

**SHEPHERD OF  
THE HILLS  
LUTHERAN  
SCHOOL AND  
CHILD CARE  
Parent/Student Handbook**

*Updated*  
2021

**State and Nationally Accredited Infants – 8<sup>th</sup> Grade  
National Blue Ribbon Christian School**

Shepherd of the Hills Lutheran School and Child Care

6914 Wurzbach Road  
San Antonio, TX 78240  
Phone: 210-614-3741

[www.shlutheran.org](http://www.shlutheran.org)

**Notice of Non-Discrimination Policy:** Shepherd of the Hills does not discriminate on the basis of race, color, national and ethnic origin in the administration of our education policies, employment practices, admission policies, scholarship and loan programs, athletic and other school-administered programs.

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# FOREWARD

The purpose of this handbook is to acquaint the parents and children of Shepherd of the Hills Lutheran School and Child Care with our goals, policies, practices, and general operation. This handbook is presented with a prayer that it may serve for a better understanding of our school program. Anyone desiring further information and clarifications should contact the school office. Policy and procedures described in this handbook are subject to change by the Board of Education.

Shepherd of the Hills is a member of the Lutheran Church-Missouri Synod, Texas District. Shepherd of the Hills Lutheran School and Child Care is a 501(C3) non-profit organization. All monies go to the operation of the school and child care center.

Shepherd of the Hills Lutheran School is accredited by The Lutheran School Accreditation Commission, certified by the Texas Private School Accreditation Commission (TEPSAC) and is recognized by the Commissioner of Education of the Texas Education Agency (TEA) in accordance with Texas Administrative Code Title 19, Part II, Chapter 97, Subchapter A, #97.7 Non-Public Schools. Shepherd of the Hills Lutheran School has also been recognized as a 2004 National Blue Ribbon School.

Shepherd of the Hills Lutheran Child Care is licensed by the Texas Department of Human Resources.

# PHILOSOPHY

## Mission Statement

"Shepherd of the Hills Lutheran School and Child Care is a community of parents, staff and children working together to foster Christ-like qualities in all we pursue: Spiritual growth, academic excellence, physical, emotional and social development."

By integrating school life into the community, we

- witness to each other and to the community
- present programs which proclaim a Christian message
- provide community services to various groups
- encourage Christ-like compassion and love for all

Shepherd of the Hills tries to make the words of God, found in Colossians 3:16, become a part of each person it serves: "Let the Word of Christ dwell in you

richly in all wisdom; teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord.”

## **The Lutheran School System**

The elementary schools of the Lutheran Church-Missouri Synod date back to the decade between 1830 and 1840 when a number of Lutheran congregations were organized in the mid-western states and established Christian schools for their children.

Shepherd of the Hills Lutheran School was founded in 1979 for the purpose of reaching out to people with a Christ-centered education. For this reason, the congregation opens the elementary school and other agencies of the Church to all who desire such training in faith and Christian living.

## **Core Values**

We believe that Christian education is vital to God's total mission and is commanded by Him through the Great Commission, "Go therefore and make disciples of all nations...teaching them to observe all that I have commanded you."

Matthew 28:19 & 20

We believe that Christian educators are committed to provide a complete education for God's people by meeting their physical, academic, emotional, social, and spiritual needs, and this must be evident in their daily living.

We believe that the purpose for Christian education is to teach the Christian faith, leading people to turn to the Holy Scriptures as their daily guide for living.

We believe that all people must learn to grow in their relationship with the Triune God. This relationship carries with it responsibilities toward all others: sharing the Word and demonstrating love, patience, forgiveness and compassion.

We believe that Christian education provides opportunities that create in the students the ability to examine themselves and their motives for action.

We believe that Christian education is unique in that pupils are looked upon as fellow redeemed sinners and that God's guidance, direction and power is behind it all.

We believe that the Lutheran School is unique in that: The Word of God is taught in its truth and purity; the pupils learn from the example of Christian



educators; the Holy Spirit is working in, with and through it; and the learner's total educational needs are fulfilled in a single setting.

We believe that as an important ministry of Shepherd of the Hills congregation our school helps fulfill each of our congregation's five functions: education, worship, evangelism, fellowship and service.

## **OBJECTIVES**

In order to provide a high standard of academic education and care built around Christ, Shepherd of the Hills Lutheran School and Child Care program subscribes the following objectives:

### **Education**

- Develop the God-given talents of each student, teaching the knowledge and skills required for either future study or occupational competence.
- Implant, through the work of the Holy Spirit, a rich love of God in the children as they face life and eternity.
- Guide our students in the proper study and interpretation of God's Word.
- Share with them the doctrines of the Lutheran Church-Missouri Synod.
- Prepare the students for Christian life in a secular world.
- Fulfill the requirements of the State of Texas, realizing that it is for our good that God has placed the government over us.
- Develop the creative skills of each student.
- Develop an appreciation of the fine arts.
- Work closely with the students and their families.

### **Worship**

- Communicate to students, through the staff, that God's Word is central to our life, foremost in our minds and demonstrated in our actions.
- Help the student discover that a life of true joy and contentment is realized only through the continual use of God's Word and Sacraments.
- Develop in students an active prayer life that will help them build a stronger relationship with God.
- Confess in chapel, class devotions, staff devotions and all other activities that God has called us into fellowship with Him through His Son, Jesus Christ.

## **Evangelism**

- Impress upon the students the many responsibilities toward their fellow man in connection with sharing the Word of God.
- Encourage students to be a blessing and a Christ-like example to all people.
- Guide students to be witnesses of their faith in the Savior, sharing with others the assurance of life eternal through faith in Jesus Christ.

## **Service**

- Guide the students to use their God-given gifts to be ministers of Christ in service to others.
- Show the students their civic responsibilities and prepare them for their roles as citizens of the nation as well as our church.

## **Fellowship**

- Assist the students in exercising love, patience, forgiveness and compassion toward others.
- Develop in the students the desire and discretion involved in the pursuit of wholesome physical and mental recreation such as sports, academic competition, and lifetime recreational activities.
- Create in the students an ability to examine themselves and their motives for action.

Christian education in the Lutheran School recognizes each child as an individual, with individual needs to be respected and met in a Christ-centered environment.

## **School Motto**

S- Sharing  
H- His  
L- Love (with)  
S- Students

# **CHRISTIAN GROWTH**

## **Chapel Services/ Church Attendance**

Every Wednesday Shepherd of the Hills has a special worship service in church for all students. Parents are invited to attend services with the children. The offerings gathered at chapel services are designated each month for various charitable services, mission, and other ministry needs.

It is hoped that parents will provide a proper Christian atmosphere in the home and take their children to church and Sunday School on a regular basis. Church and Sunday School attendance are recorded weekly by the teachers.

### **Student Counseling**

There may be times when a student requires counseling due to some traumatic situation. The School Pastor, the principal, or a teacher will assist in counseling when deemed appropriate. Confidentiality is maintained by these personnel, except in situations of potential injury to self or others. If there is an incident that will affect a large number of the students, such as the death of a classmate or teacher, counseling is made available to students. When personal or family concerns (social, emotional, or psychological) require the attention of additional professional help, other professional counselors are recommended. Individual counseling may be needed at such times as well. A decision to cancel school would be decided by the principal in consultation with the chairperson of the Board of Education.

## **ADMISSIONS POLICIES**

### **Admissions**

Children are admitted to the school without regard to race or religious affiliation. It is to be understood, however, that each child will participate in all religious activities of the school, including chapel and other special services. Shepherd of the Hills Lutheran School makes every effort to meet the needs of all students; however, in some cases, students with special needs are beyond the scope of our system. We work closely with the public schools in such instances.

Pre-school children must be age two or three on or before September 1 before being admitted to the two or three year old pre-school. Children must be age four by September 1 before being admitted into pre-kindergarten, age five before September 1 for kindergarten, and age six on or before September 1 for first grade. Birth certificates are to be presented at the time of registration.

There will be no admittance to class without the prior payment of the registration fee and tuition. Also, proper forms must be completed and turned in to the school office. As a courtesy, we attempt to give our teachers at least one day notice before a new student is admitted to their class. This allows for a smooth and happy transition for every new student at Shepherd of the Hills Lutheran School and Child Care.

Applications are accepted (confirmed enrollment) on a first come, first served basis, in accordance with admission policies. Registration is completed through the SHLS online school management system

While we would hope to have classroom space for all returning students, classroom space cannot be guaranteed to students. Applications for admission and enrollment are accepted in the following order:

- 1<sup>st</sup>: Children who are already enrolled from the previous year, their sibling(s) and children from the church.
- 2<sup>nd</sup>: Children from the community who are not presently enrolled.

Class size is limited to fifteen students in pre-kindergarten, eighteen in kindergarten, twenty-two in first grade, twenty-four in second grade through eighth grade.

We are very thankful for the blessings the Lord has granted our school. In the event that enrollment is full, the following waiting list policy applies:

In order for students to be placed on our waiting list a waiting list fee is necessary. The fee will be applied toward tuition. The waiting list fee provides early registration for next year in the event there is not a place in the program for the current year.

