



**Shepherd of the Coast Lutheran School
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PARENT/STUDENT HANDBOOK

2024-2025 School Year

Kindergarten – Grade 8

School Year Theme

“Endure”

Hebrews 12: 1-3

ENDURE

HEBREWS 12:1-3



Therefore, since we are surrounded by so great a cloud of witnesses, let us also lay aside every weight, and sin which clings so closely, and let us run with endurance the race that is set before us, looking to Jesus, the founder and perfecter of our faith, who for the joy that was set before him endured the cross, despising the shame, and is seated at the right hand of the throne of God.

Consider him who endured from sinners such hostility against himself, so that you may not grow weary or fainthearted.

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 - Consistent completion of assignments, projects, and participation in class activities are essential indicators of a student’s understanding and effort. 12
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Mission Statement

In response to God's Grace, we aspire to encourage Peace and Hope through Relationships and Learning.

To achieve this vision, Shepherd of the Coast Lutheran School is:

Christ-Centered: Christ shapes our values. Christ is at the center of our school community. We begin each day in His name and seek to know Him more and more through His Word. We desire to cultivate a culture of excellence in teaching, learner achievement, and spiritual growth.

Relationship-Focused: Relationships are nurtured and they guide our life together. Because we are centered through Christ's relationship with us, we aspire to develop healthy connections between students, teachers, and families. We believe relationships are central to learning. We foster a community of concern, mutual respect, civility, and kindness.

We believe and teach that:

God is Triune: the **Father**, Creator, and Preserver; the **Son**, Jesus Christ is the Savior of all humankind; and the **Holy Spirit** is the author and keeper of the faith.

God inspires all Scripture to show sinful humanity the way to salvation and eternal life through Jesus Christ. It is definite, truthful, unchangeable, powerful, and helpful as a guide for daily living.

Each person is a unique individual of infinite worth, created by God and purchased by Christ. Empowered by the Holy Spirit, each individual can respond to God's love and life's challenges through a personal commitment to serve God and man with a life of dedication, worship, and thankfulness.

What is our Differential Advantage?

CHRISTIAN EDUCATION! Christian education is foundational in nurturing not only the intellect but also the spiritual and moral character of students. It provides an environment where academic excellence is pursued alongside spiritual growth, integrating faith into every aspect of learning. The impact of Christian education is profound, as it shapes students to become well-rounded individuals who are not only knowledgeable of but also grounded in Biblical values and principles. This holistic approach prepares students to navigate life's challenges with wisdom, integrity, and compassion, equipping them to serve as effective, Christ-centered leaders and contributors in their communities and beyond. The emphasis on character development, ethical behavior, and a personal relationship with God ensures that students are prepared to lead lives that reflect Christian virtues, making a lasting positive impact on the world.

Worship

Our students are encouraged to attend services regularly at Shepherd of the Coast Lutheran Church or their home church. Parents are urged to attend services regularly with their children and, by example, teach them to sanctify the Holy Day. Sunday school and adult Bible classes provide additional opportunities to reinforce the learning that takes place in school.

Occasionally, students will be asked to participate in worship services at Shepherd of the Coast during the school year. We strongly urge parents to assist by bringing their children to these worship services. Parents will receive one P.R.I.C.E. Hour for attending these worship services.

Chapel Services

Chapel services are held on Wednesday mornings for grades Kindergarten through Eight at 8:25 a.m. These services are conducted on the children's level of understanding and provide an opportunity for our children to come to God's House and listen to His Word and worship Him in song and prayer. Parents are cordially invited to attend these services.

Occasionally, students are afforded the opportunity to participate and bring contributions to their Lord and His Church. Chapel offerings are designated to a specific mission endeavor periodically chosen by the school. Students are required to wear "Chapel" uniforms on Chapel days.

CAMPUS SECURITY

Entry to Campus

Entry to campus is exclusively through the main door on the west side of the campus under the carport. Entry requires use of the video monitoring, intercom and 'buzz in' system in place to the right side of the doors. Please press the bell and a staff member will release the lock and allow you to enter.

Anyone on the campus of SOTC during hours of operation is expected to display one of two forms of identification as proof of being background screened. The background screening program used is called the Raptor System.

- An adhesive name badge will be provided by the office staff upon arrival. The first time an individual enters campus he or she will be asked to provide a driver's license and an immediate background check will be run. Subsequent visits will only require providing your name but a check will be run before a name badge is issued. Please limit your movement on campus to the designated location listed on the badge.
- A school-issued name badge for a frequent visitor like a parent with a child in our ECC or Pre-K program. A background check will be run before a school issued badge will be issued.

We attempt to balance openness with security and safety. From 7:55 to 8:10 am and from 3:00 pm to 3:15, the two drop off doors will be open and unlocked for student access to and from parents.

At the end of the school day, K-8 parents wishing to access campus must obtain and wear a school office issued name badge and indicate their campus destination.

Parent volunteers may obtain a school office issued name badge and enter campus for specific purposes.

Parents may observe in the classroom if previous arrangements have been made with the teacher. Such observations must not disrupt the learning process.

If you want to talk with your child's teacher, please arrange for a private conference by appointment through the school office or directly with the teacher.

Exiting Campus

We ask that when entering or exiting through our front door that you no one else be allowed to enter. Signs posted indicate this, [NO SIGN] but please remind anyone seeking entrance that they need to go through the front office. This is for the safety and security of students.

EMERGENCY PROCEDURES

Emergency School Closing

Our policy is as follows: We will not be in session when acts of God (hurricanes, heavy rains, etc.) make it unsafe and/or unreasonable to hold school. Generally, we will close when Broward County Schools close (due to hurricane warnings). We will re-open when the school is deemed safe and all utilities are working properly. We will notify you via the established communication system used by the school.

Emergency School Lockdown

A lockdown is a precautionary measure in response to a threat directly to the school or the surrounding community. When a lockdown is in effect all interior and exterior doors on campus are locked. No one is allowed to enter or exit the building until the lockdown is lifted by administration or local authorities. Parents may not come to the school during a lockdown.

