

# **Shepherd of the Hills Christian School**



## **Parent/Student Handbook 2016-2017**

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## Mission Statement

*Building Relationships; excelling in Academics; developing Mentoring programs; and living Scripture daily.*

As a ministry of Shepherd of the Hills Lutheran Church, our mission statement is as follows:

***Shepherd of the Hills Christian School and Early Learning Center mission is to help students grow as disciples of Jesus Christ, guide them in excelling academically, assist in cultivating Christian character and support parents in strengthening families.***

As a part of our Mission of Ministry, we believe our role is to provide quality Christian education for all ages. Shepherd of the Hills Christian School and Early Learning Center are dedicated to this mission.

Our foundational principles are to **Grow Disciples** by helping each child grow into a mature follower of Jesus Christ; to **Promote Academic Excellence** by encouraging each student to work to his or her full God-given potential; to **Develop Character** by guiding students toward becoming productive and responsible citizens within the community; and to **Strengthen Families** by supporting parents in the education of their children.

Our school has never existed to bear the full responsibility of Christian education. Parents rightfully perform this role. Shepherd of the Hills Christian School and Early Learning Center exist to support and complete the parents' obligations to "train up a child in the way he should go..." (Proverbs 22:6). When one thinks of the time pressures on parents in today's world, our school provides precisely the resources desired to meet God's directions.

The main objective of Shepherd of the Hills Christian School and Early Learning Center is to train children in the faith and love of Jesus as Lord and Savior. A hand-in-hand relationship between teachers and parents best accomplishes this goal. Parents can be sure of staff reliance upon the inspired Word of God as the source "for teaching, for reproof, for correction, and for training in righteousness" (II Tim. 3:16). Further, Shepherd endeavors to enable the students, in all stages of their life, to be the best possible stewards of the talents and skills that God has given them. Teachers and parents working together, combined with the power of God's Word and His Spirit, provide a mighty force for raising children to become mature Christians with character and purpose.

## About this Handbook

This handbook is intended to be an aid to students and parents. We hope that you find this handbook helpful. During the course of the school year, we may make modifications to policies and rules. While we have tried to cover the most important areas of school life, this manual by definition is not all-inclusive. If you have a child enrolled in the Early Learning Center or the BASE camp program, please review their handbook as it has additional information that will prove helpful and more specific to the programs.

## About Shepherd of the Hills Christian School

We believe that God created us and all things. Even though God's original plan was for all people to be His children and live with Him in eternal happiness, they chose instead to rebel against God, to determine their own ways, and solve their own problems. As a result, children today are born into a world of trouble, pain, and death. While all people bear the guilt of their fallen condition, God in His mercy provided a solution to mankind's dilemma. That solution is found in the saving work of Jesus Christ who took the punishment of all people's sins upon Himself and died (the payment for sin is death). Then, He rose from His burial tomb, demonstrating victory over all sin and death. Today, He promises that same victory to all who would simply put their trust in Him and His solution (the free gift of God is eternal life). God calls people into a trust or faith relationship with Him through His Holy Spirit. God's Spirit is responsible for keeping us in the faith as well as leading and enlightening us by means of His Holy Word.

Because of God's work in the world and in the lives of people, "We believe...."

We believe the Christian School provides an avenue to draw families and individuals into a faith relationship with the Lord Jesus Christ.

We believe the Christian School best provides an educational atmosphere for teaching God's Word and nurturing faith in Christ.

We believe that Christian education is effective in equipping young Christians to articulate their faith and demonstrate it by serving God in the church, community, and nation.

We believe that Christian education develops Godly values and morals based on the 10 Commandments.

We believe that Christian education, to be most effective, depends on the partnership of school and home working to educate children.

We believe that each child is a special and unique creation and is filled with great potential in the spiritual, emotional, intellectual, physical, and artistic realms.

We believe that an educational program of solid academic excellence best challenges, trains, and prepares students to be life-long learners and responsible Christian citizens.

We believe we are created to honor God and serve others. Any sin-based behavior which causes another person to feel or believe that he/she is not valued as a precious child of God is unacceptable at Shepherd of the Hills Christian School.

We believe that just as God, through Jesus, restores our relationship with Him, so also through Jesus we can be restored to one another by acknowledging our sins and receiving forgiveness.

## **The Objectives of Shepherd of the Hills Christian School are:**

- To develop in each child faith, trust, and love for Jesus Christ as his/her personal Savior and Lord.
- To enable each student to feel joy and security in a Christ-centered learning environment through prayer, worship, and study of the Bible.
- To assist the student in acquiring a sound knowledge of the Bible and basic Christian teaching for use in developing a God-pleasing character, proclaiming the faith, and building up the body of Christ.
- To achieve regular attendance and participation of both student and family in Christian worship, prayer, and fellowship.
- To develop the student's knowledge, strength, and boldness to make choices and decisions that reflect Christian principles.
- To utilize professionally trained Christian teachers, who by their words and examples apply Holy Scripture to the total learning environment.
- To offer the highest possible academic standards in communication, computation, exploration, and self-expression.
- To instill in each student a desire to learn and a desire for excellence.
- To offer extracurricular activities in sports, music, arts, and academic endeavors for the development of the student's God-given talents.
- To develop in each child a sense of belonging, a sense of dignity, a sense of worthiness, and a sense of responsibility for God's creation.
- To train the student in positive attitudes, self-control, respect for authority, and the rights and privileges of others.
- To recognize mankind's needs and provide opportunities to serve our church and community by proclaiming the Good News through time, talents, and treasures.
- To support the family unit by nurturing love for its members, to teach respect for parents as God's representatives, and to encourage sharing in the responsibilities and privileges of family life.
- To honor God and serve others. Any sin-based behavior that does not reflect the scriptural truth that all are precious children of God is unacceptable at Shepherd of the Hills Christian School.
- To have students resolve their immediate problem, ask for and receive forgiveness, and restore their relationship.

## **History/Denominational Affiliation**

Shepherd of the Hills Christian School was formed in 1985 to provide children a comprehensive Christian education in a nurturing, family-like setting. Our campus is comprised of 22 classrooms, a gymnasium, science lab, art studio, computer lab, preschool facility, library, chapel, age-appropriate playgrounds and outdoor field. We are committed to maintaining small class sizes so that teachers have time to meet unique student needs while maintaining momentum for the entire class.

Shepherd of the Hills is a member of The Lutheran Church-Missouri Synod; however, all denominations and those without church homes are welcome. It is our goal to support the religious training provided in your home or church by emphasizing Biblical principles throughout the school day.



## **Faculty/Support Staff**

The teachers at Shepherd of the Hills Christian School hold Bachelor's degrees in education and, in most cases, are licensed by the State of Colorado. Many of our teachers have earned Master's degrees in education. We have a highly dedicated and loving teaching staff that cares for students as individuals and is equipped to meet their needs. Our staff provides a high quality education in a Christian environment.

The Early Learning Staff also participates in no less than fifteen hours of ongoing education a year in the areas of Early Childhood Education.

## **Student Teachers**

Shepherd of the Hills Christian School has the opportunity to serve as off-campus training for the Concordia University System. Seniors at the college level are occasionally assigned to our classrooms and other parish activities for training experience/clinical education.

## **Accreditation**

Shepherd of the Hills Christian School is accredited by National Lutheran School Accreditation (NLSA). Its accrediting process is more rigorous than secular processes in its evaluation of the academic quality and spiritual dimensions of the school. Therefore, most licensing agencies readily accept NLSA accreditation. As a result, you can be assured that our school and your child's education are held to the highest standards.

## **Safety and School Climate**

Shepherd takes great measures to provide a safe and secure environment for its students. All doors to the facility are externally locked during regular school hours. Anyone wishing to enter the facility must "ring in" at the front entrance where staff grants access. In addition, all volunteers are carefully screened and must complete the "Safeguarding Our Children" training session, along with background checks each year. The presence and guidance of the school counselor helps to ensure the well-being of all children and staff.

## **Admission Standards and Procedures**

### **Admissions**

Admission at Shepherd of the Hills Christian School and Early Learning Center is a privilege. Shepherd of the Hills Christian School and Early Learning Center admits children of any race, color, religious, or national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religious, or national/ethnic origin in administration of its educational policies, admissions policies, scholarship, athletic, and other school administered programs.

Shepherd of the Hills Christian School and Early Learning Center has limited facility and personnel resources to serve children with special needs. Children with special needs that cannot be served through existing Shepherd programs may be denied enrollment or enrollment may be discontinued in order to encourage them to enroll at a school that can provide an appropriate program.

Admission requirements for Shepherd of the Hills Christian School's Early Learning Center through eighth grade include a completed enrollment application, all previous academic records, a birth certificate, immunization records, and an interview with the Day School Administrator or Early Learning Center Administrator. An entry assessment test may be administered such as a Wide Range Ability Test (WRAT), a Developmental Reading Assessment (DRA2), or a Kindergarten Readiness Test.

## **Entrance Age**

Children who are eighteen months thru five years old are welcome to enroll in our Early Learning Center. A tour and interview is conducted by our Early Learning Center Administrator.

To enter kindergarten, a child must be five on or before October 1<sup>st</sup> and be shown to be developmentally ready by the Kindergarten Readiness Test.

For 1st grade, a child must be six on or before October 1<sup>st</sup>.

Acceptance to grade 1 through 8 is dependent upon successful completion of the prior grade level.

## **Enrollment**

The enrollment procedure includes filling out an application through the website, [www.shepherdhills-school.org](http://www.shepherdhills-school.org). A tour is given to all applicants and may be requested by calling the school office. Parent(s) must provide copies of all previous academic records (i.e., report cards and standardized tests), a birth certificate, and assert the truthfulness and completeness of the application. When the school receives an application, the administrator will review the application and an interview with the family will be set if an interview has not been conducted at the time of a school tour. Shortly after completion of the interview, the family is notified of the child's acceptance, conditional or denial of enrollment.

If an application is accepted, the family is asked to submit the registration fee and appropriate materials (i.e. immunization, health forms) which will hold the child's place at the appropriate grade level. Registration fees are non-refundable. Applicants are admitted on the basis of space availability and the child's ability to benefit from the educational and spiritual services the faculty and staff endeavor to provide.

**For the Early Learning Center, please refer to the Preschool Handbook.**

## **Re-enrollment**

Children are accepted for enrollment at Shepherd for one school year. Re-enrollment procedures must be completed every year for placement to be maintained for the following year. Materials for re-enrollment are given to each school family to determine the number of students who will attend the next school year. No student is allowed to re-enroll unless all tuition and/or fees are current. Registration fees are to be submitted with the re-enrollment form by the published deadline to reserve a place for the child(ren). Registration fees are non-refundable.

## **School Programs**

### **Curriculum and Learning Philosophies**

At Shepherd, we attend to the well-being of the whole child-mental, physical, social, and spiritual. Core academic courses meet or exceed local and state standards. Core courses include phonics, reading, spelling, writing, grammar, mathematics, science and social studies. Teachers intentionally integrate digital-age learning skills across the curriculum. Along with Jesus time or religious studies, Christian values and worldview permeate all subjects and elements of the school day.

