

## Shepherd Lutheran School 2018-2019

### Handbook Logo

Our logo was designed using Philippians 1:4,5 as its foundation. **“In all my prayers for all of you, I always pray with joy because of your partnership in the gospel from the first day until now.”**

In understanding the rationale behind our logo, we will see more clearly the purpose and importance of a Christian education. In the center is a beautiful design of Jesus with lambs – our children. From Scripture we learn of Jesus’ special love for His little lambs. **“In the same way your Father in heaven is not willing that any of these little ones should be lost.” (Matthew 18:14)**

This picture depicts the very reason for our existence. Through our school, children are brought to Jesus. They hear His Word daily in formal Bible study. In receiving the secular knowledge found in all other subjects, Jesus is also present.

Around this picture are a circle and a triangle. The circle reminds us of the eternal God. The triangle is a symbol of the Holy Trinity: Father, Son and Holy Spirit. Jesus is at the center, for indeed, your children belong to Him. He has given them to you as special blessings. But, we hear often in Scriptures that He wants us to bring them back to Him. Hence, you parents become partners with the Good Shepherd in the spiritual training of your children. **“Let the little children come to me, and do not hinder them for the kingdom of God belongs to such as these.” (Mark 10:14)**

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

The vertices of the triangle point outward to another type of trinity, that being the trinity of Christian education. It is important to note that there are indeed three parts of the Christian education trinity. Let us never forget that to give our children the maximum spiritual training, we would do well to use all three of the agencies of this trinity. The home, of course, is the primary agency in Christian education, for the Lord has given your children to you. In bringing your children to church and to our school, you have in essence expressed your desire to bring these other agencies into the spiritual training of your children. You desire to use the church and our school as assistants to you to help train your children in the ways of the Lord.

### To All Parents & Guardians

Upon enrolling your child in Shepherd Lutheran School, you indicate that you subscribe to the policies stated or not stated in this handbook. If there are any questions regarding any of the school’s policies as stated or not stated herein, you are encouraged to bring your questions to the principal, any faculty member, or any member of the School Board.

### Our School

We have a common interest and concern – your child. Bringing up your child **“in the training and instruction of the Lord”** (Ephesians 6:4) is primarily your responsibility. But we, as a Christian church, also share in that responsibility because Jesus says in Matthew 28:20, **“...teaching them to obey everything I have commanded you.”**

Our children are growing up in a society that is becoming ever more materialistic, selfish, and worst of all, Christless. The ever changing wisdom, standards and ideals of the sinful world make it urgent to educate our children with God’s unchanging Truth.

We believe that a Christian Elementary/Middle School provides the best means for such an education. That is why our congregation has established Shepherd Lutheran School. Our school exists to assist you in giving your children a thorough Christian education.

We teach God's Word daily, so that your child may grow continually in the wisdom and knowledge of God. And as an added advantage, your child will be taught all subjects in the light of God's Word.

With the constant influence of God's Word, we aim not only to build up your child in the true Christian faith, but also to motivate your child to grow up and function as a useful and worthwhile citizen of this country.

Your child's education is extremely important...for this life, and especially for the eternity to come. We pray that you may be convinced of the great value of the distinctly Christian education provided in our Christian Elementary/Middle School. Together may we join in feeding the blood-bought lambs of Jesus' flock, your children.

## **Organization and Administration**

Shepherd Lutheran School was established in 1982 and is operated by the members of Shepherd Evangelical Lutheran Church. The school plays an integral role in the congregation's mission: to follow Christ's command to "make disciples of all nations". Final authority in the control of Shepherd Lutheran School is in accordance with and is governed by the Constitution of the congregation. To carry out the philosophy and objectives of the school, the Voters' Assembly elects a School Board to supervise the functions of the school.

The pastor has the God-given obligation to keep watch over the spiritual welfare of the entire flock which has been placed in his charge by the Holy Spirit. He is, therefore, vitally interested in all phases of the school program. It is the principal's duty and obligation to see that the policies of the School Board and the congregation are implemented as they pertain to the operation of the school.

Shepherd Lutheran School is one of approximately 370 elementary schools within the Wisconsin Evangelical Lutheran Synod. Approximately 30,000 children are enrolled in these schools which are staffed by over 1,700 dedicated Christian teachers. The majority of these have received their education degree from Martin Luther College, New Ulm, Minnesota. Our teachers have received their Bachelor of Science in Education degrees from MLC and are certified by the Wisconsin Evangelical Lutheran Synod.

## **Our Purpose**

### **1. Christian Purpose**

**To proclaim** the law and gospel in leading sinners to repentance and faith in Jesus Christ for life and salvation. (2 Timothy 4:2; Luke 24:46-48)

**To strengthen** believers in faith and sanctification. (Romans 10:17)

**To equip** believers as disciples, stewards, and witnesses for sharing the gospel of Jesus Christ with our fellow men. (Ephesians 4:11,12)

### **2. Academic Purpose**

**To enlighten** each secular subject with the truth of God's Word.

**To instruct** our students in the secular subjects of our curriculum.

**To take** each individual student as far as he/she can go academically.

### **3. Patriotic Purpose**

**To encourage** an understanding of our American heritage, civic responsibilities, love of our country, and a willingness to defend it.