ENROLLMENT PROCEDURES

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

Information and enrollment forms may be obtained from the school office. The following items should accompany the enrollment form for application to Shepherd of the Coast Lutheran School:

- Application fee
- Copy of birth certificate
- Florida Immunization Certificate – Florida Department of Health Form #680
- School Entry Health Form – Florida Department of Health Form #3040
- Most recent report card (grades 1-8)
- Most recent standardized test results

An appointment for testing will be set for students applying for kindergarten through eight. Students applying to grades six through eight must provide two (2) recommendation forms completed by previous school/teachers.

Children who, in the opinion of the principal and teacher, are not academically or developmentally ready to enter kindergarten or first grade may be requested to wait an additional year before admission to these grade levels. Students enrolling in kindergarten must reach their fifth birthday on or before September 1 and have either verification of having successfully completed a pre-kindergarten program or having passed a developmental screening.

After the testing is complete and all paperwork has been received, an interview will be conducted with the principal to determine eligibility and fit.

1. Student Admission

The administration will inform the parent(s) of its decision of acceptance. The tuition agreement will be issued to the parent(s) for signature and the registration fee must be paid in full within two weeks of acceptance to hold the student's place.

Note that all new students are on a probationary period for the first quarter of their attendance. If there is any unacceptable behavior (see discipline policy on pages 13-14) during the probationary period he/she will be removed from the school's roster.

2. Back-to-School Visits

Teachers may schedule a conference with each new family the week before school. At least one parent must be present at the visit. The teacher will share relevant information with the parent, but the focus is on the teacher-student relationship at this visit. School supplies can be dropped off at this time as well.

FINANCIAL OBLIGATIONS AND OPTIONS

Fees

Registration/Book fees are not refundable or transferable. Registration fees pay for textbook rental, in house school supplies, administrative costs of processing the student's enrollment, and any other school-based items necessary for students.

Each student is charged a Technology Fee of \$450.00 and a Material and Publication Fee of \$100.00 which includes a yearbook, class picture, and other incidentals. Sport and music fees are assessed according to individual student participation.

Student Referrals

A *credit* of \$250 will be applied to tuition for each family referral in Grades K-8 that results in a new enrollment with sustainability of 90 days. **The referring family must be named in the initial contact with the school.**

Tuition

The first tuition payment is due August 1. All remaining payments are due by the first of each subsequent month ending with the April 1 payment for a total of nine payments. Registration or tuition fees cannot be declared as tax deductions for income tax purposes.

Late Payment

There is a \$25.00 fee for each late payment. The late fee will be assessed five days after the payment is due. Families who have not paid on their account after two (2) weeks will be contacted to discuss the account. If the account is delinquent for one month with no communication with the principal or administrative assistant, it will result in the student(s) not being admitted to class until the account is current (attendance is suspended).

Note that report cards will be held for any accounts that are not current.

Extended Care

Shepherd of the Coast has an Extended Care Program from 6:30 to 7:45 a.m. and 3:15 to 6:00 p.m. Students attending before or after-school programs are required to complete a registration form and pay a registration fee before attending. The registration fee is \$100.00 for the first child and \$75.00 for the second child and \$50.00 for any other children in the family.

Before School Care Program

Students arriving before 7:45 a.m. will go to Before School Care and will be charged according to our fee schedule.

After-School Care Program

Children not picked up by 3:15 p.m. on regular days of school will be taken to the After-Care Program. After-Care is available on school days from the end of school until 6:00 p.m. **After Care closes at 6:00 p.m.** Anyone signed in for After Care will be charged according to the fee schedule. Extended Care fees are billed and paid weekly. Failure to pay your Extended Care bill may result in your child being terminated from Extended Care.

Late Pick-up Fees After Care closes promptly at 6:00 p.m.

A charge of \$15.00 will be assessed from one minute after 6:00 p.m. until 6:15 p.m. An additional \$20.00 is charged for every quarter hour after 6:15 p.m.

Method of Payment

It is preferred that all fees and tuition be paid electronically via FACTS (RenWeb).

Release of Transcripts and/or Report Cards

Report cards, school transcripts, or recommendation forms will not be released to parents or forwarded to other schools until all financial obligations to Shepherd of the Coast have been satisfied, regardless of grade level. It is also necessary to meet all financial obligations in order for kindergarten and eighth grade students to participate in graduation exercises.

TECHNOLOGY AND PHYSICAL EDUCATION**Computer Lab**

All classes can be accommodated in the computer lab. In grades one through eight, computer classes will teach computer skills appropriate to age level. Other subjects may be integrated into the computer lab time.

Each student is responsible for his/her computer during that class time and is expected to treat it with care. Parents will be charged for any damage done by their student.

The temperature in the computer room is set to the requirements of the machines and may feel cold to some students. Students may want to bring their uniform logo jacket to wear because of the cooler temperature.

Physical Education

Shepherd of the Coast Lutheran School includes classes in physical education for all students. We believe physical education activities help the student learn that his/her body is a gift from God and the temple of the Holy Spirit, which should be taken care of properly. The main objective is to have students learn to guide their play activities according to 1 Corinthians 10:31, "So whether you eat or drink, or whatever you do, do all to the glory of God."

All students in kindergarten through eight must purchase P.E. uniforms from the school. Specific details of acceptable P.E. dress are listed in "Uniforms/Dress Code".

Personal Electronics

Students are asked to leave cell phones, smart watches, handheld electronics, laser pointers, MP3 players, iPods, portable TVs, toys, nuisance items, etc. at home. If brought to school, the teacher will hold for safe keeping all these items and they will only be returned to the parent through the office. If behavior continues, the principal reserves the right to keep the device until the last week of school.

Students who need to contact their parents will be allowed to do so in the front office.

ACADEMIC GUIDELINES AND COMMUNICATION PROCEDURES

At Shepherd of the Coast Lutheran School, our mission is to provide a Christ-centered education that fosters academic excellence and spiritual growth. In alignment with this mission, our criteria for promotion and retention are designed to ensure that each student progresses appropriately in their academic journey while maintaining the integrity of our Christian values.

The principles guiding our promotion and retention policies are rooted in Scripture, emphasizing the importance of wisdom, understanding, and diligent effort. The following verses encapsulate the values we uphold:

- Proverbs 4:7 (ESV): "The beginning of wisdom is this: Get wisdom, and whatever you get, get insight."
- Colossians 3:23 (ESV): "Whatever you do, work heartily, as for the Lord, and not for men."
- Philippians 4:13 (NIV): "I can do all things through Him who strengthens me."

