

# Shepherd of the Hills Lutheran School



## School Handbook 2016-2017

Approved by the Board of Education – 4/2016

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## Faculty

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## **Welcome Letter**

Dear Parent(s):

Thank you for your interest in our school. We have adopted an admissions policy that opens the school to families who understand and are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to our school, please read the Student Handbook provided in this introductory packet. The Student Handbook will introduce you to many of the school’s policies, procedures, and expectations for both parents and students.

The Handbook explains our religious purpose, mission, and beliefs. All subjects in our school will be taught from the perspective of, and in accordance with, the Word of God as revealed in the Holy Scriptures. If you do not agree with the beliefs and values that will be taught in our school, enrolling your child will likely cause him or her confusion. This internal conflict could drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home. We respect your desire to place your child in the best possible learning environment, but if you are uncomfortable with what your child will be taught, it will be best for all concerned if you do not enroll your child at our school.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God’s Word to every aspect of life. We pray that what we teach complements the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God’s truth.

In our Savior’s Name,

Timothy Vogel

## **PURPOSE OF OUR SCHOOL**

Shepherd of the Hills Lutheran School was begun to assist parents in carrying out the command of our Lord when He said,

***“Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord” (Ephesians 6:4).***

As Christian parents, we should welcome this opportunity to give our children the Christ-centered education focused on the truths taught in the Bible, which they vitally need. As concerned individuals, we pray that their faith and love for their Savior will enable them to overcome the many temptations that will confront them in this life. We have faith in the Lord’s command and promise when He says,

***“Train up a child in the way he should go; and when he is old, he will not depart from it” (Proverbs 22:6).***

To this end, we the faculty and the Board of Education, serve you in our Lutheran Elementary School.

## **OUR SCHOOL’S MISSION**

***“Shepherd of the Hills Lutheran School exists to prepare all children for this life and eternal life through Christ-centered education.”***

**“All children”** - Our goal is to serve all children including, both those of our area WELS congregations and in our community.

**“for this life”** - Our goal is to prepare elementary (K-8) students for citizenship here on earth with academic excellence.

**“for eternal life”** - Our goal is to prepare students for citizenship in heaven with Bible-based instruction.

**“through Christ-centered education”** - Our goal is to prepare students using the best education possible--and to teach all subjects in light of God’s Word.

## **SCHOOL’S OBJECTIVES**

In teaching the children entrusted to our care, our school has the following aims:

1. To teach that God is the Creator and Preserver of the universe and man.
2. To give pupils a Christ-centered education. We want them to know and believe in Jesus, their Savior, who came into this sinful world to suffer, die, and rise again for their sins. Through the teaching of the Law they will realize their own unworthiness for salvation; but they are led to rejoice in the hope of eternal life, which is theirs through the great love of our Savior, Jesus Christ.
3. To guide pupils in Christian living out of love for their Savior. We also encourage stewardship of time and talents.
4. To teach all other subjects in the light of God’s Word. Subjects such as the language arts, science, math, music, art, and social studies are taught in the way that always keeps in mind the all-directing influence of God in the ways of the world.
5. To teach children that all people are God’s creation. Thus they should be led to have respect for the rights and welfare of others at home, in the classroom, on the playground, or wherever they may be.
6. To train citizens who will use their talents in His service; and who find it a joy and a necessity to obey the laws of our land and participate in the affairs of the community.
7. To give aid to the Christian home by helping to train the children in the virtues of Christian obedience and proper church life, and to assist the parents in meeting the challenges of properly guiding their children.
8. To teach children to obey everything God has commanded in his Word (Matt 28:19) including what is a sin in God’s eyes.

## **CURRICULUM**

Shepherd of the Hills offers a full scholastic curriculum. It provides for the spiritual, mental, social, and physical needs of the child. The entire curriculum is established and taught in the light of God's Word.