### **Registration Requirements for New Students:**

- Registration/Enrollment Form
- Copy of Birth Certificate
- Reference Forms (2 per student – Grades Kinder - 8)
- Copy of Grades and Testing, including IEP/ARD if applicable (Grades 1 – 8)
- Transcript Release Form (Grades 1 – 8)
- Assessment Testing (Grades Kinder – 8)
- Physician’s Statement of Good Health with Immunization Record

### **Re-Enrollment Requirements for Returning Students:**

- Re-Enrollment Form
- Physician’s Statement of Good Health with Immunization Record

### **Hearing and Vision Screenings**

If your child is 4 or older as of September 1<sup>st</sup> of the current school year, the state requires that they have hearing and vision screening. You may have the screening done through your pediatrician or specialist. The results of the

screening should be denoted on the Physician's Statement of Good Health or an official doctor's note and returned to the School Office within 12 months of the previous screening or by the August 1<sup>st</sup> deadline. We also offer onsite screening during the school year to those who do not receive the screening at their annual pediatrician appointments.

## **Legal Custody**

Families with child custody restrictions in which the school may become involved are required to provide and maintain all pertinent legal documents with the administrative office. Sensitive information and documents are confidential and referenced with discretion on a case-by-case basis. It is solely the parents' responsibility to inform the school office about child custody issues.

## **Transfer Requirements To and From Shepherd of the Hills**

Anyone transferring into our school from another school must present a health record, birth certificate, and grade card from the previous grade in school, as well as two letters of recommendation from the former school, along with completing all of the necessary forms and tests. (State Law mandates hearing and vision screening for all children in 4 and 5 year old kindergarten, and any other first time entrants- any other age or grade requirements vary and you will be notified through the school.)

Those leaving our school are requested to give a two week written notice to the school office before the expected time of departure. This allows the school to assist the family in orderly transfer of the child's records to his/her new school. Textbooks, library books, etc. must be accounted for by the teacher before the student departs.

## **Withdrawals**

If there is a problem or question regarding withdrawals other than transfers out of town, it should be brought to the attention of the teacher first, then the principal. The principal's job is to help the flow of information and to settle the differences with understanding. Only after a thorough consultation with teacher and principal, can a wise decision be made by the parent concerning transfer of enrollment.

A child may be withdrawn from Child Care only once for two consecutive weeks during the months of June through August, if your child has been enrolled for nine months or longer. Prior notification to the School Treasurer must be made should such a withdrawal occur.

## **Change of Address and/or Telephone**

The need for close contact between home and school is obvious, and an accurate and up-to-date address list of all parents is most important. Parents must notify the school office of changes in address or telephone number for home, work, or cellular. Parents must also provide the name and telephone number of someone who can be reached in an emergency. Contact information changes can also be made on the school management system.

## **FEE POLICIES**

### **Curriculum & Supplies Fee (Registration Fee)**

All children registering are assessed a yearly registration/curriculum fee which covers the cost of curriculum materials used by the student such as textbooks, workbooks and other materials.

### **Technology Fee**

Each registering family is assessed a yearly Technology Fee during the enrollment process. The fee covers the cost of various technology programs, tech use licenses and web services.

### **Tuition Payment Dates**

Tuition payments begin in August with the last payment due in May. Tuition payments are divided into 10 equal payments. Child Care fees, Summer Child Care fees and extra-curricular fees are additional fees which are not part of the annual tuition fees. Refer to Schedule of Fees for prices.

All tuition payments will be made through the school management system. Each family will need to set up their payment information online. Tuition is payable in full, with the following options – one yearly payment, two semester payments, monthly payments, or in two equal monthly installments:

Students withdrawing or graduating from Shepherd will receive official transcripts when account is paid in full. Outstanding accounts will be sent to collection should accounts remain unpaid.

### **Past Due Accounts**

Shepherd of the Hills Lutheran School and Child Care Terms and Conditions are listed below and within Tuition Agreement. Refer to the school management registration program for entire policies and fees. Past due accounts may result in student withdrawal from school.

In the event that payments are not received according to the tuition agreement, or other agreed upon payment arrangements, the following guidelines will be adhered to:

- 1) Families are responsible for all late and NSF (non-sufficient funds) fees.
- 2) Academic or school records (i.e. student grades, transcripts, graduation diplomas, etc.) will not be released until all applicable tuition and fees are paid in full.
- 3) All tuition balances must be paid by June of the respective academic year. Students may not start the next academic year if the prior year's tuition is not paid in full without authorization from administration.
- 4) Any other past due financial obligations incurred by students during the academic year may be added to the tuition agreement (i.e. extracurricular fees, extended care, etc.).
- 5) Any delinquent tuition accounts or other past due financial obligations may be placed with a collection agency. If necessary, these accounts will incur an additional 30% fee of the balance being collected in order to cover collection expenses.
- 6) Families who are not current with tuition agreements at any time during the school year may be asked to find other accommodations for their children.
- 7) In the event of withdrawal of a student or dismissal by the school, all fees are non-refundable and tuition will be charged through the end of the month in which the student is enrolled. A student is enrolled until a formal withdrawal is requested and completed with the school office. Formal withdrawals are requested at a minimum of two weeks in advance.

### **Pre-approved Payment Plans**

Payment plans which have been approved by the Principal need to adhere to the following:

- A signed payment plan agreement is on file with the treasurer designed to pay the current tuition and money on any back balance.
- Failure to adhere to the payment plan, even one time, and student will be removed from SHLS until the scheduled payment is current.

### **Refund Policy for New Students**

#### **(Including siblings of returning students)**

There is no refund given for school year registration/curriculum fees for new students registering to start in the new school year.

## Refund Policy for Returning Students

In the event that the entire fee cannot be paid, a minimum *non-refundable* registration deposit in the amount listed on the Schedule of Fees is due upon registration. The complete registration fee for each child (less the non-refundable registration deposit) is due no later than the last day of school. All online enrollment forms must be submitted along with the complete registration fee or deposit. SHLS will not accept the registration fee without the accompanying forms. The child will not be considered registered until both the fee and appropriate forms are submitted.

If a student is withdrawn prior to June 1, and the *entire* curriculum fee has been paid per child, parents are eligible for a refund of fees, less the non-refundable registration deposit, *if written notification is given to the school treasurer*. No registration fee refunds will be given after June 1. If there is a grievance, the parent may send a note to the Board of Education to review their individual situation. Decisions made by the Board of Education will be final.

Re-enrollment is contingent upon being current with tuition payments.

## RAM PALS (Parents Assisting Learning at Shepherd) Volunteers

We invite you to be an active part of this vital organization, whose purpose is to promote and strengthen the mission of Shepherd of the Hills Lutheran School and Child Care through worthwhile projects and activities. Participation is open to anyone interested in supporting the mission of our school and child care. All parents of children enrolled in our school and child care are considered members.

The goals of Ram PALS (Parents Assisting Learning at Shepherd) are:

- Enhance the Christ-centered education and care for our children.
- Provide the students the opportunity to achieve their fullest potential in a stimulating environment through the cooperative interaction of parents, teachers and community.
- Develop positive parent-teacher relations.
- Provide projects and programs that benefit the children and their families.

Parents are asked to be actively involved in the school and child care by volunteering. Parents are able to assist in any of the following areas:

- Library/Lunchroom/School Office
- Teacher aide (reading to children, helping with math, etc.)
- Room Parent / Classroom Champion



- Environmental (work parties for painting, landscaping, electrical/plumbing, building playground equipment)
- Coaching a team
- Sharing a special talent: music, art, drama, crafts, technology.

Similar to our faculty and staff, anyone having direct contact with our students must submit to a background check. All volunteers are subject to this guideline. Volunteers will be trained in maintaining confidentiality as it relates to student privacy issues and in the appropriate instruction and classroom management of our students.

The “PALS Points” program encourages and rewards parents to become involved in our school. The program encourages all families to follow the example of our Lord to have a “servant’s heart”. Shepherd believes that parent participation provides an example to the students of the love, support, and interest we have in their lives and in Christian education.

“PALS Points” can be logged online. A family involvement commitment for school-age students (Pre-Kinder – 8<sup>th</sup>) can be met in these ways:

- 10 hours of service/family in lieu of \$100 Ram Pal Fee
- 5 hours of service/family and a \$50 Ram Pal Fee (or combination of hours and payment of \$10 per hour)
- One payment of \$100/family in lieu of parent involvement hours
- Hours will be calculated and necessary billing applied to May tuition bill.

## **CURRICULUM**

The purpose of Shepherd of the Hills Lutheran School and Child Care is to serve students of infants, pre-school, kindergarten, elementary and Junior High age by offering them a thorough academic training within a Christian context. It aims to provide students from our entire community with a training which conforms to the best standards of education and to meet the specific needs of the individual student in shaping a well-rounded personality in Christ: spiritual, moral, social, emotional, intellectual and physical combined.