These verses highlight the importance of striving for wisdom and knowledge, working diligently, and relying on God's strength, which are integral to our approach in evaluating student progress.

Academic Performance

1. Grades and Coursework

- Students must maintain a minimum average grade of C (70%) or higher in core subjects (Math, English, Science, Social Studies, and Religion).
- Consistent completion of assignments, projects, and participation in class activities are essential indicators of a student's understanding and effort.

2. Standardized Testing

- Students must demonstrate satisfactory growth performance on standardized tests, such as the MAP assessments or equivalent evaluations.

School Recommendation

1. Teacher Evaluations

- Teachers will provide comprehensive evaluations of each student's academic performance, classroom behavior, and participation.
- Recommendations will consider the student's effort, attitude, and ability to work independently and collaboratively with peers.

2. Principal Assessments

- The principal and school counselor will review teacher evaluations, test scores, and overall student performance.
- Meetings with students and parents may be conducted to discuss progress and any concerns.

Promotion Criteria

1. Meeting Academic Standards

- Students who meet or exceed the minimum grade requirement of a C (70%) or higher and demonstrate satisfactory growth performance on standardized tests will be promoted to the next grade level.

2. Positive Teacher Recommendations

- Positive evaluations from teachers, highlighting a student's readiness for the next grade level, will support promotion decisions.

3. Spiritual and Personal Growth

- Consideration of a student's spiritual development and adherence to Christian values will be integral to the promotion decision.

Homework

Homework is designed to reinforce what has already been taught at school. Time spent on homework varies from grade to grade and child to child.

In order to assist the parent(s) with tracking homework, students in grades three through eight are required to use the provided school planner. Each evening parents will have the opportunity to review and check the assignments listed to be sure they are complete. Parents will also know about any long-term projects or reports the student should be working on for the future. The assignment book is a useful tool for communicating with the teacher on a daily basis. Teachers using the assignment book will include a form for parent comments.

Grading Scale

The following grading scale is used by Shepherd of the Coast Lutheran School for grades 1-8. Kindergarten does not use letter grades on their report cards.

100% - 90%	A	4.00	Outstanding	O
89% - 80%	B	3.00	Satisfactory	S
79% - 70%	C	2.00	Needs Improvement	N
69% - 60%	D	1.00	Unsatisfactory	U
59% and below	F	0.00		
Incomplete Work	I			

Reporting to Parents

Shepherd of the Coast Lutheran School employs several methods of reporting to parents:

1. Report Cards

Report cards are issued every quarter for the nine-week period. These give an indication of the effort, and the academic and behavioral progress of the student. In the event that an "I" (Incomplete) should appear on a student's report card, he/she will be allowed an appropriate period in which to submit the necessary assignments. If the student fails to hand in such assignments within two weeks of receiving the report, the teacher will change the "I" to an "F", unless there are exceptional circumstances.

2. Testing Program

Shepherd of the Coast Lutheran School administers the MAP Growth Assessment Test three times a year. The results of the tests are used by teachers, to measure student learning, identify special educational needs, improve instruction and learning, and to evaluate and improve the entire educational program.

3. School Management System

Shepherd of the Coast Lutheran School contracts with FACTS (Ren Web), an internet-based school management system. Through this system parents have the opportunity to monitor their child's progress on a weekly basis. This system is also available to access the school calendar, newsletters, homework, missing assignments, grade book, and report cards, along with other important information. Parents will be issued information to set up their account. Students in grades six through eight will be able to access their own account to enable them to monitor their own progress.

FACTS Family Portal

One of the main communication tools by Shepherd of the Coast is FACTS Family Portal. Parents access ParentsWeb through the following process:

- Go to Internet Explorer or another browser and enter the address <https://factsmgt.com> and click on Parent Log In and then FACTS Family Portal.
- Log in as follows:
- Type SPH-FL for District Code
- For first time users, click Create New Family Portal Account (at the bottom) then type in your email address, this should be the one you gave the school as your main email address.

- The system will send you a password and a link so you can access your information.
- Click the Parents tab.
- Enter the password assigned.
- Click the Parent Login button

Using the Family Portal, parents can communicate with teachers and staff, check student assignments, monitor student progress and receive progress reports, check the calendar of events, and update crucial information. In addition, up-to-date information relative to financial accounts is available. We strongly encourage Shepherd of the Coast parents to become familiar with the features of the Family Portal and to use it regularly.

4. Parent-Teacher Conferences

Scheduled parent-teacher consultations are a valuable means of reporting to parents. At these sessions, each child's progress and needs are discussed along with ways of helping the child. A conference is scheduled for all parents after the first quarter report cards are issued. Parents are welcome to contact the school at any point in the year to set up a visit with a teacher to discuss a child's progress. Conferences can be conducted in-person, virtually, by phone or QCC (Quick Car Conference).

5. School Newsletter

Shepherd of the Coast Lutheran School publishes a quarterly newsletter that is sent via email and published on the school website (www.sotcfl.org). The school newsletter provides parents with current information and updates on school happenings.

6. Classroom News

Classroom newsletters are sent home or emailed through RenWeb or Class Dojo to keep families up-to-date on classroom activities.

Home-School Relationships

Minor situations and concerns can usually be handled by a note, email, or telephone. However, if you need to address an issue that needs immediate attention you may call after school hours to make an appointment **first with the teacher** to discuss the matter. If the situation does not improve, then call the office to schedule a conference with the principal.

PARENT RESPONSIBILITY TO CHRISTIAN EDUCATION

Shepherd of the Coast Lutheran School as requires parents to:

- Abide by the terms set forth in the Enrollment Agreement signed at the beginning of the school year.
- Support the teachers and staff of Shepherd of the Coast as they daily instruct God's children in His Word.
- Encourage their children to do the very best they can in all areas of their education.
- Promote the behavioral standards of Shepherd of the Coast as outlined in the Parent/Student Handbook.
- Cooperate with Shepherd of the Coast administration in the discipline of their child.
- Attend parent-teacher conferences as scheduled by the school.
- Attend the church of their choice in order to support the Christian values taught to Shepherd of the Coast students.

