

## **Section 1. Mission Statement**

It is the mission of Shepherd of the Valley Lutheran School to assist parents in providing a high-quality, Christ-centered education for each child.

The Lutheran Elementary School established and operated by Shepherd of the Valley Evangelical Lutheran Church is founded on the eternal truths as revealed in God's inerrant Word, the Holy Scriptures.

In carrying out its mission, Shepherd of the Valley Lutheran School seeks to apply the truths of God's inerrant Word, the Bible, to the everyday lives of its students. In so doing, its teachers strive to use the words of 2 Corinthians 10:5 as their philosophy for instructing:

*We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ.*

It is believed that through this instructional philosophy, and the work of the Holy Spirit, students will be able to apply the truths of God's Word to their everyday lives.

Applying God's truth will lead the child to live a life that shows thankfulness for the Savior, Jesus Christ, who forgave each and everyone of his/her sins by his death and resurrection.

### **Equipping Children**

As the Holy Spirit works through the Word of God, the children become close, intimate, life-long followers (disciples) of Christ. Shepherd of the Valley strives diligently to equip children for a productive earthly life as Christ's disciples.

The teachers impart to the children a Christ-centered curriculum that provides for the academic needs of the elementary and junior high student. While meeting the earthly educational needs of the child, Shepherd of the Valley Lutheran School seeks foremost to focus its students on their Savior and their heavenly home.

### **Role of the School**

As part of the church, Shepherd of the Valley Lutheran School sees its role in the church's purpose as laid out by Christ when he said,

*"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." (Matthew 28:19-20)*

Our school is also aware of our Lord's words to parents in Ephesians 6:4,

*“Fathers, do not exasperate your children. Instead, bring them up in the training and instruction of the Lord.”*

Because the training of children rests first on the shoulders of parents, Shepherd of the Valley School seeks to assist, not take the place of, the parents’ responsibility. It is believed that the cooperation between home, church, and school will lead the child to a solid base upon which he/she can build his/her Christ-centered discipleship.

## **Section 2. Scriptural Foundation**

The Lutheran Elementary School established and operated by Shepherd of the Valley Evangelical Lutheran Church is founded on these eternal truths as revealed in God’s inerrant Word, the Holy Scriptures.

1. The Holy Scriptures are God’s Word and infallible and supreme; the only standard for faith and life. (2 Peter 1:21, 2 Timothy 3:16, John 10:35, Psalm 119:105.)
2. There is only one True God, Father, Son, and Holy Spirit, who reveals Himself in the Holy Scriptures. (Isaiah 43:11, John 15:26, John 5:39, John 14:7-18, Deuteronomy 6:4, 1 Corinthians 8:4).
3. God created all things and created man as the crown of that creation. (Genesis 1-2.)
4. Ever since the Fall (Genesis 3) the whole human race is corrupted by sin, making all people guilty before God and subject to damnation. (Psalm 51:5.)
5. God through His grace, love, and mercy sent His only Son, Jesus, to live, suffer, and die to pay for all people’s sins. (John 3:16, Isaiah 53:5-6, 1 John 1:7, 1 John 2:1-2.)
6. All who, through the work of the Holy Spirit and the Gospel, believe that Jesus is their Savior, receive forgiveness of sins and everlasting life. (Ephesians 2:8-9, 1 Corinthians 12:1-3.)
7. As a believer in Jesus, the Christian will seek to grow in his Christian knowledge and faith through the study of the Holy Scriptures. The Holy Scriptures will be his source of comfort, security, guidance, encouragement, and hope (confidence) for the future. (Psalm 119:105, 1 Peter 2:2-3, John 20:31, John 5:39, 2 Timothy 3:15.)
8. As a believer in Jesus, the Christian will find joy and blessings in worship (both private and public). (Hebrews 10:25, Psalm 122:1, Romans 10:17, Colossians 3:16.)

9. As a believer in Jesus, the Christian will use prayer regularly as a God-given privilege. (Philippians 4:6, 1 Thessalonians 5:17-18, Psalm 50:15, James 5:16.)
10. As a believer in Jesus, the Christian will strive to show his love to God by using his gifts and talents to help spread the Word of God. He will help his fellow Christians and all people in every possible way. (John 14:15, 1 Thessalonians 2:8, Galatians 5:22-23, 1 Corinthians 10:31, Matthew 28:19-20).
11. The Lord gave parents the primary responsibility for the Christian training of their children. (Ephesians 6:4, Psalm 78:1-7, Deuteronomy 4:9-10, Deuteronomy 6:6-9.)
12. The Lord also gave to His Church and hence to each Christian congregation the responsibility to train its children according to the scriptures. (Acts 20:28, Matthew 28:20, John 21:12-17, 1 Peter 5:2.)
13. A congregation calls pastor(s) and a teacher(s) to function in its midst as ministers of the Word of God. (Acts 1:21-26, Ephesians 4:11, Romans 10:12-15.)

### **Section 3. Admissions**

Shepherd of the Valley Lutheran School admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Christ's commission to teach and make disciples of all nations (Matthew 8:18-20) identifies those who should receive the benefit of our school ministry. Our school exists to nurture the Christian faith of children whose parents are members of Shepherd of the Valley Lutheran Church, to introduce the Christian faith to children who do not yet know Jesus Christ as their Savior from sin, and to proclaim God's Word in truth and purity to all who are entrusted in our care.

God has made us responsible for teaching as many children as possible about the Savior. Therefore, we seize the opportunity to use our school as a mission arm of the congregation. However, should the size of our facility, or our financial capability necessitate limiting our enrollment, we establish the following priority in accepting students.

1. Children of members of Shepherd of the Valley Lutheran Church,
2. Children from synodically affiliated congregations,
3. Children of families who neither hold membership at a church home nor regularly attend

another church,

4. Children of families who hold membership in or regularly attend other churches not in fellowship with the Wisconsin Evangelical Lutheran Synod.

All applications are subject to annual approval by the Board of Education, principal, and pastor. All children who are not members of Shepherd of the Valley Lutheran Church will be on probation for one quarter after enrollment. All cases are subject to review by the Board of Education.

