarding dual enrollment, please see a school guidance counselor.

GRADE POINT AVERAGE

Student grade point averages are calculated by dividing the sum of the numeric value of the letter grades on a 4 point scale divided by the number of courses taken. Classes for which there is no letter grade issued are not included in either the numerator or denominator of the equation.

GRADING SCALE

Teachers will utilize the following percentages in order to compute student grades:

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

GRADE APPEAL PROCESS

A student who disagrees with a course grade that was issued must appeal first to the classroom teacher. That grade may not be changed without the teacher's consent. If the issue cannot be resolved, it must be brought before a review panel consisting of three teachers, an administrator and a school board member.

FAILING A CLASS

Students who have not met the requirements to earn credit in a required class during the school year must sign up to repeat that class as soon as possible. Prerequisites must be met before students may take the next class in progression. Upon successful completion of a repeated class, the former "E" will be replaced with an NC and will not be reflected in the cumulative GPA.

Students who are attending high school but find that they do not have necessary credits to be considered on-track for graduation may earn credits outside of Shepherd High School. These credits may be granted through adult education, summer school, Michigan Virtual High School, or correspondence classes. It must be understood that any deviation from the day-school setting must be with the permission of the counselor and the principal to prevent students from taking classes that will not count toward graduation. Students may take up to 2 credits through correspondence and 2 credits through an approved summer school. When Shepherd High School offers select summer school opportunities, they do not count as a part of the credit limit for credit recovery. Students are responsible for fees associated with such classes where it applies.

More information is available in the counseling office.

RETAKING A CLASS

A student who wishes to retake a class for which they have already earned credit may do so; however, the student will earn the grade and credit for the second class, while the first class become **no credit** and thus **does not** count toward graduation requirements or cumulative GPA.

SCHEDULE CHANGES

Students may drop and/or add a class prior to the beginning of the term during which the student has the class. Students must also have the permission of a counselor and parent/guardian. Within the first five days of a course, students may be allowed to make a schedule change if it is determined that the request meets one of the following criteria.

- Inappropriate academic placement
- Vocational/technical program adjustments
- Approval for a student aide position
- Staff Recommendation
- Improper grade level placement
- Approval for an independent study
- Approval for dual enrollment

ACCESS TO TECHNOLOGY

Shepherd Public Schools has made an attempt to allow access to the Internet and other 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 student and his/her parent/guardian must sign the district Acceptable Use Policy (AUP), which may be found in the main office. 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 as outlined in the Student Discipline and Conduct section of this handbook.

STUDENT LOCKERS

Lockers are the property of the school and are assigned to students for their convenience. A rental fee for a locker is included as part of the textbook deposit which will be fully refunded when a student leaves the district and upon satisfactory inspection of the student's **assigned** locker. All lockers are equipped with locks. Students should make sure his/her locker is secured at all times and should not manipulate the locking mechanism so the locker will not lock. The school will not be responsible for items taken or damaged in a locker. Lockers should not be banged, kicked, defaced, or otherwise damaged. Students will be held responsible for the repair of damaged lockers **including** excessive cleaning should it be required.

Students must understand that the administration has the legal right to inspect or search lockers, in person or with assistance from canines, when there is good reason to do so. If students wish to change locker locations, they must get approval from the principal.

TEXTBOOK & LOCKER DEPOSIT

The textbook/locker deposit fee is \$10.00, which will be refunded when a student leaves the district and all materials are returned in satisfactory condition and if the proper deposit card is presented. The student will pay for materials intended to become the private property of the student. Fines for damaged or lost textbooks are the responsibility of the students and should be paid at the end of each school year.

TELEPHONE USAGE

Students will be granted permission to use office phones for emergency reasons only. Students must be prepared to fully explain the circumstances surrounding the said emergency.

HEALTH ISSUES

The school nurse is available to students from 8:00am to 3:00pm Monday through Friday. Students must first go to the high school office to schedule an appointment. The school nurse's office is located in the Shepherd Elementary building.

IMMUNIZATIONS

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: proof of immunizations including Td within the last 10 years, two (2) MMR's, three (3) hepatitis B, one (1) dose of chickenpox vaccine or evidence of disease.

STUDENT MEDICATIONS

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, which includes a doctor's consent, needs to be filled out for all medications including prescription and non-prescription medications. Parents must provide all medications for the students. The school cannot supply any medications. **Under no circumstances will medication be dispensed without proper authorization.**

INJURY

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, large cuts), every attempt will be made to reach a parent/guardian first and then back-up numbers will be called. This is why alternative emergency numbers are so important for the school. Should the injury be judged serious or life threatening, an ambulance will be called.

EMERGENCY CARDS

All students enrolled in Shepherd High School shall provide the school with emergency phone numbers. It is also extremely important that any medical information be provided such as bee sting allergies, diabetes, seizure disorders and any health problems.

STUDENT WITHDRAWAL PROCEDURE

Students who find it necessary to terminate attendance at Shepherd High School before the end of the school year should report their intentions to the counseling office, empty their locker, and return all school materials to the appropriate teacher, media specialist, or other staff member. Written notification from parent/guardian and completed withdrawal form will be necessary before the drop procedure will be initiated.

