

Shepherd's Heart 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

Shepherds 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.

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!

III. Day's Schedule

The leadership team is composed of committed parents, the Board of Directors, and teachers jointly leading in the vision for Shepherd's Heart.

A. Drop Off

Drop off will begin promptly at 8:45 a.m. Temperatures will be taken and your student will be checked in by a board member at your vehicle in the drop-off line. Once inside the building, students will go directly to their homeroom class. We will have a team that will assist students to their classrooms. A student with a temperature of 100.4 or greater will not be permitted to attend.

B. Morning Devotion

In lieu of Praise & Worship, students and teachers will have a designated time to go over announcements for the day, prayer requests, and have a short devotion together as a class beginning promptly at 9:10.

B. Class

All classes will begin promptly at 9:25 a.m. and end at 2:20 p.m.

C. Lunch

All parents are required to bring a well-balanced lunch for each of their student's 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 encourage your child(ren) to pick up their trash after lunch and throughout the day. Drinks which are red in color may cause staining if spilled – these are best left at home. Please label all lunchboxes and articles with the children's names.

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.

D. Dismissal/Pick Up

Dismissal will begin promptly at 2:20 p.m. A board member will call your student(s) from their class and escort them from the door to your vehicle in the pick-up line.

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 without permission of the parent, or one designated to take the place of the parent. No child will be sent home alone during program hours, therefore, it is required that a current emergency number 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 upon receipt of a doctor’s written verification of recovery or wellness to attend the program.

Please do not send your student to Shepherd’s Heart if they are exhibiting any flu-like symptoms or symptoms of Covid-19 including, but not limited to, 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 must be kept home.

C. Medication

The program shall not dispense medication to students except when prescribed by a doctor and provided by the parent. If a child is on medication and the medication must be administered during program time, the parent must complete the Medication Form with the following information:

1. Name of Child
2. Date
3. Medication
 - a. Dosage
 - b. How to be administered
 - c. Refrigeration needs
 - d. Time(s) to be administered

All medicines must be brought to a board member. Students may not carry medicines on their person unless there is a written recommendation by a physician or for a serious reason. A board member will administer medication.

Children should not attend classes if:

- They have had a fever in the past 24 hours.
- They have had any stomach virus or diarrhea in the past 24 hours.
- They have green nasal discharge.
- They have any flu-like symptoms or symptoms of Covid-19.

Please Note: If a child comes with any of these symptoms, they will be sent home immediately in consideration of the other families. Temperatures will be checked each morning at drop off. A student with a temperature 100.4 or greater will not be permitted to attend.

D. Positive Covid-19 Protocol

If the board is notified that a student or staff member has tested positive for Covid-19 and your child has been in contact with that person (within 6 feet for 15 minutes or more as defined by the CDC), you will be notified immediately that there has been a possible exposure. We cannot and will not share anyone's name or personal information with families, the church, or any other outside entity. We can only inform you that there was a possible exposure and the date of that possible exposure. *Please refer to the CDC guidelines regarding testing, quarantine, and contact tracing. www.cdc.gov*

V. Inclement Weather

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. Covid-19 Closure and Refund Policy

1st missed day due to Covid-19 related state/county mandates or program closure will be treated as an inclement weather day per our program policy: no refunds will be given.

2nd missed day due to Covid-19 related state/county mandates or program closure will be treated as a bad weather day per our program policy: no refunds will be given.

3rd or more missed day(s) due to Covid-19 related state or county mandates: parents will be fully refunded tuition payments that have already deposited for days missed due to mandates or program closure.

Missed days are cumulative per school year. Refunds will be issued in the form of a check and mailed to each family. Days missed due to personal illness, quarantine, or for any other reason other than a program closure as a whole, will not be refunded.

VII. Dress Code and Toys

- Dress 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.

VIII. 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. We also update our weekly information and announcements on our website on the "weekly news" page.

IX. Shepherd's Heart Social Media Policy

Please be sensitive to all Shepherd's Heart families, instructors, & volunteer board members when posting on social media (Facebook, Twitter, Instagram, etc.) 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. 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. We reserve 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 poses serious 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 the 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:

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