## Curriculum – Middle School Electives

Students in junior high have some choice of elective classes. Each student is required to have one semester of a music class, one semester of art, and one semester of drama. Other elective choices will be offered during fall semesters. Seventh and eighth grades have an off-site retreat at the beginning of the school year to build relationships and leadership skills. Residential outdoor education laboratory experience (off-site) is provided in the sixth grade.

## Music Policy

Shepherd values students receiving music instruction as part of the school day. Music teachers for piano and guitar will continue to teach at Shepherd. However, a student will only be allowed out of class for one lesson a week during the school day on the specified day and time of a lesson.

## Graduation Requirements

Completion of studies at Shepherd is an achievement worthy of note. Students must complete all required subjects to the satisfaction of their instructors and principal prior to the granting of a diploma.

## Valedictorian and Salutatorian Determination

For Valedictorian determination, the following criteria will be considered:

- 4.0 or highest cumulative GPA from 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade
- Adherence to the Christian Character Traits
- Automatic removal from the Valedictorian status will occur if evidence is validated for cheating
- Removal for consideration will be determined by the Principal

For Salutatorian determination, the following criteria will be considered:

- Cumulative GPA from 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade will determine the position of Salutatorian, which will be the next in line under the valedictorian
- Adherence to the Christian Character Traits
- Automatic removal from the Salutatorian status will occur if evidence is validated for cheating
- Removal for consideration will be determined by the Principal

If a student enters Shepherd during his/her 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade school year, special consideration will be given to the student, and cumulative GPA from previous school will be used to determine eligibility.

## Grading Scale

The grading scale for 1<sup>st</sup> – 8<sup>th</sup> grade in use at Shepherd is set forth in the table below.

<u>Grade</u>	<u>%</u>	<u>GPA</u>
A+	100%	4.0
A	99-93%	4.0
A-	92-90%	4.0
B+	89-87%	3.0
B	86-83%	3.0
B-	82-80%	3.0
C+	79-77%	2.0
C	76-73%	2.0
C-	72-70%	2.0
D+	69-67%	1.0
D	66-63%	1.0
D-	62-60%	1.0
F	59-0%	0

The grading scale for kindergarten is as follows:

- E Exceeds grade level
- O On grade level
- P Making progress
- I Needs improvement

The assessment scale for Shepherd of the Hills Early Learning Center is as follows:

- G Good progress
- N Not yet
- blank Not assessed at this time
- √ Completed

## **Grade Level Assignment**

The Day School and ELC Administrators are responsible for the level of assignment of each student within Shepherd.

## **Promotion of Students**

A child will be promoted to the next grade level if he/she has clearly demonstrated his/her comprehension and completion of the work at the current grade level.

When the work for a grade level has not been completed satisfactorily, each case of promotion will be considered individually and all evidence is carefully weighed in an attempt to do what is best for the child. The following items are considered by the principal, classroom teacher(s), and the parents before such decisions are made by the principal:

- the child's mental, physical, chronological, social, spiritual and emotional development;
- objective analysis of the pupil by a school counselor and the Littleton Public School Special

Education Staffing Team or equivalent if requested by the parents and only after the parents have signed the Consent to Refer and Test form.

## **Conditional Promotion of Students**

A teacher may place conditional requirements for grade promotion upon a student. Such conditional requirements must be satisfactorily completed prior to acceptance and placement in the next grade level.

Conditional requirements (i.e., summer school, tutorial assistance) must have the approval of the principal and be stated in writing to the parent(s).

The burden of verification that requirements have been fulfilled rests upon the parent of the child. The parent must produce written proof to the principal of satisfactory completion of any stated requirements to gain readmission to the subsequent school term.

Non-compliance or unsatisfactory completion of stated requirements will be deemed as a withdrawal from Shepherd of the Hills Christian School. However, placement in a repeat grade level may be conditional upon space availability and staff recommendation.

## **Grade Retention of Students**

Teachers are to inform parents as soon as possible when the child is a candidate for retention. Decisions of this magnitude need to be shared and thought through carefully. Information of possible grade retention is shared with the parent and administrator by the end of the third quarter of the academic year.

A child who is being considered for possible retention will be evaluated according to the following



## Progress Reporting

### Online Grading/Reporting Systems

Teachers use an online grading/report system to give parents easy access to a child's grades at all times. Teachers update grades within 7 days of an assignment being collected. Grades are also updated every Monday by 5 pm.

### Report Cards

Report cards are issued at the end of each quarter. At the end of the first quarter, parent- teacher conferences are held. This sharing session is a fifteen minute conference scheduled between each child's teacher and respective parent(s) to discuss the child's progress in his/her grade level. Notices will be sent from the school office at least a week prior to the conference. Students who are unable to work at grade level may be considered for a change in placement at any time. Parents will be informed whenever serious problems develop. With good communication, parents and teachers together can decide how best to deal with a given problem.

### Mid-quarter Reports

Reports are ready for grades 1-8 near the middle of each quarter. These reports help parents keep track of the progress their student is making. Mid-quarter reports are sent home only in the event that a family has no internet access.

### Achievement Tests

In addition to the tests and means of evaluation employed by the individual teachers throughout the year, national standardized tests are given to show strengths and weaknesses of the school program and the individual student. The results help the school modify the program where necessary and to give the child guidance and assistance as indicated. In grades 1-8, Iowa Test of Basic Skills (ITBS) achievement tests are given each spring. The results are shared with parents by the teacher.

### Developmental Reading Assessment (DRA2)

The DRA2, which was written in 2005, is used to assess reading levels for students in kindergarten thru fourth grade. The data from this formal assessment allows us to see strengths and weaknesses of students in the subject area of reading. With this data, teachers can design differentiated instruction to meet the individual needs of all students at Shepherd of the Hills.

## Financial Procedures

Shepherd of the Hills Christian School operates through the generous support of Shepherd of the Hills Lutheran Church, through tuition, and a variety of other fees. All fees are due and payable for continued enrollment and re-enrollment at Shepherd of the Hills Christian School and Shepherd Early Learning Center.

### Registration Fee

Registration fees are due with re-enrollment forms, or in the case of new applicants at the time of acceptance for enrollment. **No student is allowed to re-enroll unless all tuition and/or outstanding fees are current.** All outstanding year-end fees must also be paid by the designated date for re-enrollment to be complete. Subsequent delinquent fees in between the time of re-enrollment and the first day of the next school year will be taken from any Registration Fee(s) paid. Any outstanding fees must be paid before student(s) will be allowed to attend class. These fees may include but are not limited to the following: technology fees, book fines, damaged property fines, iPad fees, library fines or replacement costs of such

materials. Registration fees are announced each year. The Registration Fee is a non-refundable fee.

## Tuition

The school family is asked to commit to regular timely payments of all tuition. The school cannot operate without this financial support. Payment plans are as follows:

- **Prepaid Annual Tuition** – Tuition paid by August 30 will receive a 2% discount for prepayment of the upcoming school year. To take advantage of this pay in full service, families must provide written notice each school year to Shepherd of the Hills Christian School.
- **ACH** – (Automatic Deduction from Bank) processed on the 1<sup>st</sup> day of each month.
- **Credit Card (Visa, MasterCard, Discover)** – This is an option for payments, and may include an additional processing fee of the amount charged.
- **Check, Money Order, or Cash** – This option must be approved by the Administrator and Finance Department. Must be brought to the Finance office by the 1st of the month (these methods include a \$5.00/month billing fee). If not paid on the 1st, late fees will be added to account.

All payments are due the 1st of the month and are considered late if not in the finance office by the 5<sup>th</sup>.

If balances are not paid in full by the end of a given school year, Shepherd will continue to pull funds via ACH until a \$0 balance is achieved.

New applicants or re-enrolled students will be charged for the full month's tuition regardless of the date of enrollment. For example, a student who starts on October 10<sup>th</sup> will be charged for the entire month of October.

## Termination of Enrollment

Students whose enrollment is terminated during the school year, whether voluntary or involuntary will be charged for the entire month's tuition for the month during the last day attended. Also, the benefits earned through pre-paid tuition are forfeited if a student's enrollment is terminated. The student's tuition rate is charged at the non-discounted tuition for each month in attendance.

## **Miscellaneous Fees**

### **Late Fee**

Late Fee of \$25.00 will be assessed to all accounts 10 days after the due date for the payment. An additional late fee of \$25.00 will be charged each month thereafter until the outstanding balance is paid in full.

### **Dishonored Payments**

A fee of \$25.00 will be assessed for all dishonored payments that are returned by the bank for any reason. Non-sufficient funds payments will not be re-submitted. All dishonored payments must be redeemed in the financial office by cash or money order.

### **Activity Fee**

An annual Activity Fee is charged for each student in kindergarten through eighth grade to cover the cost of field trips, class parties, etc. This Activity Fee is included in the annual registration fee. This fee is non-refundable.

### **Technology Fee**

This annual fee, charged to each student in grades kindergarten through eighth grade, provides ongoing funding for necessary technology hardware and software improvements. This Technology Fee is included in the annual registration fee. This fee is non-refundable.

### **Grant-In-Aid**

The Grant-In-Aid (GIA) program has been established by Shepherd of the Hills Christian School in conjunction with Shepherd of the Hills Lutheran Church to provide partial financial assistance to families who otherwise could not afford to send their children to the school. Funds for this program come from the general operating budget of the church as well as from individuals and organizations. Any parent who wishes to be considered for GIA must fill out the forms and send them to the FACTS tuition aid website along with the appropriate application fee. They will then evaluate the need of applying families and make a recommendation to Shepherd of the Hills for fund disbursement. Those with extenuating circumstances beyond the need of FACTS determination will need to write a letter of explanation or set up a time to discuss circumstances to the Finance Office and Administrator.

### **Delinquent Accounts**

We at Shepherd of the Hills Christian School are grateful and accountable to the congregation for its generous and continued financial support. In order for the school ministry to keep tuition and all related fees at a minimum and allow staff and volunteers to focus on teaching our children, parents and/or guardians are expected to pay tuition and all fees in a timely manner. Families who are unable to pay on time are responsible for proactive communication with the financial office in working out a payment plan to get current. Failure to pay on time and/or communicate and follow through on an effective payment plan will result in the following actions:



- **Late fees will be assessed after the 1st of every month.**
- **10 Days Past Due – Tuition Reminder:** All accounts that are late more than 10 days will receive a phone call or email from the church finance department to set up a payment plan within seven days. The principal will be notified of delinquent accounts.
- **20 Days Past Due – Finance Office Notification:** All accounts that are late more than 20 days will receive a second attempt by the church finance department to make contact to set up a payment plan. The principal and Business Administrator will be notified of delinquent accounts.
- **40 Days Past Due – Contact from the Principal:** All accounts that are past due more than 40 days will receive a call from the principal to receive payment or make the necessary arrangements for disenrollment. The School Board will also be informed.
- **Stipulation on Payment Plan:** Those families signing a Payment Plan must abide by all terms and provisions outlined. Failure to keep the terms exactly will lead to a late fee of \$25 being assessed to the account per payment plan date. The church finance office will make two attempts via phone or email to contact the family for a payment plan revision. Ten days after a missed payment if no contact has been made, the principal will begin disenrollment procedures.
- **Termination of Enrollment:** On the 50<sup>th</sup> day, the principal will contact parents to make the necessary arrangements for their child(ren) to take all personal belongings from the school.
- **Account sent to Collections:** Accounts that are not paid will be turned over to collections after the above steps have proven to be ineffective.
- Past due accounts will result in removal from BASE camp and the Early Learning Center until the balance is paid in full.