The atmosphere provided in the classroom, library, chapel, extra-curricular activities, and playground is Christ-centered.

In secular subjects, the school uses the same textbooks, or their equivalent, as those used in public school. Subjects taught include reading, phonics, math,

spelling, handwriting, language arts, including Daily Oral Language, social studies, science, Spanish, music, physical education and technology. Shepherd of the Hills Lutheran School and Child Care is State and Nationally Accredited, and recognized as a 2004 National Blue Ribbon School.

## **Homework and Absent Work**

Homework is an integral part of the school experience. It teaches students self-discipline, cultivates good study habits, and fosters initiative. To make homework meaningful, the school and student need continual support from parents. One of the greatest gifts parents can give to a child is to show him/her that learning is important.

The purpose of homework is to practice and reinforce what the child is being taught in the classroom, enrich the school curriculum, instill in the child a sense of responsibility, and involve the family in the learning process.

It is difficult to adopt a standard rule for the amount of time to be spent on school work at home. The amount of homework given varies between grade levels. A guideline to follow is: Primary 30-40 minutes, intermediate 45-60 minutes, and Jr. High 60-90 minutes. If a student is spending considerably more time than this on school work night after night, it may be time for an examination of study habits, use of study time in school, etc. Conversely, if a child rarely has homework to do, it may be time to ask some questions.

Teachers who share the teaching of different subjects at the same grade level can coordinate the amount of homework by weekly planning and meeting together. Teachers will try to stay clear of Wednesday as much as possible, especially during the seasons of Advent and Lent.

Homework assignments are sent home through weekly calendars for Kindergarten, and daily assignment notebooks for first grade through eighth grade. Consequences for work not completed are dealt with differently at each level. Late homework slips are handed out starting in fourth grade.

Teachers will give make-up work to students the first day back to school, or parents may call the school office before noon and request assignments, which may be picked up after 3:45 P.M. It is the teacher's prerogative whether or not to give homework in advance for planned vacations. It is the child's responsibility to ask for work from the teacher. Students are given one day for every day they are absent.

## **Books and Supplies**

All students will receive their books and supplies according to the following arrangements:

- All textbooks are on a rental basis according to the rate set by the Board of Education for that year. This rental fee is the curriculum fee which is paid on the day of registration or upon notification of your child's acceptance in school. Pupils are held responsible for the books they rent, and it is expected that they take reasonable care of them. All hard-cover textbooks should have book covers on them. Cost of all workbooks is also included in the registration fee.
- Students are expected to have the necessary supplies at ALL times.
- A supply list is provided by the teachers. Only items on the official school supply list and personal hygiene items are needed. Other items become a nuisance and should be left at home, or they will be confiscated.
- A personal Bible should be purchased in the school office by students whose teacher's supply list calls for one.
- Parents requesting textbooks to keep at home will need to request ISBN numbers in order to purchase the books or can request a rental set from the school office.

## **Faculty**

Shepherd of the Hills Lutheran School and Child Care is grateful for its well-qualified and hardworking faculty, dedicated to giving all students a quality education and equally dedicated to sharing with each student the Good News of salvation through Jesus Christ. Foremost in the mind of each faculty member is to enable each child to grow mentally, physically, emotionally, socially and spiritually. The interest and welfare of the children is central to all that is taught at Shepherd of the Hills Lutheran School and Child Care.

The faculty and staff invite parents to openly discuss any matter which concerns their child's well-being. Arrangements should be made through the school office for a conference with any faculty or staff member.

## **Achievement Testing**

Standardized Tests will be given to measure achievement and basic skills. These tests will be administered in the spring of each year. SHLS uses the Iowa Test of Basic Skills (ITBS) in grades K-8. Results of the tests are confidential; however, these results will be shared with parents.



B	84-92%		
C	75-83%	S	Average
D	70-74%		
F	0-69%	N	Below Average

### **Grade Reporting**

Student grades and report cards are available to parents online through our school management system. Report cards are issued approximately one week after the end of each quarterly grading period.

### **Honors and Awards**

Students who receive an A grade in all subject areas are placed on the A Honor Roll. Students who receive A's and B's in all subject areas will be placed on the A/B Honor Roll. This applies to students in grades two through eight. Students who are placed on either of the above Honor Rolls will receive an award in a school assembly.

Awards Night, a special end-of-the-year program, will be held for students in Junior High. These students will be recognized for academics, sports, and music participation, among other special awards.

Valedictorian and salutatorian awards are given to the graduating eighth grade students with the highest grade point average. The average is determined by using grades from core curriculum subjects in grades six, seven, and eight.

### **Library/Brain Power Hour**

Kindergarten – eighth grade make use of the central library on a weekly schedule. In addition, each teacher maintains a classroom library collection. The central library has approximately 10,000 books on the shelves. Additions and replacements are made on an annual basis, using the school budget fund and book fair profits. Many books throughout the library are classified Accelerated Reading books. Accelerated Reading tests are available in the library with a number of computers available for students to use when taking AR tests.

The circulation policy allows students to check out two books a week to be returned the following week. Kindergarten students may check out one book.

If any book is severely damaged or lost, the full price to replace the book will be assessed.

## **Parent Teacher Conferences**

The Christian home and Christian school can best achieve their goal of guiding the lambs of Jesus Christ by working together. To this end, Shepherd of the Hills Lutheran School and Child Care affords a number of specific helps:

Formal reports on students' work and progress are issued four times a year. The first and third reporting periods are supplemented with a scheduled parent-teacher conference. These conferences are mandatory for all parents in the school. If teachers feel it is beneficial to meet and conference about the student's progress, you will be notified of such and a time to meet will be scheduled. Parents may also request a conference if they wish to meet with the teacher.

## **Promotion and Retention**

Promotion to the next grade is based on social, emotional, physical, and academic growth along with testing results and Texas Educational Agency guidelines. Teachers and parents will work together on an appropriate plan of intervention for those students who are in danger of retention. Early detection of such a matter is crucial in order to provide the necessary help and guidance.

## **Time Schedule**

Pre-Kindergarten	8:00 A.M. – 3:00 P.M.
Kindergarten- 4 <sup>th</sup> grade	7:50 A.M.-3:15 P.M.
Grades 5-8	7:45 A.M.-3:15 P.M.

Extended Care is available before school from 6:30 AM until 7:30 AM, and again after school until 6:30 PM.

For the safety of the students, campus doors will be locked while students are on campus.

# **DAILY ROUTINES**

## **Arrival and Dismissal from School**

- Students, teachers, and staff will be the only adults in the school and child care buildings. Parent drop off and pick-up will take place outside of the classroom doors and/or the main cafeteria entrance. Parents (Pk-8) are encouraged to call the school office when picking up before

or after 3:15 dismissal time and we will have your child ready in the school office.

- All students (ages 4 and up) and adults on campus need to follow campus mask plans.
- Masks will be worn while on campus by students and staff (age 4 and up) while in common areas. Students may take a mask break while eating lunch, participating in recess, PE and during instructional time while using desk shields.
- Social distancing practiced by students and staff. Mask plan will be used when less than 3 foot distancing possible.
- SHLS contracted maintenance service disinfects campus daily with CDC approved anti-virus cleaners
- Campus maintenance porter cleans and disinfects common restrooms 3-4 times each day
- Proper hygiene and hand washing practiced by students and staff

## **Arrival**

**Infants:** Parents will ring the doorbell outside of the classrooms. Caretakers will meet you at the door.

**Toddlers:** Parents will walk along the sidewalk of the back playground to the outside door of Room 113. Please ring the doorbell outside of the classroom. The caretaker will check the secure viewing port on the door and welcome your child to class.

**Two Year Olds:** Parents will walk along the sidewalk of the back playground to the outside door of Room 111. Please ring the doorbell outside of the classroom. The caretaker will check the secure viewing port on the door and welcome your child to class.

**Three Year Olds:** Parents drop off students at the blue cafeteria doors. A child care teacher will bring the student to their classroom.

**Pre-kindergarten-8<sup>th</sup> Grade:** Parents drop off students at the blue cafeteria doors. Students will be in the cafeteria from 6:30-7:30. Teachers will move students to their classrooms at 7:30 AM. Staff will be available to walk students to class from 7:30-7:45.

\*\* Students who arrive after 7:45 AM, need to check in the school office for a tardy slip to be admitted to class.

\*\*\*Students who need to leave for appointments during the day: Parents, please call the office prior to your arrival so we will have your child ready in the school office. The school office team will give you directions for pick up over the phone.

## **Dismissal**

**Infants:** Parents will ring the doorbell outside of the classrooms. Caretakers will meet you at the door.

**Toddlers:** Parents will walk along the sidewalk of the back playground to the outside door of Room 113. Please ring the doorbell outside of the classroom. The caretaker will check the secure viewing port on the door and bring your child to you. If children are at recess, parent can pick up outdoors from the caretaker.

