



**Shepherd of the Desert Lutheran School**  
**Shea Campus**  
*Educating for Excellence*

**Kindergarten - 8th Grade Family Handbook**  
**2017-18**

*“Rejoice in the Lord always. I will say it again: Rejoice!”*  
*Philippians 4:4*

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**Shepherd of the Desert Lutheran Church carries the appropriate liability insurance for our school.**

### **Mission Statement**

Our mission at Shepherd of the Desert Lutheran School is to provide a premier Christian educational experience focused on advancing academics for children age 2 through 8th grade.

**This handbook provides the guidelines to which all students and parents must adhere at Shepherd of the Desert Lutheran School.**

### **Accreditation**

Accreditation is granted when nationally recognized criteria for high quality programs have been reached. Shepherd of the Desert Lutheran School has been accredited by the National Lutheran School Accreditation commission since 2005.

***National Lutheran School Accreditation of the Lutheran Church Missouri Synod, St. Louis, Missouri.*** Shepherd of the Desert Lutheran School was awarded **Exemplary Status** by the National Lutheran School Accreditation commission. This honor is awarded to only five percent of the 2,500 LCMS schools nationwide. National Lutheran School Accreditation encourages and recognizes Lutheran schools and preschools that provide quality Christian education and engage in continuous academic and ministry improvement.

### **Child Abuse Reporting Obligations**

In accordance with Arizona Law, the school staff is obligated by law to report reasonable suspicion of physical or emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.

In this very serious and legally narrow area, the school will not contact parents in advance when making a report to legal authorities. The clear requirement of the law mandates that a report of reasonable suspicion of abuse be made.

## CONTACT INFORMATION

### General Contact Information

Address 9590 E. Shea Blvd. Scottsdale, AZ 85260  
Telephone (480) 860-1188  
Fax (480) 860-4152  
Website [www.sotdaz.org](http://www.sotdaz.org)  
E-mail Worker's first initial and last name @sotdaz.org

### School Office in Building B (extension 6)

Lisa Straight Extension 202  
School Business Administrator  
Irene Wingfield Extension 200  
Administrative Assistant/Registrar

### Church Office in Building A (extension 5)

Pastor Alan Rosnau Extension 405  
Shea Campus Pastor  
Brenda Christensen Extension 400  
Church Business Administrator  
Tracy Grindle Extension 401  
Church Care and Compassion Coordinator

### School and Office Hours

All grades: Classrooms open at 8:00am and school hours are 8:10 a.m. to 3:05 p.m.  
Office Hours: Monday-Friday - 8:10am - 4:00pm

### Communication

**Information events and activities at SOTD can be accessed in the following ways:**

- General School/Church Information - <http://www.sotdaz.org/>, weekly School Newsletter and monthly Church Newsletter
- Grades and School Schedules - <https://www.renweb.com/>.
- Individual Classroom Information - Kindergarten - 5th Grade Weekly Newsletters  
Middle School - Google Classroom

### Chapel / Church / Sunday School

As the Word of God is applied, the mind and heart begin to view the world from a new perspective. When students come to know the love and forgiveness Christ offers them, they begin to view themselves as a very special and important creation of God. Daily devotions, prayer, Bible study and weekly chapel are all used to encourage Christian growth. Offerings that are gathered throughout the year are designated for special mission projects. ***Students are encouraged to contribute their own money to develop an attitude of stewardship and thanksgiving.***

## **ADMISSIONS**

Shepherd of the Desert Lutheran School admits students of any race, color, nationality or ethnic origin in order to benefit from the rights, privileges, programs, and activities generally accorded or made available to students at the school. Neither does it discriminate on the basis of race, color, nationality or ethnic origin in administration of its educational policies, admissions policies, scholarship opportunities (tuition assistance), loan programs, and athletic or other school-administered programs.

### **Admission Policy**

In order to be eligible for enrollment, parents must acknowledge, accept and uphold the following:

- Each child will receive training in the teachings of the Bible as taught throughout the curricula of Shepherd of the Desert Lutheran School.
- Each child will comply with all rules and regulations of the school for efficient, safe, and orderly operations.
- Each child will participate in school-related activities throughout the year, including school programs, field trips, and other functions.
- Each child transferring from another school will be tested for appropriate placement prior to acceptance.
- Each child's academic ability must be in line with grade placement.
- Each child will meet the following minimum age requirement upon entry into school:
  - ✓ ✓ Kindergarten – 5 years old by September 1 of the current school year.

### **Admission Requirements**

1. All forms in the enrollment packet must be filled out completely and submitted to the school office for review.
2. A school tour or interview with school administration.
3. Non-refundable registration fee.
4. Placement testing.