### **Application Process**

Parents who are interested in enrolling their children at Shepherd of the Valley may obtain an application from the school principal, who will meet with them to become acquainted and to discuss the needs of their children, the mission and policies of our school, and to answer any questions they might have.

This Handbook should be read in full prior to submitting a completed application, and parents are asked to sign that they have done so on the application form. There is no application fee, however, upon acceptance, parents are required to pay the registration fees to reserve their child's space.

The pastor will meet with the applicant family during the application process. The pastor will also be available throughout enrollment or whenever needed to meet with the applicant family to discuss any spiritual needs or concerns.

The Shepherd of the Valley Board of Christian Education will be informed of all applicants and make the final decision whether a student will be accepted. Parents will then be informed whether their child has been accepted, declined enrollment, or placed on a waiting list.

### **Enrollment Requirements**

All children who are not members of Shepherd of the Valley Lutheran Church will be enrolled according to the following stipulations:

1. Parents of the applicant agree to attend the Adult Information Class (AIC) to become acquainted with the religious instruction their children will receive at Shepherd of the Valley Lutheran School. The class meets once a week for 4 weeks and also functions as an introduction to SVL. Following the 4-week class, anyone interested in church membership can continue instruction with the Bible 101 class.
2. Parents agree to have their child attend the worship services in which his/her class is scheduled to sing (several times each year). Singing in worship is an integral part of our religion curriculum and provides our students an opportunity to witness their faith.

3. Students or Parents will not promote spiritual beliefs differing from what is taught at Shepherd of the Valley during the school day or school sponsored activities.
4. Parents will be supportive of the school, its teachers, and its policies.
5. Parents will be faithful in making timely tuition payments.
6. Parents will provide academic, attendance, and behavioral records from previous schools as well as results of psychological, cognitive, or academic achievement tests for the principal's review.

### **Pre-Kindergarten & Kindergarten Admissions**

Children starting pre-kindergarten or kindergarten must reach the age of 4 or 5 respectively by September 15 of the year in which enrollment is desired.

### **Kindergarten Roundup**

A Kindergarten Roundup will be held in the spring for the following year's class.

### **Immunizations**

Each child must submit a statement signed by a physician indicating the child has had the required immunizations and physical examinations. A state form with a record of immunization is also required.

## **Section 4. Financial Guidelines**

### **Tuition**

Parents are asked to pay a portion of the actual costs associated with educating a child in order to help the congregation finance the work of the school's ministry. Families with financial difficulties are encouraged to contact the school office for a financial aid application. The Tuition Policy for Shepherd of the Valley is available in a separate schedule.

Tuition Payments can be made by:

- 1) paying either the entire amount at the time of registration in July or August; or
- 2) paying twelve monthly installments from June through May inclusive.

The first payment under the 12-month installment plan is due June 15<sup>th</sup>. Monthly payments are due the 15th of each month. Tuition checks are to be placed into the slot on the school office door. Your

prompt payment is very much appreciated and necessary! A \$10.00 late fee is assessed for payments received after the 25th of each month.

Any delinquent tuition, late fees, etc. from the previous year must be paid before a child may be registered for a new school year.

The co-curricular fee, cleaning deposit, and the cost for religion books are to be paid at the time of enrollment.

### **Registration & Orientation**

For the sake of an orderly beginning of the school year, all parents should attend the registration and orientation. This will be held the evening prior to the first day of school, and will serve to acquaint all families with school procedures, give an opportunity to sign up for various activities, and provide an opportunity for parents to get to know one another and the school staff.

### **Religion Books**

Religion books such as the Bible, Catechism, memory books, and hymnals become the permanent possession of each child. These are to be purchased before school begins and will be given to the child on the first day of school.

### **Co-Curricular Fee**

The Co-Curricular Fee is an annual fee assessed to help cover the cost of art supplies, athletic equipment, computer software, facility rentals for school activities, athletic league fees, and playground improvements. This fee is non-refundable.

### **Cleaning Deposit**

To ensure that the school is regularly cleaned, a cleaning deposit will be assessed. This \$50 fee (\$25 per cleaning per family) will be credited to the family's tuition account after the cleaning duties have been fulfilled. In the case where a family does not fulfill their cleaning responsibility, a substitute family is provided the opportunity to clean and to have their tuition account credited. If a family has paid its tuition in full before they are required to clean, they will receive reimbursement at the end of the school year.

### **Funds**

The congregation has established a fund under the jurisdiction of the Board of Christian Education and the principal. This fund receives the co-curricular fee, milk fees, and other designated fees. The art and athletic fee provides art supplies, playground equipment, and athletic supplies. It also pays entry fees for activities and facility rentals.

## **Section 5. Attendance**

### **Punctual Attendance**

Regular and punctual attendance is one of the first essentials of success at school. Work, interaction, and teacher instruction once missed, are difficult to make up in a completely satisfactory manner. In the case of excessive absences the Board of Education, in consultation with the faculty, will determine the action necessary to rectify the problem which may include the repetition of the grade level.

### **Absences**

Students enrolled at Shepherd of the Valley Lutheran School must attend daily. It is required that any student absence would be excused by a note to the teacher, written and signed by the parents, or a phone call. Any student tardiness must be excused by a written note. We require a call from parents the morning of an absence by 9:00 a.m. so that we may arrange the keeping of assignments and also be sure that the student is safe and at home. If we do not receive word by 9:00 a.m., the student will be considered unexcused and a call will be placed to the home.

The following policies will govern excess absences and tardiness:

An accumulation of nine infractions of tardiness and/or non-notification of absence will result in the lowering of the child's Grade Point Average (GPA) by one third of a grade (IE. From A- to B+). Any excessive absence on the part of the student may be subject for review by the faculty and Board of Education. A Board of Education member will call after six (6) infractions.

### **Appointments**

If at all possible, parents are urged to make appointments with dentists, doctors, and the like outside of regular school hours. Please be mindful of the fact that many vacation days are built into our annual school calendar and can be used for this purpose. If there is a need for an emergency appointment during school hours, the teacher is to be notified of the appointment in advance. If the appointments become excessive, the faculty will refer the situation to the Board of Education for review.

