

Susan Reece

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Organizational Documents and Manual

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# Calendar

# 2018-19

**First Semester:**

Classes Begin September 6

Week of September 10, 17, 24

Week of October 1, 8, 15, 22, 29

Week of November 5, 12

Off week of November 19 for Fall Break

Week of December 3

Christmas Program December 6

**Second Semester:**

Week of January 7, 14, 21, 28

Week of February 4, 11, 25

Off week of February 18 for Winter Break

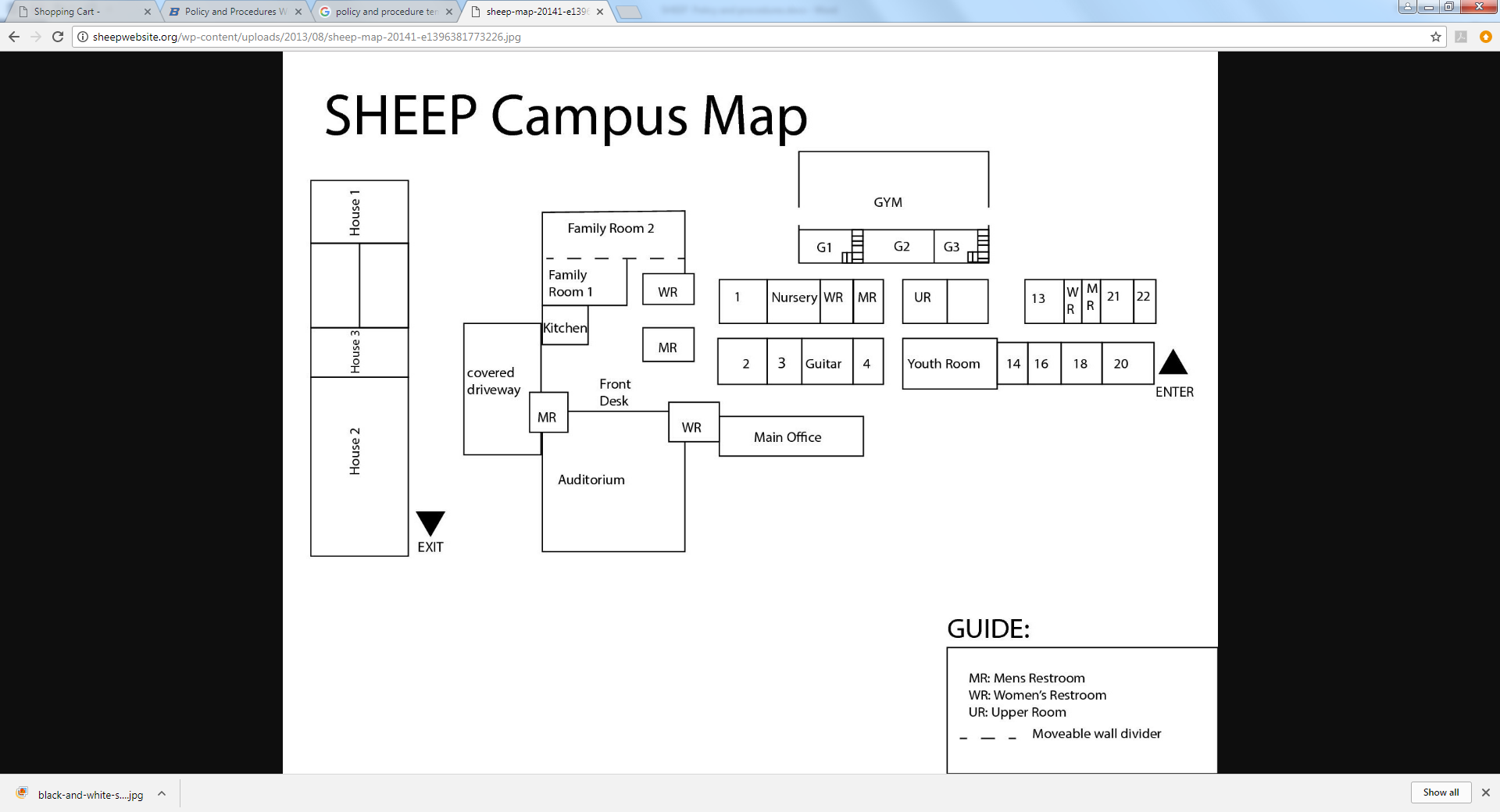
March 4, 11, 18, 25

April 1, 8, 15, 29

Off week of April 22 for Spring Break

Week of May 6

May 9 End of year program



# Graduation Requirements for State High School Diploma (Grades 9-12)

Unit Requirements

For More information please contact you Homeschool Accountability Group

|  |  |
| --- | --- |
| English/language arts | 4.0 |
| mathematics | 4.0 |
| science | 3.0 |
| U.S. History and Constitution | 1.0 |
| economics | 0.5 |
| U.S. Government | 0.5 |
| other social studies course(s) | 1.0 |
| physical education or Junior ROTC | 1.0 |
| computer science (including keyboarding) | 1.0 |
| foreign language or career and technology education | 1.0 |
| electives | 7.0 |
| TOTAL | 24.0 |

# SHEEP

### **What is SHEEP?**

SHEEP is a collection of classes for homeschoolers that meet 4 days a week. Our main campus meets at Summerville Church of Christ on Thursdays. SHEEP offers classes at Oakbrook Community Church on Mondays and Tuesdays and River Bluff Church on Fridays. We offer a wide variety classes for k4 through 12th grade.

**Summerville Church of Christ**

**413 Old Trolley Road,**

**Summerville, SC. 29485**

**Oakbrook Community Church**

**705 H Old Trolley Road**

**Summerville, SC 29485**

**River Bluff Church**

**5421 River Bluff Pkwy**

**North Charleston, SC 29420**

**More about SHEEP:**  
SHEEP, Summerville Home Educators Enriching Partners, began in 2005. It all started with our current director Amy King, trying to find someone to teach her child how to write. She found there were other parents who felt they needed help in some other subject areas. She then began to ask parents what areas they would like to teach. Stefanie Basinger graciously offered her church and SHEEP opened its doors for the 2005-2006 school year at Old Fort Baptist. The 1st year we offered about 25 classes and served over 100 students.