### **Admissions Priorities**

Shepherd of the Desert Lutheran School exists to share the *Good News* of the Gospel through a Christ-centered education. To that end we invite all who are interested in such educational experiences to apply for admission. It is always our hope and prayer to have space available for all who apply; however, smaller class sizes promote a quality education. Therefore, when space is limited, a system of admission priorities may be required. In such a case, eligibility for admission shall be based on the initial date of application and the categories listed below:

1. Active members of Shepherd of the Desert Lutheran Church who meet the criteria for enrollment priority.
2. Students who completed the previous school year at Shepherd of the Desert Lutheran School or Preschool.
3. Siblings of enrolled students who have not previously attended Shepherd of the Desert Lutheran School at either Shepherd of the Desert School or Preschool.
4. New Requests - not previously enrolled and non SOTD church members.

5. All re-enrollees are required to meet reenrollment deadlines as approved by the Shepherd of the Desert School Board in order to keep their priority enrollment status.
6. Priority of reenrollment is forfeited by any family should the payment of the registration fee be made after the deadlines announced each year.
7. Priority of reenrollment is forfeited by any family should the payment of tuition become an issue.

### **Re-Enrollment Procedures**

Re-Enrollment is subject to the following procedures:

1. Re-Enrollment fee payment deadlines are included in the re-enrollment information. Adhering to all deadlines will maintain priority enrollment. Failure to pay according to deadlines may cause a student to lose his or her priority enrollment. Re-Enrollment fees may increase for families that do not meet the re-enrollment deadlines.
2. The Re-Enrollment Form and Parent Release & Consent Form must be filled out and sent with the **first** re-enrollment fee payment.

### **Withdrawal from Enrollment**

One month's written notice is required for withdrawal. A withdrawal fee equal to one month's tuition is assessed on withdrawals made without notice. School administration may meet with the parents to assist in the child's transition.

**Shepherd of the Desert School is a private educational institution. As such, the principal reserves the right to decline admission or continuous enrollment of any student for the following reasons:**

1. The previous record or present status of the child indicates that he/she would have great difficulty obtaining growth within our school program.
2. The child has a disability which would prevent him/her from learning adequately in the school environment provided by SOTD.
3. It is determined that the child or family provides a significant hindrance to the safety and/or academic and spiritual nature of the school.
4. The student has been suspended or expelled from a previous school or has a record of discipline or truancy problems.
5. There is an unpaid balance from the previous school year.
6. The parent is unwilling to follow and support SOTD rules and regulations.

## **FINANCES**

### **Tuition**

All families are required to establish a FACTS account, as tuition and other fees are paid through FACTS Management System at <https://factsmgt.com/>. Tuition may be paid annually, semi-annually, or monthly. Tuition payments are due on the first day of the month from June through May. FACTS will assess an NSF fee of \$30 if the transaction is rejected. FACTS will attempt to process the payment two weeks later. If the transaction is rejected a second time due to insufficient funds, Shepherd of the Desert will assess an additional fee of \$35. Enrollment for the following school year is subject to full payment of the prior year's tuition, fees, and registration.

### **Tuition Assistance**

Numerous School Tuition Organizations (STOs) in Arizona offer scholarships to children attending private schools. Please visit [www.school.sotdaz.org](http://www.school.sotdaz.org) for more information regarding STOs. This can be found in Scholarships in the Admissions tab.

## DRESS CODE

### PE Uniforms

All students in grades 5-8 are required to wear SOTD PE uniforms (t-shirts/shorts) and athletic shoes for PE. Uniforms can be purchased at <https://sotdstore.com/>.

### School Uniform Dress Code K-8

As one part of the overall Christian environment at Shepherd of the Desert, we observe a uniform dress code to promote our school values and goals. We use a uniform dress code to:

1. Promote modesty.
2. Keep the focus on learning.
3. Reduce “label” competition (*ornament, applique, décor and logo free*).
4. Make daily preparation for school easier for parents and children.
5. Promote a neat appearance.

#### Girls’ Bottoms:

- Skirts, skorts, shorts, split skirts, and jumpers must be of modest length. They should be at least fingertip length, but not shorter than 4 inches above the knee (all bottoms should sit at natural waistline).
- Bottoms may not have any visible labels.
- Colors are solid tan or navy.
- SOTD Marymount plaid skorts, skirts and jumpers from *Dennis Uniform* are acceptable, <https://www.dennisuniform.com/schools/QSD>.
- Leggings and tights may only be worn under an appropriate length skirts and must be solid navy, white, or red.
- Sloppy or baggy shorts or pants, jeans, sweatpants, yoga pants, knit or nylon athletic pants are **not considered appropriate for school**.

#### Boys’ Bottoms:

- Shorts must be bermuda-length with no oversized cargo pockets. Pants are allowed, but no jeans or denim.
- Bottoms may not have any visible labels.
- Colors are solid tan or navy.
- Sloppy or baggy shorts or pants, jeans, sweatpants, yoga pants, knit or nylon athletic pants are **not considered appropriate for school**.