1. Bible History, Catechism, Hymnology, use of the Bible, and memory work.
2. Language Arts: reading, writing, composition, spelling, grammar, penmanship, and literature.
3. Social Studies: history, geography, and citizenship.

4. Science: general science, along with physical, life, and earth science.
5. The Arts: music, choral, and art.
6. Mathematics: general mathematics to basic algebra.
7. Physical Education/Health/Safety: Physical Education includes various games and activities designed to develop coordination, strength, and endurance, as well as good sportsmanship.
8. Technology - Computer and Software Use, typing, Google docs.

### **ENROLLMENT**

Our Lutheran Elementary School gives us the opportunity as Christ’s disciples to heed our Lord’s command, “Let the little children come to me and do not hinder them” (Mark 10:14). God has made us responsible for teaching as many children as possible about their Savior. Therefore, we should seize every opportunity to use our school as an active mission arm of the congregation. As our Lord loves all children and wants them all to hear His saving Gospel, we open our doors to students of every race, sex, and national heritage.

1. Children from Shepherd of the Hills Lutheran Church and sister congregations will receive enrollment priority.
2. Children who have no church and are mission prospects receive careful consideration for enrollment.
3. Children who are members of a church not in our fellowship will be admitted as space and other limitations permit.

All parents who wish to enroll their children in Shepherd of the Hills Lutheran School must submit an application which indicates they will abide by the following principles:

1. Parents will permit their child to be instructed in the doctrines of Holy Scripture as taught by the Wisconsin Evangelical Lutheran Synod and will respect these teachings. Shepherd of the Hill’s core purpose is to teach the whole of God’s Word as commanded by Jesus (Matt 28:19); therefore, we will not shy away from certain teachings (such as homosexuality, same-sex marriage, evolution, pre-marital sex, drug abuse, and the like) for societal convenience. These biblical truths will be taught in age appropriate ways. Students (or families) openly opposed to these doctrinal teachings may be dismissed on religious basis.

*Stipulations Regarding (Non-Member) Enrollment:*

1. The principal will set up a time to meet with the parents of the potential student. This meeting is not an interview, but a chance to get to know the family, answer questions, and go over the purpose, objectives, and expectations for attending Shepherd of the Hills. The pastor may also attend or set up a separate visit to meet the family and answer any questions or concerns regarding religious instruction at Shepherd of the Hills and to see what ways the church can serve the family.
2. All parents who are not members of Shepherd of the Hills are encouraged to attend the Christian information class conducted by the pastor. The purpose of this class is to acquaint the parents with the teachings of the Bible and our Lutheran Church, as they will also be taught to the children of our school. There is no obligation to become members of our church once the class is completed.
3. All non-member children are enrolled on a year-to-year basis. Continuation of a child’s enrollment is not guaranteed but is subject to yearly review.
4. The Board of Education will make the final decision concerning any question with enrollment.

**AGE REQUIREMENTS**

To enter kindergarten, a child must be five years old by September 1st. To enter first grade the child must be six years old by September 1st of that year.

**TUITION**

Shepherd of the Hills congregation requests families with children attending our Elementary School to pay their tuition on a monthly basis. The payment schedule has been set up for a 10-month payment plan. Regular monthly payments are essential for the school’s successful operation. Your payment is due by the 1st of each month and is delinquent by the 10th of each month. Tuition payments are per calendar month and are not prorated for short months or vacation periods. See the current fee schedule for current tuition amounts.

*Tuition Payment Procedures:*

1. Regular monthly payment of tuition is expected.
2. If tuition is not paid on schedule, a written notice will be sent concerning the delinquent amount, with delinquent charges of \$25 per student.
3. Non-payment for two consecutive months can lead to the release of the child from school.

**REGISTRATION**

During the month of May, there will be registration for kindergarten, new, and



returning students. The non-refundable registration fee is due by August 1<sup>st</sup>. A late fee will be assessed to returning students whose registration is submitted after August 1<sup>st</sup>. New students may register during the summer by appointment with the principal.