SHEEP moved to Summerville Church of Christ the 2008-2009 school year. Our 2008-2009 school year we had over 60 classes and over 270 students.

The mission of SHEEP is to glorify God by assisting Christian home educators. SHEEP is an educational partnership designed to help facilitate the home education experience and is run by parents just like you who have the desire to share their knowledge and expertise in a certain subject area. It is not the desire of SHEEP to take over the education of your child, but to simply assist the family in their home school journey.

The Parent’s Requirements

You, the parents, are ultimately responsible for the education of your child. SHEEP cannot guarantee that any of the classes offered will meet your individual and specific needs. Further, SHEEP cannot guarantee high school credit will be given for a particular course or class. You are required to make sure your child completes the work at home to insure a credit in the class. You are strongly encouraged to speak to your accountability association prior to enrolling with SHEEP should it be your desire to receive credit of any kind from any class offered by SHEEP.

SHEEP is simply a starting off point. Since SHEEP doesn’t meet daily, the majority of the course work will have to be completed at home. This especially true in courses where you as the parent hope to award a high school credit.

Every SHEEP family must be on the SHEEP email loop.  If you are not a member please send an email to: SHEEP-Classes-subscribe@yahoogroups.com

If you have any questions about SHEEP classes please contact the Director at [SHEEPdirector@gmail.com](mailto:SHEEPdirector@gmail.com)



Susan Reece

By-Laws

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# SHEEP BY LAWS

**ARTICLE I**

**Name**

The name of this Association shall be the **SUMMERVILLE HOME EDUCATION ENRICHING PROGRAMS**, herein referred to as "**The Association**" or "**SHEEP**."

**ARTICLE II**

**Purpose**

The purpose of SHEEP is to glorify God by assisting Christian home educators. SHEEP is a collection of classes offered to homeschoolers on set days as determined each year by the board.

SHEEP is open to all S.C. law compliant homeschoolers who agree to our Code of Conduct, and sign and agree with our Statement of Faith. SHEEP is run by parents who are currently homeschooling or have homeschool experience. Many SHEEP teachers have degrees in the areas that they teach and some just have a love for teaching.

We are a homeschool partnership. Most of our teachers teach their own kids. SHEEP is for the parents who want help with their homeschool experience without having someone dictate everything they do every step of every day. We are here to come along side homeschool parents and supplement their student's education, and not take over their homeschool. That being said, students are expected to complete assignments given.

SHEEP is not open to S.C. Virtual Charter School participants. South Carolina considers these students as public school students.

**ARTICLE III**

**Powers**

**Section A.**The SHEEP Board shall have the following powers:

1. To expel or suspend Board members or students of SHEEP;
2. To require the collection of tuition and fees from SHEEP families in order for students to continue participation in SHEEP;
3. To appoint teachers and staff members, fix their compensation, and determine their eligibility for their positions each school year;
4. To make, amend, and delete the Bylaws of the Association. The activities of the Association and its affairs shall be conducted by the Board in any manner consistent with the Bylaws.

**Section B.** The Voting Officers of the Board shall consist of all Officers, except the President. In the event of a tie, the President will provide the deciding vote.

**Section C.** The Board shall mediate disputes between teachers, staff, students, and families of students as needed and as outlined in the Parent Agreement and Teacher Contract.

**ARTICLE IV**

**Officers**

**Section A.**The affairs of the Association shall be directed by a Board of Directors as described in detail below. In addition, the Board may add members as deemed necessary by the Board. At any one time, there shall be no less than seven (7), and no more than eleven (11) members, to fulfill the mission and vision of the Association. Officers shall be persons meeting conditions for leadership as prescribed in Section B of Article IV, as well as holding membership status as prescribed in Article V. Approved Board members shall be confirmed by a simple majority vote of the Voting Officers. Each Officer shall have one (1) vote in decisions of the Board. In the event of a tie, the President shall be the deciding vote.

1. **President**- The President shall preside at Board meetings and shall generally direct and supervise all business of the Association as approved by the Board. The President has authority to make disbursements using currently acceptable methods (check, online, automatic payment, etc.) and sign papers that shall be approved by the Board.
2. **Vice-President**- In the absence, death, or disability of the President, the Vice-President shall perform all the duties of the President, and shall be vested with all the powers of the President. The Vice-President shall exercise and discharge such other duties as may be determined by the President and/or the Board. The Vice-President has authority to make disbursements using currently acceptable methods (check, online, automatic payment, etc.) and sign papers that shall be approved by the Board.
3. **Secretary**- The Secretary shall keep minutes of all Board meetings and disburse those to Board members as necessary.
4. **Financial Officers**- Financial Officers are comprised of Accounts Receivable and Accounts Payable.
5. **Members At Large**-
6. **Graduation Advisor**-

**Section B.**The Board of Officers shall meet the membership requirements stated in Article V, as well as the following conditions for leadership:

1. Must demonstrate an active, supportive interest in homeschooling and this Association;
2. Must adhere to the Statement of Faith, as stated in Article VII;
3. Must adhere to the Code of Conduct, as stated in Article VII;
4. Must be willing to attend Board meetings regularly and participate in required communications and in governing activities of the Board; and
5. Must monitor the organization's financial matters and management activities in an oversight role.

**Section C.**Meetings of the Board may be called, held, or conducted in accordance with such rules and procedures as they may adopt. A 51% majority of the Voting Officers shall constitute a quorum at any meeting of the Board. Board meetings shall be scheduled monthly, or as often as the Board decides is necessary. Board meetings shall offer time at the beginning of each meeting for SHEEP students and families to address the Board.

**Section D.** A Board member may be terminated by a two-thirds (2/3) vote of Voting Officers for violation of the Bylaws, for conduct unbecoming a member of the Board, or for other due cause as determined by the Officers.