#### Tops:

- SOTD logo polo shirts are available at <https://sotdstore.com/>.
- Tops must be collared, loose fitting polo type shirts that are long enough to remain tucked in when arms are raised over the head.
- Tops may not have any visible labels or logos other than SOTD.
- Colors must be solid red, solid navy or solid white.
- Dress shirts, collared blouses (long or short sleeved), or turtlenecks are allowed.
- Shirt layering is acceptable if layers are school colors—both layers must be tucked in
- **A Navy polo-style shirt with school logo is required for school field trips.**

Socks:

- Socks are to be worn and visible.
- Socks must be solid red, white, or navy blue socks without logos

Belts are optional (as long as pants stay in place without one) but must be plain black brown, or school colors.

Shoes:

- Flat sturdy Mary Jane style shoes or athletic shoes and socks are required.
- **Athletic or tennis shoes are required for PE.**
- **Boots, sandals, and Crocs are not allowed.**

Hats will not be worn in school buildings.

Jewelry:

- Students are allowed to wear one-three bracelets. *Medical bracelets are considered an exception to this policy.*
- Girls are allowed to wear earrings. However, for safety, no hoops or dangling earrings may worn and earrings must be limited to one per ear located in the lower ear lobe.

Hair:

- Hair should be clean and well kept (no styles that would call undue attention, such as unnatural hair color, Mohawk styles, etc.)

Makeup:

- Students in 6<sup>th</sup> through 8th grade may wear makeup **in moderation.**

Sweaters, Cardigans, and Sweatshirts):

- **Must be in solid school colors only (red, white, or navy blue)**
- No visible labels allowed.
- Shepherd of the Desert spirit wear is acceptable.

Personal Hygiene: All students must bathe regularly, wear clean clothing, and apply deodorant daily (upper elementary and middle school).

No Uniform or Special Event Dress Days:

Several times a year there will be opportunities for alternative dress. These opportunities will be announced and students must adhere to the following guidelines:

- Tops (shirts, blouses, etc.)
  - o Shirts, blouses, and dresses must have straps at least 2 inches in width.
  - o Straps thinner than two inches must have an additional shirt underneath.
  - o Bra straps must not be showing.
  - o Untucked shirts must be long enough to cover midriff when hands are raised.
  - o Shirts may not be tied or clipped in the back.

Bottoms (pants, shorts, skirts, skorts, etc.)

- o Skirts, shorts, dresses, or skorts must be as long as your extended fingertips, but no shorter than 4 inches above the knee.
- o Bottoms must be worn at the waist with no “sagging”.
- o Leggings may only be worn under a dress or tunic top.

### **Dress Code Enforcement**

Dress code enforcement begins at home. Parents can greatly assist the learning process by ensuring that staff members devote their energies to teaching instead of managing uniform issues. Teachers will discuss dress code concerns with individual students. Violations of the uniform policy will require immediate correction. *Even with a uniform policy, there will be judgment calls on areas such as hair, makeup, and jewelry. The school staff will make those decisions and greatly appreciate student and parent support.* In most cases, a gentle reminder to the student will solve the problem.

### **Dress Code Violations**

**Students wait in the office until their parent can bring the appropriate item of clothing to school.**

## **ACADEMICS**

### **Parent/Teacher Conferences**

Parents have the opportunity to meet one-on-one with teachers at the end of the first quarter. Teachers can be reached via email with questions or concerns throughout the year.

### **Renweb Online Portal**

1st-8th grade parents can access student grades with a username and password through RenWeb Management System at <https://www.renweb.com/>. Information contained in the Shepherd of the Desert (SOTD) Online Parent and Student Portal is for the exclusive use of the parents, students and employees of Shepherd of the Desert Lutheran School. This information may not be reproduced in whole or in part, or transmitted in any form or by any means (electronic, mechanical, photocopy or otherwise) without written permission. The electronic directories and Parent and Student Portals are not to be used for any form of marketing or commercial purpose, including commercial solicitation and charitable appeals, and copies of the SOTD directory pages may not be provided to individuals or organizations not associated with Shepherd of the Desert Lutheran School. Any abuse of this policy, intentional or not, will result in full, immediate suspension of your Portal account.

### **Progress Reports and Report Cards**

- Progress Reports are issued weekly via email.
- Report cards are issued quarterly. Parents are encouraged to monitor their RenWeb accounts for academic updates on a regular basis. Teachers and parents are encouraged to be in contact at any time during the year when there are concerns about academic progress.

### **Student Promotion**

SOTD is a private educational institution. As such, the principal reserves the right to approve a student's completion of a grade level based upon his or her attendance and/or completion of academic requirements.

### **Academic Assistance**

In some cases of low academic performance, working with an outside tutor may be required for continued enrollment.

### **End of Year Report Cards**

End of the year reports will be held until all accounts are paid in full.