VISITORS

All visitors to the building must check in with the high school office for authorization to be on the premises. All visitors receiving approval will be issued a visitor's pass, which is valid for that day. If a student wishes to have a guest during the school day, written permission from the principal must be given 48 hours in advance.

LOITERING

Students are not to gather anywhere that would block an entrance to or exit from the school building or school grounds. This especially includes the buildings entrance, cafeteria entrance, the rail area, and the student parking lot. Students should plan to leave school grounds when school is not in session. Students who are found in the building after 3:30 pm will be asked to leave unless they are under the direct supervision of a staff member/coach.

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

The Shepherd Board of Education has adopted the following Administrative Guideline (#5136) regarding cell phones and electronic communication devices:

- A. Students are prohibited from using cell phones or other electronic communication devices (ECD), electronic storage device (ESD) or having them on during the school day. This includes lunch periods and passing periods, as well as on school-sponsored trips and "behind the wheel" driver education classes or in school vehicles. "Using" refers to, not only the making and/or receiving a call, but also using the cell phone or ECD/ESD for any other purpose.
- B. Students are not permitted to wear their cell phones or ECD/ESD clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry cell phones or ECD/ESD in a backpack, purse, or inside a pocket of slacks, jeans, etc.
- C. Cell phones or ECD/ESD may not be on or otherwise used in the school locker rooms, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the picture/camera feature available with some electronic devices.

- D. The unauthorized use of a cellular phones, ECD/ESD to communicate or access information during class or testing is prohibited.
- E. Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone or ECD/ESD use after school hours or on after school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.
- F. The District is not responsible for the loss, theft, damage, or vandalism to student cell phones, ECD/ESD as well as other student property. Students and parents are strongly encouraged to ensure that, if students have a cell phone or ECD/ESD in their possession, they should not leave them unattended or unsecured. They are popular theft items.

Using a cell phone or other ECD/ESD in an unauthorized manner or in violation of the policy, may result in disciplinary action, depending upon the nature of the prohibited activity and/or whether it is a repeat offense for that student. The administration reserves the right to modify the consequences, as appropriate. Students found to be in violation of these rules will have their device confiscated and will be disciplined according to the guidelines under Level I Acts of Misconduct.

MUSIC AND PORTABLE MEDIA PLAYERS

Students may not use or have radios, CD/DVD players, MP3/iPod players, stereo equipment, or gaming equipment in classrooms. It may be necessary to use such items for educational purposes, in which case the student must acquire prior teacher/administrative approval. Additionally, use of music and portable media devices outside of a classroom must not interfere with the educational process or in any way be detrimental to the school environment. Students found to be in violation of these rules will have device confiscated and will be disciplined according to the guidelines under Level I Acts of Misconduct. The school strongly discourages bringing such items to school; however, they are allowed before and after school, and during lunch times.

LOST AND FOUND

Any items that are found should be brought to the high school office. Students missing personal belongings should check with the office to see if their items have been turned in. Items left in the office may be discarded after two weeks if not claimed by the owner.

FIRE ALARM

The school is required by law to conduct fire, tornado and crisis response drills during the school year. Students will be informed of the procedures during the drills. When there is notification of an incident/drill, students should follow the instructions of those in charge as quickly and as calmly as possible for everyone's safety.

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 for educational/post-secondary purposes.

1. Student name and address.
2. Participation in officially recognized activities, events, and sports.
3. Weight and height of athletic team members.
4. Honors, honor rolls, degrees, and awards received and grade placement.
5. Photographic, video, or electronic images of students.
6. Information generally found in yearbooks.

Unless the Shepherd High School office receives notification 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”. 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.

STUDENT DRIVING/PARKING

Students shall not sit in, drive, or ride in or on a motorized vehicle (other than school authorized transportation) during school hours any day that school is in session, including lunch periods and breaks between classes.

NOTE: All parking lots are off-limits during school hours. Upon arrival, students are expected to depart immediately from automobiles and proceed on the direct route to the building. Failure to comply will result in actions as governed under Level I Acts of Misconduct.

HALL PASSES

If a student has received permission from his/her teacher to enter the hallway while class is in session, he/she should have the appropriate section of the planner initialed by that teacher. Each student entering a class after the beginning of the period must have a pass, either from the office, a teacher, or a counselor.

DRESS CODE

In order to maintain an environment that is conducive to learning, students are expected to wear appropriate clothing. Modesty, safety, health, and good taste should be the guiding principles when selecting school attire. The administration reserves the right to determine what is inappropriate for a school setting.

Suggestive or revealing clothing is inappropriate to the school setting and is not allowed. Students will be covered from the shoulder to the mid-thigh. Pants/shorts must be worn about the natural waistline. For some students this may require the use of a belt. Imprinted clothing that promotes or advertises

the use of alcohol, drugs or tobacco products or that express explicit or implied sexual connotation are 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. Clothing that uses any questionable words or swear words will not be permitted.