**Two Year Olds:** Parents will walk along the sidewalk of the back playground to the outside door of Room 111. Please ring the doorbell outside of the classroom. If students are on the playground, parents can pick up outside.

**Three Year Olds:** Parents will arrive at the main (blue) cafeteria doors. A child care teacher will bring the student to the parent outside of the doors.

## **Attendance/Tardiness**

School attendance is compulsory according to House Bill 72. In order for a student to receive credit for a year, he/she must be in attendance 90% of the days that classes are offered. For that reason, Shepherd of the Hills Lutheran School and Child Care requires that all absences be excused in writing by parent or guardian. Absence for reasons other than illness must be excused in advance through the principal's office.

Students with 18 or more absences per school year may be required to repeat their current grade level. Final decisions regarding excessive absences will be made by the classroom teacher, and administration .

Excessive absences will result in the following:



5 *absences* = parent/teacher conference

8 *absences* = principal contact requiring parents to submit a letter to the administration explaining reasons for absences. Absences due to health reasons will require a doctor's note explaining the reasons for extended absence with parent letter.

10 *absences* = parent meeting with Attendance Review Committee; attendance contract will be implemented.

Shepherd of the Hills Lutheran School and Child Care requires that all absences be excused in writing by parent or guardian. Excused absences include (1) personal illness of student; (2) death in the family; or (3) any unusual or extenuating circumstance acceptable to the SHLS administration. Students who are absent 3 or more consecutive days are advised to bring a doctor's note upon returning to school. Families are encouraged to plan vacations on days when school is not in session. It will be the teacher's discretion if make-up work will be given ahead of time for pre-planned absences.

Students with excused absences will be able to receive credit for all make-up work missed during their absence. Students are given one day for each day of absence to make up work, unless teacher and parent have agreed that additional time is needed for assignments. Absences are considered unexcused when students return without a note or absences do not fit definitions stated above. Unexcused absence make-up work credit will be given at the teacher's discretion.

Students who miss between two or three hours of class on any given day will have a half day recorded. Students who miss more than three hours will have a full day absence recorded. Students reasonably absent, perhaps an hour or two, or tardy due to documented appointments with a healthcare professional during regular school hours will not be counted tardy or absent if the student commences classes or returns to school on the same day as the appointment. The appointment must be supported with a note from the healthcare professional. Parents are encouraged to make healthcare appointments after school hours if possible. Students attending school sponsored events on or off campus will not be counted absent.

Perfect attendance awards will be given to students who are never absent or not tardy more than three times. The awards will be distributed during awards assemblies throughout the school year.

Acknowledging the fact that regular attendance of students is important, SHLS stresses the importance of students being on time so as not to interrupt a

classroom that has begun the day's activities. If excessive tardiness occurs, it ultimately will be detrimental to the child.

Children arriving after the tardy bell must stop in the school office for an admit slip. Students must submit a parent note stating the reason for tardiness. Students who do not provide a parent note explaining their tardiness will be considered unexcused and teacher discretion will determine if make up work is provided.

Late arrivals, due to inclement weather or traffic related circumstances which affect a large population of the school, will be determined and excused by the administration. Students reasonably tardy due to documented appointments with a healthcare professional during regular school hours will not be counted tardy if the student commences classes or returns to school on the same day of the appointment. The appointment must be supported with a note from the healthcare professional. Parents are encouraged to schedule healthcare appointments after school hours whenever possible.

### **Release of Children**

When someone other than parent or guardian is picking up a child, the following procedure is followed:

- Parents notify the school stating the name of the person who will come for the child. The staff will verify the name and check the driver's license or other photo ID.
- If a parent notifies SHLS by phone, the same information is required. If SHLS questions the validity of the person calling, parents will be called at work. Therefore, it is important for parents to keep the school informed as to any change in work, home, or cellular numbers.

### **Milk and Lunch**

A menu will be sent home each week for the upcoming week. No carbonated beverages are permitted with lunch or snack. Lunch and milk can be purchased online or through the cafeteria office.

Shepherd of the Hills Lutheran School and Child Care participate in the Federal Milk Program and does not discriminate based upon race, national origin, political belief, disability, color, religion, age or sex.

## **Snack**

Each child may bring a nutritious snack for morning break time. All fruit for snack and lunch must be servable and ready to eat (sliced, peeled, seeded, etc). Suggestions for snacks are: granola bars, fruit, veggies, cheese, crackers, cereals, graham crackers, applesauce, and sugar free puddings, fruit roll ups, etc. No candy, soda, or desserts for snack time. Children may bring a bottle of water.

Our facility is operated in accordance with U.S. Department of Agriculture policy which does not permit discrimination because of race, color, sex, age, handicap, or national origin. More information may be obtained here or from the Office of Equal Opportunity, USDA, Washington, D.C. 20250. Any person who believes that he or she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 20250

## **DISCIPLINE**

At Shepherd of the Hills Lutheran School and Child Care, we do not think of the term “discipline” as meaning punishment, but rather as the teaching of self-control, Christian attitudes, orderliness, and efficiency. The campus discipline plan is a proactive process, supports appropriate behavior, teacher and student dedication, student self-motivation, and social skills practice. The goals are to teach students how to accept personal responsibility for both their learning and behavior choices. Students will help create their own learning choices, while being taught that the ultimate consequence is not acquiring an education that will equip them to succeed in life. The students will be taught to understand that for happy living, it is necessary to love one another, and respect one another’s rights and privileges.

### **Shepherd of the Hills Behavior Expectation Pledge**

(Shepherd of the Hills is an official “Jon Gordon Energy Bus School”)

**I am Christ-like**

**I am positive.**

**I am productive.**

**I am responsible.**

**I am respectful.**

**Together-we are passengers on the Shepherd energy bus!**

In enforcing discipline, the teacher is guided by God’s Word. Should the teacher be unable to obtain good conduct from a pupil, he/she will report such

disobedience to the parents and the principal. If this does not produce desired results, the matter will be taken to the Board of Christian Education and a possible dismissal will follow. In all cases of discipline, Matthew 18 shall prevail. In the classroom, the teacher is the sole disciplinarian.

Discipline problems which have reached a level to warrant a visit with the principal will result in a note sent home to the parents each time the student is brought to the principal, so that the parents are aware of what has happened. If it is necessary for the student to remain after school for disciplinary or academic reasons, the parents will be notified by telephone prior to school dismissal time. If the parents cannot be reached by phone, a note will be sent home explaining the situation and the student will be kept after school the following day. The note must be signed by the parent and returned the following day to insure that the parent knows of the disciplinary action taken.

### **Cheating**

Precautions will be taken to avoid cheating in the classroom which includes getting answers from someone or giving answers to someone. Consequence for cheating is a zero on that assignment or exam, and an automatic detention for Junior High students.

### **Damages**

A large sum of money has been invested in our school for our children's benefit. Pupils will be asked to respect the property. Any defacement of property is a serious offense according to the Seventh Commandment. Any malicious or deliberate destruction will be the responsibility of the offending student's parents and the cost of the repairs will be charged to them.

The riding of skateboards, bicycles, etc. on the walkways will not be allowed. Pets are not allowed on the church/school property without permission from the school principal. Action will be taken to remove these animals.

### **Student Cell Phone/Electronic Media Policy**

Cell phones and any personal electronic communication devices are prohibited from use on campus unless given permission by the classroom teacher. Items being used without permission will be confiscated and the parent will need to pick up the device from the Assistant Principal.

### **Bullying/Harassment Student Policy**

Bullying/Harassment are prohibited in any form on school property, in a school vehicle, or at a school-sponsored event. Students who have bullied/harassed

others are in violation of school policy and may be subjected to disciplinary action, up to and including suspension and expulsion.

Bullying is defined as a student or group of students who engage in any threat or gesture that is written, verbal, physical, computerized, or electronically transmitted that:

1. Will have the effect of physically harming a student, damaging a student's property or reputation, or placing a student in reasonable fear of harm.
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying is divided into four broad categories:

- **Physical** – harming someone's body in any way, taking someone's possessions, or damaging someone's possessions in any way.
- **Emotional** – harming someone's self-worth by verbal and nonverbal communication. This includes, but is not limited to – teasing, name calling, insulting, intimidating, threatening, making gestures, staring or eye rolling.
- **Social** – harming another person's group acceptance through gossip, rumors, trying to ruin his/her reputation, arranging public humiliation, excluding others, getting others to exclude others, or interfering in someone's making or keeping friends in any way.
- **Electronic/Cyberbullying** – harming someone through the use of text messages, phone calls, emails, Twitter, Facebook, Instagram, photos, or by any other electronic means.

NOTE: Not all forms of aggression are considered bullying. For example, it is not usually bullying when 1) two friends get into an argument; 2) someone calls someone a name one time; 3) or, two students of equal power lose control of their anger and get into a fight. For bullying to exist, there must be an imbalance of power (physically, in lack of social skills to defend one's person, or in regard to perceived status). In most cases it must occur "repeatedly and over time". Although if severe enough (i.e. in a Level 2 or 3 bullying incident) a one-time event can be considered bullying.