If balances are not paid in full by the end of a given school year, Shepherd will continue to pull funds via ACH until a \$0 balance is achieved.

Shepherd will not transfer transcripts or other school records until all delinquent tuition and fees are paid in cash or certified funds.

## Christian Love for Others

Students at Shepherd of the Hills Christian School and Early Learning Center are expected to act in an orderly, respectful manner, maintaining the highest Christian standards of courtesy, kindness, morality, and honesty. No one has the right to interfere with another person's (child or adult) right to learn, think, create, play, and worship.

*"Therefore be imitators of God, as beloved children.  
And walk in love, as Christ loved us and gave himself up for us..." Ephesians 5:1-2*

*"But everything should be done in a fitting and orderly way." 1 Cor. 14:40*

We recognize and expect Christian behavior. We find occasions to thank each other for helpful actions on an individual and class basis. We thank God for blessing us with His Spirit, so that we can truly love and care for one another. To this end, Shepherd has adopted five Christian Character Traits as a guide for our lives:

**1. Reverence: a deep spiritual respect for God and all that is His**

*"Serve the Lord with gladness!...Know that the Lord is God!" Psalm 100: 2a, 3a "He who is the blessed and only Sovereign, the King of kings and Lord of lords." 1 Timothy 6:15b*

**2. Compassion: acts of kindness, sharing, caring, empathy, service, and love**

*"Be kind to one another, tenderhearted, forgiving one another,  
as God in Christ forgave you." Ephesians 4:32*

**3. Respect: showing honor toward and acceptance of authority, people, ideas, and property**

*"Honor everyone. Love the brotherhood. Fear God. Honor the emperor." 1 Peter 2:17*

**4. Integrity: honest, loyal, just, fair, and humble actions and responses**

*"Teacher (Jesus), we know you are true and do not care about anyone's opinion..." Mark 12:14a  
"Have this mind among yourselves, which is yours in Christ Jesus... but made himself  
nothing, taking the form of a servant..." Philippians. 2:5, 7*

**5. Responsibility: accountability for actions, stewardship of God's gifts, self- reliance, and good citizenship**

*"Rejoice always; pray without ceasing, give thanks in all circumstances; for this is the will of God  
in Christ Jesus for you." 1 Thessalonians 5:16-18*

All students, parents, staff, and guests at Shepherd of the Hills Christian School and Early Learning Center are to be treated with respect and dignity. Shepherd must be an environment that is free from harassment and violence. It is a violation of Shepherd's policy for students, parents, staff and volunteers to harass or bully a person through conduct or communication that is demeaning or physically harmful. Teachers will actively teach positive behavior, and discourage aggressive or harassing behavior, using Jesus as the model for behavior.

## Definitions of Terminology

### Harassment

*Harassment* is considered to be words and/or actions directed toward an individual or group of individuals which intimidates, degrades and/or fails to respect another person's dignity. Harassment includes, but is not limited to references made to a person or group based upon a person's age, gender, race, religion, or ethnic origin. Verbal comments, sexual name calling, gestures, jokes, slurs and spreading sexual rumors directed toward an individual or groups are also considered to be harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

- Harassment will result in consequences which may include but are not limited to suspension and/or expulsion.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender.

**Harassment can occur anytime during school and/or school- related activities.** It includes, but is not limited to, any or all of the following:

- Verbal Harassment: Derogatory comments and jokes (threatening words spoken to another person including relational aggression a behavior that is intended to harm someone by damaging or manipulating his or her relationships with others).
- Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures.
- Peer Sexual Harassment: Sexual harassment is unwanted and unwelcome sexual behavior that interferes with the student's right to receive an education or to participate in school activities. It may result from words or conduct that offend, stigmatize or demean a student on the basis of sex.
- Cyber Bullying/Harassment: Cyber Bullying is online social cruelty or electronic bullying by posting or sending cruel or threatening messages through the use of e-mail, instant messaging, web pages, web blogs, chat rooms, texting, sexting, social media, and other information communication technologies.
- The target of the harassment and the perpetrator do not have to agree about what is happening; harassment is subjective. The target does not have to get others, peers or school officials, to agree with him/her. Harassment can be a one-time occurrence, or multiple occurrences. Examples:
- Physical: Touching, pinching and grabbing body parts; being cornered, forced to kiss someone or coerced to do something sexual; pulling any clothing off.
- Written: Sexual notes or pictures; sexual graffiti.
- Verbal: Making suggestive or sexual gestures, looks, verbal comments or jokes; spreading sexual rumors, or making sexual propositions.
- Visual: Leering, gestures, display of sexually suggestive objects, pictures, cartoons or posters.
- This policy prohibits all person to person harassment whenever it is related to school activity or attendance, and occurs at any time, including but not limited to any of the following: while on school grounds, while going to or coming from school, during the lunch period, or during or while going to or coming from a school- sponsored activity.

Though rare, harassment can occur at the preschool level. In most instances, it is a child repeating something he/she heard elsewhere. Staff will work with students and parents to rectify the behavior. Repeated offenses can lead to suspension and/or expulsion. (ELC)

## Bullying

*Bullying* is the repeated intimidation by a person upon another person through real or threatened infliction of physical, verbal, written, or emotional abuse, or through attacks on the property of another at school or at school-related functions. It may include but not limited to actions such as verbal taunts, name-calling, putdowns (including ethnically-based or gender-based verbal putdowns), texting, social media, extortion of money or possessions, and exclusion from peer groups within school.

- Bullying will result in consequences which may include but are not limited to suspension and/or expulsion
- Though rare, bullying can occur at the preschool level. Staff will work with students and parents to rectify the behavior and prevent future bullying. Repeated incidents can lead to suspension and/or expulsion.

## Teasing vs. Taunting

Bullying is not simple teasing which is not intended to hurt the other person. Teasing maintains the basic dignity of everyone involved and pokes fun in a lighthearted, clever, and benign way. It is innocent in motive and discontinued when the other person becomes upset. Taunting, on the other hand, is intended to harm and involves humiliating, cruel, or demeaning comments and is meant to diminish the self-worth of the target. Continual teasing is taunting. Taunting is considered bullying.

- Continual teasing or taunting will result in consequences which may include but are not limited to suspension and/or expulsion.
- Even preschool-age children can engage in teasing behavior. Though rare, taunting can occur at the preschool level. In most cases, a child who is taunting is simply repeating something heard elsewhere. Staff will work with student and parents to rectify the behaviors. Repeated behaviors can lead to suspension and/or expulsion. (ELC)

## Protection from Retaliation

It is against Shepherd of the Hills Christian School and Early Learning Center policy to retaliate against any student, staff member, or parent who has reported to school officials any incidents related to the misconduct or bullying behavior by another student.

- Retaliation will result in consequences which may include but are not limited to suspension and/or expulsion.

## Stewardship of Property

As Christian stewards, the student takes proper care of God's gifts. Some ways to show this are:

- keeping church and school premises neat and free from debris;
- keeping desk, desk areas, and lockers in good order; and
- keeping books and other school equipment in good condition.

Children who choose to destroy or damage property will make restitution. Restitution for accidental breakage will be considered on a case by case basis.

Fines are assessed at the end of the school year to those students who have chosen not to be good stewards.

## Character Development

Shepherd of the Hills Christian School uses school-wide consequences for behavior that interferes with the

command of the Lord, in raising children in the Christian faith, and to do so in conjunction with the families of our church and school.

With *Love and Logic*, we will strive to have children learn how to live with the consequences of their actions, avoid blaming others for their problem, and make wise decisions. The LOVE demonstrates our love and concern for the child and LOGIC allows children to live with the natural consequences of their choices when the price tag is small.

To work together with families to encourage positive growth in the area of discipline, we believe....

- That a student is responsible for his/her actions.
- That a student has choices in his/her behavior. That by working as a team with families we can recognize positive behavior and redirect negative behavior.
- Students will learn to recognize that there are natural consequences as a result of their choices.

Shepherd of the Hills Christian School supports a safe school environment, conducive to teaching and learning in an environment free from excessive teasing, taunting, harassment and any type of bullying behavior. Appropriate discipline will be taken with the goal of all consequences leading a child to be self-disciplined.

Fulfilling the mission of the school is a process of teaching individuals about respect and learning to live our lives with the ultimate respect for God and His commandments. All discipline action at Shepherd of the Hills Christian School is done with the purpose of teaching young people to grow and mature in their attitudes toward God, others, and themselves. It is the belief of Shepherd administrators and teachers that if you are unable to trust school personnel to discipline your children, then we cannot properly educate your child.

## **Love and Logic Core Beliefs Regarding Discipline**

Shepherd of the Hills Christian School uses *Love and Logic* principles to foster responsible student conduct at school and in our related ministries. As such, teachers provide direct instruction to introduce the student to classroom rules and expectations, giving special attention to treating students as unique individuals, as special children of God.

### **Typical Expectations of Teachers/Staff of Students While on Campus**

1. I will treat you with respect so you will know how to treat others and me.
2. Your choices must not cause a problem for anyone else.
3. If you cause a problem, I will ask you to solve it.
4. If you can't solve the problem or choose not to, I will do something.
5. What I do will depend on the special person you are and the special situation.
6. If you feel like something is unfair, whisper to me, "I'm not sure that's fair," and we will talk.

### **When Disciplinary Action is Needed**

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, whether they are good or bad.
4. Misbehavior will be handled with natural or logical consequences whether they are good or bad.
5. Misbehavior will be viewed as an opportunity for individual problem-solving and preparation for the real world.
6. If consequences appear unfair, students may request to discuss them with the teacher.

7. School problems will be handled by school personnel. Criminal activity will be referred to proper authorities.
8. Teachers will deal with misbehavior in a timely and appropriate manner.
9. Teachers will set up several different places where students can calm down or get themselves together. Students will be encouraged to return to the classroom as soon as they can.
  - a. Recovery stations may include an area:
    - i. In the classroom outside the view of students and teacher;
    - ii. Just inside the door of another classroom;
    - iii. In the principal's office.
    - iv. Student recovery will not take place in a hallway.
  - b. No classroom work may be taken to the recovery area. The student's responsibility is to get himself/herself together.
  - c. Students unable to get themselves together in this situation could spend the rest of the day at home.

### Conflict Resolution

We are created to honor God and serve others. Any sinful behavior which causes another person to feel or believe that he/she is not valued as a precious child of God is unacceptable at Shepherd of the Hills Christian School. However, we know that problems will occur between students from time to time. Our goal is to have students resolve their immediate problem, ask and receive forgiveness, and restore their relationship.

In an effort to build Christian Character, students will be encouraged to work out their problem by following Matthew 18:15-17a:

*"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church..."*

When conflict occurs:

- Any supervising adult will stop unacceptable behavior that is seen or reported.
- Because the homeroom teacher has primary responsibility for the students in his/her classroom, the teacher will be informed of the problem by other teachers or the supervising adult(s).