Upon entering the school building, students (male and female) must remove their hats and place them in their lockers until they exit the building for lunch or to go home. This includes bandannas and hats that some may consider part of an outfit. Students are not allowed to wear coats/jackets in a classroom. A coat/jacket is defined as a piece of clothing that was designed to be worn outdoors.

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.

LUNCHES

Students are encouraged to take advantage of the many lunch options provided through the Shepherd Food Services. All food needs to be eaten in the lunchroom with the exception of students who have been requested to meet with a teacher or administrator during lunch. Tables should be left clean with refuse being disposed of in the proper containers. **All students must remain in designated areas during lunch.** Students are allowed to leave campus; however, no student is allowed to drive during lunch. Students walking from the school grounds for lunch are required to follow all behavioral guidelines outlined in the student code of conduct during the lunch period. Failure to meet this requirement will result in disciplinary action as identified in the Student Discipline and Conduct section of this handbook and may include loss of the privilege of leaving school grounds for lunch.

EXTRACURRICULAR PARTICIPATION

Students may not participate in an afternoon or evening extracurricular activity such as games, practices, performances or exhibitions if he/she has not attended their scheduled classes in periods 2 through 5. Also, students who have been in the R.T.C room for disciplinary reasons for more than two periods per day may not participate on that day. Exceptions for an emergency situation can be made by contacting the high school office and gaining administrative approval prior to the absence. The responsibility to comply with this rule will be left up to the student. Participating in an activity will result in disciplinary action if the student has not attended the necessary classes.

EXTRACURRICULAR GUIDELINES

Extracurricular activities will be organized, supervised events conducted under the name of the school or school district or any class or organization which primarily involve students in other than a classroom situation and which receives no academic credit. Such activities will be under the general supervision of school authorities, and students will be expected to obey the student conduct policy.

I. Dances, Mixers, Parties

- A. Parent supervision is required.
 - 1. Six adults at mixers and parties
 - 2. Twelve adults at other dances such as homecoming/prom.
- B. Sponsoring group arranges for parent chaperones.
- C. Names of parent chaperones should be turned into the office one day preceding the event, or the event will be canceled.
- D. Students will not leave and return during the event.
- E. Middle school students may not attend.
- F. Students will be expected to abide by the student code of conduct as set out in the handbook.

II. Class/Club Meetings

- A. All classes and clubs will be allowed organizational meetings, but these meetings **must** have prior approval by the principal.
- B. This meeting must be announced with at least a two day notice.
- C. Meeting should be scheduled for less than one hour.
- D. Meetings held outside of class time should be announced with 24 hours notice and with the principal's permission.

III. Fund Raising

- A. A Fund Raising Request form must be submitted well in advance of the event to obtain the necessary district approval.
- B. The principal and superintendent must approve fund raising activities by any school club or organization to ensure that there are not significant overlaps in fund raising activities. Requests for consideration are on a first come, first serve basis.

STUDENT'S RIGHTS

- 1. Every student has the right to expect the school be a safe place to gain an education.
- 2. All rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.
- 3. All students have the right to hold office and to vote in student elections.
- 4. Freedom of speech, petition, and assembly are guaranteed to all citizens; and students shall be allowed to exercise those rights, not interfering with the educational process.

5. The student has the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student. The various views related to topics or materials should be presented or introduced.
6. Every student shall be allowed to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs and other activities.
7. The student has the right to be involved in curriculum development and procedures established to encourage suggestions from students.
8. Students have a right to an education and to the equality of educational opportunity. Punishments that deprive them of this right should be used only in extreme cases. Punishments should be reasonable, consistent, fair, and resorted to only when the student violates the school rules or does not show responsibility to his/her learning. The school should provide information about work missed during a temporary suspension.
9. The school should establish a clearly defined procedure for consideration of student problems and for processing complaints.
10. A student has the right to take courses of his/her choice while at Shepherd High School beyond those required for graduation, except as noted under "Minimum Requirements for Graduation."
 - a. Sequential courses requiring minimum previous achievement.
 - b. Courses requiring prior approval by department or administration.
 - c. Courses unable to be scheduled due to scheduling conflicts, which cannot be resolved.

STUDENT RESPONSIBILITIES

1. To attend school daily, to attend all classes, and to be on time.
2. To come to class prepared with proper materials, such as text-books, pencils and/or pens, etc.
3. To be aware of all rules and expectations or changes in these rules and regulations defining proper student behavior. Each student should conduct himself/herself according to these guidelines.
4. To be willing to volunteer information in disciplinary cases should he/she have knowledge of an incident.
5. To make sure that no individual or group of advocates be allowed to monopolize class time.
6. Teachers should insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected, and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process and does not imply the right to veto.
7. To become involved actively in his/her own education after returning to school following an absence for any reason. (Students temporarily out of school for any reason should assume the responsibility for keeping up with work missed, for their own benefit if nothing else.)
8. To develop the best school record of which he/she is capable.
9. To maintain a clean and pleasant atmosphere in the building and on the grounds.

STUDENT ATTENDANCE

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 that have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school.

I. Excused Absences

The following absences may be excused without penalty. This list is not intended to be all inclusive.