### **Family Vacations**

Absence from school for family trips or other occasions is to be communicated beforehand. Family vacations should be carefully considered before they are taken during the school year. Arrangements need to be made for the assignments that will be missed. The teacher will be responsible to give the assignments to the child, provide additional needed help, and correct the lessons when the child

returns. It is to be understood that the teacher cannot be expected to re-teach the lessons missed. It is the parents' responsibility to assume the teaching for that period of time. If absences become excessive, the faculty will refer the situation to the Board of Education for review.

### **Make-Up Work**

After a student has been absent, it is the child=s or parent=s responsibility to make arrangements with the teacher to make up the schoolwork that has been missed.

### **Tardiness**

For the sake of orderliness and out of courtesy to the staff and other students, parents are expected to have their children at school on time. Although school does not start until 8:15 am, parents should have their children dropped off by 8:10 am. Children are expected to be seated and ready to begin by 8:15 a.m. or they will be considered tardy.

### **Section 6. Arrival and Departure**

To be consistent and fair to all school families, school doors will be unlocked at 8:00 a.m. Students are dismissed at 3:15 p.m. and should be picked up promptly by 3:30 p.m., at which time the school doors will be locked. Teachers need the time before 8:00 a.m. and after 3:30 p.m. to prepare lessons and correct papers. In cases of emergency, please contact the school office to make necessary arrangements. The church will not assume liability or responsibility for unattended children before and after school hours.

### **Traffic Plan**

For the sake of the safety of our children and to avoid any accidents, please follow the traffic plan outlined below.

1. All cars arriving to pick up students please form a single file loop around the parking lot. Entering cars stay as far to the right as possible. Make the loop as large as possible keeping cars to the outer perimeter of the parking lot. Begin the loop in front of the building. Continue it between the light pole and the sidewalk.
2. Between 2:45 and 3:30 pm all cars entering the parking lot must fall in line and follow the traffic pattern. Entering cars should not use the open center lane. This is to be kept open so that full cars may safely pull out to exit.
3. Between 2:45 and 3:30 pm there will be NO perpendicular parking at the south end (entire south end) of the parking lot. This will allow entering cars to stay to the far right. This will

allow for an open lane of traffic in the center for exiting. When exiting, please use extreme caution.

4. If necessary to go into the school, please park on the north end of the parking lot. Please do not leave your car parked on the loop of traffic or in the loading zone.
5. All students must wait on the sidewalks around the school until their rides arrives after school. The playground is closed at this time. Children may not cross the parking lot and cross the flow of traffic (loop). They must walk around the outside of the loop of cars until they get to the car in which they go home. *Parents, please do not motion for your children to cross the traffic flow to get to your car on the other side.*
6. Students attending classes in the Early Childhood Education Center will be walked over to the main building each afternoon and can be picked up in the same manner as above.
7. Parents of pre-school students will follow the traffic plan given at orientation.
8. If someone else picks up your children, please make them aware of the traffic plan.
9. Disregarding the established pattern will jeopardize the safety of students and other vehicles.

## **Transportation**

We ask parents to take the responsibility for the supervision of other students (brothers and sisters, car pool mates, etc.) who are not directly involved in after school activities or enrolled in after school care.

We strongly urge that arrangements be made for these students to be transported home immediately after school. Please do not assume that you can leave these students at school and someone will take care of them. Teachers and group leaders are occupied with their teams or groups. Often these activities are in specified areas which prohibit supervision.

## **Section 7. School Activity Procedures**

### **Supervision**

Teachers or group leaders will be responsible for the supervision of students who are directly involved in these activities and will maintain that supervision through the end of the activity. We ask parents to pick up their children immediately after the activity.

Please extend to us the courtesy of calling if transportation difficulty arises and you will be late in picking up your children.

## **Transportation Policy for Church/School Activities**

1. Drivers of private vehicles used to transport participants to a church or school related activity must be 21 years of age.
2. All vehicles used must be in good mechanical condition, properly insured by the owner, and equipped with a seat belt for each rider.
3. Participants traveling to a church or school related event in private vehicles may be asked to pay a transportation fee, the amount of which is to be determined by group leaders. The fee will be used to help compensate the drivers for their vehicle operating expenses.

## **Section 8. Facilities**

### **Asbestos**

Asbestos is an issue with which our government has been dealing for many years. The Asbestos Hazard Emergency Response Act (AHERA) of 1986 was enacted in 1988 by Congress. AHERA was enacted to determine exposure to asbestos and to develop solutions for any problems schools may have with asbestos.

We have had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all building materials in our facility suspected to contain asbestos.

The inspection and laboratory analysis records were used to develop any management plans necessary. We are happy to report that our facility contains only small amounts of asbestos. All of the asbestos is adequately contained and does not pose a threat if left undisturbed.

### **Asbestos Management**

In accordance to AHERA, we have developed an asbestos management plan for our facilities. This was completed prior to October 12, 1988. Part of the plan is notifying parents and students that such a plan exists. A copy of the asbestos management plan is available in the school office for your inspection during regular hours of the school day. Inspections occur every six months to insure our compliance with the regulations.

### **Radon**

Our school has complied with state law regarding radon inspection. Our building meets the requirements established by law.

## **Fire Drills**

Fire drills are held at intervals throughout the school year in compliance with state law. Classroom teachers will give detailed information on proper procedures to the students.

## **Section 9. Extracurricular Activities**

### **Participation**

So that our extracurricular programs can be properly planned and in fairness to participants and coaches who need to establish deadlines for beginning their programs without having to adjust for latecomers, children will be given a two week grace period following the sign up date. Failure to sign up by the end of the grace period will result in the child's ineligibility for the announced program. Health or injury reasons, and new enrollees are exceptions to this rule.

Children not attending school on any given day are not permitted to participate in extracurricular activities, e.g. sports practices, sport games, parties, etc. There are at times justifiable reasons for absences that could affect this ruling. Such circumstances are to be explained verbally or in writing by the parent to the teacher prior to the child's participation in any extracurricular activity.

### **Activities**

Some of the activities offered during the school year are the Spelling Bee, Forensics, Art Fair, Science/Social Studies Fair, Math Competition, Shepherd Singers, and Shepherd Ringers. The classroom teacher will give more information on each of these items.