P.R.I.C.E. (Parent Required Involvement in Christian Education) Hour Program.

Each school family is required to serve fifteen (15) hours during the school year. The purpose of this program is to help defray operational expenses and to improve our school community and facilities. This program promotes a close working relationship between parents, teachers, and the administrative staff to further our educational goals.

It is **not** the responsibility of the school to find areas for families to serve, but for families to step forward and let the teacher know that they are available to earn P.R.I.C.E. Hours. Opportunities for P.R.I.C.E. Hours are listed in the weekly church newsletter when there is a need. A fee of \$20.00 per hour will be assessed for every hour not served. This assessment will be billed along with April's tuition. An update on P.R.I.C.E. hours earned will be sent home in January. Some areas of constant need are: painting, grounds cleanup, minor repairs, general cleaning, carpentry work, lunchroom, athletic programs, purchasing specific supplies, etc.

STUDENT RECOGNITION OPPORTUNITIES

Honor Rolls

In grades one through eight the report card grades are averaged each quarter. Refer to Grading Scale on page 7.

Report card awards are as follows:

The "Principal's Honor Roll" is for a grade point average of 4.00

The "A/B Honor Roll" is for a grade point average of 3.00 – 3.99

A student will not qualify for the Principal's or the A/B Honor Roll if either of the following is true:

1. A student has a grade of "D", "F", "I", or "U" in any subject
2. A student has been suspended for disciplinary reasons.

Student Community Service Hours

Students in grades seven and eight are required to complete ten (10) community service hours each year. A total of twenty (20) hours of community service is required to graduate.

Valedictorian and Salutatorian

Each eighth grade graduating class will have a valedictorian and salutatorian. The valedictorian will be the student with the highest grade point average for eighth grade. A graduating eighth grader is not eligible to be valedictorian or salutatorian if they have any F's in any graded subject during their graduation year. Should there be a year when there is a "tie" for valedictorian, co-valedictorians will be named, but there will be no salutatorian for that class.

Terrific Kids Award

The Terrific Kids Program is sponsored by The Kiwanis Club of Oakland Park and awarded to students in grades K-5. This program has proven to be successful in that it helps motivate students to establish solid behavior and study habits at the elementary level.

The Kiwanis state that "Terrific Kids" must be on time, practice good attendance, respect people's privacy and property and work to the best of their ability.

Pinnacle Award

The Pinnacle Award is given by the Broward County Nonpublic School Association which was established in 1974 to promote the responsibilities and to protect the rights of private education. The association represents fifty schools providing service to more than 29,000 children in the county.

Pinnacle Award recipients are exemplary students who set an example for others to follow by their actions in the home, the school, or the community. They excel in one or more of these areas: academics, community service, citizenship, fine arts, athletics, student activities, perseverance, effort, dedication, commitment to positive goals, improvement in performance, and attitude.

POLICIES

Attendance

A parent **MUST** report any absence to the office by 8:30 a.m. on the day of the absence. Parents can leave a message at extension #225 before the office opens at 7:30 a.m. If the office has not received a phone call or message, you will be contacted to verify the absence.

If a student is absent more than 10 days in a semester, **a doctor's note is required for each subsequent absence.** If a student is absent more than twenty days during the school year, his/her promotion to the next grade will be at risk and depend upon the decision of the teacher and principal.

Unexcused absences will be assigned to any student who returns to school without valid communication explaining the absence. Unexcused absences result in a grade of zero (0) for all assignments given on the day of the absence and will remain there until a valid excuse is received by the office. It is the parents' responsibility to send the note with the child.

Vacations taken on school days are discouraged. Parents are asked to notify the office and the teacher whenever a student is going to be out of school. Assignments missed while on vacation will be given to the student/parent upon the student's return to school.

The responsibility for getting assignments and making up work missed during absences lies with the student and parents. Parents should wait until after school to get such assignments from the teacher. A student will be permitted time to make up absentee work for credit after **illness only**. Work missed for unexcused absences will not receive credit but will be checked for understanding so that academic continuity will be preserved. Example: An absence of one day would mean that a student would have a deadline of one day to make up the missed work.

Tardy Policy

Tardiness disrupts the flow of the classroom, taking valuable time beyond the few moments it takes a student to enter the room and get on task. Students who are not in their seat by the start of the school day are tardy. Students must report to the school office to receive a tardy slip to be admitted in the classroom. After the fifth tardy in any given quarter, a student is not eligible to receive a perfect attendance award in that quarter.

When a student is late due to medical and dental appointments, it will be excused with proper documentation from their doctor/dentist. All doctors and dentists have these forms in their offices.

Usually, whether a student arrives on time or is tardy to school is not under the control of the student. This is where the cooperation of the parents is needed. Parents are responsible for getting their child to school.

Since there are occasionally valid reasons for being late, there will be allowances made. Car trouble, traffic issues, and weather delays happen to everyone at some time. Our policy will allow up to five (5) excused tardies per quarter. Students who are tardy to school more than the allowed five times in a quarter will be charged \$5.00 per tardy after five.

Appointments with Doctors and Dentists

Parents and guardians are asked to schedule medical appointments for after school hours or Saturdays whenever possible. When appointments must be made during school hours, please notify your child's teacher beforehand. **When picking up students during the day, parents must come to the office to sign the student out.**

Discipline Policy

The way in which we discipline students is perhaps the way in which Christian schools best distinguish themselves from other schools. We believe that discipline is a loving and firm action towards children—it helps them to understand the relationship between choices and consequences, and, thereby, helping them to understand responsibility. We strive to model Christ’s attitude towards each one of us. While we are sinful, and He hates our sin, He never stops loving us.