### Personal Relationships

The staff, students, parents, and volunteers of Shepherd of the Hills Christian School and Early Learning Center are expected to be a positive Christian influence to each other. Our whole lives reflect an attitude of Christ-like concern for the development and strengthening of each other as members of the family of Christ. As Christians:

1. Students show love, concern, and respect for students of all grade levels.
2. Students show love, concern, and respect for God's representatives, the staff of our school and Early Learning Center.
3. All communication—oral or written—reflects the presence of the Holy Spirit in the life of the student and gives evidence that the student is a child of God.
  - a. Parents are a child's best teacher and, therefore, are encouraged to take care not to suggest through their own speech habits that unacceptable communication is condoned.
4. All volunteers and guests will show love, concern, and respect for students, staff, and other volunteers.

God has ordained the basic institutions of the home and the church.

Parents have the primary responsibility for their child to:

- Direct, train, and encourage their child's progress in all areas in a God-pleasing way.
- Encourage respect towards fellow students, parents, teachers, staff, and property.
- Model Godly communication.

The church and school have an important supportive role for the home:

- Provide opportunities for the students' and their family's faith to be encouraged and strengthened by example, study, and experience.
- Provide a curriculum with high standards, challenging each child to do his/her very best.
- Provide spiritual counsel and intervention when needs arise.

## School-wide Consequences

Shepherd of the Hills Christian School uses school-wide consequences for behavior that interferes with the teaching/learning process in any way. The goal of all consequences is to lead a child to be self-disciplined.

General disciplinary action involving such things as lack of courtesy, abuse of permission, general disturbance in the classroom, etc., is usually handled by the teacher. Any teacher or staff person will administer disciplinary measures at their discretion when inappropriate behavior occurs. The discipline process may include a behavior contract. Each occurrence will be logged in Sycamore.

### Minor Infractions

The goal of any disciplinary action is to bring about self-discipline. Proverbs 22:6 *"Train up a child in the way he should go; even when he is old he will not depart from it."*

Shepherd is partnering with parents to correct behaviors that are contrary to the *Christian Character Traits*. This partnership will help students recognize behaviors that are detrimental to the learning process. Recognition of negative behaviors, attention-seeking behaviors, and distracting behaviors is a process. The ultimate goal is to enable students to have learning attitudes and to take responsibility for themselves in all aspects of their daily life.

- For kindergarten thru fifth grade, a system of *Stop and Think Sheets* will be utilized. There is a progressive process for the student and parents to help the student become aware of the problem that exists and hopefully correct the behavior.
- For kindergarten thru fifth grade, if a student does not receive a *Stop and Think Sheet* for the current week, they will be eligible and their name will be added for a possible 'Positive Principal Call.' This will encourage and reinforce a positive behavior. Every two weeks, one student per class will be selected for the call.
- For sixth thru eighth grade, a Merit/Demerit Disciplinary Plan will be utilized. This system is explained in further detail below.

- For sixth thru eighth grade, the homeroom class that has achieved the highest percentage of merit points quarterly will be rewarded by the administration.
- Distinguished Principal's List – Students, in sixth thru eighth grade, who achieved no demerits during a quarter, will receive a certificate. If a student does not receive demerits for all four quarters, he/she will be recognized at the End-of -Year Awards Ceremony.
- Principal's List – Students in sixth thru eighth grade, who achieved less than 10 demerits during a quarter, will also be recognized.

### **Process for *Stop and Think Sheets* – K-5**

Teachers determine what method of classroom management/behavior tracking with consequences will be used daily in their classroom. This could be 'Stop Light' or 'Clipping' method. Daily classroom discipline and positive reinforcement is spelled out by each teacher in their classroom management plan. This is given to students on the first day of school. This plan will be given to the parents and reviewed at Back-to-School night.

When a behavior becomes repetitive, overly disruptive, destructive, or the like, the student will be given a *Stop and Think Sheet* to fill out. The teacher will email the parents the day of the incident that a paper is being sent home to discuss with their student, and the behavior will be added to Behavior Logs on Sycamore.

If a student receives three *Stop and Think Sheets*, the student will have a 'red light' meeting with the principal or designee.

After three more *Stop and Think Sheets*, a second 'red light' meeting with the principal or designee will occur.

If the student receives a seventh *Stop and Think Sheet*, a mandatory meeting will be scheduled within two school days with the following people in attendance: teacher, parents, student, and principal, or principal designee. Prior to the meeting, consequences and/or interventions will be determined by the school. The meeting will discuss the documentation and create a Behavior Modification Plan.

- The Behavior Modification Plan will include parent responsibility, student responsibility, and school responsibility.
- This plan will outline expected behavior of the student and consequences if the plan is violated.
- Consequences may include, but are not limited to the following: one-day home suspension, two-day home suspension, board intervention, or possible expulsion.
- Other consequences will be age appropriate deemed by the group, such as community service, written paper by the student on the behavior topic with supporting Bible verses, meeting with one of the pastors, and counseling for the student/parent.
- This Behavior Modification Plan will be on file in the school office with copies given to the parent and teacher. A timeline and follow-up meeting will be determined.



If a student violates this plan, additional consequences will occur, including a meeting with the School Administrator or designee and the people who signed the Behavior Modification Plan. At that time, all written records will be presented to the School Administrator or designee in order to make a determination of action.

### **Merit/Demerit Disciplinary Plan – Grades 6 – 8**

The goal of any disciplinary action plan is to bring about self-discipline. Proverbs 22:6 says, *“Train up a child in the way he should go; even when he is old he will not depart from it.”*

Discipline comes from the Latin word *‘discipulus’* – meaning “a learner” or “a follower”. Jesus’ followers (Matthew, Peter, John, etc.) were called disciples, as they were following Jesus and learning His Truth.

We are called to be disciples of Jesus. And we need training in the ways to be the people God intended us to be. We receive training from our parents, grandparents and other family members, teachers, pastors, and from Scripture. We are taught to respect others, the rights of others, and those in authority. We are taught to obey men’s laws, and above all, God’s Law.

Being disciplined means you are learning to take your place in a Christian community and in the classroom above your personal desires. You are learning to obey promptly and cheerfully, observe established rules, follow God’s Law, and conduct yourself properly even when you are not being observed by those in authority.

It is the aim of this system to assist the students:

- To attain good discipline.
- To encourage them to do good deeds.
- To follow school rules.
- To be responsible for their actions.
- To adhere to Shepherd’s five (5) Christian Character Traits (*Reverence, Compassion, Integrity, Respect, and Responsibility*).
- To contribute to the school.
- To encourage desirable behavior.
- To discourage undesirable behavior.
- To show the consequences of irresponsible actions.

Students start out each year with zero (0) merits/demerits. Students may add to their points by exhibiting positive behavior(s) or have their point totals deducted by irresponsible behavior(s).

Points (merits or demerits) will be awarded by the teacher. The teacher will keep a running total throughout the year. Merits/demerits earned will be noted on the Sycamore Behavioral Log with an automatic email sent to the parents. Demerits are not a punishment. They are a record of a student’s conduct and used as a communication tool.

The Merit/Demerit system works in conjunction with the Discipline policy as found in this handbook. This policy will also work with each teacher’s classroom methods and procedures.

The Merit/Demerit Discipline Plan lists examples of positive and negative behaviors and points awarded respectively. This list is not all inclusive and is used for illustration. The teacher may use other criteria for positive and negative behaviors for the awarding or deducting of points.

Please note: There are some situations, circumstances, or behaviors that may occur in kindergarten through eighth grade where the student would be sent to the administrator immediately.

These would be handled at the discretion of the administration and teacher. Due to the severity or extenuating circumstances, an automatic suspension or expulsion may apply. Please see Suspensions and Expulsion information.

### **Athletics**

- Athletic Director will train all coaches prior to the beginning of the season beginning on Shepherd Behavior Expectations & Consequences.
- If a coach has trouble with a student, the coach must notify the Athletic Director within 24 hours and confirm the Athletic Director has received the notification. The Athletic Director will handle the situation.
- Administration is brought into process if behavior is repetitive or if the situation is deemed by Athletic Director to require administrative action.

### **Suspension**

A suspension means that a student is not permitted to be in the classroom or to rely on a teacher for help in learning. The student is not permitted to be at the school. These opportunities are forfeited as a consequence of the student's misbehavior and lack of cooperation in the school environment. This consequence helps the student see the value of better cooperation and appreciate more fully the privilege of learning with the class and teacher. Our intention and prayer is to always assist and encourage a child to be more Christ-like. A suspension is intended to serve this goal.

The principal has the authority to issue a suspension period for one (1) or two (2) days. During this time, and for the calendar week following the student's return to school, the student is excluded from any extra-curricular activities, including sports, music, academic, and other activities.

The School Board will be informed of any students who have accumulated more than fifty (50) demerits at its next regular business meeting and of any suspensions within two days.

The principal determines the date that the student is allowed to return to school. The student is welcomed back to Shepherd provided that:

- There has been a parent conference with the principal and homeroom teacher regarding the suspension
- The student has completed a behavior modification plan;
- The student is able to demonstrate a more willing and cooperative spirit toward school;
- Work/assignments during the suspension are completed and returned at the conference.

### **Automatic Suspension**

The principal or principal designee issues an immediate one (1) or two (2) day suspension upon the occurrence of any of the following:

- Severe, overt disrespect for school rules;
- Severe, overt disrespect or harassment of any person;
- Setting off a false fire alarm;
- Serious and willful destruction of property;
- Retaliation for reported misconduct or bullying behavior;
- Correspondence or communication between students with violent or threatening language.

- Student who earned 75 demerits (one day).
- Student who earned 100 demerits (two day).

## **Expulsion of Students**

Attending Shepherd of the Hills Christian School is a privilege. The Administration may deny that privilege to a student who continues to resist correction and whose attitude and behavior is detrimental to the spiritual and academic progress of other students. Shepherd of the Hills Christian School reserves the right to remove or expel students from the school. There are times when an offense is serious enough in nature wherein the principal believes the safety of other students and/or staff is in jeopardy and immediate expulsion is warranted.

## **Automatic Expulsion**

The principal may issue an immediate expulsion upon the occurrence of any of the following:

- Illegal drugs or controlled substances are in possession, used, bought, or sold on school property or at any school sanctioned or sponsored event;
- Possession or use of any form of tobacco, alcohol, pornography, or controlled substance;
- Weapons (firearms, fixed blade knife, pocketknife, slingshot, etc.) or any dangerous materials are brought to or used on school property or at any school sanctioned or sponsored event;
- Two (2) suspensions in one school year;
- A fourth incident of deliberate or intentional plagiarism. (See Plagiarism Policy)
- Setting off a false fire alarm or pulling a fire alarm station.

An expulsion may be appealed. The School Board makes the final decision when the expulsion of a student is appealed. If a student is expelled, the School Board will receive the following documentation.

- All suspension forms, including any behavior modification forms completed by the student
- Behavior logs from Sycamore
- All *Stop and Think Sheets* and Behavior Sheets
- A written teacher recommendation for expulsion or retention.

We recognize and expect Christian behavior. We find occasions to thank each other for helpful actions on an individual and group basis. We thank God for blessing us with His Spirit, so that we can truly love and care for one another.

## Miscellaneous

### Athletics

#### Athletic Program Philosophy

Shepherd's athletic program is an important part of our curriculum. It offers opportunities to develop the whole child. Success in athletics requires teamwork, speed, ability, coordination, body control, as well as growth in intelligence, emotional control, social skills and spiritual life.

