



—SHEPHERD OF THE HILLS—
LUTHERAN SCHOOL

School Handbook 2026-2027

Approved by the Board of Education – Feb. 2026

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Faculty

Principal/Grades 6-8
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Welcome Letter

Dear Parent(s):

Thank you for your interest in our school. Shepherd of the Hills strives to give your child a quality Christian education, "Guided by Faith and Driven by Excellence."

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 parents and students, and will also highlight our school's mission and vision.

Biblical principles are integrated into every subject taught at our school. Our staff is committed to academic excellence and teaching students how to apply the truths of God's Word to every aspect of life.

We look forward to partnering with you to educate your child.

In our Savior's name,

Timothy Vogel
Principal

PURPOSE OF OUR SCHOOL

Shepherd of the Hills Lutheran School exists to partner with 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 a Christ-centered education focused on the truths taught in the Bible, which they vitally need. We pray that their faith and love for their Savior give them peace, guide them through life, and build a foundation on Christ. 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 strives to educate students while developing the God-given talents of the total student – spiritually, intellectually, physically, and emotionally – in a caring Christ-centered community.

SCHOOL'S OBJECTIVES

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

1. Communicate and reinforce a student's identity in Christ because of His love and sacrifice for them.
2. Be Christ-centered in all areas of the curriculum.
3. allow students to develop and use their God-given abilities in different areas, including athletics, music, academics, and the arts.
4. Cultivate a loving culture in words and actions from our students, teachers, and parents, which fosters each student's healthy emotional, intellectual, social, and physical growth.
5. Provide a safe, nurturing environment with high academic standards where students are encouraged to strive for excellence.
6. Provide quality instructional methods, materials, assessments, and a comprehensive curriculum.

7. Engage students in inquiry, critical thinking, and creativity as they learn and view mistakes as part of the learning process.

8. Train students to apply the Word of God during life's challenges, serve out of thanksgiving, and witness to family and friends.

9. Have a staff dedicated to life-long learning and professional development.

10. Develop and nurture a child-home-school-church partnership to assist parents in Christian education and preparing students for independence.

CURRICULUM

Shepherd of the Hills offers a full academic curriculum. It provides for the child's spiritual, mental, social, and physical needs. 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 treasures.
2. Language Arts: reading, writing, composition, spelling, grammar, penmanship, and literature.
3. Social Studies: history, geography, and Citizenship.
4. Science: general science, physical, life, earth science, and STEM.
5. The Arts: music, choral, and art.
6. Mathematics: general mathematics to introductory 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 use, typing, Google applications.

ENROLLMENT

Our Lutheran elementary school allows us 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 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 our 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 that indicates they will abide by the following principles:

1. Parents will permit their child to be instructed in the doctrines of Holy Scripture 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) who openly oppose these doctrinal teachings may be dismissed on religious grounds.

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 review the purpose, objectives, and expectations for attending Shepherd of the Hills. The pastor may also participate in or set up a separate visit to meet the family, answer any questions or concerns regarding religious instruction at Shepherd of the Hills, and see how the church can serve the family.
2. All parents who are not members of Shepherd of the Hills are encouraged to attend the Bible information class conducted by the pastor. The purpose of this class is to acquaint parents with the teachings of the Bible and our Lutheran Church, as these teachings will also be taught to the children of our school. There is no obligation to become a member 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 regarding enrollment.

AGE REQUIREMENTS

A child must be five years old by September 1 to enter kindergarten. To enter first grade, the child must be six years old by September 1 of that year. The Board of Education and the principal will decide on students who do not meet this criterion.

TUITION

Shepherd of the Hills congregation requests that families with children attending our Elementary School pay monthly tuition. The payment schedule is set up for a 10-month

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. 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 child's release from school.

REGISTRATION

Registration will open for current students and will start during the month of January. New or prospective students may register before this if there is room; otherwise, they will be placed on a waiting list. The non-refundable registration fee will secure students' spots for the following year.

REGISTRATION FEE

The registration fee covers all needed instructional items, testing, and technology for classes. Please submit this fee when 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 based on 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.

IMMUNIZATIONS

Every year, the State of California requires us to submit immunization records for all new students to the school, all kindergarten students, and all seventh-grade students. Immunization records are required for all new students. If students receive new shots, please make a copy of the updated form and give it to the principal. By state law, students may attend school only if their immunizations are up to date. If a medical exemption is needed, parents must submit a signed letter from a doctor. If you have questions regarding your child's immunizations, please contact your child's doctor or the principal.

TRANSFER STUDENTS

Due to differences between our school and others, students transferring to Shepherd of the Hills may be asked to meet with the prospective teacher to get acquainted and

determine any academic differences. 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 OF GOD'S WORD

All children in grades 6, 7, and 8 will have Advanced Study in God's Word with the pastor twice a week. This class is designed to give each child concentrated instruction in the teachings of God's Word.