Harassment is bullying by threats of or actual physical violence, the creation by whatever means of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, bullying on the basis of race, color, national origin, religion, or disability or any other basis prohibited by

law. All matters involving harassment issues will be reviewed for possible referral to law enforcement officials.

Hazing means any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone, or acting with others, directed against a student that endangers, or has the potential to endanger the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining a membership of a group, a team, or organization. All matters involving hazing issues will be reported to law enforcement officials.

## **Rules/Consequences**

**Level 1:** Behaviors which interfere with the learning of others and violate a student's right to feel safe, to have their possessions be safe, and to be included. Examples: teasing, excluding others, generally disturbing someone.

Consequences Minimum: Verbal reprimand and warning of future consequences or detention.

Note: The 2<sup>nd</sup> Level 1 classroom offense will result in a Level 2 consequence and referral to administration. All future Level 1 violations will result in Level 2, or above consequences.

**Level 2:** Behaviors which are not intended to cause physical harm and are not illegal, but do negatively affect an orderly school environment. Examples: 2<sup>nd</sup> referral for teasing, or other Level 1 offense, intimidation, encouraging someone else to bully someone in any way, aggressive actions, destruction of property, continual gossip/rumors, undermining relationships, or taking possessions (if this involves breaking a law if it goes to a Level 3 offense).

Consequences Minimum: Detention or possible suspension requiring a parent conference and/or ISS referral/alert all teachers (need to know basis)/written student improvement plan.

Optional: Removal from the classroom, removal of privileges, payment of damages to property, sign agreement to "stay away" from the other person, support group, letter of apology, write a paper on bullying, restriction of movement in the building, and/or restriction from extracurricular activities.

**Level 3:** Behaviors which are intended to cause physical or mental harm and/or are illegal. This is automatic with 3<sup>rd</sup> referral for a bullying offense. Examples: Fighting, or assault of any kind, harassment (as defined earlier), destruction of

property, intimidation, threats of extortion, blatant disregard for others, retaliation, or encouraging others to retaliate against someone.  
**Consequences:** Parent meeting to determine continued enrollment at SHLS. Assigned suspension or expulsion with possible referral to law enforcement officials should behavior choice warrant police assistance.

**SHLS Unified Dress Code (Grades PK to 8<sup>th</sup>)**

At Shepherd of the Hills Lutheran School and Child Care, we believe that proper hygiene, personal appearance, and appropriate dress are an important part of establishing an environment conducive to learning. We also believe there is a correlation between dress and student attitudes and behavior. How we dress reflects our values and our identity. In accordance with our mission statement, we believe that fostering Christ-like attitudes in all we pursue includes the way we present ourselves and the clothing we choose to wear. For this reason, the following dress code has been established.

**All students’ grades PK-8<sup>th</sup> are required to adhere to the following standard of dress. Please label jackets and seasonal outer wear with child’s name.**

<p><b>Shirts</b>          SHLS Logo          Polo          Turtleneck          Oxford          Shirt          Peter Pan Blouse</p>	<ul style="list-style-type: none"> <li>● New SHLS Logo Polos (All)              (must be purchased through <u>Tommy Hilfiger at <a href="http://www.globalschoolwear.com">www.globalschoolwear.com</a></u>)</li> <li>● <b>Previously</b> purchased SHLS Logo Polo shirts (All)</li> <li>● Peter Pan blouses (Girls)</li> </ul>
<p><b>Pants &amp; Shorts</b>          Slacks          Shorts          Capris          Pants          Belts</p>	<ul style="list-style-type: none"> <li>● Khaki or Navy Blue - pants, shorts and capris (may be purchased from any store’s uniform section)              (No ‘skinny’ pants/capris, cargo pants/shorts or leggings are allowed)</li> </ul>
<p><b>Skirts, Skorts, Dresses &amp; Jumpers</b></p>	<ul style="list-style-type: none"> <li>● SHLS Jumpers with school logo</li> <li>● Khaki or Navy Blue Skirts, skorts, (may be purchased from any store’s uniform section)</li> <li>● Shorts should be worn underneath jumpers, polo dresses or skirts.</li> <li>● Knee socks or tights</li> </ul>

<p><b>Outer Garments</b> Sweaters Fleece Jackets</p>	<ul style="list-style-type: none"> <li>● Official SHLS sweaters and fleece jackets (must be purchased through <u>Tommy Hilfiger at <a href="http://www.globalschoolwear.com">www.globalschoolwear.com</a></u>)</li> <li>● Previously purchased SHLS zip up hoodies and jackets</li> <li>● <b>Outdoors:</b> heavier coats and jackets may be worn, but not in the school buildings.</li> </ul>
<p><b>Spirit Day/Non-Uniform Attire</b></p>	<ul style="list-style-type: none"> <li>● On designated days, <u>SHLS issued t-shirts and jeans or jean shorts are acceptable.</u> (SHLS issued t-shirts include school spirit shirts, athletic t-shirts, extra-curricular groups or other SHLS t-shirts approved by the administration)</li> </ul>
<p><b>Shoes &amp; Socks</b></p>	<ul style="list-style-type: none"> <li>● Appropriate athletic shoes, closed-toe shoes, boots and heels (under 2") are acceptable.</li> <li>● Steel-toed footwear, flip-flops, "wheelie" shoes, sandals, "light-up" shoes, high heels (over 2") or crocs are not allowed.</li> <li>● Socks must be worn with closed-toe shoes.</li> <li>● Athletic Shoes should be worn for PE.</li> </ul>
<p><b>Hair</b></p>	<ul style="list-style-type: none"> <li>● Hair must be kept neat and clean with the student's face visible at all times.</li> <li>● Boy's hair length should not reach below the bottom of the shirt collar.</li> <li>● Unconventional hair colors (i.e. blue, pink, red, purple, etc.) and styles deemed a distraction (spiked, Mohawk, etc.) will not be allowed.</li> <li>● Facial hair is not permitted.</li> </ul>
<p><b>Accessories</b></p>	<ul style="list-style-type: none"> <li>● Makeup can be worn sparingly for 5<sup>th</sup> -8<sup>th</sup> graders.</li> <li>● No Tattoos (permanent or temporary), body piercings and "body branding" are not permitted.</li> <li>● Jewelry and Hair Accessories: Moderate, age-appropriate jewelry and accessories should not distract from the learning environment or cause potential hazards or harm.</li> <li>● Boys may not wear earrings.</li> <li>● Hats, caps, bandanas and sunglasses may not be worn inside buildings.</li> </ul>



PE Uniforms (6 <sup>th</sup> – 8 <sup>th</sup> only)	● Purchase through SHLS Athletic Department
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Official SHLS Uniform Supplier: Tommy Hilfiger ([www.globalschoolwear.com](http://www.globalschoolwear.com))

**Dress Code Violations:** Questions concerning dress code will be referred to the team leader or the school administration.

**Grievance Policy**

Shepherd of the Hills Lutheran School and Child Care believes that educational opportunities and programs should be open to boys and girls on an equal basis and all employment opportunities are available to men and women equally. This is also prescribed by Title IX of the Education Amendments of 1972. We therefore do not discriminate on the basis of sex in administering our educational policies, programs, activities, and employment practices.

When a parent or pupil has a grievance against a member of the faculty or staff, he shall follow the Christian philosophy of Matthew 18, and shall first voice his grievance in person to the individual in question. If parents have attempted to resolve the problem informally but are not satisfied with the outcome, they may file a formal grievance with the principal and the Board of Christian Education. Any claim not presented within 14 days shall be deemed to have been waived.

Within the 14 days the matter should be taken to the principal who shall investigate the situation within 7 days and report the decision to you in writing. If the grievance is against the principal, the matter should be reported to the chairperson of the Board of Christian Education within the 14 days limitation. The board members should investigate the matter and make a written report within 7 days. In an extraordinary circumstance, the principal or the board chairperson may waive the 14-day period.

At no time shall the grieved party voice these concerns outside of his/her immediate household before fulfilling the above procedure. Anyone not following this procedure, or in any manner or form causes or promotes adverse publicity for our school, shall subject their children to suspension from the enrollment of the school for a period of up to five (5) days. All such suspensions shall be reviewed within 15 days by the Board of Christian Education at which time the children will either be reinstated or expelled from

the enrollment of the school. It is our hope that we channel all such grievances along the lines of Christian rapport.

### **Immoral, Unethical Behavior**

Possession of the following items: contraceptives, matches, lighters, pornographic or sexually explicit material, implies behaviors that are actions against God's commands and as such will not be tolerated either in school or school related activities on or off campus. Items will be confiscated if found in a student's possession and may result in a three day suspension. The items will be returned to the parents at a conference.

### **Severe Disruption**

Students will be sent to the principal immediately. The principal will assign the consequence of a detention, suspension or an expulsion. Examples of severe disruptions include:

- stealing-less than a \$50 value,
- vandalism-less than \$50 damage,
- obscene language or gestures,
- disrespect,
- possession of inappropriate items,
- unnecessary classroom disruption,
- leaving campus without permission.