The emphasis of Shepherd's athletic program is to help children learn about God, themselves, and others. They also learn about their strengths and weaknesses, about work and play, about winning and losing, about determination, practice, about rules of the game, techniques and skills, teamwork, cooperation, sacrifice, humility, generosity, and all God-pleasing attributes.

#### General Athletic Guidelines

General guidelines that govern the operation of the athletic department are detailed below.

- Shepherd provides athletic programs for students in grades four through eight.
- Well before the season starts, students shall indicate their interest in participating in a particular sport. Student interest will determine the number of teams the school will sponsor as well as the number of coaches needed. All volunteers and coaches are required to complete a Safeguarding Our Children class to be eligible to assist in any capacity with the sports program.
- Each coach informs students and parents of specific equipment, practice times, schedules, etc. in the form of a letter prior to the beginning of the season.
- Students are responsible for purchasing equipment such as shoes, kneepads, socks, etc.
- Shepherd provides uniforms for games in all areas of athletics.
- Coaches request from the school office or online a copy of the Medical and Emergency Care Form and the Information and Consent Form to be completed and signed by a parent, thus allowing a student to participate in a particular sport. The forms will be in the school office.
- Parents will contact the coach by telephone or written note any time their child will not be at practice or a game.
- Parents need to be prompt in picking up their child(ren) after practices or a game.
- Coaches inform parents, teachers, and the school office of location of games and approximate times of departure.
- Coaches work to schedule a variety of challenging games and those not so challenging, in an effort to give each member of the team an opportunity for game situations suited for their ability.
- Coaches will use sound teaching principles during practices and contests.
- All students must be covered by a health insurance policy of the parents' choice.
- Participation in games in relation to missing practice shall be dealt with on an individual basis according to each coach of the particular sport. Each coach deals with the individual situation and arrives at a justifiable solution.
- A student must be in school a minimum of 3 hours in order to participate in after school athletics that day.
- Shepherd participates in the Denver Area Lutheran Schools League in the following sports: volleyball, basketball, track, and soccer.

- Grades four-five are designated as Junior Varsity and the attempt is for participation and skill development.
- Grades six-eight are designated Varsity and those teams operate on a more competitive basis, play in competitive leagues, and are viewed as more competitive programs, but still place the emphasis on skill development and participation.
- Every attempt is made to have every student participate in every game. However, at the varsity level, some students will play more than others, especially in competitive tournaments. Each student is given adequate time in game situations that correspond with their ability and experience level.
- Shepherd's athletic program is not an intramural program, but a program for those students seeking an interschool athletic experience.
- There may be times when Shepherd does not field a team due to lack of participation, lack of interest or if no coach is available.

### **Coaches**

Our coaches are teachers and role models. They embrace, demonstrate, and seek to instill all these qualities mentioned and to teach athletes to reach their potential, even as we are encouraged by Scripture to "fight the good fight of faith" (I Timothy 6:12).

*"...Let us run with endurance the race that is set before us, looking to Jesus, the founder and perfecter of our faith... Hebrews 12:1b & 2.*

### **Athletic Participation**

Shepherd offers a variety of sports for boys and girls. Sports are normally available for students in grades 4-8.

Before a student can compete on a sports team at Shepherd, the sport fee must be paid and a Parent Permission for Athletic Participation must be completed and submitted.

For participation in sports, all participants, parents, athletic directors, and principal must sign the *Shepherd of the Hills Christian School Athletic Code of Conduct Agreement*.

A physician's signature verifying a student's health to play is required. The physician's signature is valid for 365 days.

### **Athletic Teams**

Generally, boys and girls in grades 4-8 participate in school athletics. Students may participate in volleyball, basketball, track, and soccer. In volleyball and basketball, when there are sufficient students so that the school has more than one junior varsity or varsity team, the athletic director and coaches will decide the combination of players which serves the students in the best way. Parents pay a per sport fee for participation in athletics.

### **Cheerleading**

Shepherd has one cheerleading squad comprised of 5<sup>th</sup>-8<sup>th</sup> grade girls. Tryouts are in the spring for the upcoming year. Students new in the fall have the opportunity to tryout as well. The cheerleaders promote and encourage school spirit for the athletic teams throughout the school year.

### **Athletic Eligibility**

Each student participating in any athletic/cheerleading activity must be considered a student first and an athlete second. Therefore, students must maintain high quality in their classroom work as well as exhibit behavior that is characteristic of a model Shepherd student.

A student may be declared ineligible for participation in all sports during the following week:

- If a student has as “F” in any subject.
- If a student has below a 70 in two or more classes.
- A student may also be declared ineligible by a classroom teacher, coach, or the principal and thus be unable to represent Shepherd School due to an instance of serious inappropriate behavior/attitude.

On Tuesday morning, academic eligibility/ineligibility will be determined by the Principal. The coach of the sport and the parents will be notified via email.

Ineligibility continues for no less than one week. Following the week of ineligibility, the student may be reinstated as a member of the team after he/she has corrected the problem. Ineligible students may generally practice but not participate in games or contests upon the recommendation of the athletic director and/or principal. The student is encouraged to attend the games, even if ineligible, to support and encourage his/her team members.

### **Pep Rallies**

All-school assemblies are conducted in the gym prior to major athletic events to rally around our teams, give them support and encouragement, and speed them on their way in high spirits.

Our school colors are blue and white. Our mascot is the RAM. Our preschoolers are the Little RAMS.

## **Attendance/Tardy**

We feel attendance is very important and we encourage all parents to establish prompt and regular habits of attendance for their child when health permits. If a student is going to be absent, notify the school or leave a message on the attendance line before 9:00 am. It is the practice of our office to verify the absence of each student for safety reasons. Please note that the attendance line is a 24 hour line, so that you may access it at any time. We discourage parents from taking their child(ren) out of school except when absolutely necessary. If parents know of an absence in advance, their child’s teacher should be informed so make-up work can be arranged. Excessive absenteeism from school has a tendency to cause problems with proper instruction and learning; therefore, any student, with multiple absences, and his or her family will need to meet with the day school administrator.

Doors are open for students at **8:00 am**. Tardiness is very disruptive, inconsiderate to the teacher and the rest of the class, and generally impolite. Students are to be in their classrooms by **8:15 am** and are counted tardy at **8:20 am**. Every tardy will be recorded, even if it is excused by a parent. Allowances will be made on inclement weather days.

Excused Tardy - If a student is tardy because of a medical and/or dental appointment(s), that tardy must be supported with a note from the healthcare professional. Parents are encouraged to schedule healthcare appointments after school hours or during vacations.

Attendance will be tracked by one of the following ways:

- Full Day Attendance: Students who attend school from 8:15 am-3:15 pm. Full Day Absence: Students who miss the entire school day.
- ½ Day Absence: Students who miss more than two hours of school.
- ¼ Day Absence: Students who miss less than two hours of school.
- Tardy: Students who arrive at school after the 8:15 am bell, but arrive prior to 8:45 am. Early Release: Students who leave between 2:45 pm and 3:15 pm.

Students are counted “absent” or “tardy” even though they may have an excuse. Excuses do not change the marking.

Students are not permitted to leave the school premises during school hours without the knowledge and permission of the teacher, day school administrator, and the parent. Disciplinary action will take place in the event this situation occurs.

A student athlete and their siblings who leave school early to participate in a Shepherd school sponsored sporting event will not be counted absent.

A student will be considered tardy if they arrive at their classroom or school after the 8:15 am bell but prior to 8:45 am. If a student arrives at school after 10:15 am, they will be considered absent for either  $\frac{1}{4}$  or  $\frac{1}{2}$  of the day, depending on the time of arrival. On the third excused or unexcused tardy in a quarter, students and their parents must meet with the administrator. Should the student(s) be late two more times, the family will need to again meet with the administrator. If the situation is not resolved after two meetings with the administrator, and another tardy occurs, the family account will be charged an additional \$5.00 which will be applied to the monthly tuition invoice.

## **Awards**

The following awards are recognized each school year in the appropriate grade levels:

- Distinguished Principal's List (6<sup>th</sup>- 8<sup>th</sup> Grade)
- Honor Rolls (1<sup>st</sup> – 8<sup>th</sup> Grade)
- Valedictorian and Salutatorian (8<sup>th</sup> Grade)
- Christian Character Awards (K-8<sup>th</sup> Grade)
- Yellow Bug Award (8<sup>th</sup> grade)
- Ram Fitness Award – (K-4<sup>th</sup> /5<sup>th</sup> -8<sup>th</sup> )

Other awards are celebrated as students participate in other contests through the classroom teacher.

## **Bicycles and Skateboards**

Bicycles may be ridden to school as transportation. During the school day, they must remain parked and locked. Skateboards used as transportation to and from school may not be ridden on school property before, during, or after the school day for safety reasons.

For student safety, play is on designated playground areas (blacktop, the field, playground equipment areas). The church sidewalks and lawns as well as the areas between the sidewalks and the buildings are NOT playground areas.

## **Chapel/Worship**

Shepherd of the Hills Christian School and Early Learning Center chapel services are held each Wednesday at 8:40 am and serve as a source of spiritual growth. Chapel may be led by a pastor, principal, classroom teacher, classes, or special guests. Parents and others are encouraged to attend.

Every month chapel offerings are designated to a specific local or worldwide group in need of our support. These projects are designed to help students share their faith and learn good stewardship habits. God permits us to serve Him when we help others.

## **Choirs**

One of the goals of the choral music program at Shepherd is to provide opportunity for our choirs to sing in worship services. All children in grades K-4 are involved in choir. There is a select choir for grades 5-8 for those students who wish to join.

All students who are in choir are required to attend scheduled performances.

- If a student is unable to attend a scheduled performance due to illness, the student will be excused upon receipt of a note from a parent/guardian. Every attempt, however, must be made to notify the instructor ahead of the performance. A makeup assignment will be given by the instructor.
- If a student is unable to attend a scheduled performance due to conflicting personal obligations, the instructor must be notified at least 48 hours prior to the event. The student will be given an alternate assignment by the instructor.
- In cases where the music instructor must assign a performance makeup assignment, the nature and scope of the project are at the discretion of the instructor, but will be subject and age/grade appropriate.

Early Learning Center students sing in church at least one time a year and participate in multiple musical performances throughout the year including holiday programs.

## **Communication**

Shepherd attempts to communicate with parents in a variety of form and ways.

### **Classroom News**

Teachers may create a classroom newsletter. They may send it home with the child or make it available on the internet.

### **Electronic**

Parents are encouraged to update their email address for delivery of the Rams Horn and classroom teacher notes.

A Digital Display, in the school entry and in the Great Hall will scroll current events and volunteer opportunities for the school and Early Learning Center.

### **Parent/Teacher Communication**

During a school year, if you wish to communicate a concern about a particular topic or event, please contact the classroom teacher and/or coach directly. If after that conference your understanding is not complete, you may wish to arrange a meeting with the classroom teacher/coach and the principal. We are open to suggestions and ideas concerning policy and better communication at anytime.

Parent/Teacher Conferences are scheduled in the fall and in the spring. Conferences may be held in the spring for children going into Kindergarten, and at any other time, upon request.