### **Athletics**

Athletics at the elementary and junior high level should be a positive learning experience for those involved. Improper emphasis will not only negate the positive aspects of athletics, it can also do much to hinder spiritual and emotional growth of children.

Scripture clearly teaches that believers do everything to the glory of God. Obviously this includes athletics. Proceeding from this scriptural promise the following are the objectives for athletics at Shepherd of the Valley.

1. To provide students with the opportunity to fully develop God-given athletic abilities.
2. To provide students with the opportunity to develop and practice the principles of Christian sportsmanship.

3. To develop knowledge and skills needed to participate in activities conducive to healthful living and wise use of leisure time.
4. To develop in students a desire to participate in individual and group physical activities.
5. To instruct in knowledge, skills and rules of team and individual sports.
6. To provide students with the opportunity to participate in team and individual sports.
7. To emphasize that Christian behaviors and attitudes are more pleasing to our Lord than victory.

### **Interscholastic Sports**

To help foster a Christian attitude in the field of athletics, Shepherd of the Valley Lutheran School has set up a program of interscholastic sports for boys and girls. Shepherd provides the following activities:

1. Boy's Basketball
2. Girl's Basketball
3. Soccer
4. Track and Field

All participants must have signed permission from their parents to participate. Playing time is up to the coach's discretion. If players are in good standing and have been at practice, they will receive playing time in proportion to their skill, effort, and grade level. We have an "everyone plays" philosophy during the regular season. During tournaments, playing time may be determined by skill level, grade level, and opponent's ability.

### **Eligibility Requirements**

If any extracurricular activities interfere with the child's academic goals, the teacher and parents will discuss the advisability of the child's continued participation. A student must maintain at least a C average with no failing grades in order to participate. Eligibility is determined at the midterm and at the end of each quarter. Reinstatement can occur at the midterm of the following quarter or when jointly agreed upon by classroom teacher, principal, and Board of Education.

### **Daily Assignment Policy**

While participating in extracurricular activities, students must continue to turn their school work in on time. Students who fail to complete their daily assignments and/or turn them in to the classroom teacher on time on a particular day will not be allowed to participate in practice or interscholastic competition until work has been satisfactorily completed.

### **Insurance Coverage**

It is recommended that participants be covered by some form of insurance program. It is also suggested that these children be given regular physical examinations to determine advisability of their participation. The school insurance covers participating students on a secondary basis.

### **School/Congregation Liability**

The school and/or congregation cannot and will not be held liable for any injuries incurred through participation in interscholastic sports.

### **Practices**

Practices for interscholastic sports are held, for the most part, after regular school hours. The parents of all participants should make provision for transportation of their children after practices.

If the child misses a day of school due to sickness or any unexcused reason, she/he will forfeit any rights to practices or games that are held that same evening. If a child has an excused or anticipated absence for part of the day, he or she will be allowed to participate.

### **Cheerleading**

Cheerleading may be offered if there is sufficient interest. Our cheerleaders will be left up to the supervision of the Athletic Director and those who act as supervisors and/or coaches of these girls. There will be no tryouts or eliminations. Practices will be arranged to suit the majority and the coaching staff. Parents will have to provide for transportation before and after practices.

### **Awards**

At the end of the school year, awards will be given to students who have participated in extracurricular activities, have perfect attendance, or have achieved an academic average of A- for honor roll and A or A+ for high honor roll. An honor roll will be posted each quarter.

### **Classroom Parties**

It is tradition at Shepherd of the Valley to offer classroom parties a few times throughout the school year. A nominal fee is often collected to cover food and drink. Parties offer children a chance to grow socially and have a fun break from the regular routine of the day.

## **Section 10. Physical Education and Playground**

### **Physical Education**

Physical education should not be considered just another recess or play time, but as an opportunity to train the body just as we train the mind. We hope to build strength, endurance, coordination, flexibility, agility, and body control which will aid your child in other fields of learning.

Basically the program consists of exercises of all kinds, games of low organizational nature, and individual and team sports. If for physical reasons, a child is unable to participate or will participate but less vigorously than others, a written explanation must be sent to the instructor. Students are to be prepared for class by providing clothing and shoes that allow free and safe movement.

### **Playground Use**

Children will be restricted to the athletic field, the area around the playground equipment, and the parking lot at the east side of the school. Please remember that the playground is closed before and after school while drivers are dropping off or picking up students.

### **Recess**

The teachers are responsible for determining the play area. Children are to remain in this supervised area at all times. Parental notification is required if you don't want your child to participate in normal recess activities. It must be kept in mind that at times children will forfeit a recess due to lack of responsibility toward their homework.

### **Playground and Hallway Rules**

1. No food or drink on the playground.
2. No running, throwing things in, or blocking the hallway.
3. No behavior that causes injury or provokes another student is allowed
4. No pushing or shoving in line.
7. No entry into media room or kitchen without permission.
8. No phone use without permission.
9. Respect the property of others.

*Any staff member may enforce these rules.*

### **Section 11. Spiritual Matters**

## **Church Attendance**

An important part of every child's faith life is his participation in Sunday and festival worship services. We ask that parents realize their responsibilities in this regard and attend church regularly with their children.

Occasionally, the children will participate in the worship service as a children's choir. All children will be expected to worship in this way also.

All families are welcome to participate in the worship services held at Shepherd of the Valley Lutheran Church, however certain leadership roles in worship are reserved for members. If you have any questions in this regard please speak to the pastor.

We ask that all parents be willing to support the efforts and activities of the school and support the continuing spiritual growth of their children and themselves by setting an example in church interest and attendance.

*"Blessed are those who hear the Word of God and obey it." (Luke 11:28).*

## **Chapel/Mission Offerings**

Every school day begins with a devotion. However, every Friday we have joint Chapel service in the church. After the service, a Chapel offering is gathered. The money given is used for mission projects. We show our love for the Savior by giving Him gifts. The childhood years are a good time to begin and promote stewardship training.

## **Sunday School Attendance**

All children are also encouraged to attend Sunday School regularly. Sunday School is in session every Sunday morning at 9:15 am.