### **REGISTRATION FEE**

The registration fee covers standardized testing, textbook rental, workbooks, magazines, some paper and art supplies, and certain equipment needed for classes. Please submit this fee at the time of registering your child for the upcoming school year. The registration fee is not prorated for mid-year enrollment. See the current fee schedule for the current registration fee amount.

### **NON-DISCRIMINATORY POLICY**

Shepherd of the Hills Lutheran School admits students of any race, color, national and 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, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **TRANSFER STUDENTS**

Due to differences that may occur between our school and others, students transferring to Shepherd of the Hills will meet with the prospective teacher to get acquainted and to determine any academic differences that may exist. The results of this conference and past school records will determine the child's grade placement. Refer to the Enrollment Policies section of this handbook for other stipulations that may apply.

### **ADVANCED STUDY IN GOD'S WORD**

All the children in grades seven and eight will have Advanced Study in God's Word with the pastor two mornings each week. The purpose of this class is to give each child concentrated instruction in the teachings of God's Word.

### **CHURCH ATTENDANCE**

An important part of every child's faith life is his participation in Sunday and festival worship services. We ask that parents realized their responsibility in this regard and attend church regularly with their children. ***“I rejoiced with those who said to me. ‘Let us go to the house of the Lord’.” (Psalm 22:1).***

### **SINGING IN CHURCH**

The children of the school serve God in a beautiful way by singing in church. All children enrolled in the school are expected to be in attendance when their class

sings.

### **WEEKLY NOTES**

To keep parents and guardians posted on upcoming events; there is a weekly note sent home with each student. These notes will also be sent via e-mail to all parents.

### **CHRISTIAN DISCIPLINE**

The Word of God is the absolute norm of faith and conduct. As Christian teachers and students, we strive at all times to maintain God-pleasing order. Both the Law and the Gospel are used in the Lutheran Elementary School. The first is to give admonition and to prompt repentance, and the second to provide the assurance of forgiveness of sins and the motivation for a life dedicated to Christ.

The following behavior is expected from all students:

- Carefully obey and respect the pastors, all members of the faculty, and every person connected with school management as placed over them by God himself.
- Cheerfully uphold all the rules of the school for the sake of decency and order.
- Accept admonition and discipline as being necessary to curb the outbreak of sin.
- Honestly discuss all problems with the teachers and do not let a feeling of injustice fester into a sinful grudge.
- Do not use profanity, obscenity in word or action, dishonor to God and his Word, vandalize or destroy school property, or continued disobedience to the established policies of the school.
- In our society it is also necessary to address homosexual behavior. Our world continually promotes a message which is contradictory to God’s Word. Students who struggle with homosexual sins or promote an LGBGT lifestyle will be addressed by the pastor and principal. At minimum the student will be counseled by the pastor and the parents will be informed; however, the maximum penalty may be removal from school.

Shepherd of the Hills has the right to discipline or ask a student to withdraw for any disciplinary reason, but that failure to comply with expected standards of conduct, whether on or off campus, will subject the student to potential disciplinary action, up to and including expulsion.

## **COMPLAINTS**

***“If your brother sins against you, go show him his fault, just between the two of you. If he listens you have won your brother over” (Matthew 18:15).***

This passage can serve as a guide for us if problems and grievances relating to school incidents arise. In such situations it is a courtesy and a manifestation of Christian love first to discuss any problem with the teacher in charge. If necessary, the matter may also be brought to the attention of the principal. Should the situation warrant further action, he would arrange meetings with the pastor and the Board of Education.

Matters concerning overall school policy or procedure should, of course, be brought directly to the principal first, and then if necessary to the Board of Education. In all such cases, it is most necessary that we remember that errors will be committed since all of us are indeed sinful human beings. Let us approach our problems with prayer and Christian love, always allowing God’s Word to lead us to peaceful and proper solutions.