- A. Doctor's appointments including dentist or orthodontist. (A doctor's slip may be required in order for the student's absence to be considered excused.)
- B. Family vacations - one per year. (It will be considered a family vacation if the student(s) is traveling with immediate family such as parents/guardians, siblings, aunts/uncles, or grandparents.)
- C. Personal illness (A doctor's slip may be required in order for the student's absence to be considered excused.)
- D. Absences caused by legal matters (The student must provide verification to the administration to have the absence excused. Verification should be done prior to the absence if at all possible.)
- E. Funerals
- F. Illness in the family
- G. Observance of Religious Holiday

II. Clearance of Absences

- A. Parents are required to call in, or contact in writing, the attendance secretary for their son/daughter within 24 hours of the absence for it to be excused. This contact should be made prior to 8:30 a.m. to minimize the loss of class time. Simply contacting the office will not excuse the absence. Parents must explain the reason for the absence to the attendance secretary if the absence is to be excused.
- B. If a student is under the doctor's care for an **extended** period of time, the student must present a doctor's verification within one week after he/she returns from the absence.

III. Make-up Policy for Excused Absences

- A. A student will be allowed to make up daily written work for the time missed. **Students** are responsible to contact the teacher outside of class to secure any work missed as a result of the absence. Students will be allotted one (1) day for each day absent to turn in make-up work. Under extenuating circumstances, such as lab assignments or hands-on projects, it may be necessary for the teacher to schedule a make-up period before or after school, although not to exceed the amount of time missed.

- B. Students who miss work through absences and fail to make it up will receive a failing grade (zero) for the assignment(s). Excessive absenteeism may restrict a student from attaining the prescribed minimum academic standards for satisfactory completion of a course.

IV. Policy for Unexcused Absences

Parents/guardians must still notify the office for an unexcused absence in order for their student to avoid disciplinary action. Students will not earn credit for assignments done on a day a student has an unexcused absence.

V. Notification of Parents about Absences

- A. The teachers' attendance sheets will be considered the official record for the attendance purposes under this policy.
- B. After five (5) absences from a class, a letter will be mailed to the parents notifying them of potential attendance problems.

VI. Prearranged Absences

Students who are involved in extracurricular activities that will miss all or part of the school day must have administrative approval **prior** to the absence if they wish to participate that day.

VII. Arranged Absences

An arranged absence is an absence that is caused by a school activity. Absences such as field trips, college visit (1), office visits, etc., are absences that would be considered arranged. This list is not considered to be all-inclusive. An arranged absence does not affect a student's efforts towards perfect attendance.

VIII. Tardiness Procedures

Students are required to be in their assigned class on time. Students that are tardy to a class for the second, third, or fourth time in a trimester, will be sent to RTC. Students will be disciplined according to Level I Act of Misconduct for each tardy after four. The classroom teacher will document a tardy of ten (10) minutes, or more, as an absence.

IX. Check In and Check Out Procedures

- A. Students who arrive at school after the first scheduled class begins must sign in at the high school office. A note or phone call from the parents/guardians will be expected at this time.
- B. Upon arrival to school, students are not to leave the school building during scheduled class time without permission. If a student finds it necessary to leave school during the school day, he/she must sign out. Parent/guardian contact must be made 24 hours in advance, unless in the case of an emergency, before being allowed to check out. Failure to sign out will result in an unexcused absence and could lead to suspension. These absences will be considered trancies and will be dealt with following the guidelines under Level I Acts of Misconduct.

PERFECT ATTENDANCE

A student having perfect attendance is identified as anyone who has not been tardy or absent from any class for the identified time period (marking period, trimester, or year). Excuses are not accepted. The high school will attempt to promote and encourage perfect attendance by the issuance of perfect attendance incentives.

STUDENT DISCIPLINE AND CONDUCT

I. Board Guidelines

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

The Board further believes that the code of student conduct and control must consider the welfare and development of the individual and the student body collectively; that it should include the entire program of adapting the child to life in his/her society; and that it involves two major emphases.

- A. To guide the pupil so that he/she benefits from the immediate efforts of teachers and does not threaten the classroom or the instruction that is taking place.
- B. 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/her parent/guardian have the right to know what conduct and behaviors are expected. To this end, the entire policy and code shall be published.

II. 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 misdemeanor 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 weapon 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. State law 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/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. Theft of School or Personal Property - A student shall not be a part of any theft, larceny, robbery, burglary or unauthorized possession of another individual's property.
- E. Assault on a School Employee: A student shall not assault, verbally threaten, physically threaten 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.
- F. 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 drug or alcohol on the school grounds or during any extracurricular activity
- G. 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.
- H. 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.
- I. 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/she is assigned. It is possible for a student to be punished for truancy who was found to be in the school building.

III. Harassment

A. Sexual Harassment

Shepherd Public Schools will not tolerate sexually harassing behavior, false reports of sexual harassment or the retaliation against persons reporting allegations of sexual harassment or the retaliation against persons cooperating in the investigation of such complaints. Sexual Harassment is defined as:

1. Unwelcome sexual advances; or
2. Requests for sexual favors; or
3. Other verbal or physical conduct or communication of an intimidating, hostile or offensive sexual nature. Forms of prohibited verbal or physical "sexual harassment" include, but are not limited to:
 - a. Verbal - Sexual innuendoes, suggestive comments, rumors or jokes of a sexual nature, sexual propositions or threats.
 - b. Physical - Unwanted and/or unwelcome physical contact of a sexual nature, including but not limited to touching, pinching, coerced sexual intercourse, or assault.