### **4. Vocational Purpose**

To promote a strong work ethic by encouraging the development of good character and values.

## Scriptural Foundation

Shepherd Lutheran School is founded on these eternal truths as revealed in God's true Word, the Holy Scriptures.

1. There is only one true God; revealed in the Bible as the Triune God, Father, Son and Holy Spirit. (Deuteronomy 6:4, Matthew 28:19)
2. God created the universe in six 24-hour days and all that it contains. (Genesis 1:1-2:3)
3. God created man in his own image, that is holy, perfect, and without sin. God has given man a free will. Man chose to sin. Man's fall into sin corrupted the entire human race, making all humans subject to damnation in hell. (Romans 5:12)
4. Our gracious God has worked out man's salvation. He sent His only Son, Jesus, to die for us. Jesus then rose from the dead declaring His victory. Man has been rescued by Christ and is declared innocent freely by His love. (John 3:16)
5. The Holy Spirit works personal faith in man's heart through the Means of Grace: the Gospel in Word and Sacrament. (I Corinthians 12:3, Romans 10:17)
6. The rescued child of God desires to lead a holy life out of thankful love for God. He strives after those things pleasing to God. His love for God prompts him to show love for his fellow man. He desires to bring the good news of salvation to all. (I Thessalonians 4:7, Psalm 40:8)

## Our Philosophy

Shepherd Lutheran School operates according to the following principles which are based on God's true Word.

1. The Source of Truth Regarding Christian Education

The Holy Scriptures are God's inspired and true Word (2 Peter 1:21, John 17:17) and are supreme in all matters of faith and life. (2 Timothy 3:16,17) All truth is from God. (James 1:17) Knowledge which contradicts the Scriptures is false. (1 Timothy 6:3-5)

2. The Role of Parents

The Lord gave parents the primary responsibility for the Christian teaching of their children. During the school day the teachers act in the place of the parents which makes the parents and teachers partners in the education of the students.

3. The Role of the Church in Christian Education

The Lord also gave to His Church, and hence to each Christian congregation, a responsibility to teach its children according to the Scriptures. This teaching is done to assist the parents whom the Lord has given the primary responsibility for the Christian teaching of their children. (Matthew 28:20)

4. The School's Role Within a Congregation

God directs His church to make disciples through nurture and outreach. Therefore the school, as an integral part of the congregation, seeks to make disciples by nurturing the Christians within its membership and other Christian churches, and by reaching out to the unchurched.

5. The Learner

God created human beings holy and righteous. (Genesis 1:27; Ephesians 4:24)

The fall into sin has corrupted the nature of every human being (Isaiah 64:6), making all guilty of sin (Isaiah 2:22), and therefore deserving of damnation. (Romans 5:12)  
God through His grace, love and mercy sent His only Son, Jesus, to suffer and die to save every human being from the consequences of sin. (Ephesians 2:4,5; Romans 4:25)

The two main doctrines of the Scriptures are Law and Gospel. The Law teaches us what God wants us to do and not to do. It tells us that we are sinners who deserve God's punishment. The Gospel teaches us the good news that we have eternal life and salvation in Jesus.

The Law curbs sin (1 Timothy 1:9,10), makes the sinner conscious of his sin, and is a guide for Christian living (Psalm 119:9). The Gospel "is the power of God for the salvation of everyone who believes" (Romans 1:16) and motivates the Christian to strive for holy living. (2Cor. 5:14,15)

Through the work of the Holy Spirit, all who believe that Jesus is their Savior receive forgiveness of sins, life, and salvation. (Romans 8:1,2)

The Lord expects Christians to use His Word to grow in their maturity as they walk with God. (2 Timothy 3:15-17)

The Lord has given various gifts and talents to us, and He expects us to use those talents faithfully. (Romans 12:6-8)

## **Basic Educational Objectives**

To accomplish our stated purpose, Shepherd Lutheran School will:

### **I. Teach God's Word in all its truth and purity.**

- A. The children will **gain a growing knowledge of God** – Father, Son and Holy Spirit.
- B. The children will **learn the chief doctrines of Scripture** so that they may apply the Scriptural truths to their lives.
- C. The children, by application of the Word and by the grace of God, will **strive to lead their lives in conformity** to the will of God out of love for their Savior.

### **II. Prepare our students to live Christian lives in their relationships between themselves and their fellow man.**

- A. Provide for the **spiritual needs** of the children that they may function effectively in this world as children of God.
  - 1. Maintain a Christian environment in which they grow in faith.
  - 2. Afford opportunities for each child to hear and learn God's Word through:
    - a. Formal instruction in God's Word
    - b. Daily devotions
    - c. Encouragement for regular worship in church
    - d. Individual conferences for personal guidance in Christian living
  - 3. Provide opportunities and encouragement in managing God's resources.
- B. Provide for the **mental growth** of the child.
  - 1. Utilize a curriculum of study required of all elementary and middle school students of the state of New Mexico.
  - 2. Interpret all instruction in the light of God's Word.
  - 3. Support the individual child's skills and abilities that he/she may progress as far as possible in all learning and knowledge.
  - 4. Arrange a variety of experiences which will help them meet the problems of life.