### **Grading**

Letter grades indicate progress in "major" subjects.

A+ = 99 to 100%	C = 75 to 79%
A = 95 to 98%	C- = 73 to 74%
A- = 93 to 94%	D+ = 70 to 72%
B+ = 90 to 92%	D = 65 to 69%
B = 85 to 89%	D- = 63 to 64%
B- = 83 to 84%	F = 0 to 62%
C+ = 80 to 82%	

Citizenship marks are recorded with these symbols:

(+) = Excellent Progress      (√) = Acceptable Progress      (-) = Limited Progress

These marks are used for 1st grade and 1st-5th grades for Art, Music, P.E., Computers, and Spanish:

<b>O</b> = 93 to 100%	<b>S</b> = 92 to 83%	<b>N</b> = 82 to 73%	<b>U</b> = Below 72%
Outstanding	Satisfactory	Needs Improvement	Unsatisfactory

### **Standardized Testing**

The Iowa Test of Basic Skills (ITBS) is administered to 2nd - 8th grade students annually in October. CogAT(Cognitive ability) tests are administered annually to students in 3rd, 5th, and 7th grades. Results are compared against national standards.

### **Advanced Math Placement**

Elementary students with exceptional mathematical abilities are given the opportunity to work at the next grade level. Math grades, achievement test scores, teacher recommendation, and the commitment of the student and his/her parents are considered in making this determination.

### **Curricula / Texts**

Curriculum and textbook selections are approved to meet state and national standards of accreditation. Additionally, our curricula is Christ-centered and intended to reflect our Christian values and mission statement as printed on page one. Replacement of lost or damaged school property, including textbooks, is the responsibility of each family.

## **Homework**

Students are expected to complete homework assignments on time. Homework policies are established by individual teachers and are explained to the students.

## **Academic Integrity**

Work submitted by a student at Shepherd of the Desert Lutheran School is presumed to be the student's original work. SOTD holds students individually responsible for understanding and maintaining a standard of scholastic honesty in their work. SOTD defines *scholastic dishonesty* broadly as “*any act that violates the rights of other students in the execution and evaluation of their work or that involves the misrepresentation of the work of another as one's own*”.

Scholastic dishonesty includes, but is not limited to:

- Cheating and Plagiarizing.
- Submitting the same or substantially the same work as another student (or yourself) to meet the requirements of an assignment.
- Collaboration on an assignment, project, or research paper without the prior consent of the teacher.
- Giving or receiving assistance, or information of any form before, during, or after an examination for the purpose of obtaining or granting an unfair advantage.
- Submitting as their own assignment work that has been prepared in whole or part by another student, or the use of materials without proper source citations.
- Any of the actions listed above results in a zero for the assignment.
- Violations of academic integrity fall under the school's general discipline policy.

## **Library**

The Shepherd of the Desert library is located in Building C. It offers a wide selection of age appropriate fiction and non-fiction books, as well as Christian-based videos. Items are available to check out on a renewal basis.

- K-5 classes attend library weekly; middle school students will have the opportunity to check out library books with their teachers.
- Parents are responsible for replacement/reimbursement for any lost or damaged book(s).

## **Student Lockers**

- 3rd-4th grade students will be assigned a locker with a carabiner clip.
- 5th-8th grade students must provide their own combination lock (give combination to homeroom teacher before locking and keep combinations confidential).
- Lockers should be locked overnight and on weekends, but are not to be locked during the school day.
- Lockers are the property of the school and may be inspected at any time
- Students are responsible for any damages (do not hit, kick or hang from your locker).
- Students are to use lockers for storage of their belongings only.
- Lockers must be kept clean and neat (no food should be left overnight).
- Interior decorations must be in good taste, respectful, and non-offensive—only magnets may be used to hang items on interior walls
- Exterior decorations are not allowed.
- Do not keep valuables in lockers—the school is not responsible for lost or stolen items.
- Book bags must be able to fit inside our 18”x18” lockers.
- Locker doors must be closed at all times.

***School administration reserves the right to search student lockers or desks if use of drugs, alcohol, or other items in conflict with school standards of behavior is suspected.***

## **DISCIPLINE**

**Each classroom teacher has a classroom discipline policy based upon a process of escalating consequences when the classroom rules are not being followed.** Occasionally it becomes necessary to involve administration in matters of discipline if the behavior goes beyond the classroom discipline policy. In such cases the following plan applies:

- Administration consult.
- Depending upon the severity of the issue, parents/guardians will be contacted via email or a phone call.
- A meeting will be held with the parent(s), administration, and teacher to set up an action plan of corrective behavior.
- Suspension (may be in-school or off campus) and another meeting with parent(s), administration, and teacher to discuss future action.
- A three day suspension, off-campus.
- Suspensions result in grades of zero for the school day(s) missed.
- Administration and school board members discuss the next steps, including an extended suspension or expulsion.