CHURCH ATTENDANCE

Participation in Sunday and festival worship services is an essential part of every child's faith life. We encourage families to take part in worship so that their children can grow in their faith. "I rejoiced with those who said to me, ***'Let us go to the house of the Lord.'***" (*Psalms 122:1*).

SINGING IN CHURCH

The children of the school beautifully serve God by singing in church. All children enrolled at the school are expected to attend when their class sings. This usually happens once every other month during the school year.

CHRISTIAN DISCIPLINE

Shepherd of the Hills students are expected to behave as Christian young people, whether in school, on the playground, at school events, or on field trips. However, we recognize that no one is perfect and that mistakes and problems will happen.

The Word of God is the absolute norm of faith and conduct. As Christian teachers and students, we always strive to maintain God-pleasing order. Both the Law and the Gospel are used at Shepherd of the Hills. The Law shows sin, and the Gospel assures forgiveness of sins and the motivation for a life dedicated to Christ.

Good school discipline is an integral part of the educational process and is necessary to achieve meaningful learning experiences. Habitual behavioral problems are not conducive to effective teaching-learning situations.

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.
- Cheerfully uphold all school rules for the sake of decency and order.
- Accept admonition and discipline as being necessary to curb 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 or obscenity in words or actions, dishonor God and his Word, vandalize or destroy school property, or continue disobeying the school's established policies.
- In our society, it is also necessary to address homosexual behavior. Our world

continually promotes a message that contradicts God's Word. The pastor and principal will address students who struggle with homosexual sins or promote an LGBTQ lifestyle. At a minimum, the pastor will counsel the student, and the parents will be informed; however, the maximum penalty may be removed from the school.

Shepherd of the Hills has the right to discipline or ask a student to withdraw for any disciplinary reason. 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.

Shepherd of the Hills does not take a one-size-fits-all approach to disciplinary decisions. If discipline is needed, the teacher and leadership will consider several factors before making a decision. The principal would make a suspension decision, and the principal and the Board of Education would make an expulsion decision. In all areas of Christian discipline, repentance is immediately followed by the Gospel and forgiveness, even if disciplinary measures are needed.

Teachers make every effort to treat all students fairly, in accordance with God's Word. All school discipline should be in keeping with these principles. Parents who have their children in school automatically extend their authority to the teachers and principal while the children are at school.

Parents and students have the right to appeal a decision. The parent should first communicate with the teacher or principal about the decision and the reasons for the appeal. If they feel it was not resolved, they should contact the principal or a Board of Education representative. The parent shall present the request in writing, including the grounds for appeal. To keep things timely, the appeal should be filed within a month of the disciplinary action.

Order of SOTH Authority: Teacher < Principal < Board of Education

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 issue with the teacher in charge. The matter may also be brought to the principal's attention if necessary. 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 be brought directly to the principal first and, if necessary, to the Board of Education. We must remember that errors will be committed in all such cases since we are all sinful. 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 NOT to use social media to communicate a problem or grievance. This avenue will most often expound the situation, where speaking to the individual directly will likely solve the issue while following what the Lord commanded in Matthew. Using social media in this way can negatively impact Shepherd of the Hills.

Communication

1. When parents have a concern about 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 parents. Further discussion may occur depending on the situation. If the parents feel that the teacher was in error or 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. Teachers can't address many incidents over the past month or year.

3. If there is a more significant 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 email or text. Also, it would be helpful for all parties involved if the face-to-face meetings could be scheduled on time.

4. If there was an incident 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, talk to the teachers; they can investigate and hear both sides and then report 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. Children often will not come home with a complete 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 forgive that child. Depending on the severity of the action and if it is a repeated event, the faculty will notify the student's parents, and discipline will be administered. A grudge should not be held, nor should a label be placed upon that child or parent, as we recognize that we are all sinners who 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 exact 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 help 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 of attendance.

Unexcused Absences

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

1. The principal will communicate with the parents when an unexcused absence occurs.
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 are then 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 a.m.

Assignments are prepared for absent students by the teachers. They are available for pick up after school or by appointment with the teacher earlier. This will ensure that the student remains current in their classwork.

Please make appointments with doctors, dentists, etc., outside 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 return before the school day ends.

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 preparing, presenting class material, and correcting homework.

Absence from school does not excuse the child from their classwork. It is understood that all assigned work will be made up in any case of absenteeism. The child's or parent's responsibility is 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 to 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 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 a slip from the medical or dental office is turned in to the school office or if a 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 due to suspension. Suspensions will be handled as excused absences, and students will be permitted to complete make-up work.
- For cases other than severe personal illness in the home or death in the family, arrangements for absence **MUST** be made in advance, including family vacations and trips. Any absence that was foreseen but was not cleared will be considered unexcused.