**ARTICLE V**

**Membership**

**Section A.**Qualifications for students, their families, and staff for participation at SHEEP are:

1. Concurring with the written Statement of Faith, Code of Conduct, Bylaws, Teacher Contract, Parent Agreement, and Guidelines of the Association as stated on the website and in documents received and signed by the aforementioned parties;
2. Paying tuition on time;
3. Actively homeschooling at least one student and demonstrating compliance with the South Carolina Home School Laws, with the exception of preschool aged children being homeschooled, those with alumni status, and teachers and staff who are no longer homeschooling;
4. Demonstrating an active, supportive interest in homeschooling and this Association.

**Section B.** Disqualifications for participating or maintaining participation privileges at SHEEP and reasons for termination are:

1. SHEEP will not accept families that have one or more children being educated in a virtual charter school, which is a form of public schooling at home, even when that family has one or more children being homeschooled.
2. In accordance with its Statement of Faith and authority of Scripture, SHEEP will not accept families, or will terminate the participation of families, with parents or custodial guardians involved in same-sex relationships, same-sex marriages, polygamy, or other non-marital sexual relationships.
3. Participation in SHEEP shall be terminated if the teacher, staff member, student, or family cannot fulfill or maintain the above qualifications (specifically Article V, Section A) or if said teacher, staff member, student, or family resigns in writing to the President of the Association.
4. Participation in SHEEP by a teacher, staff member, student, or family may also be terminated by a simple majority vote of the Voting Officers for violation of these Bylaws, for violation of rules and regulations of the Association or for conduct unbecoming a member or for other due cause as determined by a hearing held by the Officers to which the member in question will be provided a reasonable opportunity to attend and to speak. "Reasonable opportunity" is defined as including no less than ten (10) days no more than thirty (30) days prior to notice of the hearing. Any person whose participation in SHEEP has been terminated can rejoin only by permission of the majority of the Voting Officers. The Voting Officers shall have the right to reject any reinstatement if, in the opinion of the Officers, due cause for said rejection exists.

**Section C.**The Voting Officers reserve the right to vote to accept a student to SHEEP who may have special circumstances including scholarships.

**ARTICLE VI**

**Oversight**

**Section A.**SHEEP shall retain a CPA for the purposes of ensuring compliance with state and federal laws, and as it pertains to our 501(c)(3) non-profit status. Ongoing financial reconciliation shall be maintained by Board Financial Officers. A financial report shall be made available to any Association participant in good standing if the request is made in writing and stating his/her reason(s) for wanting this information. All requests must be addressed to the President and must be approved by the Board before financial information is released.

**ARTICLE VII**

**Statement of Faith and Code of Conduct**

**Section A.** A requirement for participation in SHEEP is adherence to the following Statement of Faith:

1. We believe the Bible to be the inspired, infallible, authoritative and the only Word of God.
2. We believe that there is one God, eternally existent in three persons:  The Father, The Son and The Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential and that this salvation is received through faith in Jesus Christ as Lord and Savior, and not as a result of good works.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto resurrection of Life; they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord, Jesus Christ.