B. Harassment based upon Race or Color

For purposes of this policy, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include, but are not limited to:

- graffiti containing racially offensive language;
- name calling, jokes or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to race or color;
- other kinds of aggressive conduct such as theft or damage of property which is motivated by race or color

IV. Classroom Discipline

- A. The overall planning for management of student and staff interaction is an ongoing responsibility of the school staff. Every effort will be made by the staff to provide a school and classroom environment in which students can learn and teachers can teach. Students who decide that they can not follow the school or classroom rules may choose to attend the RTC (Responsible Thinking Classroom) room. Students who have chosen to attend the RTC room must develop a plan outlining the necessary changes in their behavior and negotiate that plan with the particular classroom teacher or building administrator. Students who are unable to change their negative behavior through the RTC process may be suspended or expelled from school.
1. Suspension - is defined as exclusion of a student from school 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 should not exceed a period of ten (10) days. Students who have been suspended will return to school through the "earn all" process of RTC. It is the responsibility of the student to request, obtain, and complete all school work while on suspension. Students will not be allowed to make up work for a grade after returning to school from a suspension.
 2. Expulsion - is defined as permanent exclusion of a student from school. Parents/guardians shall be informed of, 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.
- B. In case of student misconduct, which may involve suspension and/or expulsion, the student's right to the procedural requirement of due process shall be guaranteed as follows:

Due Process Requirement:

1. Student meets with the principal prior to suspension.
2. Student is presented with charges and evidence against him/her.
3. Student is given an opportunity to deny charges, rebut evidence.
4. Unfavorable decisions may be appealed to a higher authority in the school district.

V. Discipline Procedures: Level I - Acts of Misconduct

The following areas of school misconduct indicate behavior that is unacceptable: amorous behavior, laser pointers, parking/driving 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, inappropriate use of technology, truancy and profanity. This list is not intended to be all inclusive.

- A. First Offense (One or all may be utilized)
 - 1. Parents will be notified.
 - 2. The person(s) responsible will make payment for destruction of property.
 - 3. The student will go to the RTC and may return to their regularly scheduled classes through the “Earn All” process.
 - 4. Up to a three (3) day suspension
- B. Repeated Offenses

Students who repeatedly violate the student code of conduct and have not been successful in developing a plan to improve their behavior may be suspended from school. Parents/guardians of suspended students must schedule a meeting with the principal prior to the student being re-admitted to school.

VI. Discipline Procedures: Level II - Acts of Misconduct

The following areas of misconduct indicate behavior that is totally unacceptable:

Use or possession of alcohol or drugs, arson, possessing or use of firearms or dangerous weapons, malicious destruction of property, extortion, obscene behavior, major theft, bomb threats, sexual harassment, harassment based on race or color, assault and/or battery, excessive acts of Level I Act of Misconduct, and placing false alarms. This list is not intended to be all inclusive.

- A. First Offense
 - 1. Parents will be notified immediately. The incident may be referred to the Shepherd Police Department, the Isabella County Sheriff’s Department or the Michigan State Police.
 - 2. The person(s) responsible will make payment for destruction of property.
 - 3. Conference with administrator and parties concerned.
 - 4. Up to ten (10) day suspension.
 - 5. Recommendation to superintendent of schools for expulsion, if appropriate.
- B. Repeated Offenses
 - 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.

STUDENT CONDUCT ON SCHOOL BUS

In view of the responsibility and bus-safety factor dealing with the lives of the youth, the driver has authority over the bus and its passengers and is accountable to the superintendent or his/her designated representative. Students are expected to behave and respond to requests of the driver or lose their privilege to ride the bus. **REMEMBER: Bus transportation is a privilege, not a right. To protect this, obey all rules.**

DRUGS and LOOK-ALIKE DRUGS

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.

- A. 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 an imitation controlled substance which the person:
 - a. represents to be controlled substance.
 - b. represents to be of a nature or appearance, including color, shape, size, or markings, and/or by representations made, which would lead a reasonable person to believe that the substance is a controlled substance.
 2. The following factors will be considered in determining whether a substance is an imitation controlled substance:
 - a. Any express or implied representation made that the nature of the substance or its use or effect is similar to that of a controlled substance.
 - b. Any express or implied representation made that the substance may be resold for an amount considerably in excess of the reasonable value of the composite ingredients in the cost of processing.
 - c. Any express or implied representation made that the substance is a controlled substance.
 - d. Any express or implied representation that the substance is of a nature or appearance that the recipient of the substance will be able to distribute the substance as a controlled substance.
 - e. That the substance’s package, label, or name is substantially similar to that of a controlled substance.
 - f. The proximity of the substance to a controlled substance.
 - g. The physical appearance of the substance is substantially identical to a specific controlled substance, including any numbers or codes thereon, and the shape, size, markings, or color.
- B. 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.