Behavioral Expectations

1. **Respect and Love One Another (John 13:34-35):** Treat your classmates, teacher, and staff with kindness, empathy, and respect, just as you would want to be treated.
2. **Honor Authority (Romans 13:1):** Obey and show respect to your teachers and school staff, recognizing their authority to guide and educate you.
3. **Speak Positively (Ephesians 4:29):** Use words that uplift and encourage others, avoiding hurtful or disrespectful language, both in person and online.
4. **Forgive and Reconcile (Matthew 18:21-22):** If conflicts arise, seek resolution through forgiveness, communication, and understanding rather than holding grudges.
5. **Practice Self-Discipline (Galatians 5:22-23):** Cultivate qualities such as self-control, patience, and gentleness to maintain a peaceful and focused learning environment.
6. **Value Honesty (Proverbs 12:22):** Always be truthful and avoid cheating, plagiarism, and dishonest behavior in your academic work.
7. **Be Diligent in Learning (Proverbs 18:15):** Put forth your best effort in your studies, showing diligence, curiosity, and a desire to learn and grow.
8. **Show Gratitude (1 Thessalonians 5:18):** Express gratitude for the opportunities you have to learn, as well as for the efforts of your teachers and classmates.
9. **Practice Humility (Philippians 2:3-4):** Put others' needs before your own, and avoid arrogance or self-centeredness in your interactions.
10. **Use Time Wisely (Ephesians 5:15-16):** Make the most of your time in class by staying attentive, participating actively, and completing tasks promptly.
11. **Respect Property (Exodus 20:15):** Treat school property, as well as the personal belongings of others, with care and respect.
12. **Seek Wisdom (Proverbs 2:6):** Approach your education with a desire to gain knowledge and understanding that can positively impact your life and the lives of others.

Social Media

All students and parents are expected to positively represent Shepherd of the Coast Lutheran School at all times. This includes the use of social media. Social Media refers to the use of web-based and mobile technologies that enable individuals to connect, collaborate, and form virtual communities via the computer and/or Internet.

General Guidelines for Social Media:

- Be honest about who you are. Do not misrepresent yourself by using another's identity.
- Do not post any confidential information about yourself and/or others.
- Assume that your social media usage is visible to anyone and everyone.
- Always demonstrate respect for others' points of view,
- Be smart about protecting yourself, your privacy and the privacy of others.
- Everything written on the Web can be easily traced back to its author.
- Your online behavior should reflect honesty, respect, and consideration.

Student Guidelines for Social Media:

- Social media including, but not limited to, facebook, blogs, photo and video sharing sites and other similar sites are very public.
- Do not post anything you wouldn't want parents, teachers, or a future employer to see.
- Be safe online. Never give out personal information.
- How you represent yourself online is an extension of yourself.
- Do not misrepresent yourself by using someone else's identity.
- Students who do not abide by these guidelines may be subject to disciplinary action.

Harassment/Bullying

All students and guests of Shepherd of the Coast Lutheran School are to be treated with respect and dignity. Our school must be an environment that is free from harassment, intimidation, and violence. It is a violation of Shepherd of the Coast Lutheran School's rules for students to harass a person through conduct or communication that is demeaning or physically harmful. This includes electronic communication or social networking, even though it may not originate on school grounds.

Harassment is considered to be words and/or actions directed toward an individual or group of individuals, that intimidates, degrades, and/or fails to respect another person's dignity. Harassment includes, but is not limited to references made to a person or groups based upon a person's age, sex, race, religion, or ethnic origin. Critical verbal comments, name-calling, gestures, slurs, and the spreading of malicious rumors directed toward an individual or groups are also considered harassment.

Consequences for harassing or bullying another person range from an informal talk to a maximum of expulsion from school.

Possible Consequences for Misconduct:

- Loss of privileges
- Loss of participation in class activities, extracurricular activities or field trips
- Silent lunch and/or assigned seat
- Afterschool detention
- Suspension
- Expulsion

Probation

All new students will be placed on academic, behavioral, social probation for the first grading period. Admission may be revoked if the student cannot conform to school rules and guidelines. Any student exhibiting severe behavioral problems during the school year may be placed on behavioral probation at any time. If the behavior does not improve, the child will be withdrawn from school.

Suspension/Expulsion Policy

Suspension or expulsion may come as a result of a single serious (zero tolerance) violation or an accumulation of lesser issues for which previous interventions have been unsuccessful.

Suspension/Expulsion may result from the following:

- Fighting or physical aggressiveness on school grounds, at school functions, or on any transportation method to and from school.
- Flagrantly abusive (written, electronic or verbal) language.
- Disrespectful conduct.
- Involvement in inappropriate note writing.
- Malicious destruction of school property.
- Direct defiance of a teacher's/staff member's authority.
- Theft

Possession of an illegal substance or a weapon on school grounds will result in an immediate suspension and/or expulsion authorized by the principal at the time of the incident. **These are Zero Tolerance Issues.**

To assure that students stay current with materials and concepts, all class work missed during any suspension must be completed during the suspension.

A decision to expel a student for reasons other than Zero Tolerance Issues is made by the principal and a written copy of the reasons for such expulsion shall be given to the parent.

Note that Shepherd of the Coast Lutheran School reserves the right to search any student and/or their belongings including locker, book bag/backpack, lunch bag or any other personal possession, provided the school has reasonable suspicion. For their part, students are expected to cooperate with school officials and any involved authorities and have in their possession only that which is appropriate for school and allowed by law.

DRESS CODE

Uniforms/Dress Code

Students are in uniform five days a week and all items are to be purchased at Dennis Uniforms. Items purchased elsewhere are not acceptable.

Uniforms are to be purchased at Dennis Uniforms located at 5225 West Broward Boulevard in Plantation (954-581-1761). www.dennisuniforms.com

All students must wear:

- Solid color uniform socks or white crew, athletic or ankle socks that are visible at all times.
- Athletic shoes are the only permitted shoes. (No sandals or other open toed shoes, no backless shoes (Crocs), no boots, no dress shoes or flat shoes, no elevated or skate shoes, or shoes with lights are permitted at any time.)
- Belts are navy, black or brown.

On Wednesdays, all students wear their "Chapel Uniforms." For boys, this includes the uniform shorts or pants, a uniform oxford shirt, and a chapel tie. Girls wear uniform shorts, pants, or skirts, a chapel uniform

shirt, and chapel tie. For special programs, chapel may move to a day of the week other than Wednesday; in such cases, families will be notified in advance.