- C. Provide for the **physical development** of the child.
  - 1. Teach our children to respect their bodies as temples of the Holy Spirit.
  - 2. Furnish physical experiences for the children to develop their bodies through:
    - a. Acquiring and perfecting of skills in organized recess time.
    - b. Applying these skills in our intramural and interscholastic programs.
  - 3. Instill an interest in athletics so that the children may become active participants or knowledgeable spectators in athletic events during their leisure times.
  - 4. Instruction in the care of the body through formal and informal health education.
  
- D. Provide for the **development of social graces** that the children may live competently and creatively.
  - 1. Help the children recognize all people to be God's creation so that they may show proper respect, courtesy and consideration for the rights and welfare of others.
  - 2. Teach the children good manners and social graces and assist them to practice the same in their school lives.
  - 3. Instill Christian attitudes toward family life.
  - 4. Teach the responsibilities of good citizenship and respect towards all government as being God ordained. In this way they may learn to appreciate the privileges and responsibilities as members of the local, state, national and world communities.
  
- E. Provide for the **care of the emotional needs** of the child.
  - 1. Respect each student as a child of God.
  - 2. Communicate genuine love for each child so that his/her emotional stability may be maintained.
  - 3. Help each child find security as a child of God.
  - 4. Assist the children to understand and cope with emotions, such as anger, love, frustration, etc.
  - 5. Guide the children in their personal feelings of pride, shame, conceit, remorse and self-satisfaction.
  
- F. Provide for the **aesthetic needs of our students**.
  - 1. Help the children appreciate the beauties and wonders of all God's creation.
  - 2. Develop knowledge, attitudes, and conduct to properly use and care for God's gift of nature.
  - 3. Encourage good attitudes for and an appreciation of the fine arts in the light of good Christian judgment.
  - 4. Support the children in expressing themselves as Christian children in the different art media.
  - 5. Support the children in expressing themselves as Christian children in the different music media.

These objectives are indeed lofty goals, ones which the staff is trying to accomplish and reach for the very precious children entrusted to their care. Please pray for the teachers so God will bless their work as they strive to educate His redeemed children, your sons and daughters. We ask all parents to help us remain true to our objectives.

## **Entrance Requirements**

All children of our congregation are encouraged to enroll in our school. Our school is considered a valuable mission arm, but because of limited facilities, children of our congregation will be given the first opportunity to enroll. Children of other Wisconsin Synod churches will be given the second opportunity to

enroll. Other students will be admitted as facilities allow, as determined by the School Board and the faculty of our school.

All children in our school must take its religious training. This should include regular attendance of church services, either here at Shepherd or at your home church. Sunday School attendance and Bible class attendance are also encouraged. Children enrolled in our school may not promote, orally or otherwise, teachings in conflict with our Scriptural beliefs and practices. Our Pastor offers a Bible Information Class (BIC) for non-member parents to learn of our Scriptural focus and beliefs.

In keeping with New Mexico state requirements, those enrolling in Kindergarten must be five by September 1<sup>st</sup> of that year.

All parents should fully understand that:

1. All students are accepted on a 6-week trial basis.
2. The school reserves the right to dismiss any student due to lack of cooperation from the student or parents.
3. All applications are reviewed by the School Board prior to enrolling students. The School Board may also conduct an interview before the applications are decided upon.
4. An eight week Bible Information Class for non-members will inform them of our Scriptural focus and beliefs.
5. The School Board reserves the right to deny re-enrollment to any child for failure of the child or parents to meet the terms, conditions, and requirements of the school.

Since the love for our Lord and Savior, Jesus Christ, knows no bounds, Shepherd Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration or its educational policies, and other school administered programs.

## **Parent – Teacher Cooperation**

**“How good and pleasant it is when brothers live together in unity!”** Psalm 133:1

**“For where you have envy and selfish ambition, there you find disorder and every evil practice.”**  
James 3:16

The school is not a separate agency. While parents have been given the primary responsibility for training the child, the school has been established to assist parents in this responsibility. Our congregation, teachers and pastor desire to help you, as parents, with your duty of bringing up your children in the training and instruction of the Lord. Therefore the school and the home must work together in close harmony for the proper guidance in the education of our children.

In order to have cooperation, there must be effective communication. Parents and teachers must develop and cultivate an honest, open relationship. Without open communication lines, problems remain unsolved, feelings are hurt, and the child's education suffers. Problems which arise should be confronted and dealt with immediately. Parents are asked to speak to the teacher first. If a problem cannot be resolved between parent and teacher, both parties should seek advice from the Principal. If the problem remains, all parties should then seek advice from the Pastor and finally from the School Board.

