



## Parent/Student Handbook

The academic education of a child is a projection of the home, and it is to the home that the program looks for support and cooperation.

### Notice of Non-Discriminatory Policy

Shepherd's Heart Enrichment Tutorial, Inc. does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of educational policies, admission policies, scholarship, and other program administered events.

### I. Mission Statement / Philosophy

#### A. History of Shepherd's Heart

Shepherd's Heart Enrichment Tutorial, the oldest co-op/tutorial in Rutherford County, is the result of a vision that God has placed on our hearts both for our families and for those around us. Through much prayer and earnestly seeking God's will, we are embarking upon a vision. This is a vision of families ministering to each other, parents to children, children to children, families to families. Bonds will be strengthened and will create community, accountability, relationships, and encouragement (*...make my joy complete by being of the same mind, maintaining the same love, united in spirit, intent on one purpose. Phil. 2:2*)

We have asked God to empty us of ourselves and reveal every detail of His plan so it will not fail. If your spirit bears witness with this vision, please pray about your family's involvement. We hope you will join us on this adventure in the discipleship and training of our children.

#### B. Mission Statement

To assist the home schooled and their families by providing quality classes that enrich their education in a safe and loving atmosphere.

#### C. Philosophy

The Shepherd's Heart Enrichment Tutorial has been an endeavor so obviously blessed by the Lord. Such wonderful learning experiences, friendships, growth in faith, and support have been enjoyed by most. Even so, there are always changes that may need to be made and places for further growth. We want to continue to move forward toward these objectives, and we are asking parents to keep Shepherd's Heart in prayer.

The Lord knows best that all parents need times of respite from the demands on them. Home school parents especially need these times to regroup, rest, enjoy, or simply take care of business with less distraction. This tutorial can be an opportunity for our participating parents to enjoy these times. There is still the need for involvement by all participant families to make it a true success. Your desire to become part of Shepherd's Heart speaks to a commitment on your family's part to become involved, not only where the needs are, but where the ideas lead you and where the Holy Spirit guides you.

## **D. Purpose**

To encourage families based upon God's design for families in the training and discipleship of their children in providing a uniquely structured learning environment used to equip and encourage accountability for participant families through tutorial classes while providing participant families with group educational and community service opportunities.

## **II. Participation Requirements**

In order to participate, each family must sign the Student Registration and Parent Agreement Form (which includes the Medical Release Form), pay fees and tuition, and support the Shepherd's Heart vision, mission and purpose statements.

Parents are also asked to check their email for weekly updates and important information.

**Participants are required to give two days of service as a parent helper** AND may be asked to give their time in other capacities such as classroom helper, committee volunteer, etc. The continued success of Shepherd's Heart is made possible through the guidance of the Holy Spirit, our staff and involved parents like you! Lack of involvement will be in consideration during time of registration the following year.

## **III. Day's Schedule**

### **A. Praise and Worship**

The tutorial day begins promptly at 9:00 a.m. on Monday mornings with Praise and Worship. During this time, teachers and parents attend worship with the children. Important announcements are made and information is shared at this time because everyone is together. Attendance to Praise and Worship is imperative for these reasons and because this is where the vision begins.

### **B. Class**

All classes will begin at 9:15 a.m. and end at 2:25 p.m. The Pre-Kindergarten, Kindergarten, First grade, Second grade, and Third grade classes are self-contained for the day. The rotating fourth through eighth grades will have two sets of five classes (one set for each semester).

### **C. Lunch**

All parents are required to send a well-balanced lunch for each of their students each week. Lunchtime varies for each class. Please check your schedule for specific times. In order to remain good stewards of our location, which we are so grateful to be allowed to use, we all must clean up after ourselves. Please label all lunchboxes and articles with the children's names. Pack water to drink.

Due to several severe nut allergies, **we are a nut-free school.** Please do not send any nuts or nut products in your child's lunch, snack, or as a treat, including birthday treats.

## **IV. Illness / Medication Policy**

### **A. Illness**

If a child becomes ill during program time and needs special attention, parents will be contacted. If we are unable to locate the parent, the name and number noted on the “Emergency Form” will be called. In the event that there is no response, we will attempt to call a relative or friend. No child will be sent home or allowed to leave without a parent, the permission of the parent, or one designated to take the place of the parent. A current emergency number must be on file for each student.

### **B. Communicable Diseases**

When a suspected case of chicken pox, measles, impetigo, mumps, contagious conjunctivitis (pink eye), streptococcal infection (including scarlet fever), head lice, or other communicable diseases is reported, the parents will be called immediately to pick up their child. A child suffering from any communicable disease and in need of special medical attention shall be excluded from attendance and re-admitted once symptom free for 24 hours or a doctor's note is provided.

### **C. Medication**

The program shall not dispense prescription medication to students. If your child needs medication throughout the day, a parent must come and dispense it. If your child needs Benadryl, Tylenol, or Ibuprofen, it may be administered to the student with verbal or written consent from the parent.