### **Rams Horn**

Bi-monthly a newsletter of information is posted through Sycamore, email, or sent home with the youngest child in the family that does not have internet access, **if requested**. This informative newsletter assists you in awareness of activities planned for the following week. The Rams Horn is also located on the website.

### **Telephone**

Each classroom is equipped with a telephone. The school telephone lines are reserved for normal school business and are to be used by students in EMERGENCY SITUATIONS ONLY or as directed by the teacher. A child may use the telephone only with the teacher's permission.

Students are not to have cell phones turned on during the school day. Parents who need to contact a student during the regular school day are asked to use the school line at 303-798-0711.

## **Church Attendance**

Families with no church home, or with little or no prior worship attendance, are invited to attend Shepherd



of the Hills Lutheran Church so that they may be better equipped to lead their family in the practices of principles being taught in God's Word.

The central purpose for maintaining Shepherd of the Hills Christian School is to support parents in the Christian nurturing of their children. The school can only strengthen what is practiced at home. When families worship regularly, the nurturing of a child's faith is strengthened.

## **Cold Weather Procedures**

It is our goal that all children have opportunity for recess outside during the school day. Fresh air and unstructured exercise are useful to refresh a student's body and mind. It is important that you send your child with proper outdoor wear each day. Proper wear includes boots, hats, mittens and a winter coat.

In the case of extremely cold weather (extreme wind chill factors, temperatures below ten, frost bite warning, etc.), normal recess times and/or procedures may be changed. Possible adjustments for the weather include but are not limited to: shortened time outside; recess held inside (if possible); or recess in the gym.

In the case of children with cold induced asthma or other respiratory problems that are irritated by the cold, a note from their physician or parent will keep them inside. Students not able to have outside recess during severe cold weather may have to sit in the school office. Teachers often have recess duty or other duties that they must attend to away from the classroom. During recess time and children will not be left in the classroom unattended.

These procedures also apply to the Early Learning Center.

## **Crisis During the School Day**

Our first goal is to prevent a crisis. The majority of rules and procedures at Shepherd are designed to ensure safety for students and adults on site. Yet, moments of crisis can happen. There are four basic types of events that can lead to a crisis situation during a normal school day. These are Natural Disasters, Environmental and Building Disasters, Endangerment of Human Life, and Death. The Crisis Management Plan adopted by the school addresses each of these disasters and lays out a course of action to be followed in each event in order to maintain the safety of the Shepherd family. The Management Plan does not cover every conceivable disaster, but will serve as a guide to the professional staff as they address a crisis. If and when a crisis occurs, teachers and staff will use the procedures from the plan to address the initial crisis and facilitate healing after the crisis.

This also applies to the Early Learning Center.

## **Dress Guidelines**

Parents have the responsibility of bringing their child up "in the nurture and admonition of the Lord." Proper dress is a basic responsibility of the parents. The parents should regulate the dress of their children, who might on their own succumb to peer pressure.

The School Board, principal and teachers believe that children should learn and use good Christian judgment when selecting school attire. The personal appearance of all students should be in keeping with the nature of Christian education. The School Board, Principal, and teachers ask that parents supervise the clothing that students wear to school and school related functions. We believe that students conduct themselves in direct relation to how they are dressed. Students' dress also affects their attention to academic learning in the school setting.

Cooperation between home and school will prevent most problems. However, the school maintains the right to make the final approval of a student's appearance and to request modification. Your child will not be allowed in the classroom with any mode of dress or hair style which is extreme and not acceptable. This dress code is in effect for all school-sponsored activities like Field Day, Fine Arts programs, Graduation, the last day of school, and the like.

In an effort to maintain modesty, promote school unity, and provide an optimal learning environment, we have the following dress code standards:

Tops and Shirts: Polo shirts, sweatshirts, sweaters, etc **must have the embroidered school logo**. Girls (K-4) may wear approved jumpers without a logo. Boys may wear oxford shirts without a logo. You may purchase all tops from Lands End or Educational Outfitters. Educational Outfitters will place a logo on previously purchased polos for a minimal fee.

Pants: Khaki or navy shorts, pants, skirts, skorts and jumpers or plaid skirts, skorts and jumpers (for girls). Jeans and appropriate shorts may be worn on "Spirit Fridays".

On "Free Dress Days" or at school sponsored events:

1. All clothing must be clean and neat with no holes or un-hemmed edges.
2. Chapel is a special time in the school week and deserves special clothing consideration.
3. All shirts and tops must have sleeves. Therefore, tank tops, muscle shirts, sleeveless blouses, and clothing with spaghetti straps are not to be worn at school. Printed messages on clothing may not have any wording with profanity (inherent or implied), messages, or pictures that may be interpreted as disrespectful to self, others, or God. The school reserves the right to make the final decision regarding printed messages.
4. Clothing with Shepherd of the Hills Christian School logos/messages, Christian messages, college, university, or professional team logos, city, state, or country logos, and acceptable clothing manufacturers, labels and logos may be worn if the garment does not violate any of the other guidelines.
5. Clothing must conceal all undergarments and the midriff area while seated, standing, or moving. Low necklines are not acceptable (i.e. No cleavage may be seen.)
6. Shorts/skirts should fall at least to mid-thigh in length. Excessively short or tight shorts/skirts may not be worn including spandex shorts as outerwear.
7. Clothing needs to fit being neither too small, too tight, or too large. Pants worn to school should fit the student's waist in order not to sag. Sweatpants may be worn if there is no wording across the derriere. Pajama pants may not be worn except on designated "spirit days."
8. No hats or bandanas are to be worn in the building except on designated "spirit days".
9. Appropriate footwear is to be worn at all times for the school day activities. High platform and backless shoes are not safe for school activities. Flip-flops and beach wear are not allowed. Slippers are not acceptable footwear and should not be worn except for designated "spirit days."
10. Body piercing, tattoos, and boys wearing earrings are not acceptable.
11. Dress code is in effect for sports and all after-school activities.
12. Modification to the dress code has been made to accommodate the swimming and outdoor activities during summer camp.
13. Boys cannot wear fingernail polish.
14. Leggings are not considered pants and therefore, must be covered by a shirt, shorts, skirt, or dress of sufficient length as required within other sections of this policy.
15. Students shall ensure that hair and/or hairstyle is kept in an orderly manner while in attendance in school and at school sanctioned functions. Hair shall never be allowed to cover the eyes or faces of students so that Administrators and teachers can make eye contact with them.

Consequences may accumulate throughout the year. Consequences are:

- 1<sup>st</sup> offense: Student is sent to the school office and parents are notified of the violation.

Appropriate clothing will be provided to the student if available and the student may return to class when the clothing issue is resolved.

- 2<sup>nd</sup> offense: Student is sent to the school office and parents are notified of the violation and will need to bring appropriate clothing, student may return to class when the clothing issue is resolved.
- 3<sup>rd</sup> offense: Student is sent to the office; parents are contacted to take the child home. The student and parents will meet with the principal before the student can return to school.
- 4<sup>th</sup> offense: Student is sent to the office; parents are contacted. The student will be suspended for the day. The student and parents will meet with the principal to determine appropriate steps to be taken and a behavior modification plan will be developed. If the dress code continues to be disrespected, the student may risk his/her enrollment at Shepherd.

The Early Learning Center asks your help in seeing that your child is dressed appropriately every day for the activities that are planned for the day. Dress your child in comfortable, washable clothes that allow freedom of movement and some messy activities. We don't want you and your child to worry about ruining dressy clothes.

Also, dress your child appropriately for the weather. Shorts are acceptable during August, September, October, April, May, June, and July. Remember also to send mittens and boots in the winter. When you send boots always send an extra pair of shoes. We try to go outside if the weather is above 25 degrees and it is not actually snowing or raining.

Tennis shoes and socks or closed-toe shoes with a back are required for all children. Sandals are not safe for the gravel play area, and flip flops are prohibited. Students should wear modest, clean and mended clothing.

(ELC)

### **Emergency School Closing/Inclement Weather**

If it is necessary to close school because of bad weather, the information will be announced or scrolled on the following stations: TV News Channels 4, 7, 9

Parents will also be informed via email blast through Sycamore and a post on the school website and Facebook page.

When possible, the decision to close school will be made the evening before, so that families may make appropriate arrangements.

The Early Learning Center has school closures announced over the television stations listed above. Parents will also be informed via email blast through Sycamore and a post on the school website and Facebook page. In the event school closes early during the school day, a staff person will remain in the room until all children have been properly signed out.

When closures for The Early Learning Center or Base Camp needs to happen on non-school days, the Early Learning Center Administrator will determine closure.

### **Film Use Policy**

It is understood that the appropriate use of film resources (recognized herein as videos, filmstrips, DVDs, slides, and the like) can complement existing curricula. This policy has been developed to clarify what is and is not allowable and acceptable for classroom use, as well as to provide an understanding between teachers and parents about the use of such media in the classroom.

The following verse from the Bible should guide a teacher's decision-making process when selecting a film

resource to use in his/her classroom:

*Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things. Philippians 4:8*

When using film resources, teachers shall prepare to use professional discretion by responding to the following questions:

1. Does this selection glorify God (refer to Philippians 4:8), and in so doing provide edification for my students' Christian walk of faith?
2. What instructional goals do I have in having my students view this selection? Will the students' viewing of this selection support and enrich the attainment of curricular objectives, giving consideration to the varied interest, abilities, and intellectual and maturity levels of my students?
3. Have I personally viewed the selection I have chosen, prior to showing it to my students?
4. What is the rating of this selection? (See criteria)
5. Does the selection contain any violence, language, nudity, or content which may be inappropriate or offensive to students, their parents, or God?
6. Does showing this selection exceed the allowable number of non-instructional selections viewed by my students this quarter? (See criteria)

For all film resources that have been rated, the criteria listed must be met, when used in conjunction with the questions above for determining teacher discretion.

**RATING**

**VIEWING CRITERIA**

G	May be viewed in their entirety by all ages/grade levels
NR (not rated)	May be viewed by any age/grade, provided the selection is deemed appropriate by the teacher's discretion in answering the questions set forth above
PG	Excerpts or edited versions may be viewed by students in all grades, provided that the excerpts or edited versions are appropriate for the age and developmental maturity level of the student
PG-13	May not be viewed by students below 5 <sup>th</sup> grade. Excerpts or edited versions may be viewed by students in grades 5- 8, provided that the excerpts or edited versions are appropriate for the age and developmental maturity level of the student
R and NC-17	May not be viewed by students of any age/grade level

Non-instructional selections shall be limited to four (4) per school year, recommended as one (1) per quarter. (Note: This limit is intended to include any selection viewed during "Class Fun Day" at the end of the school year, as well as a possible class incentive reward for each of the first three quarters.

Children in the Early Learning Center will have limited access to television and computer times. The use of "G" rated videos is for learning purpose to enhance the classroom experience. On occasion when the weather is bad, a video may be shown instead of going outside.

## Field Day

Shepherd of the Hills Christian School participates in the annual Lutheran Schools' Field Day. Field Day is held at Lutheran High School - Parker. Field Day is held the second Friday of May. All children in grades 1 through 8 are assigned to at least three events. ELC and Kindergarten will have a separate field day event. All children are expected to attend Field Day at Lutheran High. Attendance will be taken at field day as it is counted as a day of school. Parental transportation and supervision of children must be planned for, since teachers are all assigned to an event and/or have other responsibilities during the day. The school dress code for Spirit wear is in effect for this day.

