

# Shepherd of the Hills Lutheran School



## School Handbook 2021-2022

Approved by the Board of Education – 7/2021

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## Faculty

Principal/Upper Grades  
*Timothy Vogel*

K-1 Teacher  
*Jessica Ross*

2<sup>nd</sup>-3<sup>rd</sup> Teachers  
*Mary Jones & Anna Vogel*

7<sup>th</sup> and 8<sup>th</sup> Grade Religion  
Pastor Aaron Boehm

School Phone: (619) 469-9443

School E-mail: [sothprincipal@gmail.com](mailto:sothprincipal@gmail.com)

School Address  
9191 Fletcher Parkway  
La Mesa, CA 91942

## **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, we realize our sin; but are led to rejoice in the hope of eternal life, which is ours 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 Word.
  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 a religious basis.

*Stipulations Regarding 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 15th of each month and is delinquent by the 20th 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 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 beautifully serve God by singing in church. All children enrolled in the school are expected to be in attendance when their class sings. This usually works out to be once a month during the school year.

### **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 assure 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 LBGT lifestyle will be addressed by the pastor and principal. At a 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.

### Communication

1. When a parent has a concern of something that may have happened at school, they should contact the teacher to see if they are aware of it or to ask about it; if not, ask them to look into what may have happened. The teacher will investigate and then report back to the parent. Further discussion may happen depending on the situation. If the parent feels that the teacher was in error or it was not handled properly, they should speak to the principal. Should the situation warrant further action, the principal would arrange meetings with the pastor and/or the Board of Education
2. Parents should focus on one incident at a time. It is not possible for teachers to address a multitude of incidents that have happened over the past month or year.
3. If there is a larger concern than one incident or a perceived trend, the parent should let the teacher or principal know you would like to set up a time to speak face-to face. The discussion of the concern should not occur through e-mail or text. Also, it would be helpful for all parties involved if the face-to-face meetings can be scheduled in a timely manner.
4. If there was an incident that happened during school hours or at a school event when parents were not present or witnesses, parents should refrain from speaking to the other student or other students’ parents about it. First speak to the teachers, and they can investigate and hear both sides and then report back to the different parties.

5. Although it is difficult to know the absolute truth of what happened in an incident, parents should listen and trust the teacher’s report about what the teacher perceived happened. Most often, children will not come home with a full story of the events.

### **Law/Gospel**

If a wrong or sin has occurred, the faculty will ensure that the student knows what was done is sinful. When there is repentance, the faculty will assure that child of their forgiveness. Depending on the severity of the action and if it is a repeated event, the faculty will notify the students’ parents and discipline will be administered. A grudge should not be held, not should a label be placed upon that child or parent, as we recognize that we are all sinners that do not deserve Christ’s sacrifice and forgiveness.

*Colossians 3:13 - Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you..*

### **Absences**

State law requires all school-age children to be in school every day, the only exception being a case of illness. California’s truancy law requires the school/district and the juvenile court to take specific actions when youth are truant. The California Legislature defined a truant in very precise language. In summary, it states that a student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction.

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 see the importance of a full day attendance.

### **Unexcused Absences**

An unexcused absence is when a student misses 30 minutes of more of instructions in a given day without an excuse for the absence. The following steps will be taken to best assist the family and students.

1. The principal will communicate to the parents when an unexcused absence has taken place.
2. After three unexcused absences, the principal will initiate a parent conference to improve the student's attendance and inform them that the student is classified as truant.
3. If the student is classified as truant three times, they then are classified as habitual truant which is added to their student records.
4. If a student is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant. The principal will then contact the truancy officer to report this student.

5. Field trips scheduled by the classroom teacher are considered school days. Children are expected to attend all pre-arranged trips with their classroom. If a child misses a field trip for an unexcused reason, the absence will be marked as unexcused.

### Excused Absences

Absences, unexcused or excused, create extra work for both the student and teacher, so it is beneficial to avoid them whenever possible. If your child is ill and must remain home, please notify the school by 9:00 AM.

Assignments are prepared for absent students by the teachers. They are available for pick up after school or earlier by appointment with the teacher. This will ensure that the student remains current in his/her class work. Due to the responsibilities, our teachers have during the school day, please give your child's teacher at least an hour's notice if you'd like to pick up assignments prior to the end of the school day.