Wednesday is Chapel day:

Grades K-5: Boys are to wear uniform shorts or pants, a white uniform chapel shirt, and a chapel tie. Girls are to wear uniform shorts, pants or skirts, a chapel uniform shirt and tie. For Girls in grades K – 3 uniform dresses can be worn with a tie.

Grades 6-8: Boys are to wear uniform pants, a uniform chapel shirt, and tie.

Girls are to wear uniform skirt, a uniform chapel shirt and tie.

- Pants and shorts are navy or khaki
- Monogrammed polo shirts are white or red
- Monogrammed dresses are navy or green (Grades K-3 only)
- Monogrammed jackets are navy
- Ties are plaid

Other student dress rules:

- Hair should be neat, clean and of a natural color **and styled in a way that is not disruptive or draws undue attention**
- Girl's skirts and dresses must touch the top of the knee.
- Girls, all grades, are not permitted to wear makeup or fake nails. They are permitted to wear clear lip gloss/lip balm and finger nail polish (for Middle School only).
- Earrings may be worn if they are stud and post. Earrings that dangle are unacceptable.
- No big jewelry or chains are to be worn.
- Jackets with the school logo may be worn in the classroom. Other outerwear, including hats, may only be worn to and from school and during outside recess.
- Shirts must be tucked in at all times other than when wearing the PE uniform.
- Shorts and/or pants that have belt loops must have a belt. Note: Kindergarten-2nd Grade boys are not required to wear belts.
- Proper undergarments must be worn at all times and must not be visible.
- All shorts and pants must be worn at the waist.
- Shoes with laces must be tied.
- **The administration reserves the right to determine what constitutes proper dress and appearance and all decisions are final.**
- Specific situations not covered in these guidelines will be reviewed on a case-by-case basis by the administration.

Upon a dress code violation, the parent will receive notification outlining the issue and will be asked to remedy this issue as soon as possible.

PE Uniforms: Students in grades one through eight are required to have the school's P.E. uniform. The uniform is a monogrammed T-shirt, green gym shorts, and green sweatpants for cold days. Shirts and shorts are available for purchase in the school office and sweatpants are available for purchase at Dennis Uniforms. All shorts and sweatpants must be purchased as stated above. Students must wear athletic shoes and socks with the P.E. uniforms. Students should come to school dressed in their P.E. uniforms on their scheduled PE days. **Note: P.E. shorts must touch the top of the knee and be worn at the waist. They must not be altered in any way.**

Note: After three dress code violations (of any kind), parents will be fined \$5 for each violation thereafter.

Dress Code for Non Uniform Days

Non uniform days will be a privilege that is earned. They will never be on Chapel days. The following dress code is in force on non uniform days:

- All school dress should be neat, clean, and appropriate for school. **Current style does not necessarily dictate good taste.**
- Dresses, skirts, and shorts must touch the top of the knee.
- All pants and shorts must be worn at the waist.
- All shirts and blouses must have sleeves and be appropriately buttoned. Girls must wear the proper undergarments, without being seen. Tank tops, halter-tops, strapless or spaghetti strap tops may not be worn. Bare midriffs are not acceptable.
- T-shirts with suggestive messages or slogans, liquor or rock group advertisements are not allowed. If a t-shirt (or shirt) is a long length, the shorts or skirts must be visible underneath.
- Shoes must be worn at all times. For safety reasons shoes must be worn with visible socks and tightly fastened (knots and/or Velcro). No sandals, flip-flops, open-toed shoes or boots are acceptable at any time.
- Hair is to be styled in accordance with the school's policy.
- The administration reserves the right to determine what constitutes proper dress and appearance, and all decisions are final.
- Specific situations not covered in these guidelines will be reviewed on a case-by-case basis by the administration.

PROGRAMS

Athletic Program

There are opportunities for fifth through eighth grade students to be involved in after-school athletics. Competition with other schools in volleyball, basketball and cheerleading are part of the program. **An Athletic Fee of \$100.00 is assessed per sport according to student participation. A properly certified physical examination is required each year before any student can participate in any of these sports.** Forms are available in the school office.

If absent from school on the day of a game, the student cannot play in the game that day. (This restriction does not apply to a student attending a funeral service.) If the student has been absent the school day preceding a game on Saturday or Sunday, a doctor or parent's permission slip is necessary for the student to be able to play.

Eligibility for Athletics: In order to be eligible to play school sports or serve as a cheerleader, a students' grade point average must be a "C" (2.0) or higher, with no "F's", or incomplete homework.

If a student is ineligible at report card time, the student remains ineligible for a period of two weeks from the date of report card issue. At the end of this period, the Athletic Director and Principal will review the student's progress to determine if the student will be reinstated.

If a student is ineligible at mid-term report, the student remains ineligible for a period of one week from the issue of mid-terms. At the end of this period, the Athletic Director and Principal will review the student's progress to determine if the student will be reinstated.

If a student does not regain eligibility on the initial review, subsequent weekly checkups will be made. If a student has regained eligibility from these follow up reviews, weekly reviews will continue to monitor student performance. If a second lapse occurs in the same quarter, the student is ineligible for the remainder of the quarter. The next review will occur at the next report card issuance date. All reviews will take place **on** the last school day of the week. Note that all school rules apply to the Athletic Program.

Art Program

Our K-8 art program is designed to inspire creativity and self-expression in our students, fostering a deep appreciation for the arts within a Christian framework. The program emphasizes both technical proficiency and creative thinking, ensuring that each student can confidently express their unique vision while understanding the role of art in reflecting God's beauty and creation.

Field Trips

All grades participate in field trips during the school year. A Field Trip Permission Form will be sent home prior to a scheduled field trip for parents to sign and return to school. Information relating to the field trip; destination, date, time, means of transportation, lunch instructions, and cost will be listed on the permission form. Payments are due by the date specified. **Uniforms are required for all off campus field trips unless otherwise stated on the permission slip.**

Many worthwhile opportunities for educational field trips are available in our area. Careful attention to safety and proper supervision on field trips is given. Administration and teachers are responsible for setting up the field trips and securing permission slips signed by the parent or guardian for each outing and field trip. Phone calls may not be used in lieu of signed permission slips. Parents are often asked to assist as chaperones on field trips. Teachers will determine the number of chaperones needed to insure an optimum learning experience. Chaperones should complete the volunteer background screening prior to taking any role involving supervision or interaction with children other than their own.