Students may not carry medicines on their person unless there is a written recommendation by a physician. An insulin pump, EpiPen, or other emergency medications are the exception.

Parents are asked to keep students home if their child has been experiencing symptoms such as: stomach ache, headache, rash, sore throat, fever, or colds.

#### **Children should not attend classes if:**

- They have had a fever in the past 24 hours.
- They have had stomach viruses or diarrhea in the past 24 hours.
- They have yellow or green nasal discharge.

**Please Note: If a child comes with any of these symptoms, they will be sent home immediately out of consideration to other families. Giving them a fever suppressant before school is unkind to your child and the other families in the program.**

## **V. Inclement Weather**

If the weather is difficult, check your email. Many of our Shepherd's Heart families live outside the city limits of Murfreesboro where the weather could cause hazardous road conditions. Therefore, in cases of inclement weather, please follow the official closings for the Rutherford County school system. This *does not* pertain to late arrivals or early dismissals. We always try our best to communicate with our families about closures as soon as we can – so keep a watch on your email.

## **VI. Dress Code and Toys**

- Shoes appropriate for outside play and gym are required. No shoes with wheels allowed for safety.
- Attire should be tasteful and modest.
- No short shorts, sagging shorts or pants, tank tops without undershirts, no midriff or low-cut clothing or any items with ungodly printing or logos.
- To avoid unnecessary conflicts, we ask that children not bring trading cards of any kind, nor electronic items, or any other toys unless requested by a teacher. If a child brings these to the program they will be collected by a staff member and returned at the end of the day.
- Gum, candy, or drinks are not allowed during Praise and Worship or class time, unless a teacher approves during class time.

## **VII. Academics**

### **A. Homework Policy**

Children are expected to bring their supplies to class and be prepared according to teachers' specifications. Homework assignments, if given, are designed to reinforce what is learned on Mondays. Our instructors work hard to keep homework to a minimum. Please have your child(ren) complete all assignments on time.

### **B. Weekly Newsletter**

The Board members and teachers spend extra time after class hours to provide you with information about your student's day. Please take time to read over the newsletter for important announcements, assignments and other important information. The board strives to have the newsletter emailed to all the families by Tuesday evening.

## **VIII. Shepherd's Heart Social Media Policy**

Please be sensitive to all Shepherd's Heart families, instructors, & volunteer board members when posting on social media. If there is a concern or a complaint please keep the matter between the parties that are affected. Please help us to protect the security and integrity of our program. *"If your brother (or sister) sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained a brother (or sister)." Matthew 18:15*

## **IX. Communication**

- If you have questions or need assistance, you may email the board at [shepherdshearttutorial@yahoo.com](mailto:shepherdshearttutorial@yahoo.com) or contact via phone according to the Staff and Board Directory.
- If you need assistance during class time, please contact a board member via phone or text. *Please do not contact our host church office.*
- The board will email a weekly newsletter with information, announcements and upcoming events.
- Lower grades will receive a weekly newsletter emailed from their teacher.
- Upper grades will receive a newsletter from each of the rotating teachers attached to the bottom of the weekly email from the board.

## **IX. Code of Conduct and discipline procedures**

At Shepherd's Heart Enrichment Tutorial, we hope to create an open and nurturing environment for our students to learn and grow. When everyone abides by the rules, it makes for a fun and educational experience for everyone involved. The Shepherd's Heart board and teachers will strive not only to provide fun learning experiences, but also to stress respect for others. The following procedure will be followed when children misbehave. The board reserves the right to bypass one or more steps in the process if a situation warrants. Please review the rules with your child and make sure they are understood. We believe that you, as a parent/guardian, will appreciate knowing of any problem that your child may experience. The board of Shepherd's Heart reserves the right to suspend or expel any students from the program who pose serious or continual discipline problems, whether or not all of the steps in our discipline procedure have been completed.

1. I will respect and obey the teachers and other adults while attending all classes. (Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and to show true humility toward all men. Titus 3:1-2)
2. I will treat other students with kindness and respect. Respecting others includes personal space and also their belongings. (So, in everything, do to others what you would have them do to you. Matthew 7:12)
3. I will treat the church building with respect. I will help to keep the space around me clean and pick up after myself. (For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men. 2 Cor. 8:21)
4. I will be wise with my words. (May the words of my mouth and the meditation of my heart be pleasing in your sight O Lord, my Rock and my Redeemer. Psalm 19:14)

### **Consequences:**

Most minor offenses will be handled with the teacher in the classroom. However, if the offense is serious in nature or a repeated occurrence, we will enter into the following steps.

- 1st offense - Teacher verbal warning/parents notified/probationary period begins
- 2nd offense - Sit with board member for behavior discussion, removed from class
- 3rd offense - 1 day suspension
- 4th offense - expulsion, no refunds will be given