If a child is absent for more than twenty days in a school year, they may be required to provide a doctor's written excuse for any further absences and to make up days during summer break. Pupil absences, excused or unexcused, over twenty-five school days will necessitate that the School Board and faculty discuss the current enrollment of the child, and may involve repeating 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 a.m. 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 a.m. 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 essential 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 for parents' and teachers' convenience during the year. These consultations will coincide with the trimester report cards. An online sign-up will be sent to parents to schedule a conference. If you want to speak with any teachers, please call and schedule an appointment.

DRESS CODE

Young Christians can let their lights shine through their appearance. Therefore, the children should realize that a school is a special place that deserves appropriate dress. Parents should send their children to school in decent, neat, modest clothing, 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 music groups, alcoholic beverages, drug substances, violence, or any sinful concept.
- Buttons, pins, or stickers promoting such concepts should not be worn or displayed.
- Students are not to wear frayed or torn clothing.
- Students may not wear clothing that displays bare midriffs.
- Shirts must have sleeves.
- Tight pants or excessively short skirts or shorts are not to be worn.
- The length of shorts/skirts/dresses should extend past the student's fingertips when their arms are placed flat on the side of their body.
- Shoes and socks are required so students can participate in recess and PE.
 - Students should NOT wear slippers, sandals, Crocs, boots, or dress shoes to school.

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 pack or check if your child has packed a nutritious lunch. They are expected to eat what is provided, and leftover food will be taken home. Trading or giving away food is not acceptable. After a meal, each child is responsible for cleaning their dining area. They should take all sacks, food wrappers, drink cartons, and food scraps to a trash container. Microwave use is available for the upper-grade class.

SCHOOL AND CHURCH PROPERTY

All buildings, textbooks, desks, and materials should be treated respectfully and used with good stewardship. The parents will compensate for the 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 of those book covers.

CHAPEL/MISSIONS

Once a week, all classes will assemble in the church for a brief chapel conducted by the pastor, which lasts around 20 minutes. Parents are encouraged to attend, have a cup of coffee, and meet other parents.

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. Sometimes, parents are asked to share in the minimal expense.

PHYSICAL EDUCATION

Students are involved in regular physical education classes and organized games, and must wear appropriate clothing and shoes. The teacher should be notified in writing if a child must restrict their 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, and proper acceptance of success and victory.

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

Shepherd of the Hill's athletic program is open to all Shepherd of the Hills Lutheran School students. Any student meeting the eligibility guidelines is welcomed and encouraged to participate. It is crucial to remember that participation on any interscholastic team is more of a privilege than a right. Consequently, that privilege will be revoked for 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 their potential, that student will be removed from the sports program for two weeks. Returning to the program will be based upon the improvement of performance.

Sportsmanship

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

Uniforms

The students are responsible for taking care of the uniforms while in their care. The student must pay for the uniform replacement in case of loss or damage.

COMPUTER CODE OF CONDUCT

The internet, computers, iPads, and Chromebooks allow students to grow and learn. Still, we are sinners in a sinful world, and we need to recognize the potential for misuse of technology and the internet.

The following guidelines have been established to ensure that technology is used in the best possible way. 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 online

choices 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 that are 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 to the internet, students must be willing to learn the tools necessary to access, construct, and demonstrate an understanding of that information.

4. Safe in making intelligent 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 to copy movies, sounds, pictures, or sites unsuitable for a current project or assignment.

2. Only teacher-approved search engines may be used to search the internet. Any improper internet use will result in the loss of computer privileges. Unsuitable sites include but are not limited to pornography, hate, cults, 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.

CELL PHONE/WATCH POLICY

Shepherd of the Hills has a no-smartwatch-or-cellphone-use policy during the school day and in before and aftercare. If a student has a phone or smartwatch on campus, it should be turned off and kept in their backpack, not taken out during the school day. If there is a medical exemption or reason for them to have a phone or smartwatch on campus, please talk to the principal.

If a student is in before- or after-care, the policy is still in effect and should remain off and in their backpack.

HOMEWORK AND MEMORY WORK

As many assignments as possible should be completed during the school day. However, if a child cannot do all their work in school, they 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, mathematical facts, and

spelling is best done at home with parental cooperation. Listen to the child's memory work before 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 aftercare 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 aftercare. Exceptional circumstances that do not fall under these hours must 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 facility upgrades or improvements. This could be routine lawn maintenance, tree removal, painting, etc. You can be assured that any project considers, 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 to 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 on the sanctuary's west side. 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.
- 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 them to eat well-balanced meals.
- Discouraging them from bringing any distracting items to school.
- Exposing the child to many wholesome experiences.
- Being active in their 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 encouragement 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.