Please make appointments with doctors, dentists, etc., outside of school time. When this is not possible, the teacher should be notified by the student's parents or guardian at least one day in advance via a written note, email, or text message. This notification should state the reason for the absence, the time the student is to be excused, and if and when the student will be returning before the end of the school day.

There are about 35 non-school days, not including weekends, during the school year and about 90 days of summer vacation. Please avoid taking your child out of school for a vacation. This helps the child stay current with classwork and assignments. It also aids the teachers in preparation, presenting of class material, and the correcting of assignments.

Absence from school does not excuse the child from his or her classwork. It is understood that all assigned work will be made up in any case of absenteeism. It is the child's or parent's responsibility to get the make-up assignments. Make-up work may be picked up at school or arrangements can be made to send it home with a sibling. Assignments are to be returned within two-three school days of the day of absence. In the event of prolonged illness or absence, please make arrangements with the classroom teacher to decide on an acceptable date to have completed work turned in.

### Approved Absences

Parental consent alone is not sufficient for an absence to be excused. The school must deem the reason acceptable in order to excuse the student. Absences generally considered to be excused are:

- Illness
- Serious illness in the student's immediate family.
- A death in the student's immediate family or of a close friend or relative.
- Medical or dental treatment is excused when slip from medical or dental office is turned into the school office or if child is sent home for medical or dental reasons.
- Court appearances occasioned by family or personal action.

- Physical emergency conditions such as fire, flood, storm, etc.
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences, and students will be permitted to complete make-up work.
- For cases other than personal serious illness in the home or death in the family, arrangements for absence **MUST** be made in advance which includes family vacations and trips. Any absence that was foreseen but was not cleared will be considered unexcused.

If a child is absent more than fifteen days in a school year, he/she may be required to provide a doctor's written excuse for any further absences and may be required to make up days over 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.***

### **TARDIES**

Parents and guardians should plan for students to arrive at school at 8:00 AM. This will avoid “hurrying into the classroom” and better preparation for the start of the school day. Students will be marked tardy if they arrive between 8:16 – 8:45 AM. After 8:45, they will be marked part-day absent.

We understand that events may happen in the morning that may cause your child to be late for school; however, please make every effort to make these occurrences the exception and not the norm. Being late for class does not start your child's day off on the right foot, plus they are usually walking in late for the most important subject of the day, God's Word

### **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**

Since students pack a lunch, parents and their children are responsible for proper care of that food. 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 hardcover 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.

If textbooks are not covered by the second week of school, Shepherd of the Hills will provide book covers and parents will cover the cost for those book covers.

### **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 the minimal expense.

### **PHYSICAL EDUCATION**

Students are involved in regular physical education classes and organized games and are required to have the appropriate clothing and shoes. 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 the 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 for taking 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**

The internet, computers, and Chromebooks provide opportunities for students 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.

To make sure that 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 other 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. To apply information for the internet, students must be willing to learn the tools necessary to access, construct, and demonstrate an 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, mathematics 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 8:00 A.M.) Students are dismissed 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.

- Before and after care program to cover the hours of 7:00 - 8:00 and 3:15 - 6:00. Students entering the classroom before 8:00 will be charged for before or after care. Special circumstances that do not fall under these hours will need to be discussed with the principal.
- Hourly rate per child is \$5/hour, billed on the ½ hour.
- A late fee of \$1 per minute per child for every minute past 6:00 p.m. will be assessed.

### **EMERGENCY SCHOOL CLOSING**

In case of a county-wide emergency, the faculty will try to contact you about the 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 are involved with facilities upgrades or improvements. This could be routine lawn maintenance, tree removal, painting, etc. You can be assured that any 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.

### **VIDEO CAMERAS**

Shepherd of the Hills has outdoor video cameras on campus for surveillance and to help ensure the safety of the students.

### **FENCING**

Shepherd of the Hills has a closed campus. If a student arrives late and the gate is locked, or a parent needs to drop something off for the student, please go to the front gate and hit the RING doorbell. A teacher will then open the gate to allow access onto the school campus. If the doorbell does not notify a teacher, you may also call or text their cell phone.

### **CELL TOWER**

Shepherd of the Hills has a Verizon cell tower on the property located on the west side of the sanctuary. If you have any questions, please speak to the principal.

### **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 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.*