## **Section 12. Curriculum**

### **Pre-Kindergarten Objectives**

The pre-kindergarten at Shepherd of the Valley Lutheran School has one central two-fold purpose in providing education for 4 and 5 year olds. Our objective is to introduce children to their Lord and Savior Jesus Christ. We will teach them that God loves them, He cares for them, and that Jesus died for their sins. We will teach them how to show their love and thankfulness to God by living a God-pleasing life. These objectives will be met through many vehicles. Following is an overview of our curriculum prepared for our 4 and 5 year old students.

Children will learn of “God’s Grace to Us” through Bible history lessons, Scripture memorization, hymns, children’s worship songs, crafts, finger plays, poems, and games to reinforce Bible truths.

Children will also “Grow in Wisdom and Stature” by focusing on character, language development, community, fine arts, science, math, and physical education.

A more detailed curriculum and calendar of events are available in the Pre-K packet.

### **General Curriculum Statements and Philosophies**

It is Shepherd of the Valley’s prayer that graduates should know and believe that they are redeemed children of God, who have heaven as an inheritance. They should be well versed in the Bible’s teaching and be able to know their purpose in life - thanking God and serving others with their gifts and sharing that purpose with others. It is our prayer that a SVL graduate would be able to draw comfort from the Word and have a desire to continue to grow in faith for the rest of their life.

It is Shepherd of the Valley’s educational goal that each graduate will have mastered all areas of the curriculum and that they are self-sufficient in them.

It is Shepherd of the Valley’s objective that all graduates grow socially and emotionally under God’s guidance. We would pray that all students would organize time and materials effectively. We also strive to teach students to be respectful to those older and compassionate to those younger. We would further expect that students learn to handle disappointment in a God-pleasing manner and that they express Christian love for others in speech and action. It is our prayer that children are taught to take captive and make every thought obedient to Christ.

### **Word of God**

It is our prayer that a graduate of Shepherd of the Valley Lutheran School will have studied God’s Word and through that study be led by the Holy Spirit into a deep understanding, knowledge, and faith of his/her salvation. This study includes the following teachings:

- 1) The Bible is God’s infallible and inerrant Word, verbally inspired by God himself.
- 2) The purpose of God’s Word is to reveal his saving grace in Jesus Christ.
- 3) The Bible has two main teachings: The Law, which reveals our sin, and the Gospel, which reveals our Savior.
- 4) The Holy Spirit brings us to faith through the Word and the Sacraments of Holy Communion and Baptism.
- 5) Out of love and thankfulness for God’s wonderful, free gift, we are led to a life of service to God and to others.

These teachings are contained in God’s Word, the Bible and children will be required to memorize

portions of Scripture, along with parts of Luther's Catechism and the Lutheran Hymnal. It is our prayer that children will also grow in their personal relationship with the Lord including prayer, devotion, and worship.

In grades K-5, Bible lessons are taught. All memory work in hymns, Bible verses, and parts of the catechism are correlated with the Bible lessons.

In grades 6-8, religious instruction includes Bible study, catechism and hymn study.

### **Catechism Instruction**

All children enrolled in grades 6-8 will attend catechism instruction during the school day. The purpose of this class is to give each child concentrated study in the teachings of God's Word. Upon completion of the class, the students are eligible to make public profession of their faith and to become communicant members of Shepherd of the Valley Ev. Lutheran Church.

### **Science**

It is Shepherd of the Valley Lutheran School's philosophy that through our teaching of science, children would be led to praise the triune God, recognizing his power, order, and wisdom as they study and view the awesomeness of His creation. We view this creation in the light of God's Word and in four major areas of study: Life Science, Earth Science, Physical Science, and Health Science. We would pray that the children would be taught to be good stewards of this creation. All science is taught keeping in mind the hand of God throughout all study.

### **Math**

It is Shepherd of the Valley Lutheran School's philosophy that through the teaching of Mathematics, children would be led to appreciate the orderliness of God's creation and the application of this orderliness in the field of Mathematics processes. These processes include:

- 1) The number system
- 2) Number sense
- 3) Number relationships (including rounding, estimation, and mental math)
- 4) Problem solving and reasoning skills
- 5) Measurement
- 6) Data collection
- 7) Interpretation and analysis
- 8) Geometric concepts
- 9) Properties and relationships
- 10) Algebraic methods of solving problems
- 11) Describing functions and patterns
- 12) Graphing

- 13) Solving word problems
- 14) Using the four basic operations
- 15) Fractions and decimals

It is also our goal that a graduate of Shepherd of the Valley Lutheran School be able to put these processes to good, practical use in everyday life situations and to appreciate that he/she is a faithful steward of the time, talents, and treasure that God has given to him/her.

## **Language Arts**

It is Shepherd of the Valley Lutheran School's philosophy that through the teaching of language arts, children be led to realize that communication is a gift of God to mankind for serving and glorifying him. "A word aptly spoken is like apples of gold in settings of silver." (Proverbs 25:11) Language arts skills include: listening, speaking, reading, and writing effectively. Students will use these skills to grow spiritually, evaluate written and oral materials and interact appropriately with others in a clear and comprehensive manner. The language arts curriculum includes the following: Reading, Language, and Spelling.

### **Reading**

Reading is an avenue through which our knowledge and appreciation of God's world is enriched and includes the following areas:

- 1) Being able to read the Bible
- 2) Having an ability to use phonetic and sight word approaches to new words
- 3) Being exposed to a God-pleasing variety of genres: poetry, short story, novel, fiction, non-fiction, etc.
- 4) Being able to comprehend well silently as well as reading orally with fluency and confidence
- 5) Having a wide vocabulary
- 6) Understanding the use of plot, setting, and character

### **Language**

According to Matthew 28:20, a person should be able to "go and tell" the good news of salvation. Therefore a graduate of Shepherd of the Valley Lutheran School should have achieved these goals:

- 1) Speaking and writing with correct grammar and public speaking skills
- 2) Writing with correct punctuation, grammar, capitalization, and usage
- 3) Being able to listen carefully for directions and understanding
- 4) Knowing how to carry out research at the library and on the computer
- 5) Being able to compose various genres: Poetry, research papers, narratives, etc.