**Section B.**A requirement for participation in SHEEP is adherence to the following Code of Conduct:

1. **Communication:** SHEEP communicates via email. You must have a current email address that you check at least once a week.  Not replying to emails from the director or teachers can lead to dismissal from SHEEP.
2. **UNSUPERVISED STUDENTS:** At all times during hours of operation of all SHEEP classes and programs, students must be in their classrooms. Except during class changes, students are not allowed to occupy hallways, corridors, or parking lots. This includes our lunch Study halls are available for students who have gaps in their schedule. Loitering between or during classes will not be permitted; hall monitors will be in use during all SHEEP hours of operation. Violation will result in students being placed in study hall and parents being charged accordingly.
3. **BULLYING**: Bullying will not be tolerated whether it is physical or verbal. Students are to treat each other with kindness or respect at all times. ***1 Thes 5:11. Encourage one another and build each other up.*** Bullying will be addressed by the teacher to the parents and if continues, the child will be removed from SHEEP.
4. **RESPECT**: All students attending SHEEP are expected to conduct themselves in a manner that reflects Christ and glorifies God. Lack of respect for teachers, staff, volunteer workers and other students will not be tolerated. Parents are expected to require strict adherence to SHEEP policies of conduct and discuss with their children the expectations by SHEEP about their behavior while on campus and while attending SHEEP related activities off campus. In respecting one another, there is to be no public display of affection (PDA). This includes hugging, holding hands, or any inappropriate physical contact with another person. A warning will be issued to any student not respecting personal boundaries. Parents will be contacted by the director if actions continue and could lead to dismissal if behavior does not change.
5. **LANGUAGE**: **Ephesians 4:29 *Do not let any unwholesome talk come from your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen*.** Vulgar language and profanity are not permitted. Blasphemous language using God’s name inappropriately will not be tolerated. Inappropriate language, whether written or spoken, is not permitted. All communication, whether spoken or written, between students and others must comply with Biblical standards. Written assignments and reading material brought to class must not contain profanity, vulgar language or inappropriate images.
6. **DRESS CODE:** The first rule of dress code is modesty. Torso skin, such as abdomen, back, sides and chest, cleavage, or undergarments of any kind must not show, including while sitting, bending, reaching or moving. The guide for length of **skirts is** **knee length**. The guide for **shorts is finger-tip length**. See-through clothing and clothing with cut out sections are not permitted. T-shirts with inappropriate messages are not permitted. Heelys and other wheeled shoes are not permitted. Tank tops, spaghetti straps, halter tops, tube tops, mid drifts and other revealing shirts are not permitted. Pants, shorts and skirts must be worn with the waistband at the natural waistline, not below it.
7. **HAIR COLOR:** SHEEP has students from age three to 18. Lightly colored hair is allowed at SHEEP. However, stay away from Goth looking, dark hair and makeup. If you have questions, please ask the director before doing anything permanent.  All decisions concerning what is showy or distracting will be left to the discretion of the board whose goal is to keep SHEEP focused on helping parents educate their children for the glory of God. Philippians 2:3 Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves.
8. **HOMESCHOOL STUDENTS ONLY:** Classes taught at SHEEP are for students only. They are not offered to parents or non-homeschool children. Once a student has graduated by walking across a stage, through your accountability group or any other method, a student can no longer attend SHEEP.
9. **STATEMENT ON MARRIAGE:**In accordance with our Statement of Faith, and authority of Scripture, SHEEP will not accept families or will terminate the participation of families with parents or custodial guardians involved in same-sex relationships, same-sex marriages, polygamy, or other non-marital sexual relationships.
10. **CLASS TIME:** Classes are 50 minutes long. Teachers need the entire 50 minutes to deliver their lessons and interruptions are not permitted. Interruptions include, but are not limited to, one child monopolizing time by misbehaving or excessive talking. Disruptive students may be removed from class and a parent called. Parents are welcome to sit in on classes with teacher’s permission, but should reserve conversations with the teacher(s) until the break between classes
11. **PUNCTUALITY:** Parents should have their children to class no earlier than ten minutes prior to the start of class and must pick students up at the end of their last class. Students not picked up on time will be placed in monitored care and parents will be responsible for the cost of the additional care at the rate of $15 per half hour. A second occurrence will lead to dismissal from SHEEP.
12. **COMPLETED ASSIGNMENTS:** The classes offered at SHEEP are designed to enhance homeschool education, not replace a subject taught by the parent. Students are expected to complete the bulk of the assignments at home under the supervision of their parents. Students in high school classes may be asked to type assignments. If this is the case, the student must type their own papers. High School students are expected complete all assignments assigned by teachers. For your child to enjoy the full benefits of SHEEP, it is important that they show up for all classes. If out sick or for other reasons, it is the parents’ responsibility to contact the teacher for missed assignments. If High School credits are being given for any class and assignments are not completed, grades will be held by the SHEEP teacher.
13. **PARENTS, FRIENDS AND GUESTS**: Guests, unless by permission of the Director or teacher, are not permitted on campus. Friends, siblings and guests not enrolled in SHEEP are not permitted on campus unless by permission. To receive permission, email the Director. When arriving, visitors must sign in at the front desk and receive a visitors tag. Parents are responsible for delivering and picking up students from SHEEP. Only adults authorized by persons may pick up students from campus. If you would like a sibling to pick up a child, please notify the teacher in person.
14. **SICKNESS**: If your child is sick, please keep him or her at home. Please be considerate of other families by not bringing a child with a contagious illness to SHEEP. If your child has a fever of 100 degrees or above, has vomited, or has had diarrhea at all during the 24 hours preceding the start of SHEEP, do not bring him or her to SHEEP. If your child becomes sick during SHEEP, the parents or emergency contact, if parents cannot be reached, will be called to pick up the child. Make sure SHEEP has updated phone numbers.
15. **CELL PHONES AND ELECTRONIC EQUIPMENT:**When a student enters a class, all cell phones other devices must be put away. No electronic devices may be used in classes without approval from the director. If a student violates this, the device will be removed until the end of class and a parent contacted.
16. **WHEELS**: No skateboards or heelys are allowed on campus at any time. If a skateboard is found on campus, it will be taken away. A parent must retrieve the skateboard. This includes the parking lot. Bicycles may be ridden to SHEEP but must be kept out of buildings at all times.
17. **SMOKING**: No smoking or use of e-cigs is allowed on campus or any SHEEP sponsored activity anywhere at any time.
18. **EMAIL LOOP:**Every SHEEP family must be on the SHEEP email loop.  If you are not a member of this loop, please send an email to:SHEEP-Classes-subscribe@yahoogroups.com
19. **NON COMPLIANCE AND VIOLATIONS:** If the conduct and requirements detailed herein are violated, parents and/or students will be given a warning before more serious action is taken. If the Director and/or Board feel that it is inappropriate, the parent of the offending student will be notified that services are terminated and the student will be permanently removed from SHEEP rolls. If, at any time, a parent would like to discuss their child’s situation please email the director and a meeting will be arranged.



Susan Reece

Policies and Procedures

Teachers/Staff

susan@sumi-soft.com

S.H.E.E.P.

# SHEEP Privacy Policy

**PURPOSE**

We at SHEEP will keep all information private. No information will be sold or distributed.

**SCOPE**

This policy applies to all SHEEP employees, management, vendors, student, parents, and volunteers.

This policy describes SHEEP’s objectives and policies regarding maintaining the privacy of personal information.

**RESPONSIBILITIES**

All personal emails will be used just for SHEEP email distribution list to discuss upcoming events and needed notifications.

All other personal information will be kept on file and only used when needed to contact for an emergency.

|  |  |
| --- | --- |
|  |  |
|  |  |

# New Teacher Procedures

* Complete an employment application. See application in Forms Section.
* Fill out W-9. See Forms Section.
* Submit class description, price, material fee, and syllabus to SHEEP director. See Teacher Class Form.
* Submit an email request to join teacher loop:

[Sheepteacher-subscribe@yahogroups.com](mailto:SHEEPteacher-subscribe@yahogroups.com)

* If not already on SHEEP Class loop, submit email request to join:

[SHEEP-classes-subscribe@yahoogroups.com](mailto:SHEEP-classes-subscribe@yahoogroups.com)

* Attend Teacher Meeting before classes begin in the summer.
* Attend Meet the Parent Meeting, usually scheduled in August, one month before classes begin.
* Pick up rolls at the beginning of class and take roll call every class. Return Class rolls to the Accounts Payable Department in the file cabinet provided.

# Wi-Fi Password and Accessibility Policy:

It is the policy of SHEEP to use Summerville Church of Christ Wi-Fi access point. The Wi-Fi is for classroom use only. We do not want to take advantage of the church and its willingness to allow us to use this service.

There are several access points within the church. Below is a list of the following and the passwords:

**Location: Password:**

Auditorium 1 Open

Auditorium 2 Open

Gym LordLead

Youth Church413

Ed Wing GodisGreat

# Class Activities & Field Trips Policy:

It is the policy of SHEEP that the Director must be notified in advance with any plans you have for your class outside of the SHEEP campus. Please do this by email, not the hallway.