We also strongly encourage parents to NOT use social media as a way to communicate a problem or grievance. This avenue will most often expound the problem where speaking to the individual directly will most likely solve the issue, while also following what the Lord commanded in Matthew. This course of action also puts a negative light on Shepherd of the Hills to friends and family members.

## **ABSENCE**

Children are expected to attend classes on a regular basis. If your child is going to be absent, *please call the school* before 8:15 A.M. Be certain your child is missing school for valid reasons only. Trips to Disneyland or the zoo are not considered to be valid reasons for missing school. Please make every effort to schedule doctor and dentist appointments outside of school hours. Your cooperation is greatly appreciated.

## **ATTENDANCE POLICY**

Parents and guardians should strive each day to have students arrive by 8:00 AM to allow students proper time to get ready for the start of each school day. This will avoid “hurrying into the classroom” and better preparation for the start of the school day.

The primary legal and moral responsibility for student attendance rests with the parent. Shepherd of the Hills Lutheran School will work cooperatively with the

parents to teach its students the importance of a full day attendance.

Unexcused absences will be referred to the principal. The principal of SOTH will contact the parents in the event of an unexcused absence. In the event that a student has more than three unexcused absences in a semester, the parents will be notified that the next unexcused absence will be referred to the District Administrator for Truancy.

If a child comes after 8:15 AM, he/she will be marked tardy.

If a child is absent more than 10 days in a school year, he will be required to provide a doctor's written excuse for any further absences.

Parents are advised to get a doctor's slip any time they go to the doctor. Any child missing 10 or more days (excused or unexcused) in a year will be required to make up those days during the summer break. Pupil absences, excused or unexcused, in excess of twenty-five school days will necessitate that the present enrollment of the child be discussed by the School Board and faculty and may involve repeating of the grade. ***Exceptions to consider should be presented in writing to the principal for review. Final approval would need to be granted by the School Board.***

\*A pupil who is frequently absent without valid excuse is classified as a “habitual truant”. According to statute 118.15, a habitual truant meets the following criteria:

1. Unexcused absence occurs part or all of 5 or more out of 10 consecutive school days.
2. Unexcused absence occurs part or all of 10 or more days during a school semester.

### **PARENT-TEACHER CONSULTATIONS**

Because of the limited size of our school, parents and teachers often have opportunities to discuss a child's progress. To ensure communication, consultation evenings will be scheduled during the year for both the parents' and teachers' convenience. These consultations will coincide with the quarterly report cards. A note will be sent home to inform the parent of the exact date and time. If you desire to speak with any of the teachers, please feel free to call and set up an appointment.

### **DRESS CODE**

Young Christians can let their lights shine through their appearance. Therefore the children should come to realize that school is a special place which deserves an appropriate type of dress. Parents are to send their children to school in

clothing that is decent, neat, modest, and not tattered or torn. Basic common sense is the key. Have your child come to school in clothing that you, the child, and our Lord would be proud of. Please adhere to the following directives:

- Students are not to wear T-shirts advertising rock groups, alcoholic beverages, drug substances, or any sinful concept.
- Buttons, pins, or stickers promoting such concepts are not to be worn or displayed.
- Students are not to wear frayed or torn clothing.
- They may not wear clothing which displays bare midriffs. Tight pants or excessively short skirts or shorts are not to be worn. Shirts must have a sleeve.
- The length of shorts/skirts/dresses should extend past the student’s fingertips when their arms are placed down flat on the side of their body.
- Shoes and socks are required.

The principal and the faculty will determine unacceptable attire with the full support of the Board of Education. Your cooperation is expected and appreciated.

### **LUNCH**

Please either pack or check to see that your child has packed a nutritious lunch. They are expected to eat what is provided for them, and leftover food is to be taken home. Trading or giving away food is not acceptable. Upon completing a meal, each child is responsible for cleaning his/her dining area. This means that they should take all sacks, food wrappers, drink cartons, and scraps of food to a trash container. Microwave use is available for the upper grade class.