There are various ways in which these communication lines can be kept open.

### **1. Parent – Teacher Consultations**

- a. Home visits may be made prior to each school year.

- b. Consultations are held after each grading period.
- c. Additional conferences may be arranged by contacting the child's teacher.

## **2. Classroom Visits**

Parents are invited to visit their child's classroom at any time. If possible, please make arrangements with the teacher prior to the day or time that you wish to visit.

## **3. Events and Activities**

Parents will be kept informed of coming events and activities and school news by means of weekly communications sent home with the children.

## **4. Parent/Teacher Organization (PTO)**

The PTO is an organization of parents, teachers, and anyone else interested in the education of the youth at Shepherd. The aims and objectives of this group are to:

- a. Promote Christian education;
- b. Further home/school cooperation and unity;
- c. Be a liaison to the congregation from the school;
- d. Promote the school to the community;
- e. Assist in securing equipment for the school.

The organization meets throughout each school year and sponsors several events each year. All parents are encouraged to take an active part in this worthwhile activity group.

## **5. How Can Parents Help Their Child?**

- a. Let the Word of God be your guide in all daily living.
- b. Attend church regularly with your child, and have family devotions and table prayers commonplace in your home.
- c. Set a Christian example for your child so that he/she may pattern his/her life after yours.
- d. Pray for your school and your teachers.
- e. Encourage your child to respect his/her teacher, and refrain from being critical of the teachers or the school in your child's presence.
- f. Consult with your child's teacher on any matters you might feel are pertinent to his/her training.
- g. Encourage suitable study habits at home: help organize your child's work and study time; re-read Bible lessons; review lessons learned; help with memory work, etc.
- h. Ensure your child's work is completed on time.
- i. Ensure your child is regular and prompt in his/her attendance and alert when he/she comes to the classroom. This means a proper night's rest as well as a good breakfast.
- j. Discourage your child from bringing distracting items to school.
- k. Encourage your child in the responsible care of all school equipment.
- l. Encourage your child to be kind and courteous when riding with others.
- m. Expose your child to many wholesome experiences.

## **6. What Parents and Students May Expect from the Teachers**

Please remember that our teachers are here because they have been called to serve us. The Divine Call itself outlines the obligations which the congregation expects its workers to fulfill regarding the Christian training of its children. Below are those obligations with several others added. Expect your

teachers to:

- a. Instruct and train the children entrusted to them diligently and faithfully in the chief truths of the Word of God as they are revealed in the Scriptures and set forth particularly in the Small Catechism of Dr. Martin Luther.
- b. Teach the children the elementary branches of learning in the spirit of the gospel.
- c. Maintain Christian discipline in the school.
- d. Serve the congregation as an example by their Christian conduct.
- e. Endeavor earnestly to live in Christian harmony with the pastor.
- f. Submit to the supervision of the pastor and others who are responsible for the conduct of the school, and with the help of God, to do everything within the limits of their call for the general advancement of the Kingdom of Christ.
- g. Come to you whenever there is a question or problem concerning your child. They will speak to you both openly and honestly.
- h. Live their lives reflecting faithfully God's concept of stewardship and thus taking a lead in helping you attain a rich, fruit-bearing life in Christ.
- i. Pray for you and your children.

## **7. What Teachers May Expect from Parents and Their Children**

We are partners in the Christian education of the children. Just as parents may expect certain attitudes and behaviors of the teachers, they, too, may expect the parents and children to:

- a. Respect and love them as representatives whom God has placed in the classroom, and keep in mind Luther's words: "We should fear and love God that we do not dishonor or anger our parents and others in authority, but honor, serve and obey them, and give them love and respect."
- b. Do their work faithfully, completing all assigned work by its due date.
- c. Conduct themselves as children of God at all times.
- d. Not disrupt the learning experience of fellow classmates by disobedient behavior or poor example.
- e. Promote and support the school.
- f. Pray for the teachers and school.
- g. Follow this procedure should problems arise:
  1. Give the staff the benefit of the doubt.
  2. Realize that your child's reporting is emotionally biased and may not include all of the information.
  3. Realize that the school has reasons for all the rules and procedures, and that they are enforced without partiality.
  4. Support the teacher and administration in front of your child.
  5. Call the teacher for all the facts.
  6. Refrain from discussing the problem with others. This may undermine the authority of the staff and administration.

In conclusion, we hope that both teacher and parent will remember that all people are sinful human beings who are prone to mistakes and imperfections. May both teacher and parent bear each other's weaknesses with a spirit of forgiveness. "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." (Ephesians 4:32)

## **Registration and Fees**

Each registered child is required to pay an annual registration fee which covers the cost of the use of school textbooks, consumable workbooks, art supplies, and the like. Twenty-five percent of this fee is non-refundable. This fee is established by the School Board on an annual basis.



In addition, various other fees may apply to certain students. Students in certain grade levels may be required to purchase Bibles and Hymnals. Students participating in interscholastic sports, in the drama club, or in the chess club will also be assessed a fee. These fees will be paid at the beginning of the school year.