As an organization, SHEEP is liable wherever you go. If driving is involved, permission slips must be collected. No one can drive anyone other than their own child without a permission slip. No one under 23 can drive anyone but their own siblings.

Permission slips can be found on the website or in the Organizational Documents and Policy Manual at front desk. See Permission Slip Form.

Parents must be notified of all field trips. Parents must sign a permission slip and turn into the teacher or the student will not be able to attend.

# Teaching on Campus Policy:

It is the policy of SHEEP to have an adult helper in all Preschool and elementary classes. In addition, all middle and high school grades with more than 10 students must have an additional adult in the classroom. If your class has 10 or fewer students you will not need an additional adult. An adult is someone 18 years or older. This is for the safety of the teacher, students, and everyone involved at SHEEP.

The adult can just be present in the class, they do not have to participate unless needed. Teachers are allowed to get volunteer such as parents of the students. These parents can rotate or volunteer for one or more classes.

Teacher assistants include:

* Parents of students
* Students in High School or above of the teacher
* Any approved adult

Please make sure your students are being respectful in class and in the hallways. This includes all campus locations.

Campus locations:

* Summerville Church of Christ
* Oakbrook Community Church
* River Bluff Church

# Teaching off SHEEP Campus Policy:

If a teacher, teaches on a day and/or location other than on campus, this must be done in a public place (library, church, or restaurant). SHEEP insurance does not cover classes in your own home.

# Room Policy:

It is the policy of SHEEP that no teacher may occupy any room not assigned to them without permission. This is for the protection of teachers and the protection of SHEEP. Never be in a room alone with a single student with the door closed. If a teacher needs a ‘prep’ room to prepare for a class he/she must have director approval before occupying a room at SHEEP. If a teacher notices a parent or student sitting in a room that is not for their class, please ask them to go into the lobby.

Teachers are responsible for the room occupied. Clean up any mess made and make it presentable for the next class. We will have custodians collecting trash during the last hour, so place all bagged garbage in the hall. SHEEP cleaning staff will vacuum.

If you are the last in your room, clean up all trash, place all chairs around tables, and wipe down all tables. Make sure the room is clean when you leave. We want to leave the rooms better than we found them.

Parents are asked to explain to their children the importance of keeping things tidy for the next class and to ensure our continued use of the facility.

Anything left behind will be taken to Lost and Found.

# Substitutes Policy:

It is the policy of SHEEP that if a teacher will be absent from SHEEP, call or text the Director before 8 AM on Thursday morning at 843-270-8924 or email [sheepdirector@gmail.com](mailto:SHEEPdirector@gmail.com). Do not post in Facebook group or Facebook Messenger. Have a plan to keep the class busy in case of emergency.

You have two options for getting subs.

1. The teacher can find a sub. The teacher may have arrangements with a helper in their class or have someone on call.

2. A list of subs will be available to call. It will be the teachers responsibility to find a sub from this list. SHEEP will not be paying subs. If choosing someone from the list, the teacher will pay the sub at least $20 for each class they are subbing, unless they volunteer. If the teacher chooses to pay more, that is up to them. You cannot cancel a class.

All substitutes must be legal adult age. All subs need to be approved through email by the Director before class. No long-term substitutions for 3 or more consecutive weeks without approval from the Director. Teachers are encouraged to recruit class substitutions early and provide the names via email to the director of their sub choice. Substitutes must pick up rolls and a badge at the front desk before heading to class. Substitutes must adhere to the rules of badge sign out form.

# Emergency Policy:

It is the policy of SHEEP that in the event there is an emergency please contact the Director Amy King at 843-270-8924. If unable to reach the Director please see Board of Directors listed in back of manual and call in order of positions.

When emergency occurs:

* + Make sure surroundings are safe to approach.
  + Call for help from others.
  + If emergency is critical assign someone to call 911.
  + If there is an injury assign someone to call parent immediately.
  + Complete and accident form or injury form.

# Communication Policy:

It is the policy of SHEEP that teachers communicate with the director through email. Do not communicate through Facebook. Do not stop the director in the hall to give any important information. It is the Teacher’s and Parent’s responsibility to communicate with the director via email to verify any communications. The Director can be emailed at [SHEEPdirector@gmail.com](mailto:SHEEPdirector@gmail.com)

All communications to parents, teachers, and Board Members will be sent through Yahoo Groups. You can subscribe the appropriate group by using the following email addresses:

If you are a parent you should subscribe to: [SHEEP-Classes@yahoogroups.com](mailto:SHEEP-Classes@yahoogroups.com)

If you are a teacher you should subscribe to: [sheepteachers-Subscribe@yahoogroups.com](mailto:SHEEPteachers-Subscribe@yahoogroups.com)

If you are a board member you should subscribe to: [BoardSHEEP-subscribe@yahoogroups.com](mailto:BoardSHEEP-subscribe@yahoogroups.com)

After you have created a Yahoo groups account that is linked to your email address you will start receiving email notifications from these groups that you subscribed to in your personal email account upon approval by the Director. If you fall into more than one category you must join all the groups that apply to you.

Any emails to parent and/or students need to always CC to the Director. This helps her to be able to talk knowledgably to any parent or students who come to her about a situation, especially if there is a problem. This is for your protection as well as to protect the integrity of the SHEEP organization.

If you no longer want to be on the class loop please unsubscribe:

[sheep-classes-unsubscribe@yahoogroups.com](mailto:SHEEP-classes-unsubscribe@yahoogroups.com)

[sheepteachers-Subscribe@yahoogroups.com](mailto:SHEEPteachers-Subscribe@yahoogroups.com)

[BoardSHEEP-subscribe@yahoogroups.com](mailto:BoardSHEEP-subscribe@yahoogroups.com)

# Student Info Policy:

It is the policy of SHEEP that if you need student information, it can be obtained from the staff at the payment counter. Accounting Department has all available information on students including allergies, parent name, phone numbers, address, and class listing for the year.