A police report may be filed in these instances, whether on campus or off campus.

## **EXTRA CURRICULAR ACTIVITIES**

### **Athletics**

Philosophy – We believe that the opportunity for participation in a wide variety of interscholastic sports is a vital part of the student's educational experience. Such participation is a privilege that carries with it responsibilities to the activity, to the student body, to the community, and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his/her education.

The extra-curricular athletic program is offered for 5<sup>th</sup> – 8<sup>th</sup> grade students. It includes softball, baseball, soccer, and basketball for boys and girls, plus volleyball for girls. 3<sup>rd</sup> – 5<sup>th</sup> grades participate in a spring track and field meet with other Lutheran schools in the area.

All students participating in extra-curricular sports and related activities must provide the school with an annual physical examination signed by the child's physician before the child will be allowed to participate.

Being a part of Shepherd's athletic team is a privilege and a right. All athletes should set examples of good behavior for younger students and maintain a C or better in all classes. Students failing to live up to the code of conduct will result in a one week suspension from the team. When ineligible, the parent will be notified and the student should still attend all practices. Ineligibility for any three consecutive times automatically removes the student from participation in the sport for the remainder of the season.

Currently within our program we play competitively at the 7<sup>th</sup>/8<sup>th</sup> grade levels and participatory/developmental at the K – 6<sup>th</sup> grade levels. This means that students at the 7<sup>th</sup>/8<sup>th</sup> grade levels are not guaranteed playing time in games. Playing time is earned in practice. Sixth graders playing on a 7<sup>th</sup>/8<sup>th</sup> team will follow the 7<sup>th</sup>/8<sup>th</sup> grade level standards. K – 6<sup>th</sup> grade level athletes who are team members in good standing would receive close to equal participation as possible in games.

If the student is unable to make a practice or game and was in school, he/she needs to notify the coach before the practice or game. Failure to comply will be considered an unexcused absence and will result in decreased playing time or other disciplinary measure. Two unexcused absences will result in permanent removal from the team. Illnesses and family emergencies will be considered excused absences.

### *Code of Conduct for Parents*

Parents are representing Shepherd of the Hills Lutheran Church and School and present an image just as much as if they had on uniforms. Parents are expected to maintain high standards for behavior just as the players are.

- Parents and supporters of the school athletic program do not use abusive language.
- Parents and supporters of the school athletic team treat all officials with respect and refrain from criticizing officials and coaches before, during and after games.
- Parents are reminded that their actions reflect the reputation and good name of the sponsoring school.
- The actions of parents promote good sportsmanship among everyone present.

Any parent or fan disregarding these guidelines will be asked to leave the gym or playing field. If the parent or fan disregards the request to vacate the area,

the game will not continue until the person or persons leave and could result in the forfeiture of the game. The coaches of both teams shall enforce these regulations. Any parent or fan that consistently violates these regulations will not be allowed to attend games until such time as determined by the school principal or Athletic Director. Any un-Christian or unsportsmanlike behavior could result in the dismissal of your son or daughter from the team.

### **National Junior Honor Society (NJHS) for 7<sup>th</sup> & 8<sup>th</sup> grade students**

The National Junior Honor Society (NJHS) is one of the nation's premier organizations established to recognize outstanding junior high students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, character, and citizenship. These characteristics have been associated with membership in the organization since its beginning in 1929.

The purpose of the Shepherd of the Hills National Junior Honor Society is:

- To create enthusiasm for scholarship
- To stimulate a desire to render service
- To promote leadership
- To develop character
- To encourage citizenship in students of secondary schools

Selection to NJHS is a privilege, not a right. Students do not apply for membership. Instead, they provide information to be used by the Faculty Council to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council on the condition they have met the standards for selection established at SHLS and based on the provisions of the national constitution.

The minimum standard for scholarship shall be a cumulative (6<sup>th</sup> – 8<sup>th</sup> grades) scholastic average of at least 90%, as designated in the chapter bylaws. Candidates shall then be evaluated on the basis of leadership, character, service, and citizenship.

### **Private Schools Interscholastic Association (PSIA)**

With several contest categories covering a wide range of disciplines, PSIA is an exciting opportunity for private school students in first through eighth grades to engage in academic competition with their peers throughout the state of Texas.

## **Other Extra-Curricular Activities**

Dependent upon staffing and resources available, special instructional periods in the following areas may be offered: Karate, gymnastics, keyboard, dance.

The children of Shepherd of the Hills will occasionally be asked to perform at special events such as the Christmas play, grade level programs, Easter program, PALS events, etc.

All students participating in extra-curricular sports and/or activities must provide the school with an annual physical examination signed by the child's physician before the child will be allowed to participate.

# **GENERAL INFORMATION**

## **Certified Comfort Dog**

Shepherd of the Hills Lutheran has a certified Emotional Support (comfort) Dog, named Cooper, who is regularly on campus. His certificate is posted in the School Office. Any animals permitted on campus must be current on immunizations and of good health. In addition, caregivers must practice good hygiene. For on-campus animal visits, parents will be notified and students may participate based on parent request.

## **Child Abuse and Neglect**

Child Abuse and Neglect State law requires that suspected abuse or neglect be reported so that a specialist can intervene before harm is done to your child. The principal will report or provide support for faculty and staff to report all suspected abuse including physical, verbal, emotional, sexual, and neglect as required by law. Shepherd of the Hills School & Child Care takes several precautions to ensure the prevention of abuse and neglect during operating hours.. Teaching staff and caregivers are also to position themselves apart on the playgrounds so that children can be visually and audibly supervised at all times. Parents are encouraged to discuss child abuse and neglect with the administration and/or their child's teaching staff. Because of our concern for the welfare of children, we have numerous resources on abuse and neglect available for parental use, in addition to access to counseling through our pastoral staff. For more information on child abuse prevention, please visit [www.preventchildabuse.org](http://www.preventchildabuse.org). National Child Abuse Prevention Month is held every April in order to recognize, educate, and prevent the problem of child abuse and neglect.

## **Emergency Drills**

Regular fire drills, severe storm/tornado drills, emergency evacuations, and lockdowns are practiced in the event such needs should arrive. Students and teachers are assigned routes to evacuate and procedures to follow when necessary. In such emergency situations, parents will be notified through online communication and/or phone to pick up their child(ren). Designated routes are listed in each classroom. If there is a need to evacuate the property, staff and students will be relocated to Trinity Methodist Church, Medical Center Baptist Church or Lutheran High School.

## **First Aid**

First aid for minor cuts and bruises is given at school. Serious or questionable cases of injury are referred to the parent immediately. If parents cannot be reached, the school refers to the emergency telephone number shown on the child's application.

## **Illness**

If a teacher feels that a child is ill enough to warrant a call to the parent, prompt action by the parent needs to be taken. We can only report a symptom; your doctor should be the person to diagnose an illness. Should a child have an infectious disease, such as a cold, stomach or intestinal virus, or chicken pox, please treat it appropriately to avoid exposing others to infection. A child who is sick should be kept at home to avoid the spread of illness. If your child has been running a fever of 100 or more, do NOT send your child back to school until they have been fever free (without the use of medication) for 24 hours.

If a child is to be kept in for recess because he or she is recovering from a recent illness, a note should be given to the teacher.

Children with head lice will be sent home and must be treated for such. They may not return to school until Shepherd of the Hills guidelines has been followed.

Serious infectious diseases, such as Hepatitis and AIDS, will be handled as follows:

- All faculty and staff will be informed as to how to deal with such a situation.
- All students will be taught proper hygiene habits during the first month of each school year.

- When a student seemingly has contracted such a disease, all faculty and staff will be informed immediately. For the child's protection, only the administration will be cognizant of the student's identity.
- A special parent meeting will be called to allow for questions and to voice concerns. The administration will address the concerns at this meeting.

## **Immunizations**

Prior to admission or upon being admitted into Shepherd of the Hills Lutheran School and Child Care program, all students shall present evidence of immunity against Polio, Rubella, Measles, and DPT, and varicella (chicken pox) vaccine or proof of having had the disease. A TB test may be required depending on health department recommendations for the San Antonio area. This evidence shall be in the form of a signed (by the child's physician) medical form provided by the school office.

A written permit from the doctor is required when a student is returning to school after having had the following diseases: Diphtheria, Infectious Hepatitis, Scarlet Fever, Strep Throat, Conjunctivitis (Pink Eye), and other communicable diseases. State regulations will be followed exactly. Because secondary infections often develop, parents are asked to give children ample time to recover. In case of special problems affecting a child, a statement will be sent to the parents. Example: serious communicable disease in the school.

## **Inclement Weather**

If the school and child care need to close because of bad weather, an announcement to that effect will be relayed to the local radio and television stations. We will follow the pattern of the Northside Independent School District. Parents should also check our school website and parent emails.