## General Chart for Discipline Management

### Classroom Manage Offenses

Dress Code  
Language  
Out of Seat  
Missing Work  
Lack of Participation  
Minor Dishonesty  
Tone/Attitude  
Electronic Devices  
Food/Gum/Drinks  
Excessive Talking  
Inappropriate Language  
Cheating (may be referred to office)  
Tardies (may be referred to office)

### Office Managed Offenses

Chronic Classroom Infractions  
Misuse of Technology  
Teacher/Student Harassment  
Bullying  
Threats  
Aggressive Language  
Fighting or Aggressive Physical Behavior  
Gambling  
Weapons  
Alcohol, Tobacco, Drugs  
Stealing  
Leaving Campus without Authorization  
Excessive Absences  
Inappropriate Sexual Conduct  
Destruction of Property

*Severe or chronic disciplinary matters will be dealt with separately and on an individual basis. Administration reserves the right to terminate enrollment of a student at any time when matters become disruptive, severe, or repetitive.*

### Inspection of Personal Belongings

When reasonable suspicion exists that there may be a banned substance or item in a student's possession, the administration, teacher, and/or pastor may inspect the student's personal belonging (i.e. backpacks, purses, carrying case, book bags, lockers, phones, electronic devices) or ask a student to empty his/her pockets to display the contents. Any such search should be witnessed by two staff members and be conducted with as much privacy as possible.

### Anti-Bullying Policy

Shepherd of the Desert Lutheran School supports a secure school environment, conducive to teaching and learning in an environment free from threat, harassment and any type of bullying behavior. **Bullying may be defined as a pattern of written or verbal expression, or physical act or gesture, or pattern thereof that is intended to cause distress upon one or more students in the school, on school grounds, or at school activities or sanctioned events.** Students who engage in any act of bullying are subject to appropriate disciplinary action, which may include suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

## **TARDIES AND ABSENCES**

At Shepherd of the Desert, we strive to teach our students the importance of personal responsibilities. We understand that situations arise that cause parents and students to run behind schedule or arrive late to an engagement. However, when this becomes a habit rather than a rarity, it is important that the issue of punctuality be addressed with parents/guardians.

Regular attendance is considered vital to a student's educational progress. All students are accountable for regular and prompt attendance. Absences are indicated on student report cards. Parents are encouraged to limit vacations, medical/dental appointments, and any other unnecessary absences that impact regular school attendance. **If absences are planned, please notify the student's teacher(s) and school office.**

Shepherd of the Desert students may not exceed **10 absences per semester**. This policy aligns with Arizona state law. The administration may make an exception for issues such as student travel opportunities or illness when the family has cooperated with the school and assignments have been completed. When the administrator determines that credit should not be granted, the family may make an appeal to the school board. Parents should notify the school as soon as possible when extended absences are expected so that an academic support plan can be arranged for the student.

Student work may not always be provided in advance. Children who are absent due to illness should rest and recover before working on schoolwork.

**Please call the school office at 480-860-1188 before 8:30am to report your child's absence.**

If a parent has not verified a student's absence by 9:00 a.m., the parent will be contacted.

**Students arriving after school begins must be checked into the school office by the parent before the student is admitted to class.** Students leaving early must be signed out in the office. A note from home and picture ID is required when someone other than the parent or authorized guardian is signing a student in or out of school.

### **Partial Day Absence Definitions**

- Tardy – arrival **in the classroom** after 8:10 a.m.
- Half-day absence – a student must be present at least 3 ½ consecutive hours.

### **Prolonged Absence Due to Illness or Injury**

If it is necessary for a student to experience a long period of absence, please consult with the administration and classroom teacher(s) to coordinate an appropriate educational plan. Shepherd of the Desert may not be able to meet the needs of the student(s) in all circumstances.

***Please call us immediately in the case of infectious disease.***

## HEALTH

### **Please keep your child home,**

- During the first days of a cold.
- If he/she has a sore throat or fever.
- If he/she has a rash.
- If he/she has stomach pain.
- If his/her eyes show signs of infection.
- **Until he/she has been without fever, vomiting, or diarrhea for 24 hours**

***We will call you immediately and isolate your child if these symptoms appear at school.***

### **Medication**

When it is necessary for a student to take medicine during school hours, designated staff members may administer the medication if it is brought to the school office. Further, the medication must be transported to and from school by a parent, guardian, or an adult designated by the parent. In certain circumstances, metered-dosed inhalers prescribed for the treatment of respiratory disorders may be kept with the student; permission to do so will be determined by school administration, based on the responsibility of the student. A “Permission to Carry” form must be current and on-file in the school office.