### **SCHOOL AND CHURCH PROPERTY**

All buildings, textbooks, desks, and materials are to be treated with respect and are to be used with good stewardship. The parents will compensate for damaged property.

### **BOOK COVERS**

Please have all hard cover textbooks covered by the second week of school. Should covers come off during the school year, please replace them as soon as possible. This will save wear on our books. Careless or willful damage of textbooks will result in an extra fine at the end of the school year.

### **CLASSROOM VISITATIONS**

You are welcome to visit the classroom at any time during the year. However,

we do ask that you make arrangements in advance with your child’s teacher. Come and see your school in action.

### **CHAPEL/MISSIONS**

Once a week, all classes will assemble in the church for a brief worship service conducted by the pastor. During the service, a mission offering will be taken. Through this offering it is hoped that the children will develop a strong sense of responsibility to help spread the Gospel through their gifts of love.

### **FIELD TRIPS**

Educational tours and trips may be arranged during the school year. When these are arranged they are considered to be an important part of our curriculum. Parental consent is necessary for children to participate in these trips. Parents will be informed of all details when the occasion arrives. There may be times when parents are asked to share in minimal expense.

### **PHYSICAL EDUCATION**

Students are involved in regular physical education classes and organized games. At times there may be certain requirements as to clothing and shoes. Parents and children will be informed. The teacher should be notified in writing if a child must restrict his activities because of a health problem.

### **ATHLETICS**

Goals for our athletic program:

Spiritual - To teach our athletes that all talents and skills are God-given. Each has been given different talents, but all use their gifts to the fullest.

Social - To develop character traits such as self-discipline, teamwork, responsibility, leadership, self-control under pressure and defeat, as well as proper acceptance of success and victory.

Physical - To develop to a greater degree the fundamental skills and a knowledge of the rules.

Shepherd of the Hill’s athletic program is open to all students of Shepherd of the Hills Lutheran School. Any student meeting the eligibility guidelines is welcomed and encouraged to participate. It is important to keep in mind that participation on any interscholastic team is more of a privilege than a right. Consequently, that privilege will be revoked for any inappropriate conduct or an attitude deemed detrimental to the rest of the team or the school.

### Eligibility

Eligibility is determined by classroom productivity. If a teacher determines that a student is not working up to his/her potential, that student will be removed from the sports program for a period of 2 weeks. Returning to the program will be based upon improvement of performance.

### Sportsmanship

We sincerely hope that good sportsmanship will be exhibited by all players, coaches, students and parents. All parents are expected to set examples of Christian conduct at games. Officials and coaches make mistakes; please deal with these situations in Christian love and forgiveness.

### Uniforms

The students are responsible to take care of the uniforms while they are in their care. In case of loss or damage, the student will need to pay for the replacement of the uniform.

## **COMPUTER CODE OF CONDUCT**

Our school is fortunate to have computer desktops and Chromebooks to enhance the learning environment for the students. The internet, computers, and Chromebooks provide opportunities for them to grow and learn, but we are sinners in a sinful world, and we need to recognize that there is potential for misuse of the technology and internet.

In order to make sure that the technology is used in the best possible way, the following guidelines have been established. While not claiming to be inclusive, these guidelines help to frame proper use for all concerned.

Students need to be:

1. Responsible for behavior and communications over the network. We need to focus on making good choices. Just as we are responsible for what we say and do, our choices in the use of the internet will reflect how responsible we can be.
2. Respectful of the files and passwords of others students, and may not go into another student's folder . Students will respect the dignity of each person, avoiding sites or communications demeaning to another individual or group. Respect for copyright law is also expected.
3. Prepared to listen to and follow directions. Teachers provide a curriculum full of discovery. In order to apply information for the internet, students must be



willing to learn the tools necessary to access, construct, and demonstrate understanding of that information.

4. Safe in the use of making smart choices about avoiding inappropriate sites. Students may search for resources on the internet by using safe search engines only.