Website: [www.shlutheran.org](http://www.shlutheran.org)

## **Insurance**

Parents shall be responsible for insuring their children against accidental injury. The school carries supplemental insurance on each child. This will cover costs of accidental injury over and above what a private insurance company does not pay, minus any deductible. The Church Administrative Assistant can answer any questions.

## **Medications**

Parents whose child needs to take medicine for an illness must bring the medicine into the school office in its original container, and a prescription drug must be in the container from the pharmacy. The parent at that time must complete a School Medication Request form.

According to state law, medications, including Aspirin and Tylenol for headaches or any other ailment, may not be given unless proper documentation is completed for students in grades Kinder-8. Younger students' medications must be brought from home with a completed Medication Request form.

## **Parties**

The parties which are held during the school year are planned by the room parents and approved by the teachers. The refreshments and party items will be arranged by the teacher and room parents. All parents will be asked to assist at least once with providing items for the party. Junior High has scheduled social events during the school year.

Students may celebrate their birthdays in the classroom. Appropriate treats are welcomed by the children. Treats should be simple in nature so that children can pass out the treats by themselves, not requiring adult assistance. Please speak to the classroom teacher to make any necessary arrangements. Invitations to home birthday parties are to be mailed unless all boys and/or girls in the class are invited. This helps maintain positive emotional support among the children.

Feelings are fragile at this age. Cooperation is appreciated in respect for others' feelings. Not allowed are Birthday grams...balloons, flowers, clowns, etc. The school will not deliver nor direct such items or people to the classrooms.

# **TECHNOLOGY**

An Acceptable Use Policy (AUP) is a written agreement signed by Shepherd of the Hills (SHL) community users, parents, guardians and students that describes the terms and conditions for the use of technology available to all persons during Shepherd of the Hills sponsored activities. This agreement outlines the rules of acceptable behavior during online Internet/offline Intranet sessions and the consequences for misbehavior.

Students, parents, staff, and community users are expected to maintain Christian ethics in making appropriate decisions regarding their use of technology provided by SHL. In general, that requires efficient, ethical, and legal utilization



of the network/non-network resources. Thus the following principles will be applied:

- The signatures required in accordance with the AUP are legally binding and indicate the parties who signed have read the terms and conditions carefully, understand their significance, and agree to abide by them.
- Failure of users to abide by the AUP guidelines may cause the elimination of a user account at any time as required. The SHL administration will determine what constitutes inappropriate use.
- Additionally, if SHL incurs a financial cost due to user misuse or intentional malicious action, the user will bear the sole responsibility for the financial cost incurred.

### **SHL Network Users**

The electronic network is a “public place” and user actions are visible to other users on the network. SHL has the right to monitor network use to ensure that the network continues to function properly for all of its users.

All SHL existing policies and regulations apply to the use of technology.

Community Users and students are expected to comply with the following procedures when using the SHL networks or accessing any resource via the Internet.

- No user is allowed to use any material that is not preloaded onto the computers or approved by SHL network administrators.
- Hate mail, harassment, discriminatory remarks, threatening, and other anti-social, non-Christian behaviors are prohibited.
- The use of the computer shall promote efficient use of the network to reduce congestion of the network and interference with the work of others using the network. Such interference or disruption includes, but is not limited to the following:

Altering the computer system’s operating parameters such as screen savers, desktops, sounds, or other appearance aspects of the computer

Propagation of computer worms or viruses

Using the network to make unauthorized entry into other computational, informational, or communication devices or resources.

Access of files belonging to anyone else on the network without express consent

- Network or equipment shall not be used to transmit the communication where the meaning of the message, or its transmission or distribution

would violate any applicable law or regulation or would likely be offensive to the recipient(s).

## **SHL Internet Users**

Use of Internet activities must be in support of ministry, education, and research that is consistent with the goals, objectives, and policies of the SHL entity. There is a wealth of information on the Internet. SHL network users will have the opportunity to access that wealth, and will be required to use the Internet responsibly. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. Prior to participation, a user will receive information pertaining to the proper use of the Internet and sign the AUP user agreement.

SHL has taken reasonable precautions to restrict access to controversial materials. However, on a global network such as the Internet, it is impossible to control all available materials. We firmly believe that the valuable information and interaction available on the Internet far out weigh the possibility that users may procure material that is not consistent with the goals of SHL. It is the user who controls the material accessed. With this in mind, we believe that it is imperative to teach our community members to make Christian choices about the type of material they access.

*E-mail and the Internet do not replace face-to-face communication. The Biblical principles stressed in Matthew 18 are the appropriate principles used to resolve personal conflicts.*

## **Internet Etiquette**

Users are required to abide by the accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities, or other inappropriate language. Try to resolve conflicts in person following Matthew 18.
- Illegal activities including, but not limited to, downloading computer worms or viruses; any action for the sole purpose of plagiarizing any image, object or document; viewing pornography, violent materials, or any other information generally considered inappropriate in a Christ-centered learning environment is strictly forbidden.

In addition, the following rules apply for our youth:

- Do not reveal personal information (i.e. name, address, phone number) on line.

- If a youth accidentally finds anything inappropriate on a website, he/she should turn off the monitor and notify a teacher or adult immediately.
- Youth are not allowed to download documents or software from the Internet.
- SHL school students will use the Internet for educational purposes only.
- A teacher or adult must be present at all times while a youth is using the Internet.

## **Electronic Mail**

Users should be aware that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Transmission and viewing of any material via e-mail that is in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to plagiarized copyrighted material, threatening or obscene materials, or materials protected by trade secret or classified government information.

## **Consequences**

Interpretation, application, and possible modification of these policies shall be within the discretion of the SHL Administration and Technology Planning Committee. Violation of these policies will be reviewed on a case-by-case basis by the SHL Administration and appropriate action taken if necessary. The SHL Administration may at any time make determinations that particular uses are or are not consistent with the purposes of the network and computer resources. Furthermore, the network administrators reserve the right to discontinue access to the computing equipment and network at any time for any and all users.

Depending on the severity of the infraction and the judgment of the administration, any of the following consequences may be imposed upon student and community users.

- Disciplinary action as described in the SHL handbook.
- Individual access privileges may be suspended or revoked.
- Automatic notification will be made to the parent/guardian of the student involved in any violation of this Acceptable Use Policy.

Automatic notification will be made to the parent/guardian of the student involved in any violation of this Acceptable Use Policy. Student will earn a punch in the AUP signature card; with any three accumulated violations the student may lose all technology privileges. Punches can be administered for the following violations:

- Internet abuse including, but not limited to, choosing to visit or search for inappropriate websites, and downloading controversial material.
- Hardware abuse including, but not limited to, malicious mistreatment of any piece of technology hardware.
- Software abuse including, but not limited to, amending program instructions; initiating to illegally copy media.
- Network abuse including, but not limited to, illegal/inappropriate use of username and password; accessing non-authorized files; misuse of network resources.

### **Media Equipment**

SHL has an assortment of media equipment including but not limited to LCD projectors, laptops, iPads, and digital cameras. The equipment shall be formally reserved, picked up, and returned by the sole individual who ‘checks’ out said equipment upon stated approval. This individual is financially liable for the safe and immediate return of all equipment in question.

### **Personal Technology Devices**

Personal technology devices, including, but not limited to, MP3 players, iPods, iPads, PDA’s, laptops, and notebooks are to be used under the direction and in compliance with directives set by the classroom teacher and SHL administration. Personal technology devices are the sole responsibility of the owner, thus SHL is not responsible for any damaged, lost, or stolen device.

### **Community Users, Student Photographs and Work**

SHL maintains an informative website ([www.shlutheran.org](http://www.shlutheran.org)) designed to inform viewers of various church and school schedules, personnel and activities. It is a desire of SHL to publish photographs, with expressed signed consent, (without community user/student names indicated) of SHL life and works including, but not limited to, class programs, field trips, and athletic/academic/child care/church adventures.

## **CHILD CARE INFORMATION FOR PRE-SCHOOL AND EXTENDED CARE**

### **Age Requirement**

Child care is a twelve-month program encompassing the following ages:

- Infants (starting at 6 weeks – 12 months approximately),
- Toddlers (12-24 months approximately),
- Junior Preschool (Twos) for children who are 2 by September 1<sup>st</sup>,

- Senior Preschool (Threes) for children who are 3 by September 1<sup>st</sup>.  
*Note:* Children entering the regular three-year-old preschool program should be completely toilet trained.

## **Chapel**

Every Thursday Shepherd of the Hills Child Care has a special worship service in church for toddlers to PK. Parents are invited to attend services with the children.