Additional information on a medicine bottle must include the child’s name, the type of medicine, dosage and time of dosage. The bottle should contain only enough medicine for use at school. ***When at school, students may not possess prescription or non-prescription medicine.***

### **Health screenings**

Children in kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 6<sup>th</sup> grades, as well as students new to our school, have hearing screenings. Students in other grades can pay for a hearing screening, as well as vision and speech/language screenings. Please contact the school office for more information.

### **Pets**

Some people are allergic to or frightened by pets. **Unless pets are part of a school project or presentation, please keep them in your car or off campus.**

## **CELL PHONES, ELECTRONIC DEVICES AND MEDIA**

### **Electronic Devices**

- Cell phones must be turned off and stored in the student’s backpack and locker during school hours.
- The use of cellphones/computers/technological devices without express teacher permission is prohibited during the school day.
- **Shepherd of the Desert School is not responsible for any communication on personal electronic devices or social media accounts not issued by the school.**

## **Acceptable Use Guidelines- Internet**

### **Risk**

It is impossible to control all materials on the Internet. Sites accessible via the Internet may contain material that is illegal, defamatory, obscene, inaccurate or controversial. With global access to computers and people, there is a risk that students may access material that may not be considered to be of educational value in the context of the school setting.

### **Users' responsibilities**

Internet users are responsible for their actions in accessing available resources. Should users encounter any sites or material that is not appropriate for school, it is required to inform the teacher and leave the website or material immediately. The use of your account must be in support of education and research.

### **Network Etiquette**

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

1. Maintain the security of the network by keeping information, especially passwords and account numbers, private.
2. Refrain from behavior or activity that damages or disrupts the performance of the network.
3. Use the network for approved, legal activities which have educational relevance.
4. Honor all rules of copyright and personal property.
5. Avoid the knowing or inadvertent spread of computer viruses.
6. Use only acceptable appropriate language. Avoid offensive or inflammatory speech.
7. Use real name in all communications. Impersonation, anonymity, or pseudonyms are not permitted.
8. Note that all electronic mail (email) is not guaranteed to be private. Individuals who operate the system will have access to all mail. Messages relating to or in furtherance of illegal activities will be reported to the authorities.

### **Inappropriate Use**

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette or that hamper the integrity or security of this or any networks connected to the Internet.

**Violation of law**

Transmission of any material in violation of any international, US or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing or obscene material, or material protected by trade secret. Any attempt to break the law while using a SOTD Internet account or while connected to the Internet through a SOTD IP (Internet Protocol) address may result in litigation against the offender by the proper authorities. If such an event should occur, SOTD will fully comply with the authorities to provide any information necessary for the litigation process.

**Commercial Use**

Use for commercial, income-generating or “for-profit” activities or product advertisement is prohibited.

**Vandalism/Mischief**

Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any networks that are connected to the Internet. This includes, but is not limited to, the deliberate creation and/or propagation of computer viruses. Sending unsolicited junk mail or chain letters, is prohibited. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

**User ID Violations**

Once a User ID is issued, the user is responsible for all actions taken while using that User ID. Sharing of a User ID with another person is prohibited.

**Electronic Mail Violations**

Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users is prohibited.

**File/Data Violations**

Deletion, examination, copying, or modification of files and/or data belonging to other users is prohibited.

**Consequences of policy violation**

An attempt to violate the provisions of this policy may result in revocation of the users Internet access privileges and/or account. School disciplinary action, including suspension or expulsion, and/or appropriate legal action may be taken.

## **Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify your teacher. Do not demonstrate the problem to other users. Do not use another individual's account at any time. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

## **DISCLAIMER**

Students have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on the SOTD computer system.

SOTD makes no warranties of any kind, whether expressed or implied, for the Internet services it is providing. SOTD will not be responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. SOTD is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Internet is at the user's own risk for the user's own purpose. SOTD specifically denies any responsibility for the accuracy or quality of information obtained through its Internet facilities.

## **School Telephones & Student Telephone Use**

- Staff or office telephones are *not* for student use without permission.
- Any parent wishing to contact his/her child must go through the school office. Messages will then be sent to the classroom teacher and relayed to the student.

## **Use of Entertainment Videos**

Movies rated PG are not shown to students below grade 5 without parent permission and are shown to older students only if the videos have been previewed and approved by the teacher(s).

Other videos appropriate to curriculum may be shown throughout the year.

## **ATHLETICS**

### **Athletic Opportunities**

The emphasis for the sports program is teamwork and self-discipline. Our school's team name is *Saints*. Our athletic colors are white and blue. Children in grades three and above may participate in track and field. Boys and girls in grades five and above may participate in basketball, soccer, or softball. Additionally, we offer girls volleyball and boys flag football. Full participation is expected and includes after-school practices and games with other schools in the Valley. Parent volunteers are needed for transportation. There are fees associated with these athletic opportunities.