## Field Trips

Field trips are designed to be valuable learning experiences that enhance the classroom curriculum of that grade level. Parents will be notified in advance of field trips. Written consent is needed for a child to attend a field trip. When parental consent is given, it is with the understanding that there are inherent risks involved. Parent helpers are often asked to accompany the class and teacher. Parents who drive on a field trip will have a completed Qualified Driver form and have a Volunteer Packet on file in the school office. Parents are strongly discouraged from taking siblings out of class to attend another classroom's field trip. There are some field trips that will not allow siblings to attend due to a maximum number of participants. Parents are often needed as chaperones as well as drivers which means that they will be responsible for the supervision of students. Younger siblings can sometimes be a deterrent to that so please consider this when volunteering to attend field trips as a chaperone. Please adhere to these requests recognizing that these field trips are for educational purposes.

## **Jr. High Retreat**

Shepherd has an off-site retreat for junior high students (7<sup>th</sup> & 8<sup>th</sup> grades) at the beginning of school. This retreat focuses on leadership qualities for our students as well as team building. This retreat sets the tone for the school year. Students will participate in a fundraiser during the school year to defer some of the cost for the following year.

## **Fire Drills**

Fire drills are practices to prepare our children for safe and rapid evacuation of our buildings should there ever be a real emergency. Exits and traffic patterns have been mapped out for each area of the school, and regulations are followed as required by the fire department.

Every month, the ELC, along with the children in our Day School, will participate in fire drills. The children will be taken out of the building according to the plans posted by each fire exit door.

## **Fund Raising**

Shepherd of the Hills Christian School with the Parent Teacher League (PTL) conducts fund raising sales projects during the year. All students are encouraged to participate in these sales, but no student is required to participate. Parents who do not want their child to participate are asked to send a note to the school office.

The profits are used to benefit the students of Shepherd. In this way the families have an opportunity to support the school. The use of these funds is determined each year by administration. A \$25.00 check fee for any returned checks is assessed during fund raising events.

Occasionally a special fundraiser may be conducted by the school to raise funds for designated projects.

## **Library**

The school library is available to students at specified times during the school day to assist student research. Students may also check out books for personal reading at home. A teacher oversees the library and uses parent volunteers to assist students. Accelerated Reader and Accelerated Math programs are available to students on the library computers.

## **Locker Use**

The lockers in the junior high area of Shepherd of the Hills Christian School are for the exclusive use of students in the junior high area. They are loaned just like books to students for the year. Students are responsible for their own locker. Students will be fined for any damages that occur. Cost of damage will be based on the replacement cost for the broken parts.

Students may use: magnets to hang pictures, calendars, etc.; plastic and plastic coated lockers shelving is

appropriate.

Students may not use: tape or sticky tak to hang objects. Stickers may not be put up or anything with an adhesive backing.

Student and parent are required to sign a locker agreement at the beginning of the year.

## Lost and Found

All outer clothing, lunch boxes and possessions in general should be labeled with the student name, or marked for easy identification. If personal items are lost, your child is asked to assume responsibility for checking the LOST AND FOUND area. When you become aware of a missing item, please check for yourself and have your child look for it immediately. All items will be displayed in the LOST AND FOUND area. Any unclaimed articles will be removed from school and given to a charitable organization on a monthly basis.

## Lunch Program

We are able to provide a hot lunch program that is catered through Michael's Catering of Denver. You may order or cancel hot lunch up to 48 hours in advance. ***We rely strictly on volunteers to serve hot lunches and this may go directly towards your required volunteer hours for the year.*** A sign up genius is set up for your convenience. Orders may be placed on the website at [www.mykidslunch.com](http://www.mykidslunch.com)

## Immunization Requirements

State Law requires that Shepherd of the Hills Christian School and Early Learning Center have an immunization record on file for every student attending. Records must be presented at the time of registration for a new or transferring student. Records will be checked to insure that they are current on immunizations. Parents will be notified, if any additional immunizations are required as requirements change as the student progresses to the next class level. Students who are required for their class level to have the Hepatitis B Series immunizations must have completed the first shot of the series by August 30; the second shot must be completed by September 30, and the third shot must be completed by August 30 of the following school year. Failure to comply with the deadlines will result in the parent being required to sign a Colorado Immunization Notification and Plan which requires a plan of doctor appointments for scheduled shots.

A copy of immunizations required by grade level may be obtained from the school office. Persons requiring exemption from immunizations may sign appropriate papers also obtained in the office. Exempted students will be subjected to exclusion from school and quarantined in the event of an outbreak. In the event of long exclusions from school, Shepherd will not be liable or responsible for providing home tutoring for excluded students.

Early Learning Center students may not start school until an immunization record or exemption notice is on file.

## Illness

If a child is running a temperature, or is too ill to participate in all school activities, including physical education and recess, then he/she is too ill to be at school. A child must be "fever-free" (without fever reducing medicines) for a period of 24 hours before being re-admitted to class.

## Sick Child

Colds, flu, strep, and other germs are out there waiting for our children. We would like to minimize the effects of whatever germs might be headed our way. We ask all parents to use the following guidelines to determine when to keep a child home:

1. Fever: Your child must be fever-free for 24 hours before returning to school. Little bodies need the

rest and it will ensure the fever is truly gone.

2. Flu: Your child should be free of symptoms of upset stomach, fever and lethargy before returning to school. A relapse is often worse than the original flu.
3. Sniffles: It is especially important that young children stay home when they have a runny nose or cough. Germs spread easily through coughing and mucus.
4. Contagious diseases: We ask that you let the school office know when your child has been diagnosed with something that is highly contagious. We have letters that we will send home to classmates in these cases. These letters will alert other parents to the symptoms of the specific germ that is in the classroom. Contagious diseases are those like: strep, measles, whooping cough, chicken pox, conjunctivitis, pink eye, and the like.

The child shall be excluded from school and contact with other children according to the following regulations.

- Measles – excluded until 5 days after rash appears.
- Chicken Pox – excluded until 7 days after first eruption. Scabs are not infectious.
- Mumps – excluded for 9 days from onset of illness or until swelling is gone, whichever is longer.
- Rubella – (German measles) excluded until 5 days after appearance of rash.
- Conjunctivitis & Pinkeye – excluded until on medication for 24 hours and there is no discharge from the eye.
- Trench Mouth – excluded until appropriate antibiotic therapy has begun under physician’s care.
- Strep Throat – excluded until 24 hours antibiotic treatment has elapsed.
- Scabies – excluded until adequately healed.
- Impetigo – excluded until after medical treatment by a physician.
- Head Lice – excluded until treatment with a pediculicide has begun and child is free of lice and nits (the eggs laid by the lice on the hair follicles).
- Whooping cough, diphtheria, tuberculosis, meningitis, typhoid fever, or any unusual disease. - A written release must be obtained from the State Health Department or from a private physician before returning to school. A child may be excluded for an additional period of time if the principal or another designated school official feels it is necessary for the child’s protection or for the protection of others.
- MRSA - An antibiotic resistant staph infection – excluded until 24 hours on antibiotic. The site of infection must be covered at all times until fully healed. Information note from the doctor is requested.

## **Authorization and Release for School Personnel to Administer Prescription Medication**

All medication for kindergarten thru eighth grade students will be kept in a locked case in the school office. Medications for Early Learning Students will be kept in the student’s classroom under the guidelines of the State Health Department. Only authorized personnel will administer medication to students. Medication will only be given to students with a doctor’s authorization and parental permission, which includes Tylenol and all over-the-counter medication. All medicine given to students is recorded on student medical sheets in the office.

If a child has a medical condition that requires carrying an inhaler or other medication at all times, a special permission form for the doctor and parent to sign is in the school office. In the case of self-administered inhalers or other drugs, students must report the time and amount of medication they self-administered. Teachers will only administer medication if they are on a field trip or if the office personnel are not immediately available and the student is in crisis.

It is a parents/guardians responsibility to see that non-expired prescription or non-prescription medication is available for the child to use as outlined on the Medication Agreement Form.

In the event of a medical episode in which there is no Health Care Plan or Medication Agreement Form that or in which it is not properly completed, 911 will be called.

### **Medical Training for Staff**

The teachers and staff of Shepherd of the Hills Christian School and Early Learning Center are trained in CPR and Basic First Aid through qualified professionals.

### **Accidents/Emergency**

The school office will keep on file an emergency form for each child. The form, completed by the parent, lists emergency contact people including doctors or dentists who may be called in the event of a sudden illness or accident when the parent cannot be reached. If the doctors cannot be reached in time, the school may call 911 or a licensed physician who is available. It is understood that the parent will pay the ambulance/physician's fee.

Teachers verbally report to parents and send home an accident report when a child is injured in the Early Learning Center. Parents will be notified as soon as possible in the event of medical emergencies of any type.

### **Insurance**

Shepherd of the Hills Ministry carries appropriate insurance as an organization. Shepherd does not individually cover each child at school.

No child may attend Outdoor Education or the Junior High Retreat without proof of insurance coverage.

### **Missing or Incomplete Assignments**

The basic form of discipline in the area of missing and incomplete assignment is the MISSING ASSIGNMENT NOTICE ("Blue Slip"). The following applies to all Blue Slips:

- Blue slips will be issued for missing or incomplete assignments in grades 1 thru 5.
- Blue slips must be signed by the parent and returned the next school day, along with the completed work (if required). For Grades 1-5, a recess may be used to complete the missing work.

The specific requirements for completion and grading of missing or incomplete assignments vary by grade level. These requirements are shown on the blue slip.

The goal of this process is to assist our students in learning the importance and value of sincere and faithful efforts in the completion of assigned work. In this effort, students, parents, and school have various responsibilities.

- It is the responsibility of the student to put forth diligent and faithful efforts in the completion of their studies.
- The parent signs the Blue Slip and contacts the teacher if there is any question about the missing assignment. The parent works with the student to understand and complete the assignment.
- The teacher works with the student to help the student become more responsible for their learning.

A child who is absent due to illness has two days for each day missed to complete the late or missing assignments. (See Make-up Work page)



Late Homework Policy for Middle School:

Missing and late assignments in grades 5-8 are noted daily via Sycamore.

- If a student doesn't turn in an assignment when it is due, their grade will be lowered.
- If the work is turned in the next class period, the most the student can earn is 80%.
- If the work is turned in 3 – 7 calendar days after it was due, the most the student can earn is 50%.
- Any work that is 8 calendar days late will be a "0".

In addition, teachers will be required by Monday of each week to enter all assignments due that week. Grades will be entered within 7 calendar days of when the assignment was turned in.

## Office Hours

Regular school office hours are from 8:00 am – 4:00 pm Monday through Friday during normal school days. The school office may be closed on school holidays.

## Parent Involvement

Beginning August, 2016, we are adding an important element to the school. Parent participation in school activities is an essential ingredient in the development of our community as well as your child's academic achievement and well-being. One of the most valuable gifts you can give to your child(ren) is to recognize the gifts you have and be willing to share them. *1 Peter 4:10 "As each has received a gift, use it to serve one another, as good stewards of God's varied grace."*

Shepherd will require parental involvement and will be expecting each family to help out in some way to total twenty (20) hours of service per year. Hours can be served by immediate family members if time constraints and obligations prevent the parents or guardians from serving. You may also pay \$200 in lieu of volunteer hours (\$10 per hour).