- C. 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 Public School District.

HARASSMENT/INTIMIDATION

Harassment is a form of misconduct that 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 that is not welcome, personally offensive, 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/guardians 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 Acts of Misconduct depending on the severity and/or the number of times a violation has occurred.

BULLYING

Bullying constitutes inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. Shepherd High 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 intentionally 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.

Allegations of bullying can lead to disciplinary consequences, violations will be considered a Level I or a Level II Acts of Misconduct depending on the severity and/or the number of times a violation has occurred.

HAZING

Hazing by any individual or group associated with the school system is prohibited and will not be tolerated. Hazing is defined as subjecting another student to physical injury or assault as part of an initiation or as a prerequisite to membership into any organized school group, including any athletic team, club, society or similar group. Hazing includes, but not limited to, requiring any student to wear abnormal dress or costumes on campus; playing abusive or ridiculous tricks on a student; frightening, scolding, beating, or harassing a student; or subjecting a student to personal indignity.

VO TECH

Vocational classes are a privilege, not a right, and both the student and parent/guardian should consider carefully before committing to a particular vocational program. Additional time and money are invested in scheduling, transportation and clerical services to enable the student the opportunity to participate in the program. A further consideration is the limited number of slots in each program that is allotted to Shepherd High School and its students. For example, we may receive seven slots in the Auto 1 program, if 12 students apply; some of them have to be denied admission. Subsequently, if one of the students who was admitted to the program, chooses to “quit” that slot is lost for the remainder of the school year and nobody receives the benefit.

No student will be admitted to a vocational program unless both the student and the parent/guardian have both signed a vocational contract and attended one of the mandatory meetings. It is expressly understood that any student who chooses to drop out of the vocational program or who is removed from the program for poor attendance, not riding the bus provided by the district, or disciplinary reasons will not be permitted to schedule any other classes and will

lose credit for the vocational program dropped. All vocational classes involve a school-year long commitment.

It must further be understood that all Shepherd Vocational Students will ride the vocational bus. An exception to this rule may be made for cosmetology students who need to put in additional hours to meet state guidelines. **All who are caught not riding school provided transportation to and from their vocational class (either riding or driving), will be removed from the program.** Employment after school will not be an exception.

VIDEO CAMERAS

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 your building principal.

ATHLETIC CODE OF CONDUCT

I. PHILOSOPHY OF ATHLETICS

Interscholastic athletics in Shepherd Public Schools are considered to be an extension of the physical education program, and in turn, an integral part of the overall educational program of the school. As part of the educational program, each individual sport will be conducted so that the physical, social, and mental well-being of each student is its top priority.

II. OVERVIEW

Each athlete should understand that participation in Shepherd athletics is a privilege that should be held with high regard. The conduct of each athlete on and off the field is a direct reflection of his/her self, school, family, and community. Therefore, an athlete's conduct should reflect the highest values and standards of his/her school and family. It must be understood that the privilege of participation may be taken away in part or as a whole should an athlete's conduct not be satisfactory. The rules and regulations governing an athlete's conduct are listed in this athletic code. Should an athlete be found to be in violation of this athletic code, the corresponding discipline will be applied.

III. ELIGIBILITY

A. Academics: A student who fails to pass 20 credit hours at the end of any trimester period shall be ineligible for 90 school days. "Passing 20 credit hours" is defined as meeting requirements of courses for which credit toward graduation will be granted and which meet approximately 20 hours per five (5) day week. Students must also be passing at least four (4) classes to remain eligible for the week. Records will be kept on a weekly basis and ineligible students will be notified by the Athletic Director on

Monday of the week that they are ineligible. Since grades are based cumulatively by marking period, it is possible for a student to move back and forth between being eligible and ineligible from week to week. Once students are notified, they are ineligible for that entire week (Monday through Sunday). The student athlete may still be required to attend practice and accompany the team to contests.

- B. Training Rules:** Rules must be adhered to by all athletes, at all times, regardless of location. Training rules are in effect for all athletes for the entire calendar year. The athletic year constitutes a full year (365 days) when an individual chooses to participate in the athletic program. All reported training violations will be investigated by school administrators and the affected sport coach. Penalties will be implemented from the date that school administrators are notified, not the date the incident occurred. In addition the athlete will be given the opportunity to respond to the charges by giving his/her side of the story.

ATHLETIC TRAINING RULES

The following behaviors constitute a violation of the Shepherd Athletic Training Rules and subject the athlete to penalty as outlined in the Penalty provisions of the Training Rules:

1. Use, possession, concealment, distribution, sale or being under the influence of:
 - a. Tobacco or tobacco product in any form;
 - b. Alcohol or alcoholic beverages in any form; including beverages labeled as nonalcoholic which contain minimal amounts of alcohol.
 - c. Illegal drugs, including but not limited to those substances defined as “controlled” substances pursuant to federal and/or state statute;
 - d. Steroids, human growth hormones or other performance-enhancing drugs;
 - e. Substances purported to be illegal, abusive or performance-enhancing, ie., “look-alike” drugs;
 - f. Any abusable glue, aerosol or other chemical substance including, but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation.