All student information will be kept private. See Privacy Policy

# Parent Communication Policy:

It is the policy of SHEEP that email is the primary way SHEEP shares information with its teachers, parents, and students. As a teacher, it is your job to keep parents and students informed. How you choose to communicate with them is up to you; whether you use email, Facebook, Edmodo, a Yahoo group, actual paper, or some other method or combination of methods. What is important is that you DO communicate with them letting them know which format you intend to use and making sure that all families understand and participate in that format. Please remember to include the director in all your communication.

Please make sure your mailbox on your phone is not full. If SHEEP needs to get in touch with you in case of an emergency and you do not answer, it is important that we can leave a message.

# Personal Conduct Policy:

It is the policy of SHEEP the teacher conducts themselves with the utmost respect. Please remember that SHEEP is a cooperative effort of many Christian parents engaged in home education, meeting once per week, sharing knowledge and expertise in a broad range of subjects. The mission of SHEEP is to glorify God by assisting Christian home educators. As teachers and staff we are to set a Christ-like example for our students and others so that Christ may be glorified in all things. We should be peacemakers and setting an example by our life, speech, and even social media. Teachers should be using and encouraging others to use the basic peacemaking steps of Matt 18:15

* If someone offends you, go to them gently and state your case.
* If they refuse to listen then take another along (another teacher or board member) to seek to solve the issue for the glory of Christ.
* We are to be about Christ’s honor, not our own as we serve at SHEEP.

Please remember that you represent SHEEP as a teacher. If you have any problems with SHEEP please contact the director or a board member and seek to resolve it through peacemaking, before you air your complaints on the internet or to others. Teachers should seek to assist students of SHEEP with these same principles in their lives.

# Disruptive students/uncooperative students/parents Policy:

It is the policy of SHEEP that teachers seek to follow Matt 18:15 when there is an issue with any student or parent.

* The student is to be addressed by the teacher in class or after class. When you begin to notice a pattern of behavior such as classroom disruption, lack of preparation, repeated lateness/absences, failing to complete assigned work or disrespectful behavior, please begin the process of communication with parents and director right away. Please address issues early before they become a larger problem.
* Next, communicate with the student, parents, and director via email about the issue. This email may simply be documentation that you spoke with the student/parent. It may also include details about late or missing work or other more serious issues. Make sure that if you expect a response from the student/parent that you indicate this in your email to avoid miscommunication. Opening this line of communication can lead to resolving the issue.
* If you continue to have difficulty and/or there is not a response to emails or other attempts to communicate, please take the extra time to make a phone call to the family or to arrange a face to face meeting. We understand that often conflicts and confrontation can be uncomfortable, but communication via a phone call or meeting instead of another email can go a long way toward resolving tough situations. If you receive no response from the student/family, we will arrange a meeting between the teacher/parent/student/director and board if necessary. Every effort should be made to come together to work through whatever challenges you are experiencing with a student. If all of these avenues have been exhausted and no solution can be reached, then a decision can be made to dismiss the student from your class. Also look for the Disruptive Student Form in the manual.

Not all cases are clear cut in what we should do.  We should always remember Philippians 2:4-5, “Let each of you look not only to his own interests but also to the interests of others. Have this mind among yourselves, which is yours in Christ Jesus.”

Please keep the director/board informed about the situation and how we can help you through the process of addressing challenges you are facing with your students or parents. We want to help you. Our desire is to support you as the teacher, but you must make sure you are following the above steps to seek a God-honoring solution before you dismiss a student from your class. You, as the teacher and independent contractor, have the ultimate say on who is in your class and what goes on in your class. However, to remain in good standing as a teacher at SHEEP, you must follow these guidelines with regards to student dismissal/dealing with student issues or the board reserves the right not to renew your contract with SHEEP.

# Punctuality Policy:

It is the policy of SHEEP that the teachers be on time for their classes. Do not let your classes out early or keep them later than the designated time.

As a reminder: No students, including teacher or staff’s own children, can wander the halls, congregate at the front desk, hang out in the kitchen, or hang out in the parking lot during class. This includes the last hour. If your child needs something to do we will give them something to do. If they need a place to go, they can sit in your class while you are teaching. If not a teacher, they will need to be in study hall.

When SHEEP is over, there is no playing in the gym. If you must talk to other parents please make it quick and do not let your child(ren) play with anything in the gym; that includes basketballs, toy cars, chairs, etc. This is not our gym and unless children are in a supervised class with a SHEEP approved teacher they may not use any gym equipment at all.

# Sanctuary Policy:

It is the policy of SHEEP that the use of the Sanctuary is by permission only. You must ask the Director who will get permission from the church office. No teacher, student, or parent can use this area without permission for any purpose. No class can use the sanctuary on a regular basis.

# Syllabus or Scope and Sequence Policy:

It is the policy of SHEEP that a syllabus or scope and sequence be submitted by teachers.

* Middle School through High School (6th-12th grade) teachers must have a syllabus ready before classes begins.
* Please provide a copy to the Director before the scheduled “Meet the Teacher” night. This is a requirement.
* Email a copy to your student’s parents before the 1st day of class.

You can deviate from the syllabus. We all do, but it is better to have some plan. All issued grades need to follow the SC State grading scale which can be found at <http://ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy/> in PDF format. Teachers need to be in communication with the Director about any student who is not turning in required assignments or fulfilling the course requirements. Please inform the Director within 30 days of noticing this behavior so that we can contact the parents and seek a quick resolution to the situation before it becomes a distraction to the class and a detriment to the student. Please advise the Director of any students failing your class. This will be reported to accountability groups.

Parents will be able to see a copy of the syllabus on the www.SHEEP.education website under Course Catalog, Grade Level, then look for the class listing. If one is available it will be listed there.

# Review of Classes Policy:

It is the policy of SHEEP that each year the Board will review classes held at SHEEP.  The Board will decide if your class will continue with SHEEP the following school year. Also, the Board will take all considerations for new classes and teachers starting in January for the following Fall enrollment. See Teacher Class Form.

If there is available room and a need for the class, SHEEP will find a way to add the new course if there is an available spot.

If you have a recommendation for a new class you may fill out a form and email it to the director. See Teacher Class Form.