## **Spelling**

A graduate should be able in written form to express his faith and communicate with correct spelling. Goals are:

- 1) To be a lifelong functional speller
- 2) To have mastered the 1000 words which make up 90% of the English language
- 3) To have developed the skills and knowledge to be able to find the correct spelling of words

## **Social Studies**

It is Shepherd of the Valley Lutheran School's philosophy that through the study of history, geography, world cultures, civics, and religions a graduate will become more aware of God's creative and preserving power, and of the guiding hand of God throughout the course of his story. We pray that the graduate will learn that God has created interdependence in society. It is God's will that Christian people obey the laws of government, which do not violate Scripture. We encourage students to pray for the government. We teach the following:

- 1) Community (family, neighborhood, city, state, country, world)
- 2) American History and Geography
- 3) World History and Geography
- 4) Colorado History
- 5) Government and Civic responsibility
- 6) Stewardship of God's Earth

## **Fine Arts - Music and Visual**

God has blessed humanity with the arts. Through these vehicles we are able to glorify God, understand the past, connect with other human beings, and grow intellectually, emotionally, and spiritually. The study of the arts contributes to the development of the whole person. The graduate of Shepherd of the Valley Lutheran School will be encouraged to appreciate the fine arts as harmony, rhythm, color, and form come together.

## **Physical Education**

It is our prayer that the graduate of Shepherd of the Valley Lutheran School be led to realize that his/her body is the "temple of the Holy Spirit", and as such should be encouraged to form lifelong habits of good exercise and health. A variety of physical activities will be taught at an age appropriate level.

## **Keyboarding**

Students will become competent in keyboarding skills, as well as the use of a word processing program in formatting and publishing written assignments.

### **Testing**

In addition to regular tests in each subject, our school conducts a standardized testing program in the spring of each year.

### **Class Trips**

Because a child's education extends beyond the classroom, our students will go on field trips. Costs of these are not part of the school budget and must be funded by the parents of the students. All arrangements and details of the trips will be planned by the classroom teacher and must be approved by the principal.

### **Yearly Calendar**

State law requires all public schools to operate at a minimum of 968 class hours per year. In addition, parochial schools are required to have 172 scheduled days. We will attempt to follow or exceed that mandate. The calendar for the current school year is distributed to parents annually.

### **Book Care**

Each textbook is the property of Shepherd of the Valley. Any loss or damages to these books are the responsibility of the student. Books are not to be covered with contact paper, clear or otherwise. Here is a brief list suggesting the care books should be given:

1. Always handle a book with care.
2. Do not write in a book either with pen or pencil.
3. Do not close a book with a pencil or notebook in it. This breaks the binding. Once the binding has been broken, the book soon has to be replaced.

### **School Hours**

School is in session from 8:15 a.m. to 3:15 p.m. each day for grades 1<sup>st</sup> – 8<sup>th</sup>.

The kindergarten class is all day on Monday, Wednesday, and Friday from 8:15 A.M. to 3:15 P.M.

Pre-school is held on Tuesday and Thursday, from either 8A.M.-11A.M. or 12P.M.-3P.M.

Students should be at school with sufficient time to prepare themselves for the opening devotion. Students should leave for home immediately after dismissal. The school day begins at 8:15 A.M. and ends at 3:15 P.M. unless otherwise informed. Arrival after 8:15 A.M. will be considered tardiness.

### **Section 13. Christian Discipline**

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 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 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).

The Gospel message taught in a Christian school under the direction and guidelines of its principal and teachers will instill in the child the desire to live for Christ as the Holy Spirit moves the child to learn and understand the grace and mercies of God.

#### **Discipline Guidelines**

The Discipline Guidelines are summarized as follows.

#### ***Why Must We Discipline in our School?***

*“For I told him (Eli) that I would judge his family forever because of the sin he knew about; his sons made themselves contemptible, and he failed to restrain them.”* (1 Samuel 3:13).

*“The corrections of discipline are the way of life.”* (Proverbs 6:23).

*“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”* (Hebrews 12:11).

#### ***How Do We Discipline?***

The teachers and principal will discipline by ministering with God’s Word, as we are encouraged: *“Preach the Word... correct, rebuke and encourage-with great patience and careful instruction.”* (2

Timothy 4:2). Each teacher will apply God's Word according to the guidelines of that classroom.

In the event a child intentionally tries to harm someone, displays blatant disrespect, maliciously gossips, leaves school property during school hours without permission, or willfully destroys or defaces property, the Board of Education through the principal may determine a more severe punishment. This punishment may include, but is not limited to in-school suspension and/or payment for damages. In extreme cases expulsion may be carried out by the Board of Education.

## **Definitions**

For our purposes the following definitions apply:

### *Suspension*

A short term exclusion of a student from the classroom. Suspension will be carried out at school, not in the home. In-school suspension includes, but is not limited to:

- Exclusion from classroom instruction.
- Exclusion from interaction with any students.
- Careful monitoring by an assigned adult for supervision and personal needs.
- Completion of homework assignments.

For a more severe offense, the parents will be contacted immediately to pick their child up from school. The parents and student will need to meet with the Board of Education before the student will be allowed to return to school.

### *Expulsion*

A long-term exclusion of a student from the classroom and/or school will be carried out by the Board of Education.

## **Dress Code**

1. Any style of dress or grooming that reflects a rebellious social movement will not be allowed.
2. Only a light application of makeup will be allowed.
3. Shoes with low or no heels are recommended.
4. Hair
  - \* Boys may not wear ponytails or earrings. No other kind of tail is permitted.
  - \* Dyeing of hair is strongly discouraged. Unnatural hair colors are not permitted.

5. Clothing
  - \* Shirts with inappropriate logos, etc. are not permitted (i.e. Shirts that promote alcoholic beverages, rock groups, etc.).
  - \* Shirts with the Atorn look® are not permitted.
  - \* Halter tops, net shirts, muscle shirts, and half shirts are specifically prohibited.
  - \* All shirts and blouses must be long enough so that no midriff skin is showing.
  - \* Appropriate sleeveless blouses in modest taste may be worn (no over exposure of shoulders, underarms, etc.)
  - \* Skirts and shorts must be of appropriate length
  - \* Skorts are considered the same as shorts
  - \* The excessive baggy jeans such as saggies are also prohibited
  - \* Pants are to be worn so no undergarments are visible
  
6. Blue jeans may be worn. However, they may not be torn, frayed, or excessively worn. The same principle applies to any form of slacks.
  