Guidelines for students:

1. When exploring the internet, all sites should be related to the topic assigned by the teacher. A student may not use the internet at school for copying movies, sounds, pictures and sites that are not suitable for a current project or assignment.

2. Only teacher approved search engines may be used to search the internet. Any improper use of the internet will result in loss of computer privileges. Improper sites include but are not limited to: pornography, hate, cult, and any site discerned to be improper by the school.

3. Social media is not allowed.

4. Nothing should be downloaded without permission from the teachers.

### **HOMEWORK AND MEMORY WORK**

As many assignments as possible should be completed during the school day. However, if a child is unable to do all his or her work in school, your child should finish it at home rather than rush through it the morning before a new school day begins. Oral reading at home is essential in the lower grades. Practicing memory work, mathematic facts, and spelling is best accomplished at home. The cooperation of parents is encouraged. Listen to the child's memory work before he or she goes to bed and again before school in the morning.

### **SCHOOL HOURS**

The school day begins promptly at 8:15 A.M. (Children may begin arriving at 7:45 A.M.) School closing is at 3:00 P.M. Any students who have not been picked up by 3:15 P.M, will be placed in After School Care, and the parents are responsible for paying those charges.

### **BEFORE/AFTER SCHOOL CARE**

Shepherd of the Hills does provide before and after school care. The before care begins at 7:00, and the after school care ends at 6:00. More information is available from the principal.



### **KINDERGARTEN HOURS**

The kindergartener’s day begins promptly at 8:15 A.M. The school day ends at noon for these students. Special arrangements could be arranged with the teacher for an extended day if necessary. Please discuss any of your special needs with the principal and/or teacher before the school year begins.

### **EMERGENCY SCHOOL CLOSING**

In case of a county-wide emergency, the faculty will try to contact you about school closing. If that is not possible, be advised that Shepherd of the Hills will close any time the San Diego City Schools close for emergencies.

### **SCHOOL FACILITIES ENHANCEMENTS**

The church and school at various times is involved with facilities upgrades or improvements. This could be routine lawn maintenance, tree removal, painting etc. Two significant renovation projects that involve outside sources are currently being explored. The first involves Verizon and installing a cell tower structure incorporated into the church building. This project, although still in development and negotiation would significantly improve the church entrance area. The second involves a potential contract for employee parking for the Depot Springs development across Fletcher Parkway. This agreement would improve our current parking lot and add additional security.

Both of these facilities upgrades would be mostly transparent to you and your child's daily functions at school other than the potential re-route around equipment or working areas when dropping off or picking up. You can be assured that all these projects consider first and foremost your child's safety and educational wellness before the plans are fully implemented. Should you have any questions feel free to contact the Principal, staff or Pastor.

### **HOME TO SCHOOL COOPERATION**

When one considers that this school is an aid to parents in bringing up their children in the nurture and admonition of the Lord, one can see how vitally important it is for home and school to cooperate with each other to the fullest extent. That is why we welcome discussion from our parents concerning the educational development of their children. Parents, you will be positive leaders in the educational process of your children by:

- Attending church regularly with your children.
- Having regular family devotions and table prayers.

- Letting the Word of God be the sole guide in all phases of daily living and conduct.
- Exercising Christian discipline at home and supporting Christian discipline exercised at school.
- Always projecting a positive attitude toward education, particularly Christian education.
- Refraining from being critical of school procedures in the presence of your child.
- Seeing to it that the child is regular and prompt in attendance.
- Encouraging sufficient hours of rest and sleep.
- Encouraging him or her to eat well-balanced meals.
- Discouraging him or her from bringing any distracting items to school.
- Exposing the child to many wholesome experiences.
- Being active in his or her education. For example: show an interest in papers brought home, review assignments, provide a suitable homework environment at home, and help the child with homework difficulties.
- Giving positive comments and encourage in words and actions.

*This handbook does not contractually bind the school in any way and may be changed without notice by the school's governing body.*