## **Child Abuse and Neglect**

Child Abuse and Neglect State law requires that suspected abuse or neglect be reported so that a specialist can intervene before harm is done to your child. The Director will report or provide support for staff to report all suspected abuse including physical, verbal, emotional, sexual, and neglect as required by law. Shepherd of the Hills School & Child Care takes several precautions to ensure the prevention of abuse and neglect during center operating hours. There are always to be two staff members present in the center at ALL times. The Director and/or Assistant Director will go into the classrooms several times daily, in the mornings and afternoons. Teaching staff and caregivers are also to position themselves apart on the playgrounds so that children can be visually and audibly supervised at all times. Parents are encouraged to discuss child abuse and neglect with the Director and/or their child's teaching staff. Because of our concern for the welfare of children, we have numerous resources on abuse and neglect available for parental use, in addition to access to counseling through our pastoral staff. For more information on child abuse prevention, please visit [www.preventchildabuse.org](http://www.preventchildabuse.org). National Child Abuse Prevention Month is held every April in order to recognize, educate, and prevent the problem of child abuse and neglect.

## **Discipline and Guidance Policy**

Per Texas Administration Code, Title 40, Chapters 746 and 747, Subchapters L, Guidance Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement for good behavior instead of focusing only upon unacceptable behavior;

- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief, supervised separation from the group, when appropriate for the child's age and development, limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abrasive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## **Dress**

Students need to dress appropriately. Because flip-flops are dangerous for active young children, they are not allowed to be worn. Closed-toe shoes are recommended.

## **Emergency**

To prevent unnecessary delay in case of illness or emergency, we require that the school office be provided with current work, cellular, and home telephone numbers of parents. It is mandatory that any changes be reported immediately. Also refer to the First Aid section for further medical and parent notification guidelines.

## **Fees for Early Childhood (Infants – Three year-old Preschool)**

Standard tuition, fees and policies are mentioned elsewhere in this booklet and pertain to child care/extended care students as well.

## **Fees for Before & After School Care for PK – 8<sup>th</sup> Grade**

**Monthly Fee:** Refer to Schedule of Fees for rate

- Unlimited hours for before or after school care (from 6:30 A.M. – 6:30 P.M.) and it is included on the monthly statement.

**Hourly Drop-In Fee:** Refer to Schedule of Fees for rate.

- Hourly is charged on a monthly basis and will be included on the monthly tuition statement.
- The hourly rate begins at 3:00 for PK, 3:30 for grades K – 5<sup>th</sup> and 3:30 for grades 6<sup>th</sup> – 8<sup>th</sup>.
- Charges do still apply even if your child is staying only for a sports practice.
- A full hourly rate will be charged regardless of how much of that hour is used. (Example: Child is signed in at 3:00 and parent signs them out at 3:25 – the hour rate will be charged.)
- Before School Child Care: The time is from 6:30 – 7:20. The hourly rate applies if a child is signed in to Child Care any time during 6:30 – 7:20.

**Food**

All food (meals and snacks) can either be provided or breakfast and lunch may be purchased through the School Cafeteria. One mid-afternoon snack is provided each day. All food for meals and snack must be servable and ready to eat (sliced, peeled, seeded, etc.). Suggestions for snacks are: granola bars, fruit, veggies, cheese, crackers, cereals, graham crackers, applesauce, and sugar free puddings, fruit roll ups, etc. No candy, soda, or desserts for snack time. Gum is not permitted on the campus.

**Gang-Free Zone**

Under Texas law, 1000 feet surrounding a child care center is a “gang-free” zone. Parents can find more information about this law and the requirements by reading the posting on the parent bulletin board in the front hallway near the water fountains.

**Hours & Days of Operation**

Child care hours are 6:30 AM-6:30 PM each day of the week, year round. 6:30 AM- 6:30 PM are the hours of extended care operation each day of the week, year round. During holidays and for the summer program, specific days when extended care is open will be announced. Campus closures are defined on the annual calendar. We expect compliance with the hours set forth. Each student must be accompanied by a parent or guardian into the child care center and personally delivered to a staff member in charge of the student’s age group. Parents or guardians must sign their child out on the sign in/out sheet.

**Illness / Sick Policy**

Parents are requested to notify the Child Care of any diagnoses of communicable or contagious diseases to which the child or immediate family

members have been exposed. Parents will be notified of any communicable diseases that are reported to the Child Care. With reference to the Texas Department of Family and Protective Services Minimum Standard Rules for Child-Care Centers, Shepherd of the Hills Child Care uses the following guidelines to protect your child(ren) from contagious illness.

If any of the following conditions occur, while your child is in attendance, you will be notified and then your child must be picked up from the Child Care as soon as possible:

- The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:
  - Armpit temperature of above 99.9 degrees,
  - Lethargy,
  - Abnormal breathing,
  - Diarrhea,
  - Vomiting,
  - Unexplained rash,
  - Mouth sores with drooling
  - Red or irritated eye, with or without discharge
- If your child has been diagnosed with a communicable disease (such as pink eye, chicken pox, head lice, etc.), they will not be readmitted to the Child Care until they are free of all symptoms or a doctor's written consent is provided.

### **The 24-Hour 'Symptom Free' Rule**

Shepherd of the Hills Child Care requires that your child be free from symptoms of illness (i.e. fever, diarrhea, vomiting) for at least 24 hours; therefore your child will not be admitted the next day. A child may only return before the 24-hour time period if approved by a physician in writing, stating the reason for the symptom and that the child is not contagious. Keep in mind that "fever-free" means without medication for fever reduction.

All other issues concerning health (immunizations, medication, etc.) are mentioned elsewhere in this booklet and pertain to child care/extended care students as well.



### **Safe Sleep for Infants**

All of our teachers are trained on our Infant Safe Sleep Policy. They are committed to keep infants safe while they sleep. Following the recommendation by the American Academy of Pediatrics, when infants fall asleep they will always be placed on their back to sleep. The only exception is if there is an Infant Sleep Exception form 2710 signed by the infant's health care professional. Sleeping infants will be visually checked on periodically while napping.

*Safe Sleep Policy will be read and signed at enrollment of child.*

### **Sunscreen and Insect Repellent**

Topical, over-the-counter sunscreen and sprays can be applied as needed while your child is in care. Parents must supply the product for their own child as the products cannot be shared. Bottles must be labeled with your child's first name and last initial and must be appropriate for your child's age group. Please do not send any of these items with children for self-application without staff knowledge. Some items can be harmful if used inappropriately.

### **Late Fee Notice**

If they are going to be late picking up their child, parents are requested to alert the child care. We must assess late fees if a child is not picked up by 6:30.

Time	Cost per Child
1-5 Minutes Late	\$5.00
6-15 Minutes Late	\$10.00
15-30 Minutes Late	\$15.00
30-60 Minutes Late	\$25.00

### **Minimum Standards**

Minimum Standards booklet is available upon request for any parent interested in any standards or licensing inspection reports. Parents can contact the Texas Department of Family and Protective Services at 210-337-3399; DFPS child abuse hotline 1-800-252-5400; DFPS website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

### **Nursing Mothers/Breastfeeding**

In each infant care space, provisions will be made for mothers to breastfeed their infants if needed. A comfortable seat within the classroom area or the private Cry Room outside the classroom enables mothers to breastfeed her child is

always available. Mothers also have the right to provide breast milk for their child while in care.

## **Release of Children**

When someone other than parent or guardian is picking up a child, the following procedure is followed:

- Parents notify the school stating the name of the person who will come for the child. The staff will verify the name and check the driver's license or other photo ID.
- If a parent notifies SHLS by phone, the same information is required. If SHLCC questions the validity of the person calling, parents will be called at work. Therefore, it is important for parents to keep the school informed as to any change in work, home, or cellular numbers.

## **Staff**

Staff members are dedicated and specially trained to meet the needs of each student. Our goal is to provide a loving, Christian atmosphere where each child can grow and develop both socially, physically, emotionally, academically, and spiritually as a unique child of the Triune God.

The staff are First Aid and CPR certified. Staff use protective medical equipment, including gloves and masks (as necessary), to reduce exposure between staff and children.

In addition, all of our staff keep abreast of new developments in the early childhood field through annual training. They are required to have a minimum of 24 hours of training each school year. These hours are obtained through local and state early childhood conferences and include, but not limited to, SIDS, preventing and responding to abuse and neglect of children, discipline, etc.

## **Summer Child Care**

Summer child care is available for infants – incoming eighth graders, and provides the children with game time, outdoor play time, and numerous other exciting activities and adventures. A **separate** enrollment form must be completed for summer child care. Children cannot attend summer care without this form on file in the school office. A fee schedule and fact sheet for rates and additional information are available in the office.

## **Water Activities**

During summer child care, toddlers through Pre-Kinder may participate in weekly on-campus splash days. School-age children may participate in

off-campus water activities with parent permission. All water activities follow the guidelines and ratios defined in Minimum Standards.

### **Visitation**

Parents may visit the child care classes at any time during the hours of operation, after signing in with the school office and receiving a Visitor Pass. They are also invited to participate in any class activities that their child is involved in. Any parent concerned about their child's welfare is encouraged to set up a conference with the teacher and discuss progress or problematic situations.

## **QUESTIONS**

If there is a question regarding policies and procedures, it should be brought to the attention of the teacher first, then the principal or child care director.