In order to assure that full attention is given to the purpose of the field trip and proper supervision of students, we expect that **parents will not bring siblings on the trip.**

HEALTH AND WELLNESS POLICIES

Immunization

Florida immunization law requires that all children in kindergarten through eighth grade, have on file a Florida Certification of Immunization (DH 680) documenting the following:

- Four or Five doses of diphtheria-tetanus-pertussis (DTaP) vaccine
- Two or Three doses of hepatitis (hep B) vaccine
- Three or Four doses of Polio vaccine
- Two doses of measles-mumps-rubella (MMR) vaccine
- Three doses of varicella vaccine (varicella vaccine is not required if there is documentation of varicella disease)
- One dose tetanus-diphtheria-pertussis (Tdap) vaccine entering seventh grade

Temporary Medical Exemption

Any child who has incomplete documentation of vaccinations for the required number of doses must have a Temporary Medical Exemption (DH680 Part B) with a valid expiration date and schedule for the next dose(s) according to age and dose spacing.

Permanent Medical Exemption

A child who is not fully immunized, but for medical reasons cannot receive one or more vaccines, may be issued a Permanent Medical Exemption (DH680 Part C), providing the physician states in writing the medical reasons based upon valid clinical reasoning or evidence, demonstrating the need for a permanent exemption.

Religious Exemption from Immunization

Any child who is not immunized because of his/her family's religious tenets or practices must have a Religious Exemption from Immunization (DH681) issued by the county health department. Any unimmunized /susceptible children will need to be excluded during an outbreak of a vaccine-preventable disease.

School Entry Health Exam

All students are required to have a current Florida Department of Health School Entry Health Exam Form (DH 3040) on file in the school office.

Scoliosis Screening

Students entering the sixth grade must have an appropriate screening for scoliosis documented on the Florida Department of Health Form (DH 3040).

Head Lice

We reserve the right to conduct periodic head checks. If a student shows signs of having head lice or nits (eggs) he/she must be removed from the classroom immediately. The parents will be contacted to pick up the student. The student's head must be treated with a head lice shampoo and all nits removed before the student will be permitted to return to school. Information on treatment is available in the office upon request.

Accidents and Illness

In case of an accident at school, every effort will be made to contact the parents. For this reason, it is vital that **parents contact the office with any changes in telephone numbers (cell and work)**. If we are unable to contact the home, cell, or business, the doctor or hospital indicated on the school record will be called. If, in the opinion of the teacher, the student is too ill to remain in the classroom, the student will be made as comfortable as possible until the home is contacted and arrangements made for the student to be taken home. In case of a serious illness or accident 911 will be called to respond.

Medication

When a child is required to take prescribed or over the counter medication (cough drops, creams, eye drops, aspirins and pain relievers) during school hours, the must be informed **in writing** by the parent or guardian.

The teachers or students cannot store or administer any medication whether topical or oral. **It is the parent's/guardian's responsibility to bring a child's medication with specific instructions to the office.** Medication authorization forms are filled out in the office and kept on file. **Only office personnel will administer medication.** [Exception: Epi pen - one kept by teacher, second in Administration office]

Communicable Diseases

Any child suspected of having a communicable disease shall be placed in an isolation area until a parent can be contacted and the student taken home. The child may not return without medical authorization, or until the signs and symptoms of the disease are no longer present. The child must be fever-free (<100 degrees), without the help of medication, for a 24-hour period prior to return.

Signs and symptoms of a suspected communicable disease include any of the following: severe cough, rapid breathing, stiff neck, diarrhea, vomiting, temperature >100 degrees Fahrenheit, conjunctivitis (pink eye), exposed and open skin lesions, or any sign or symptom of illness. A child will have his or her temperature taken and then rechecked before a parent is contacted and the child sent home.

WELLNESS CERTIFICATION

If a child is brought to Shepherd of the Coast Lutheran School, the parent or guardian is certifying that the child:

- Does not have a fever (100.3 degrees fahrenheit or above).
- Has not had a fever in the previous 24 hours.
- Has not taken fever reducing medication in the previous 24 hours.
- Does not show symptoms such as:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Insurance (Secondary Coverage)

In the event of an accident the school is covered by secondary medical insurance. Medical expenses for bodily injury arising out of practicing, instruction, or participating in any physical training sport, athletic activity or contest are covered in excess of any other valid collectible insurance. The name of the insurance company is available in the school office.

SCHOOL ARRIVAL AND DEPARTURE

Drop-off: Use the EAST entrance on Commercial Boulevard and use the lot along the front of the building to approach the drop-off area. Avoid the west entrance by the covered drop-off, **except** for parents who are parking and walk the student into the building. You should NOT use this entrance to access the drop-off line.

Pick-up: All pick-up entrances to our property after school should be by the way of 51st Street and proceed around the corner toward the pick-up area. West-bound Commercial Boulevard and the car line traffic back-up at the time of day make it too dangerous, as cars may be backed up out on the street. The DO NOT ENTER signs are not in force at that time of day. Due to the fact that some classes or individuals may be delayed in getting down to the pick-up, we may request that the lead car park in one of the parking places so that pick-up can continue. We will then have a staff member walk your child across the drive through area to your car.

Authorized Pick Up: A written note from the parent is required if the student has permission to ride home with anyone other than his/her regular driver. These arrangements should be made prior to the end of school.

Students returning after dismissal to retrieve forgotten items will only have access if the teacher is still available.

OTHER GUIDELINES

Lunches

Students are to bring a packed lunch to school. **Bagged lunches should not include soda or candy.** A bagged lunch comes completely prepared and does not depend on the school for providing condiments, silverware, refrigeration or the use of a microwave oven.

Shepherd of the Coast does not offer a daily hot/cold lunch program. Each student will need to bring a healthy lunch to school each day. If a student forgets his/her lunch, you are welcome to drop a lunch off by 10:45 to be taken to the lunchroom on a cart. Any lunches ordered from an outside source must be delivered by 11:00am. **Any student who does not bring a lunch or has not had lunch dropped off by lunch time will be given a sandwich, goldfish, fruit and juice box for lunch. Your account will be charged \$5.00.**

Food Allergies

Please alert the school to any food allergies your child might have.