### **Athletic Academic Guideline**

Student athletes must maintain a 2.0 (“C” average) and have no failing grades (“F”) in any subject to be eligible to play on a team. If at any time an athlete’s GPA drops below a 2.0 or the athlete has a failing grade (F) in any subject, the athlete and parents will be notified. Upon notification the athlete will be suspended from the team for a period of one week and until the athlete is able to bring up the GPA to above 2.0 or has no failing grade (“F”) in that subject. If after returning to the team, the athlete should again be suspended due to grades, the athlete will be removed from the team for the duration of the season.

## **LUNCH AND RECESS/OUTDOOR PLAY**

### **Lunch**

- Hot lunch is available through <http://www.myhotlunchbox.com/>..
- Ordering instructions can be found at <http://sotdsaints.org/forms/> and clicking on HOt Lunch Ordering Information.
- Students may bring their lunch meals and drinks to school. Please do not pack meals that require refrigeration or heating. Parents are encouraged to pack healthy lunches with a minimum number of treats.

### **Lunch Procedures**

- Students are escorted to the lunchroom and supervised by school staff.
- All students will sit in their seats during the entire lunch period unless they have a question for the teacher or lunch aide.
- Once the lunch period is over, the teacher, lunch room assistant, or lunch aide will dismiss the students to throw away their trash and begin the cleaning process.
- Students must wipe down tables and chairs as well as sweep under and around their table before being dismissed. When finished, students will raise their hands and wait quietly for a teacher to dismiss them.
- Kindergarten – 1<sup>st</sup> grade students are to sit at designated grade tables.
- Students without designated tables may sit wherever they would like, mixing between grades; however, no more than eight students to a table.
- Students will not be permitted to sit alone at a table.
- All grades will be dismissed for a brief recess after lunch.
- On rainy or especially hot days, recess may be moved to the Fellowship Hall or the classrooms.

**\*\*\*There will be no running, fighting, throwing food, or any other inappropriate behavior during lunch.**

## **Recess Procedures**

- Students are supervised at all times and may not play in areas where they cannot be seen by teachers or staff.
- Respect and care are to be displayed at all times toward one another.
- Respect of school grounds and property is to be maintained at all times.
- All trash is to be put in proper receptacles to maintain the cleanliness of our school grounds.
- Safety is to be reflected in all play, especially on playground equipment (e.g. one student at a time on the monkey bars or slide, etc.).
- All equipment must be returned to the appropriate storage bin when not in use or when recess is over.

## **Outdoor Play**

Standards of appropriate, safe and respectful behavior are maintained. Children are allowed on the elementary playground with adult supervision.

**PLAY GUNS AND WEAPONS WILL NOT BE PERMITTED.  
NO POTENTIALLY DANGEROUS ITEMS WILL BE PERMITTED.**

## **Outdoor Playground Rules**

1. Respect others
2. Use playground equipment as designed:
  - do not stand on top of playground equipment (for example, the monkey bars)
  - face forward when going down the slides; one person at a time
  - pushing & pulling other children will not be tolerated
3. Rocks & wood chips stay on the ground.
4. Please walk on sidewalks & leave large rocks in the spillway.
5. Keep playground clean from trash.
6. Get permission from an adult before retrieving balls that have gone over the north fence or into the main parking area.
7. Adults must retrieve balls that have gone across the fence along Shea.
8. Get permission from an adult before leaving the play area.
9. Students are not allowed on sport court bleachers without permission.

## **Modification of School-Related Activities Due to Weather or Environmental Conditions**

SOTD is committed to protecting the health and safety of our students and staff while providing and encouraging appropriate physical activities and opportunities. Acknowledging that local weather and environmental conditions can be intense, SOTD will limit or revise certain activities during times when negative health or safety concerns might occur. During times of excessive heat, the intensity and duration of outdoor activities will be adjusted. Students are consistently encouraged to hydrate prior to and during outdoor activities. A designee will assess the Heat Index and advise teachers. The Air Quality Index also provides information regarding potential health concerns. Conditions will be monitored, and teachers will be advised appropriately. In all cases, common sense for the health and welfare of our students will be a priority.

### **High Temperature Precautions**

- Students are given frequent water breaks and may bring water bottles to recess and PE classes.
- Strenuous activities on hot days.
- Physical education may take place in the Fellowship Hall on hot days.

### **Low Air Quality Precautions**

According to the American Lung Association, people react differently to changes in air quality and ozone levels. People with respiratory disorders such as allergies and asthma may have greater difficulty breathing on some days. Parents should notify teachers whenever their child has a health condition requiring any restrictions.

Decisions and actions are not limited to those identified above. Staff members take additional precautions as required by circumstances and the needs of individuals. School decisions are based on the health and welfare of the students.

## **BEFORE AND AFTER SCHOOL PROCEDURES**

### **Drop-Off**

- The school is not responsible for students dropped off before 8:00am
- Gates open at 8:00am between buildings B and C, and the Fellowship Hall.
- Please follow the directional map for drop-off and pick-up provided by the office.