7. Shorts will only be allowed from the beginning of the school year until October 15th and again in the spring of the year from April 15th until the end of the school year. Children will only be allowed to wear shorts that reflect Christian judgment and values. Children may bring shorts to school to change into for physical education class. The principal may also allow the wearing of shorts in unseasonably warm weather.
  
8. Because tightly fitted clothing can cause offense, students will not be allowed to wear skin-tight outfits.

## **Section 14. Academics**

### **Report Cards**

Report cards are issued quarterly and are an estimate of what each child has accomplished to date. The information contained on your child's report card should be carefully used and evaluated. Grades are generally computed by averaging the daily work, such as written assignments, recitation, quizzes, tests, projects, and extra credit work. The following is our grading scale.

100	A+	0
96-99	A	1
92-95	A-	2
90-91	B+	3
87-89	B	4
85-86	B-	5
82-84	C+	6
77-81	C	7

74-76	C-	8
72-73	D+	9
70-71	D	10
68-69	D-	11
0-67	F	12

Report cards are sent home with the pupils at the end of each quarter. The report may be kept by the parents and need not be returned. The envelope, however, must be returned with a parent's signature as soon as possible.

Midterm reports will also be sent home during each quarter. These need to be signed by a parent and returned to school by the date requested.

### **Honor Roll**

Our school has a 4th through 8th grade honor roll. Students who receive an average of A- in the core subjects will qualify for the honor roll; students who receive an average of A or A+ in the core subjects will qualify for the high honor roll. These core subjects are: Word of God, Memory Work/Catechism, Hymnology, Reading, Language, Spelling, Math, Social Studies, and Science.

## **Section 15. Home and School Cooperation**

### **Parental Responsibility**

Christian parents have the primary responsibility of educating their children in the way of the Lord. The Lutheran elementary school has been established to assist the parents in their obligation. Parents and teachers must work together in their common goal of training God's children to walk in His commands. You can help your child grow in grace by:

- \* letting your daily living and conduct be a wholesome guide and example,
- \* letting the Word of God be the sole guide in all phases of daily living and conduct,
- \* having regular family devotions and table prayers,
- \* attending Sunday School and church regularly and discussing the sermon and lesson with your children,
- \* praying for your school and staff,
- \* encouraging your children to respect their teachers,
- \* refraining from criticism of teachers or school procedures in front of your children. Questions or criticism should be brought to the people involved in a constructive manner.

- \* seeing to it that your children are prompt and regular in their school attendance,
- \* encouraging them to be considerate and courteous on their way to and from school,
- \* showing an active interest in your child's homework, giving assistance, encouragement and arranging a scheduled home work routine whenever necessary,
- \* exercising Christian discipline at home and support Christian discipline exercised at school,
- \* encouraging sufficient hours of rest and sleep,
- \* encouraging him/her to eat well balanced meals,
- \* discouraging him/her from bringing distracting items to school,
- \* seeing to it that they are properly dressed with boots in cold, snowy, and wet weather,
- \* discouraging them from bringing candy and gum to school,
- \* encouraging your children to keep the school building and grounds clean and orderly.

### **Volunteering**

Our school is able to function as well as it does thanks to the many volunteer hours of dedicated service put in by our school families. There are many opportunities throughout the year to lend a helping hand. Sign up sheets to help out in various areas will be available at registration, but registration isn't the only time you can sign on, so please feel free to volunteer at any time. Some of the areas in which we typically need help are the following:

- \* Drivers for field trips and other school activities
- \* Computer lab supervision
- \* Soccer / Basketball Referees, Timekeepers, Etc.
- \* Hot Lunch preparation, serving, and clean up
- \* Classroom party helpers
- \* Booster Club Activities
- \* Tutoring or Reading to children

Suggestions for additional areas of service are always welcome and appreciated; please do not hesitate to contact a staff member or member of the board of education with any new ideas!

### **Sharing Concerns**

Efforts to solve problems with teachers, parents, or anyone causing offense must be done according to Matthew 18:15-20. Concerns of parents can most effectively be dealt with outside the regular school hours. If parents have a question or concern they should proceed in the following order until the matter is resolved in Christian love:

- \* Meet with the teacher.
- \* Meet with the teacher and principal.
- \* Meet with the teacher, principal, and pastor.
- \* Meet with teacher, principal, pastor, and the school board.

All people involved with the school are urged to remember the obligation laid upon them by God in the eighth commandment. This commandment makes it an offense to speak in a derogatory way about the school, teachers, pastor, students, or parents.

### **Homework Assignments**

It should be possible for most students to get the majority of their work completed in school. An attempt will be made to keep homework to a reasonable amount.

A great deal of homework should not be necessary unless the child has been absent, willfully neglects his/her work at school, or is not working up to his/her grade level for other reasons.

Should it appear that the child is burdened with too much homework, be sure to contact your child's teacher at once. If homework responsibilities aren't carried out, a teacher may then require the child to give up his/her school free time.

### **Prompt Completion of Assignments**

Each student carries the responsibility for prompt completion of assignments. This is part of training children. In general, all assignments will be due at the opening of school the day following the giving of the assignment. Teachers have the option of allowing flexibility and wait, for example, until class time. If late work is the result of illness or similar legitimate reason, parents should contact the teacher with a note of explanation that excuses the lateness of the assignment.

If a child receives an "F" on a completed assignment, the child must redo the assignment and have the average of the two grades put into the grade book. If a child receives an "F" because an assignment was not completed the child must still finish the work at any recess time deemed necessary by the classroom teacher.

If a child has accumulated a number of failed assignments and/or late assignments, the classroom

teacher will schedule a time with the parents to work with the child after school.

Parents will receive a phone call from the classroom teacher informing them of any overdue assignments that are excessively late.