## **Tuition**

Students shall be charged a tuition rate based on a nine-month schedule (September through May). For current tuition rates, please inquire at the school office or speak to the principal.

## **Curriculum**

Our curriculum will provide for the spiritual, mental, physical, and social needs of every child. The general areas of learning are as follows:

### *Religion:*

Bible History, Catechism, Mission Study, Hymnology, Church History, Devotions, Christian Living;

### *Language Arts:*

Reading, writing, spelling, grammar, penmanship, literature, phonics; vocabulary; computer lab

### *Social Studies:*

History, geography, citizenship, New Mexico history;

### *Science:*

General science and health;

### *Mathematics:*

General math, algebra and geometry;

### *Arts:*

Music, art expression and appreciation;

### *Physical Education.*

Recess time, organized games, intramural program.

The real dynamic of Christian curriculum and methodology is the Holy Spirit. He is apparent in every learning situation where Scripture is used. His ministry is to guide the learner, as well as the teacher, into all truth, and to point them to Christ. It is a great comfort to know that the Holy Spirit is working inside both the student and the teacher.

## **Parenting Enrichment**

Our parenting enrichment offers parents an opportunity to meet with other parents in the study and discussion of topics which deal with the joys and challenges of parenting.

## **Daily Schedule**

School for all grades begins at 8:00 A.M. and closes at 3:30 P.M. We conduct a full day, every day Kindergarten. The school doors open at 7:30 A.M. When children arrive in the morning, they are expected

to come directly to their classroom. This will help allow time for proper school preparation. There is a lunch break from noon until 1:00 P.M. There are also breaks in the morning and afternoon sessions. We operate an after school child care from 3:45 until 5:30 P.M.

## **Christian Discipline**

The children should strive to show Christian love and kindness toward all pupils in the school and toward everyone with whom they come in contact. This requires them to strive to conduct themselves in such a manner that they will not interfere with the work and play of others. In keeping with the 4<sup>th</sup> commandment students should show proper respect to all teachers and teacher's aides no matter who they are or where they are. Children should always be thankful that God has chosen them to be His own and should strive to show their love for their Savior through proper Christian conduct. **"This is love for God, to obey His commands"** (1 John 5:3)

Christian discipline is training children to observe the will of God. This training goes beyond teaching the child to know what he/she should or should not do. Rather it must give the child opportunities to practice doing what he/she has learned. **"Do not merely listen to the Word, and so deceive yourselves. Do what it says."** (James 1:22) If the child is trained to practice Christian living, that practice will cling to him/her through life. **"Train a child in the way he should go, and when he is old he will not turn from it,"** (Proverbs 22:6)

Through the blessing of the Holy Spirit the child will desire to live under Christ in His kingdom and serve Him with proper conduct. The child of God is expected to grow spiritually and in maturity. The child's sinful flesh will always remain active, but Paul exhorts the Christian, **"You were taught, with regard to your former way of life, to put off the old self, which is being corrupted by its deceitful desires; to be made new in the attitude of our minds; and to put on the new self, created to be like God in true righteousness and holiness."** (Ephesians 4:22-24)

To help the children win the battle over the temptations of Satan, the world, and their own sinfulness, the Christian teacher will daily remind them of God's great love and mercy, of the blessings they have abundantly received from Him, and of the still greater things the heavenly Father has in store for them. The children will recognize as did the Apostle Paul, **"I know that nothing good lives in me, that is, in my sinful nature. For I have the desire to do what is good, but I cannot carry it out."** (Romans 7:18) Then the Christian teacher will encourage the children by reminding them of God's help. **"My grace is sufficient for you, for my power is made perfect in weakness."** (1 Corinthians 12:9) **"And my God will meet all your needs according to his glorious riches in Christ Jesus."** (Philippians 4:19)

Consequences are also vital to Christian discipline. **"Do not withhold discipline from a child."** (Proverbs 23:13) Remember, though, that when a child is disciplined, it is because he is loved. **"He who loves him is careful to discipline him."** (Proverbs 13:24) The teacher and administration are given full discretion in the discipline of your child. This would include detention and suspension but not corporal punishment which is the parent's responsibility.

A child may be expelled only by the decision of the School Board upon the recommendation of the principal. Such action will be taken if it is determined that all other disciplinary actions are ineffective and the student's behavior is adversely affecting the other students in the classroom or school.

Detention halls may be used after school until 4:00 P.M. or during recess. If a child needs to be kept beyond 4:00 P.M., the parents will be notified of this in advance. Transportation will be fully the parent's responsibility.

## Grading System

Our grading follows the traditional percent and letter system:

100-93	A
92-85	B
84-77	C
76-70	D
69-0	F

## Report Cards

The faculty understands that grading, reporting, and communicating student learning are some of our most important responsibilities. We have outlined our entire grading, reporting, and communicating student learning system.

Mini-Report Cards – These reports give a quick look at the student’ performance at mid-quarter.