### **Pick-Up**

- Do not pass or let children out of your car early unless directed to do so by school staff
- Students remain with teachers until the arrival of their ride and may not leave school grounds without permission.
- Students may walk home or ride a bike home with written permission from a parent/guardian.
- **Students will be placed in aftercare at 3:15pm.**
- **Please do not park or walk in the area in which cars are waiting to drop-off or pick-up.**
- Please do not park and allow your child to walk unsupervised through the parking lot.
- **Please notify the school office of any changes in a student's pick-up routine.**

### **After Care School Program**

**This program is designed to provide a safe environment for children after school hours. This program is a school-sponsored program that follows the guidelines and policies of Shepherd of the Desert Lutheran School.**

Charges will accrue in half-hour intervals. Parents / legal guardians must sign-out children when picking them up from After Care.

After Care is a benefit offered to Shepherd of the Desert families. Late tuition or fees may vacate the use of this program.

### **Late Pickup**

- Students who are not picked up before 3:15pm are placed in After Care.
- Charges will accrue in half-hour intervals.

**\*\*\*Emergencies do arise—please call the school office and advise us of your situation. We appreciate your efforts to be prompt.**

## **SAFETY AND EMERGENCY PROCEDURES**

### **Visitors**

Visitors on campus must check in at the school office to receive a visitor's pass. The Elementary office is open from 8:00am to 4:00pm.

### **Emergency Plans / Lockdown**

While emergencies can vary considerably, the following summarized preparations have been made:

1. We will follow directions provided by emergency broadcasts:
  - to hear alerts during orange or higher alert, a radio is kept playing in the school office
  - **Preparations are made to keep students at school short-term, for the day, or possibly one night.**
2. Lockdown procedures:
  - Students and teachers remain in classrooms with door(s) locked.
  - School staff will release students only to authorized representatives.
3. Notification:
  - Parents or emergency contacts will be notified to pick up students (school office must be notified of any changes to the emergency contact information).
  - All students must be signed out by a parents/guardian.

### **Evacuation Plan**

- Evacuation routes are posted in each of the classrooms.

### **Fire Drills**

- Held during the school year according to the school's fire evacuation plan.
- Evacuation routes are posted in each of the classrooms.

## **SCHOOL SPONSORED ACTIVITIES**

**Any parent/guardian working with students, whether in school or on a field trip, must have a background check completed by school administration.**

**All adults, whether chaperoning or not, are asked to refrain from smoking and/or drinking alcohol at school sponsored functions in which students are present.**

### **Field Trips**

- **K-8th grade students are required to wear a navy school logo shirt on all field trips.**
- Special events and visitors are planned during the year to enrich classroom experiences; there may be additional fees associated with these activities.
- Walking field trips to other nearby businesses, such as the Lifecare Center or Health South, may be scheduled.
- Siblings are not allowed on field trips to ensure that parent helpers give full attention to the safety of students.
- In accordance with state regulations, permission slips and driver forms will be required.
- Students must wear seatbelts and no children are allowed to ride in the front seat.

### **Student Vehicle Safety**

- All students below the age of 8 years old or students who are shorter than 4 feet, 9 inches are required to be seated in a child-restraint system, typically a booster seat.
- All field trip drivers must have a copy of their driver's license and current proof of liability insurance on file in the school office—this must be updated every school year.

### **Overnight Field Trips**

- Overnight field trips in grades 5 to 8 are considered regular school days.
- Students not able to participate in overnight field trips are expected to attend school and may be given additional assignments that are comparable to the experiences planned for the field trip.
- To provide thorough supervision, parent chaperones may be needed.
- All chaperones for overnight trips will have a completed background check.

## **PARENT ACTIVITIES**

### **Birthdays**

Birthdays are indeed special events and will be recognized in the classroom. Speak to the teacher if you wish to provide an edible treat. Dietary restrictions may apply.

Feelings are easily hurt (at any age) when it comes to parties. If you are not including all students on an invite list, please distribute the invitations outside of school.

### **PATS (Parents and Teachers of Saints)**

Shepherd of the Desert School parents' organization, PATS, is designed to help our school build community. The main function of PATS is to organize events and support students, parents, staff and teachers as we work together toward the vision of our school. All parents, staff and teachers are welcome to plan, participate and/or attend any and all events.

PATS events are held throughout the year and will be advertised in the school newsletter. PATS looks forward to working with all parents, staff, and teachers to make this year successful. Please consider volunteering your time and talents this school year.

## HANDBOOK AGREEMENT FORM

**Please print and sign this page. You will need 1 copy for each student. Return it to your homeroom teacher by Friday, August 11.**

I have read the K-8 Shepherd of the Desert School Handbook for the 2017-18 school year and agree to abide by the policies stated within:

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_