It shall not be a violation of the Athletic Training Rules for an athlete to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed medical professional for which permission has been granted to “use/possess” in school or at school sponsored activities pursuant to Board policy.

2. Violation of federal, state or local law/ordinance on school premises, in school vehicles or during a school-sponsored activity.

3. Theft, vandalism or destruction of property belonging to our school or another school. In addition, athletes shall not possess school property not issued to them.
4. Felony or misdemeanor acts other than minor traffic offenses. Whether or not they occur on school property, in school vehicles, or at school sponsored events. Determination of the validity of such charges must be based upon reliable information, but proof of the elements for conviction of the criminal offense is not necessary.
5. Cumulative or gross misconduct, and other behavior which school administrators regard as “conduct unbecoming an athlete”.

Should an athlete realize a drug or alcohol dependency prior to detection by school personnel, he/she may enter into a medically recognized rehabilitation center without penalty. Should school personnel be informed of the athlete’s need for a rehabilitation program, he/she will be allowed to participate under the condition of a one calendar year of probation. The rehabilitation program will not be the responsibility of Shepherd Public Schools. Any subsequent violation or failure to participate in rehabilitation, the athlete would be suspended from athletic participation for one calendar year.

C. Penalties For Training Rule Violations

1. The following terms and definitions will be used in the explanation of the penalties for athletic training rules violations:
 - a. Probation - a period of time in which the student may participate in athletics after being removed from the squad for a minimum of 30 days for a training rule violation.
 - b. Suspension - a period of time in which the student athlete may not participate on any interscholastic sport team.
 - c. Calendar Year - the 365 days following the notification of a training rule violation.
 - d. In Season - refers to an athlete who is currently practicing and competing with a team during that sport’s season. “In season” being defined as the first official practice date as identified by the Michigan High School Athletic Association, to the last day of competition.
 - e. Out of Season - refers to an athlete who is not practicing and competing in a sport’s season.
2. In Season Violations
 - a. Removal from squad, practice, and game for 30 days or remainder of that sport season, whichever is longer.
 - b. Forfeiture of all awards
 - c. Start calendar year of probation

- d. Any violation during the year of probation will result in a calendar year of suspension
 - e. Any violation during a year of suspension, the athlete will forfeit his or her athletic privileges at Shepherd High School.
3. Out of Season Violations
- a. First offense will result in an athletic probation for one calendar year
 - b. Any violation during the year of probation will result in a calendar year of suspension
 - c. Any violation during a year of suspension, the athlete will forfeit his or her athletic privileges at Shepherd High School.

D. Age and Residency

There are many guidelines governing “Age and Residency” in the “M.H.S.A.A. Rules of Eligibility”. Shepherd Public Schools is a member of the M.H.S.A.A. and abide by its rules regarding age and residency where applicable to student-athletes. Any questions regarding this area should be directed to the Athletic Director for explanation.

E. Transfers Following Violations of a School’s Student/Athlete Code

Shepherd High School will enforce upon a transfer student any period of ineligibility to which that student would have been subject as a result of a student or athletic code violation(s) at that student’s most recent previously attended school.

A student who transfers to Shepherd High School after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Shepherd High School for not less than the period of ineligibility imposed by the situation would otherwise satisfy one or more of the exceptions to the School Athletic Association (Regulation I, Section 9), and even if the act which caused the student’s ineligibility at the previous school would not be a violation or cause the same period of ineligibility at Shepherd High School.

That student was subject to the rules and penalties of the previous school and shall not be allowed to escape the consequences of his/her conduct and, in doing so, displace students of Shepherd High School from teams, positions, events and awards at least until the full period of ineligibility has been served.

- F. Attendance:** Students must be in school and attend their scheduled classes in hour two through five to be eligible for practice or games on that day. Pre-arranged absences such as funerals, doctor and dentist appointments, etc., will allow participation, if it is arranged with the proper building administrator prior to the absence.

IV. RESPONSIBILITY OF ATHLETES

A. Equipment

Athletes are responsible for the care and cleaning of all school issued equipment. Lost or damaged equipment will be charged to the athlete and financial retribution will be made to replace the equipment.

B. Physicals

All students participating in athletics must have a current physical card on file in the Athletic Director's office. Physicals are generally offered in the spring by local physicians to Shepherd athletes. Students must also have a signed parent/guardian acknowledgment form on file in the Athletic Director's office before competition begins.

C. Injuries

All injuries shall be reported to coaches and to the Athletic Director. All athletes should have an emergency treatment waiver on file at the Athletic Director's office so treatment can be given in case of an emergency if a parent/guardian is not present.

D. Transportation

Shepherd Public Schools will provide transportation to and from all athletic events in which its teams are competing. It is the responsibility of the athlete to maintain proper conduct on school provided transportation. If a parent/guardian wishes to have their son/daughter ride home with them, they must contact the coach in person after the contest. Coaches will not release student athletes to neighbors, cousins, friends, etc. The athlete may also be excused from riding on school transportation by the Athletic Director if notification is done 24 hours prior to the buses scheduled departure time.