Quarterly Reports – These reports will give a more detailed evaluation of the student’s performance. Along with the traditional grades, an in-depth checklist of responsible learner behaviors will be evaluated. Improvement objectives will also be given.

Semester Reports – This report card will be the official report which will be included in the student’s cumulative file. Responsible learner behaviors will again be evaluated. Each report will also contain a narrative report concerning student growth in all areas of the education experience.

Following each report, an evening or two will be set aside for parent-teacher consultations.

Please keep in mind that the report card is an individual report. It would be an injustice to your child to compare his report and work with that of his/her classmates, or even with that of a member of your own family. The Lord does not expect all students to be “A” students because He has blessed them all in different ways. God requires students to be faithful to their gifts. All are expected to work to their God-given abilities.

Encouragement is better than threats should there be low marks. Please examine the report card carefully and return the envelope, signed, to the school within two days. If there are any questions concerning your child’s progress in school, feel free to discuss them with your child’s teacher. It is an injustice to the child as well as to the teacher if complaints are made of either to a third party. Your faculty welcomes questions concerning pupil progress in school. Parents may consult with the teachers at a mutually convenient time. Feel free to call the teacher so that an appointment can be arranged.

Standardized achievement tests are administered annually to students in grades 3-8. This helps us to determine pupil, class, and teacher strengths and weaknesses and to adjust teaching procedures accordingly.

## Promotion/Retention

The final report card of the year will contain a statement concerning the promotion of the child to the next grade level. However a student may be retained if, in the opinion of the teacher, the child has failed to master the subject matter of the grade just completed and, therefore, would be unable to master the subject matter of the following grade. All matters involving possible retention will be discussed in consultation with the parents and teachers involved. At all times, in matters such as these, the student’s best interest will be of primary importance.

## **Attendance Policy**

Good attendance is essential to the total development of a sound educational environment. A significant part of the student's experience is derived from classroom relationships, activities, discussion, and participation. An attendance policy is therefore necessary to provide a set of guidelines.

Regular attendance develops habits that are compatible with those characteristically considered to be important by society. A high rate of absenteeism minimizes the importance of fulfilling commitments and other school obligations. Promptness is another vital aspect of the learning process.

Initially, the responsibility to attend school rests with the student. Ultimately, however, the responsibility to assure that the student has good attendance rests with the parent. The school has the responsibility to provide an educational environment where the student has the opportunity to succeed and to nurture a desire in the student to attend regularly. For the school to be accountable, it must inform the parents of the student's attendance patterns and advise them that the student's education is being jeopardized by poor attendance.

### **Attendance**

Students are expected to attend school regularly and to be prompt in arriving at school each day.

### **Absences**

1. The principal may grant excused absences for the following reasons:
  - a. absence caused by illness or injury,
  - b. serious illness or death in the family,
  - c. family emergencies,
  - d. family activities and vacations, (Such excuses should be prearranged with the principal. Once approved, the student will pick up his/her prearranged assignments. If a student has poor academic performance, he may be denied an excused absence.)
  - e. absence required by a legal body, and
  - f. medical appointments.
2. All other absences shall be considered unexcused.
3. Absences resulting from suspension will be considered unexcused.
4. Parents are required to furnish an explanation for student absenteeism in writing. The school form should be used.
5. Absences not explained within two days after returning to school will be recorded as unexcused absences unless unusual or extenuating circumstances exist.
6. A permit from a doctor is desired upon return to school when a student has been absent for an unusually extended period of time.

### **Tardiness**

A student who does not have a valid excuse shall be considered tardy if he/she is not in the room when school begins.

### **Regulations**

It is our intention to encourage, for all students, good attendance and participation in school. At times it may become necessary to impose negative consequences. The following regulations will apply:

All students are expected to make up school work because of absenteeism.

1. Students with excused absences shall be granted time to complete make-up work – two days for each day absent. Failure to make up work may result in a zero score for all assignments.
2. Students with prearranged absences must make arrangements prior to the absence for completing make-up work.

- 3 It is the prime responsibility of the student to get make-up work. The teachers will assist when needed.

### **Reporting Absences**

Parents are to notify the school via telephone or parent note when an absence occurs. This should be done before school. The call or note should include an explanation for the absence if the absence is to be excused. Upon return to school the student must present the Excuse for Absence form to the teacher. It must be received no later than two days after the absence occurs or the absence will be unexcused.

### **Mission Offerings**

The children will be given an opportunity to give a weekly offering to a mission. We encourage parents to discuss with their children this phase of being good stewards of God's gifts and then determine the children's weekly offering. What a wonderful opportunity for the child to give his/her money for spreading God's Word and helping people across the world. The children pick a number of special mission projects which these weekly offerings support.

### **Student Appearance**

#### **Standard of Personal Appearance**

We expect students and their families to hold high standards of personal appearance. We do so because Christians are to observe the principles of modesty, and humility, and the glorification of God. Our dress, appearance, and personal hygiene should reflect a heart obedient to God. The way we dress and care for ourselves is a testimony to others, as well as a reflection of our school. Students' dress announces what they think about their school and themselves.