### **Memory Work**

Memory work will be assigned regularly during the Word of God period. The memorization of hymns, Bible passages, and the chief parts of the Catechism provides a ready source of spiritual comfort in time of need. We ask that parents take special time to work with their children in this area of Christian education, especially in the lower grades.

### **Make-Up Work**

Refer to “Make-Up Work” on page 8 for information regarding make-up work.

### **Parent/Teacher Consultations**

It is important for the best interest of our pupils that there be a good mutual understanding and cooperation between parents and teachers.

We are providing several opportunities for parents to have a close relationship with the teachers. Parents are expected to attend private consultations with the teachers of their children held at the end of the first quarter. Optional consultations will also be held at the end of the third quarter. The purpose of these consultations is to discuss and evaluate the child=s work and progress. Consult the school calendar for the exact dates. Parents should also feel free to call the teacher or principal for special consultations whenever they feel it is necessary. Teachers will also feel free to contact parents when needed.

### **Monday Memo**

Each child in each family will receive a newsletter every Monday. The newsletter includes general announcements, information, etc... for the coming school week to keep parents better informed and the school running more efficiently. We encourage parents to ask their children for the Monday Memo and keep it during the week for ready reference regarding school events. Extra copies are available at school.

The Monday Memo serves the needs of our school. As such, it will not communicate items outside the realm of our school and its students.

### **Child Abuse**

Colorado state law requires any teacher to report suspected child abuse of any nature. A teacher

failing to so report is subject to criminal prosecution by the state of Colorado. Parents are asked to understand that a teacher honoring this law is not making an accusation, but merely using judgement to obey the law.

### **School Supplies**

Our school will supply all educational materials required for normal classroom instruction. We do, however, require parents to purchase all religious textbooks and normal school supplies. School supplies lists are available from each teacher before the school year begins.

### **Library**

Each classroom provides library books for student use.

### **Lunches**

Students are to bring their own lunches. A hot lunch is served on Wednesday by our school mothers and fathers for a suggested donation.

### **Milk Program**

Our school offers each child chocolate or white milk. Milk is paid for on a semester basis. An announcement of the cost of milk for the upcoming semester will appear in the school newsletter. Milk money for the first semester of school will be collected at the time of enrollment. If a child is absent from school or does not receive his/her milk for some reason, there will be no refunds, no double milk taken the next day, and no deducting that amount from the next semester's payment.

### **School Pictures**

School pictures will be taken in the fall by a professional photographer. Packets will be made available for each student or participant, but parents are under no obligation to buy these pictures. Payment must be made at the time the pictures are taken.

### **Prohibited Items**

The following should not be brought to school:

- CD players, tape players and radios;
- Pagers, beepers, and cellular phones;
- Electronic games;
- Skateboards and roller blades;
- Knives or other weapons;
- Matches and lighters;
- Tobacco and alcohol and any illegal drugs;

- No medication of any kind can be brought to school without parental consent, and all required medication must be given to the classroom teacher to be administered.

All items brought to school should reflect Christian values. All decorations, school supplies and clothing that promote, advertise or condone non-Christian values are prohibited.

### **Property Damage**

Children and parents are to ever be mindful of the blessings they have in their school and its property. Proper care and respect for our building and its contents is to be exercised at all times. Students and parents will be held financially responsible for willful damage or abuse of the school and its furnishings. The amount of compensation will be determined by the Board of Education on a case-by-case basis.

### **Singing**

Occasionally the children will participate in the worship service as a children's choir. Parents will be notified through the newsletter of such occasions. We ask for the cooperation of the parents in bringing their children to church promptly on days when the children are to sing as a group. It is unfair to the children, when after diligent rehearsals, some children fail to be present in the service for which they are scheduled to sing. A singing schedule is available annually. Any absence for singing is to be excused by the parent to the teacher in advance.

### **Telephone**

The telephone is available to students for emergency calls. In the event of illness students will call home. Students will not be permitted to use the telephone for casual or social calls. We would also ask that parents who need to call their students at school do so during a scheduled recess or leave a message with office personnel.

### **Insurance**

The school offers accident and liability insurance. The coverage is in effect, however, only on a secondary basis. The parent's primary insurer must first process the claim. We suggest that you seek proper medical coverage on your own for your entire family's protection.

### **Communicable Diseases**

All communicable diseases, including head lice, strep throat, etc... are to be reported to the principal. Children with a communicable disease should not return to school until the danger of a relapse or spreading the disease is over.

## **Medication**

### *1. Aspirin/Tylenol*

No school personnel will be allowed to administer medication of any kind, including aspirin or acetaminophen (Tylenol), without written parental permission. This permission will be kept on file for the school year.

### *2. Over-the-counter medication*

If there is a need for a child to take over-the-counter medication while at school, written permission must be given to the classroom teacher for each occurrence of an illness. Parents are to write a note to the teacher explaining the dosage and giving permission to the teacher to administer the medication while at school.

### *3. Prescription medication*

State law requires a signed doctor's statement giving the staff permission to administer prescription medication. Parents will need to supply a form for each occurrence of an illness requiring prescription medication. A form for this is available in the back of the handbook or from the school whenever needed. It is permissible for a doctor's office to fax this permission directly to school for your convenience.

All medication is to be given directly to the classroom teacher by an adult. At no time should any medication be left in the child's possession. If your child is on a new medication, please administer it to them at least 24 hours at home before asking the teacher to administer. This should avoid an unexpected allergic reaction on the part of your child.

## **School Closing**

In the event of inclement weather, it may be necessary to close school or delay the start of the school day. Should this be the case, our school closing will be announced over KOA Radio 850AM, or Channel 9 television. As a general rule, we will close if Jefferson County Schools close. An attempt will also be made to call all parents by 7am if we are closing or delaying the start of school.

Please do not call the school, principal's or any faculty member's home on these days, since many phone calls may have to be made by these individuals.

## **Health Services**

Hearing, vision, and speech screening will be offered during the year. Please report all cases of measles, rubella (German Measles), mumps, hepatitis, scarlet fever, strep throat, pertussis (whooping cough), encephalitis, meningitis, chicken pox, and lice to the school office.