V. MISCELLANEOUS INFORMATION

A. Participation in Two Sports Concurrently

Students have in the past participated in more than one sport during the same season (Doubling), this is done to give students many different opportunities during their high school experience. Caution should be given when deciding this, since it will take up almost **all** of the free time a student has, and will put a strain on student academics on doing a few things well as opposed to doing many things mediocre. If a student wishes to double, the following criteria must be met to accomplish this:

1. Coaches of both sports must **agree** to allow this.
2. Athletes will name his/her primary sport, (if games conflict on same date, athlete will attend primary sport).
3. Athletes will be expected to practice with both teams if possible.
4. Athletes must maintain passing grades in **all** courses.

B. Awards

There are two types of awards to athletes from Shepherd Public Schools; Varsity Letter Awards, and Participation Certificates.

1. Participation Certificates - are given to members of J.V., Freshmen, and non-lettering Varsity members on teams who complete the season with the team.
2. Varsity Letters - Block "S" Chenille letters are given to athletes who earn their first varsity letter, after receiving this, athletes will then be given pins and letter bars for each additional letter they earn.

C. Criteria for Earning Varsity Letters

1. Baseball - must be a member of the team, or compete in 7 innings with the varsity team (J.V. player brought up) and complete the season.
2. Basketball - must be a member of the team and complete the season.
3. Cheerleading - must be a member of the team and complete both the fall and winter sport seasons.
4. Cross Country - must complete the season as a member of the team, run under a predetermined time to be set by the coach before the season, or medal in a major meet or invitational (excluding grade level runs).
5. Football - must be a member of the team and complete the season.
6. Golf - must be a member of the team and participate in a varsity match or tournament and must complete the season.
7. Pom Pon - must be a member of the team and complete both the fall and winter sport seasons.
8. Softball - must be a member of the team, complete the season, and play 7 innings.
9. Track - must be a member of the team and score at least seven (7) points either through dual or invitational tournaments, or earn a medal in a major meet (invitational) and must complete the season.
10. Volleyball - must be a member of the team and complete the season.
11. Wrestling - must be a member of the team and have won four varsity matches, and must complete the season.

NOTE: Any changes or additions to the previously mentioned items will be approved by the Administration and given to the athlete before the first contest.

D. Act of God Days

There will be no scheduled practices or games on act of God days. However, school administrators reserve the right to grant the coach permission to hold an afternoon optional practice. Also, if the schedule is near the end of the season and there is no other date to make up the game, school administrators may choose to play a scheduled game if: the opposing school is in session and the road conditions will be improved by game time.

E. Team Rules

Each coach of each sport will have on file in the Athletic Director's office an approved list of general rules used to govern the team. The rules will identify such areas as: attendance, rules and consequences, award criteria, team expectations, criteria for cutting, etc. Each athlete will be given a copy of their rules when they are discussed at one of the first team meetings or practices. "Athletes must abide by team rules and may be subject to discipline for violation of those rules as set forth the team rules and/or this policy.

F. Insurance Coverage

Shepherd Public Schools does not have insurance coverage for its students/athletes. However, if a student would like to purchase insurance and will be participating on an interscholastic team(s) they may do so through the 1st Agency Insurance Company of Kalamazoo. For more information, please see the athletic director.

**DEPARTMENT OF ATHLETICS
SHEPHERD PUBLIC SCHOOLS**

ATHLETIC RESPONSIBILITY ACKNOWLEDGEMENT

As a Shepherd Public School student participating voluntarily in interscholastic athletics, I understand that I will:

1. Abide by the Shepherd Public School's Athletic Code of Conduct, rules of the Michigan High School Athletic Association, and the laws of the State of Michigan.
2. Conduct myself in an exemplary manner that will not bring discredit to myself, my family, my team, my school, or my community.
3. Be responsible for all athletic equipment issued to me throughout the season. I will return such equipment at the conclusion of the season, and will pay the current replacement cost for any of the equipment not accounted for by me at the end of the season.

Parents and student athletes should fully understand and appreciate the risk of serious personal injury associated with athletic participation. Swift movement of bodies which many times are airborne, unavoidable collisions often times occur in inter-scholastic athletics.

Athletic activities are hazardous and taking part in such activities is a calculated risk taken on behalf of the student athlete and parents. For many young adults, the benefits from athletic involvement exceed the potential hazards. Calculated risk makes the participation a stimulating adventure and satisfies the student athlete's desire for competition, strenuous effort, and creative activity. **While reducing injuries to a minimum is a continuous goal of our coaching and administrative staff, the school district and school officials cannot guarantee that injuries will not occur. Students participate in athletics at their own risk.**

I have read and I understand Shepherd Public School's Athletic Code of Conduct and the team rules provided by the coach. I understand that should I violate any of these rules, I am subject to the penalties as stated in the athletic code and in the individual team rules. I know what is expected of an athlete who represents Shepherd Public Schools, and I am prepared to meet those expectations.

Student Name (please print) _____ Class of _____

Student Signature _____ Date _____

Parent Signature _____ Date _____