Food Items on Campus

Student gum use is not allowed on campus.

Please do not send or bring carbonated beverages for lunch.

With teacher permission, students may use a water bottle during the day. Students may not drink sports drinks, coffee drinks, or other beverages other than water during the school day other than at lunch. Only beverages in sealed containers may be stored in desks or lockers,

Some teachers offer students the opportunity to bring a healthy snack (fruit, vegetables, yogurt, protein bars, etc) to eat at a specific time during the school day. Please discourage your student from bringing unhealthy, high sugar snacks like candy, chips, or cookies.

Snacking in the classroom is a decision of each individual teacher. Otherwise, students should be eating during the school day, other than lunch time.

Soda, Gum, and Candy

Students are not allowed to bring gum to school or on field trips. Any gum found at school or on a field trip will be confiscated. Only healthy snacks are allowed in school and in after-school care. The classroom teacher will decide whether soda or candy may be included in classroom parties or as treats on *special occasions*. This should be discussed with the teacher prior to the special occasion.

Students are allowed to have a bottle of water during class time, no juice or other drinks are allowed.

Dropping off items at the office

Items dropped off for a student during the school day will be placed in a designated area in the school office. Students will be notified and be given the opportunity to retrieve the items as time allows.

Telephone

The telephone in the office is a business phone and may be used by the pupils only in cases of emergency, and then only by permission of the teacher and the office staff. Items left at home such as lunches, P.E. clothes, books, or assignments do not constitute an emergency. The library telephone and all classroom telephones are off-limits to students without teacher permission.

Students may not directly contact parents requesting to go home. The school office will make that contact.

Parties

Individual teachers will determine when class parties may be held during the school year. The parties and refreshments should be simple and in keeping with good judgment. Volunteer room mothers usually coordinate the necessities for these parties in cooperation with the teachers.

Children may bring treats on their birthdays for members of the class provided that parents clear this first with the classroom teacher. Parents should be encouraged to keep these observances simple.

Private Party Invitations

If invitations to a private party are to be distributed in school, then all students in that grade level must be included and receive an invitation.

Smoke-Free Policy

Smoking (including e-cigarettes and all forms of tobacco) is prohibited anywhere on Shepherd of the Coast property. This policy is established to provide a smoke-free environment for us and for all of our visitors.

COMPUTER AND INTERNET GUIDELINES

Shepherd of the Coast Lutheran School provides training in technology to its students. The main focus is the use of computers to assist in education both in and out of the classroom. Students are taught to use technology to gather information from around the world, learn concepts, and better understand how to make technology work for them.

With these privileges also comes responsibility. There are rules and ethics that govern the computers and must be observed by all users. Misuse or abuse of computer or Internet access will result in the loss of access as well as disciplinary action.

In order to prevent students from accessing objectionable material there is always a teacher in the lab with the students. Please be aware that students may still inadvertently access objectionable material, as there are many websites around the world that have not been screened by educators and may be considered inappropriate for a particular age group.

Acceptable Use Guidelines – Computers

- All use of the system must be in support of education and research and be consistent with the mission of the school. Shepherd of the Coast Lutheran reserves the right to prioritize the use and access to the system.
- Any use of the system must be in conformity to state and federal law, licenses, and school policy. Use of the system for commercial solicitation is prohibited.
- No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed or abused in any way.
- Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
- Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited.
- Use of the system to access, store or distribute obscene or pornographic material is prohibited.

Acceptable Use Guidelines – Security

- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- Communications may not be encrypted so as to avoid security.
- Users should change the password regularly and avoid security review.
- Personal Information such as full name, addresses, and telephone numbers should remain confidential when communicating on the system.
- Students should never make appointments to meet people in person that they have contacted on the system without school and parent permission.
- Students should notify their teachers or another adult whenever they come across information or messages that are inappropriate, dangerous or make them feel uncomfortable.

Acceptable Use Guidelines – Copyright

- The unauthorized installation, use, storage or distribution of copyrighted software or materials on Shepherd of the Coast Lutheran School computers is prohibited.

Acceptable Use Guidelines – General Use

- A signed, **Computer/Internet Use Agreement** Form must be on file with the school prior to student use of computers.
- A signed **Internet Use Agreement** Form must be on file with the school prior to student use of the Internet.
- School personnel may purge files saved on the hard drives at any time, unless special teacher permission has been granted.
- News Groups, Chat Rooms, and Instant Messaging are expressly prohibited.
- Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with school policy and procedure.
- Violation of any of the conditions of use will be cause for loss of access, disciplinary action, and/or legal action.
- Shepherd of the Coast Lutheran School reserves the right to change these rules at any time to meet the demands of new technology and new situations.

Loss of Access

- First Offense: One (1) week suspension of account
- Second Offense: Two (2) week suspension of account and Parent/Teacher Conference
- Third Offense: Account suspended pending Principal's reinstatement
- Damage to equipment: Student is responsible to cover all costs incurred

Shepherd of the Coast School Staff

David Harvin, Sr.	Principal dharvin@shepherdofthecoast.org
Holly Wilhelm	Kindergarten Teacher hwillhelm@shepherdofthecoast.org
Asia Murray	1st/2nd Grade amurray@shepherdofthecoast.org
Sherryann Stancliffe	1st/2nd Grade Teacher sstancliffe@shepherdofthecoast.org
Carol Meade-Cabey	3rd-5th Grades Christian Studies Social Studies Teacher ccabey@shepherdofthecoast.org
RVee Adeva	3rd-5th Grades Science Math Teacher radeva@shepherdofthecoast.org
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Gaibe Risquez	Spanish Teacher/After School Program grisquez@shepherdofthecoast.org
Tosca Bain	School Administrative Assistant tbain@shepherdofthecoast.org

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag

I pledge allegiance to the cross of our Lord Jesus Christ and to the faith for which it stands. One Savior, King eternal, with mercy and grace for all.

Pledge to the Bible

I pledge allegiance to the Bible, God's holy Word. I will make it a lamp unto my feet and a light unto my path, and will hide its words in my heart that I might not sin against God.