All new employees will need to complete an employment application. Upon approval from the SHEEP Director and the SHEEP board you will be notified of decision. The application can be found in the policy manual at front desk to be copied. A W-9 will need to be completed upon approval for tax purposes.

# Paychecks & Employment Terms Policy:

It is the policy of SHEEP that paychecks will be given out the last Thursday of the month. The checks will be with the Accounting Department located at the payment counter in the church foyer. It will be the teacher and staffs’ responsibility to pick paychecks up. SHEEP cannot mail paychecks due to the additional cost. If checks need to be mailed, you must provide 8 self-addressed stamped envelopes.

Teachers and staff are an independent contractor of SHEEP. SHEEP does not withhold taxes. SHEEP does, however, report any earnings over $600 in a calendar year. That is earning about $80 per month. You must fill out a W-9 that SHEEP will keep on file. So, if you are new this year, please see Accounting Department at the payment counter to fill one out. SHEEP will send you a 1099 of your earnings prior to January 31st of next year. For your tax records, it will be necessary for you to keep all receipts to offset your income.

All new employees will need to complete an employment application. Upon approval from the SHEEP Director and the SHEEP board you will be notified of decision. Application can be found in the policy manual at front desk. A W-9 will need to be completed upon approval for tax purposes.

Undeposited Checks:

* Checks must be cashed within 60 days
* A $50 re-writing check fee for holding checks
* A $20 lost check fee

# Monthly Administrative Fee Policy:

It is the policy of SHEEP that administrative fees be charged to teachers. It takes many staff members to run SHEEP efficiently. Staff clean the rooms, take out trash, watch the halls, run the front desk, do all of the accounting, and more. If we did not have staff members, SHEEP would not function. To help cover this and spread the cost fairly we will take $1 for each class plus 11.8% out of each teacher’s paycheck to help cover the cost. We increased the class tuition this year for that purpose. The only students “free” in your class will be with those that you have made a special arrangement. This will need to be noted on your rolls.

SHEEP has decreased the Monthly Admin charge to $5 a month per family. Teachers do not have to pay this fee with their tuition.

# Weekly Rolls Policy:

It is the policy of SHEEP that rolls must be picked up a roll called every week and turned in at end of day. If rolls are not turned in, teachers will not be paid. This is vital at the beginning of the year when so many changes are being made. Teachers are all independent contractors. You must verify how many students are in your class. If a student misses a class or two but the parent still pays, you will be paid. If the parent does not pay, you will not be paid. If your roll is missing for any reason, please email the Director and Accounts receivable immediately. Do not ask the director on the day of SHEEP.

In addition, teachers will be given a Student Information sheet with your rolls at the teacher meeting. This is for your personal records. Only turn in your weekly roll sheets.

You will be receiving two copies of your rolls during the teachers meeting. Please mark who is free in your class for any reason and return to accounting department. Keep the other copy for your records.

Also, if a family comes to your table and says they are in your class but you do not see their name, please record Child’s name, Parents name, phone number, and email and notify Accounting Department, Betsy Gorrell or Susan Reece

# Material Fees Policy:

It is the policy of SHEEP that the accounting department collects material fees ONLY once a year, unless you make special arrangements in advance. This amount will be placed with course descriptions on the website. Accounting Department will seek to collect these fees over the summer in July. If a teacher has requested material fees, they will be paid for them only if they are paid to SHEEP. Teachers are encouraged to remind parents that your class requires material fees. We will not pay material fees to you that have not been collected from parents. There will be a $1 fee per class and a 5% deduction prior to material checks being written.

Material Fees checks will be disbursed during the Teacher Meeting.

# Copier Policy:

It is the policy of SHEEP that we have a copier on the property. SHEEP owns a copier for occasional use for teachers. This is for last minute copies that may have been forgotten. This is not for all your copying for your class and not to be used each week for the same class. Your material fees are to be used for you to make copies.

Printer and printer supplies are provided by SHEEP and located at the front desk area in the church foyer. Teachers and staff are allowed to use at any time, if they need, for emergencies.

# Report Card Policy:

It is the policy of SHEEP that requires teachers to provide a report card for upper level classes. See Report Card template in Forms Section.

* All high school classes must complete a high school report card.
* The Monday following the last week of SHEEP all grades must be turned into the director.
* No late work will be accepted.
* The Report card must be emailed to the parent via PDF file so parent cannot change document.
* SHEEP follows the grading for [www.ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy](http://www.ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy)
* Grades must be in numerical form.
* Students missing class on a regular basis; teacher must notify the director and the accounting department.
* Failing students need to be reported to the director.

# Background Check Policy:

It is the policy of SHEEP to conduct a background check on all staff. This check is being done by Protect My Ministries. Staff will receive an email that will have a link for you to click and follow the steps and answer the questions.

* Please be prepared to have 3 references. Name, Phone, Address, Email are the items required for references.
* Teachers cannot use a previous background check from another establishment.
* Teachers will not pay during the background check process but will be deducted $7.50 from your pay and SHEEP will match the $7.50 to pay the $15 background check.
* A link to a video will be sent after completion of the background check that teaches what to look for in abused children. After the video there will be a few questions to answer before completion so pay attention to video.

This policy is for the protection of students, staff, and SHEEP organization.

# Teacher Assistant Policy:

It is the policy of SHEEP to have an adult assistant in all Preschool and elementary classes. In addition, all middle and high school grades with more than 10 students must have an additional adult in the classroom. If your class has 10 or fewer students you will not need an additional adult. An adult is someone 18 years or older.

The adult can just be present in the class, they do not have to participate unless needed. Teachers are allowed to get volunteer such as parents of the students. These parents can rotate or volunteer for one or more classes.

This policy is for the protection of the student, teacher, and SHEEP. Please notify the director if you are having difficulties locating an assistant.

# Staff Policy:

It is the policy of SHEEP that members of the staff will comply to all the teacher and parents’ rules and policies that pertain to them. In addition, staff must review the job descriptions that are in the policy manual and complete all job duties and are not limited to just those listed. All staff will be required to complete the background check.