All adults participating in this program will be asked to complete Safeguarding Our Children. If driving for a field trip or sports event, the driver will have to file a *Qualified Drivers* form. Adults will be equipped with guidelines and instructions to complete service hours.

## Parent Teacher League

Parents and teachers have an opportunity to get together to learn and to share. Interesting experiences are presented which provide valuable growth opportunities. Parental help and involvement is needed to do our best. All activities are listed on the website and updated regularly.

## Party Invitations

If your child is having a party and inviting the entire class, you are welcome to send the invitation to the classroom to be distributed.

If your child is inviting only a portion of the class, we ask that you mail the invitations to the child's home. We know that not every child can be invited every time, but we hope to avoid hurt feelings for those not invited when possible.

## Pet Policy

The following policy has been established to provide for the health and safety of Shepherd students, faculty, staff, and visitors; for the protection, efficient use, and enjoyment of the schools property; and for the responsible management and operation of the school.

Beyond the obvious concerns for personal welfare and property maintenance, it is hoped that this policy will foster an atmosphere where all can enjoy the campus in a comfortable and relaxed setting.

- Pets/animals are only allowed on the campus for school authorized purposes such as classroom sharing or a teacher planned learning experience.
- In all cases authorization by the school administration will be obtained by the teacher in advance.
- While on school property the pet/animal must be on a leash, in a cage and/or under the owner's control at all times.
- The owner must also have a means to clean up after the pet, specifically; the owner shall possess the means of removal of any fecal matter left by the pet. Cleanup should be thorough enough so as to generate no additional work for the maintenance staff or inconvenience for members of the school's community or visitors.
- Pets/animals are not permitted on the playground.

This policy does not apply to registered service animals.

## Safety and Learning

Shepherd of the Hills Christian School is an educational institution. Items brought to school must meet the needs of education. We ask that any electronic games, CD players, laser pens, iPods, trading cards, and sports equipment such as roller skates/blades, and 'Heelies', or personal items, etc. be left at home, so they do not hinder or interfere with the learning atmosphere.

Cell phones, if brought to school, will be on the "off" position and kept in the student's locker, backpack, or a special designated place in the classroom throughout the school day. Cell phones may be used after school. Teachers will confiscate any cell phone that is seen or heard during the regular school day without teacher or administration approval. The school will not be responsible for lost or stolen cell phones.

The school has the right to search items brought from home, in desks, and/or in lockers. Items that interfere with learning will be confiscated.

Parents will be asked to come to school to retrieve such items from the principal.

This policy does not apply to Shepherd Early Learning Center, though expensive items should not be brought for show & tell.

## School Day

School doors open at 8:00 am and are locked again at 8:45 am. If children are here prior to our opening or after our closing, they are required to report to Base Camp for their care and safety. When on campus, children should be with their parents or under the supervision of our staff. Please do not leave your child unattended. School hours are from 8:15 am to 3:15 pm. Students are not to arrive prior to 8:00 am or remain on school grounds past 3:30 pm, unless they participate in a school program (i.e. Base Camp, sports programs, clubs, scouting programs, etc).

Grades Kindergarten to Grade 8	8:15 am - 3:15 pm
<b>Base Camp</b>	
Before School Care	7:00 am - 8:00 am
After School Care	3:30 pm - 6:00 pm
Early Learning Center	various sign up times

Students staying after school for any reason other than staff-directed activities must be under the direct supervision and within eye contact of the responsible **adult** selected by the student's parent. If students are staying after school for an athletic event, they still must be under the direct supervision of an adult. Base Camp is available after school until 6:00 pm.

## **School Visitor/Volunteer Check-in and Check-out Procedures (Security)**

We welcome all visitors to our school. For the security of our students and staff, we ask that all visitors and volunteers follow the following procedures each time they visit the school:

- All visitors enter through the main doors from the south parking lot.
- Please sign in at the School Office.
- Visitors will receive a visitor's sticker and then may proceed thru the secure school doors.
- Regular volunteers will receive identification lanyards.
- All doors are locked during the school day except for the main reception door. Please do not knock on doors for admittance by teachers or students. Staff members carry keys or fobs for reentering the building.

Thank you for your attention to these procedures as we create a safe environment for our students and staff.

## **School Visitation**

Parents are encouraged to visit classrooms or other instructional areas. Please schedule an appointment with the school office at least one day ahead of a planned visit. Teachers appreciate this courtesy.

Parents and all visitors during the school day are required to check in at the School Office to obtain and wear a name tag while on the school premises. All parents and visitors are required to check in at the school office before visiting a classroom. These procedures are in effect to help ensure the safety of all children, staff, and faculty.

## **Severe Weather – at School**

Severe weather can affect the school day at any time. Students will be asked to follow the directions of their teacher or other staff member until the danger has passed or parents have collected their child(ren).

- Thunderstorms, strong winds, or tornado: Students will go to the area designated for their grade as practiced during the school year. Students will practice drills at least once in the fall and once in the spring. Students will not be returned to their normal classroom and normal activities until the severe weather threat has passed.
- Snowstorm or Blizzards: Parents will be notified if school will close early due to inclement weather. Students will be kept inside the school building until parents can make arrangements for them to be picked up.

Tornado Drills allow students to practice moving to locations within the building that provide safety in the event of a tornado. Each classroom has a designated location along load bearing walls. Children will be kept at school until the danger from severe weather passes.

Severe Weather – at School applies for the Early Learning Center.

## **Student Supplies**

A student supply list has been adopted to assist your preparations for school. This list is reviewed yearly and may be modified or changed from year to year. The list is located on the home page on the school website.

## **Technology Use Policy**

Shepherd of the Hills Christian School provides computers and network as one way of enhancing its goal to teach the skills, knowledge and behaviors students will need as successful and responsible adults in the community as a whole. The school's computers and network connections provide opportunities to explore and use a varied and exciting set of resources including computer programs, CDs, and the Internet.

Shepherd of the Hills Christian School provides these technology tools under the supervision of school personnel to support and enhance the curriculum. In order to make these resources and tools available to everyone, the school requires that students who use the school's computers and networks do so in a way that is consistent with its educational and spiritual mission. Students will use these tools for educationally appropriate activities that are directly related to the curriculum of Shepherd of the Hills Christian School. Students will be held responsible for their actions and activity while using technology at Shepherd.

- Technology will be used in ways consistent with our school philosophy and the Christian faith.
- Technology will be used to support and enhance the curriculum.
- Technology resources may be used only with teacher's permission and under the supervision of school personnel.
- Students will follow the directions of the adult in charge of the computer lab or other classroom space where computers and network are in use.
- Technology may not be used to harm others.
- Examples:
  - Creating harassing or degrading messages
  - Bearing false witness or spreading rumors
  - Using obscene or inappropriate file names
- Students may not interfere with others' computer work.
- Examples: Degrading or disrupting equipment software or system performance Vandalizing the files of others
- Changing system settings
- Students will store files only as directed and approved by the adult in charge
- Students may not invade the privacy of others.  
Examples: Accessing someone else's email
- Accessing someone else's files without their knowledge and consent
- Technology may not be used to steal.  
Examples:
  - Violating copyright laws or other contract
  - Using work of others and calling it their own
- Students may not load software or files onto the school computers.
- Students and their families are responsible for any financial expenses resulting from improper use of technology equipment. This includes payments to staff members for their time to correct problems due to abuse; equipment repairs or replacement and/or the hiring of repair technicians.
- Files on Shepherd of the Hills Christian School's servers and computers are considered the property of Shepherd. The staff of Shepherd reserves the right to review file content at any time and without prior notice.

Permission to use the school's computers and network is dependent upon the signature of the student and his/her parent or guardian. Signing the agreement form shows that the student understands and will follow the school's computer use rules. Failure to sign the agreement form or failure to follow the rules will result in the student being denied the opportunity to use the school's computers and network. Violation of this policy will lead to loss of technology privileges, detention and/or suspension. A Technology Use Policy Agreement is signed by the student and parent(s) and kept in the school office for the current school year and for the following summer care/camp.

Children in the ELC will have limited access to television and computer times. The use of 'G' rated videos is for learning purpose to enhance the classroom experience. On occasion when the weather is bad, a video may be shown instead of going outside.

### **Internet Filtering**

Shepherd uses a technology protection measure that blocks or filters Internet access to some Internet sites

that are not in accordance with the technology policy of Shepherd.

The technology protection measure that blocks or filters Internet access may be disabled by a Shepherd Information Technology staff member for bona fide research purposes by an adult.

A Shepherd Information Technology staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked.

Shepherd staff will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.

## **Traffic Patterns for Arrival and Departure of Students**

Our goal is to provide a safe and efficient traffic pattern for student arrival and departure. We ask for your cooperation.

Thanks!

### **Car Loading and Unloading**

- All students in the Early Learning Center through grade 8 will enter and exit the school through the main reception doors. In the morning, cars are to pull up to the Drop-off/Pick-up Zone to drop Kindergarten – 8<sup>th</sup> grade (K-8) students off. After school, K-8 students will proceed directly to the Drop-off/Pick-up Zone. They must remain in the cone zone until their vehicle drives into position to pick them up. Students will load into the vehicle on the passenger side. Only Middle School students (7/8) will be allowed in the parking lot without adult accompaniment, and only if they are moving directly to the car which will transport them.
- Parents are not allowed to get out the vehicles in the Drop-off/Pick-up Zone. If your child needs assistance, you must park.
- Parents are asked to enter the parking lot via the west entrance off of University Blvd. They will proceed to the right along a circular path that will take them into the Loading Zone. Parents will then pick up their child(ren) and proceed out of the Loading Zone and back on to University Blvd. Parents must turn right on University Blvd and head south as the sign indicates.

Parents will have the option of parking their car and walking to deliver or pick up their child(ren). However, parents who park must do so in a marked parking space, and not in the Loading Zone or along the red fire lane curb. Parents must then accompany their child(ren) to and from their vehicle. If the driver requests them to do so, students in the Middle School may accompany younger children to vehicles.

Early Learning Center students must be picked up from the classroom and then taken to the appropriate loading area by the parent.

### **Public Transportation or Walking**

Parents are asked to send a written note to the school office to inform us if your child will be using public transportation, walking home from school, or riding a bike home.

A parental note is required for students to leave campus prior to or after a sports event.

## **Transcript Requests**

Parents must request in writing a transcript of a student's Educational record. Educational records include:

immunization and health data, scholastic and pupil progress data, attendance, standardized test data, special education data, discipline records, and other information as determined by school and parents.

Transcripts will not be transferred to another school if there are any outstanding debts.

## **Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal law that protects the privacy of student education records. The law gives parents certain rights with respect to their children's education records.

- Parents have the right to inspect and review the student's education records maintained by the school.
- Parents have the right to request that a school correct records which they believe to be inaccurate or misleading.
- Generally, schools must have written permission from a parent in order to release any information from a student's educational record. Exceptions are noted in the law.
- Schools may disclose directory information. However, schools must tell parents about directory information and allow parents a reasonable time to request that schools not disclose such information.
- Schools must notify parents annually of their rights under FERPA.