Attractiveness, appropriateness, modesty, cleanliness and good grooming, and neatness serve as the basis for the guidelines of Shepherd's dress standard. Any type of attire which attracts undue attention to the wearer is in poor taste and not acceptable.

We believe that there is a definite relationship between appropriate dress habits, strong work habits, and proper school behavior and attitude. Modest and appropriate dress is an important part of a wholesome, productive school atmosphere. The school is the student's work place. We believe that our dress code will encourage a purposeful attitude to school work. The students will take themselves and their jobs more seriously.

In addition

- \* Our school dress code will help to foster and enhance the public image of Shepherd Lutheran School.
- \* Our dress code will help prepare students for future employment since many work places have dress codes.
- \* The style of dress and appearance we encourage today becomes a way of life for our students now and later in life.
- \* Our dress code can enhance the tone and climate of our school bringing about a sense of seriousness about work.
- \* Student sense of responsibility for the school environment will increase.
- \* Student sense of respect will increase.

We believe what we wear and how we present ourselves does matter.

In order to provide a productive, positive, and consistent learning environment, Shepherd Faculty reserves the right to determine the appropriateness of any clothing, haircut, makeup, jewelry, or peripheral items not specifically covered in Shepherd's Dress Code.

## **Dress Code**

Parents, when your son or daughter leaves for school in the morning, please check to see that they are properly dressed.

### **Pants/Shorts/Skorts**

- \* Any solid or plaid color permitted in jeans or casual wear – shorts/skorts approximately knee length
- \* Girls - Capri pants and jumpers are permitted
  - Leggings, stretch pants, or spandex-type tights are considered hosiery and are to be worn under a dress or skirt of acceptable length
  - Grades K-4 may wear the solid or patterned leggings
- \* Appropriate patches are permitted
- \* Belts are strongly encouraged
- \* No sweat pants, athletic pants, or athletic shorts – may change into them for physical activities
- \* Must be worn at the waist
- \* Excessively tight or oversized baggy pants are not permitted
- \* May not drag on the floor
- \* No excessive stitching or lettering
- \* Must be hemmed
- \* No holes, tears, fading, stains, or fraying; **fashionable or otherwise**

### **Tops**

#### Upper Grades Classroom

- \* Polo shirts, turtle necks, and button down dress shirts are permitted
- \* Girls may also wear appropriate blouses
- \* Shirts are to have sleeves
- \* No tight fitting, undersized, oversized, low-cut (front, back, or sides), or see-through

#### Elementary School Students

- \* Same basic guidelines as Middle School Students
- \* May wear T-shirts that adhere to the General Guidelines

### **Dresses/Skirts**

- \* Hemlines will be approximately knee length or longer
- \* Slits will follow this same guideline
- \* All dresses must follow the same appropriate and modest guidelines as tops

### **Footwear**

- \* Acceptable –conservative shoes, athletic shoes, or boots
- \* Not acceptable – flashy (style or color) shoes, flip-flops, slippers, any shoe with an open toe, crocs, or sandals
- \* Shoes with laces must be tied

### **Hats**

- \* Are not acceptable in school
- \* If worn outdoors, hats with visors or logos will have visors or logos facing the front
- \* All hats or headwear must adhere to the General Guidelines

**Jewelry/Cosmetics**

- \* Jewelry and cosmetics are to be used in moderation
- \* Piercings for girls are acceptable on ears only / piercings for boys are unacceptable
- \* Jewelry and belts that could be considered dangerous are prohibited
- \* Any kind of writing on the body is unacceptable
- \* Wallet chains are unacceptable

**Hairstyles**

- \* Hair is to be clean, neatly groomed, and out of the eyes for both boys and girls
- \* Extreme or sensational (i.e. included by not limited to: unnatural colors, long over shaved cuts, dreadlocks, Mohawks, faux hawks or designs cut into the scalp or eyebrows) hairstyles are not allowed.

**General Guidelines**

- \* Anything that suggests gang activity will not be tolerated
- \* Clothing that references drugs, alcohol, tobacco, obscenities, sexual connotations, secular musical groups, disrespect, or is derogatory to anyone will not be permitted
- \* Undergarments or underwear shall not be visible at any time

**Field Trips/Special Days**

- \* Students in grades K-2<sup>nd</sup> will wear their gold Shepherd T-shirts on all field trips
- \* Students in grades 3<sup>rd</sup>- 8<sup>th</sup> will wear appropriate work clothing on community service field trips or on other field trips where more casual clothing is appropriate
- \* The faculty will announce certain days where the children may dress according to certain themes

**Student Guests**

- \* Student guests must comply with Shepherd's dress code

**Volunteers/Teachers**

- \* Volunteers (classroom or chaperones) and teachers must comply with Shepherd's dress code

**Exemptions**

Parents may apply to the Principal for their children to be exempted from complying with one or more requirements of the dress code. On application, the Principal may grant an exemption, for such period as the Principal thinks fit and subject to certain guidelines.

**Enforcement**

Students choosing not to abide by Shepherd's dress code rationale and guidelines will be asked to immediately correct the situation. If the Faculty determines that a change of clothing is necessary, the parents will be notified, and the student will be asked to change clothing. If this is not possible, the student may be given detention. Should a problem continue with a particular student, appropriate action will be taken by the Faculty.

**Health**

If a child should become ill while at school, or if he should need immediate care of a physician, we will try to contact the parents informing them of this fact. In the event of an emergency, the principal will see that the child receives immediate care. Written permission must accompany any child who is to receive medication during the school day. A teacher will not give any medication to a child unless it belongs to that child and is accompanied with written permission and specific instructions.

Parents will be notified if we feel that their child may have a health problem (i.e. vision, hearing). It is the responsibility of the parent to seek professional medical advice.

Students enrolling in school are to show written evidence of a physical exam. It is advisable to also have an exam in the 5<sup>th</sup> and 7<sup>th</sup> grades. Those participating in interscholastic basketball must have a physical exam taken in the 5<sup>th</sup> and 7<sup>th</sup> grades. Students are to be immunized as required by New Mexico state laws.

## **Lunch**

The school does not provide a daily lunch for the students. Each child is responsible for providing his own lunch. We do have microwaves in each classroom. If children wish to leave the school grounds or go home for lunch, they may do so only with permission from the parents.

## **School Closing**

Shepherd Lutheran follows the APS school closures and delays for inclement weather. Please listen to radio KKOB (770 AM) or watch one of the three network stations for this information.

## **Extracurricular and Intramural Activities**

### **Fall Festival**

Our students in grades K-3 perform a play, our fourth and fifth graders become wax museum historical figures, and our middle school students give speeches to make this night a night to remember. This event usually takes place in November.

### **Drama Club**

Students in grades 5-8 may join our drama club. They practice one day a week after school. A full-length musical is presented in May along with a dinner theater.

### **Art Fair**

An Art Fair is held during the second semester each year.

### **School Choir**

Any interested student in grades 3-8 may join the School Choir. This choir sings periodically for worship services. They also have occasional concerts.

### **Science/Geography Fairs**

All students are required to prepare a Science and/or Geography Fair project.

### **Chess Club**

All students are invited to join our chess teams. We participate in the Albuquerque Schools Chess League. This club meets one day a week after school.

### **Tone Chime Choir**

Any interested student in grades 3-8 may join the Tone Chime Choir. This choir performs periodically for worship services. They also have occasional concerts.

### **Intramural Sports**

We conduct an intramural program for our students during our noon hour recesses. This program consists of the following sports: soccer, grades K-4; football, 3-8; basketball, K-3 & 4-8; softball, 5-8; kickball, K-4; and floor hockey, K-3 & 4-8.



### **Interscholastic Sports**

Our school participates in the Albuquerque Parochial Independent Athletic League. We participate in cross-country, basketball, track, and girls' volleyball. Our basketball teams also participate in a January tournament in Phoenix and a February tournament in Denver. Children in grades 5-8 are encouraged to participate.

All students desiring to participate in any extracurricular or intramural activity will show commendable effort in the classroom and in their behavior. The student's academic work and his/her effort must meet our standards.

### **Church Attendance**

Our teachers will encourage the children to regularly attend their own home church. This is not something which we have made up for ourselves. God tells us in His Word, **“Let us not give up meeting together, as some are in the habit of doing.”** (Hebrews 10:25) **“I rejoiced with those who said to me, ‘Let us go to the house of the Lord.’”** (Psalm 122:1) Just as a fire needs fuel to continue burning, just as our bodies need regular amounts of food to continue living, so our souls need the spiritual food given us in hearing and learning God's Word. If food is necessary for our bodies, which will someday die, is it not much more important that we receive the spiritual food necessary for our souls which will live on forever? Let us be faithful in bringing our children to church services regularly. God invites us to do so.

### **Stewardship**

Recognizing that all that we have is a gift from God, the children are expected to take care of their own personal belongings as well as the buildings, the property, and all equipment. The children may be required to pay for any damages incurred. In every way possible, the children are expected to assist the teachers and congregation in keeping property and equipment in such order as gives glory to God.

### **Homework**

Homework has been proven to be a powerful tool for ensuring your children's success in school. Research supports this fact. Homework should be looked at as a daily opportunity to have a positive impact on your children's education and future. Therefore, homework should be expected. Please use the following as a guide. Contact your teacher if these times are not consistently being met.

First/Second	½ hour
Third/Fourth	1 hour
Fifth/Sixth	1 ½ hours
Seventh/Eighth	2 hours

### **Closing Statement**

Once again, let us restate that the primary purpose of our school is to teach our children the Word of God and how it applies to their daily lives.

So that Shepherd Lutheran School may provide your children with the best education possible, we ask that you remember it in your prayers, and that you ask the Lord of the Church to shower His richest of blessings upon all who labor here.

“Where the Holy Scriptures do not dominate, I certainly advise no one to send his/her child. For everything must degenerate that does not continually use the Word of God.” Martin Luther