It is the responsibility of the team leader for Front Desk, Sheriff, and Custodial Staff to schedule the times the staff will be working at SHEEP. In addition each staff member must participate in at least one of the following events:

Christmas Program

End of Year Program

The staff will be available to help with set up and clean up at end of performances. Sheriffs must monitor the hallways for students who are in locations they are not supposed to be. In the event the sanctuary in full and some need to stand in hallways everyone must be quiet as the hallways and foyer can project sounds and may disrupt the program. Anyone not following these rules must be asked to sit with parents and or leave.

# Sheriff and Cleaning Staff Time Validation:

It is the policy of SHEEP that the lead sheriff and lead cleaning staff member will keep track of staff that have shown or been absent from work. The lead staff member will have a log sheet that will need to be filled out and turned in at end of day to the box at the payment desk. Failure to turn in working worksheet may cause a lapse in paychecks.

Cleaning lead staff can keep for the month if need due to the box will be gone by the time staff has finished cleaning.

If you are absent you must let your lead staff member know. Sheriff must find a sub. Cleaning staff have sub on hand. If you are consistently absent you may be relieved from your position.

# Class Cancellation Policy:

It is the policy of SHEEP that if Dorchester School District 2 cancels school for inclement weather, SHEEP will cancel all classes. Classes will resume when Dorchester School District 2 re-opens. If the governor has issued an evacuation for the area SHEEP classes will be closed. SHEEP director will post on Facebook and send an email to all parents.

SHEEP Director will post on Facebook of closing.

SHEEP Director will send an e-mail to [SHEEP-Classes@yahoogroups.com](mailto:SHEEP-Classes@yahoogroups.com) and [sheepteachers@yahoogroups.com](mailto:sheepteachers@yahoogroups.com) notifying subscriber of closing.

It is the policy of SHEEP for all teachers then to contact the parents of the students in their classes as a final notification that classes are cancelled.

# Fire Evacuation Policy:

It is the policy of SHEEP that all teachers get their students out of the building as safely as possible. Please bring roster with you so you can take roll after exit. Report any missing children immediately to fire safety personnel.

Zone 1

House 1, House 2 and House 3

Family Room 1

Front Desk, Payment Desk, Foyer room and Sanctuary

Zone 2

Family Room 2

Nursery

Room 2

Gym and G1

Zone 3

G2 and G3

Room 13, 14, 16

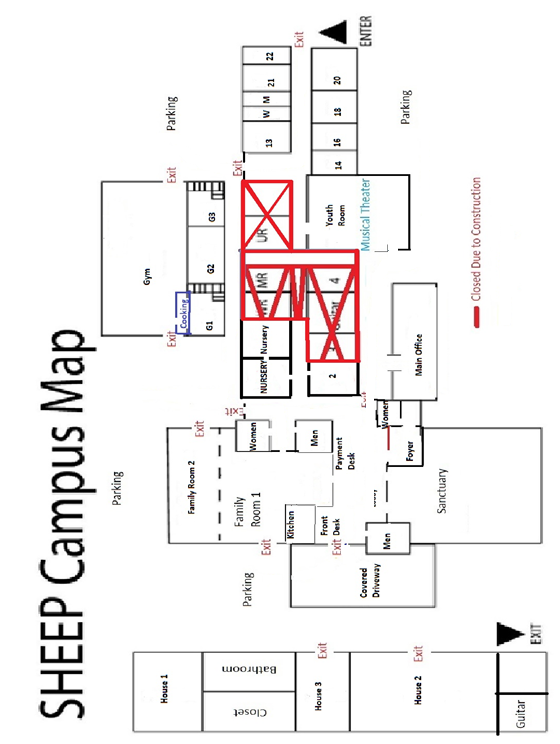
Zone 4

Room 18, 20, 21, 22

Zone 5

Youth Room

Room 3 and 4



ZONE 4

Zone 5

ZONE 3

ZONE 2

ZONE 1

# SHEEP Teacher’s Contract 2018-2019

**Please fill out w-9 and turn into Susan Reece**

**Welcome:** Thank you for being a part of the 2018-2019 school year. We are always working towards making SHEEP a place where we can serve the community of homeschoolers well and be an enjoyable workplace for you. Please read carefully and pay close attention to some of the changes made for this year.

**Class Activities & Field Trips:** The Director must be notified in advance with any plans you have for your class outside of the SHEEP campus. Please do this by email, not the hallway. As an organization, SHEEP is liable wherever you go. If driving is involved, permission slips must be collected. No one can drive anyone other than their own child without a permission slip. No one under 23 can drive anyone but their own siblings. Permission slips can be located on the website and in the Organizational manual and the Front Desk.

**Teaching off SHEEP Campus:** If you teach on a 2nd day, this must be done in a public place (library, church, or restaurant). SHEEP insurance does not cover classes in your own home.

**Room Policies:** No teacher may occupy any room not assigned to them without permission. This is for YOUR protection and the protection of SHEEP. Never be in a room alone with a single student with the door closed. If you need a ‘prep’ room to prepare for a class you must have director approval before occupying a room at SHEEP. If you notice a parent or student sitting in a room that is not for their class, please ask them to go into the lobby.

You are responsible for your room. Leave it better than you found it. Clean up any mess you made and make it presentable for the next class. At the end of day place all garbage in the hall. Our cleaners will vacuum.

**Substitutes & Emergencies:** As soon as you know that you will be absent from SHEEP, call or text the Director before 8 AM on Thursday morning at 843-270-8924. Do not leave her a message on Facebook. Have a plan to keep your class busy in case of emergency. You have two options for getting subs. 1. You can find a sub yourself. You may have arrangements with a helper in your class or have someone on call for yourself. 2. We will have a pool of subs for you to call. It will be your responsibility to find a sub from this list. SHEEP will not be providing subs this year. If you choose someone from the list, you will pay the sub at least $20 for each class they are subbing. If you choose to pay more, that is up to you. You cannot cancel a class. All substitutes must be legal adult age. All subs need to be approved by the Director. No long-term substitutions for 3 or more consecutive weeks without approval from the Director. All substitutes must sign in and pick up badge at the Front Desk. These must be signed out. There is a $20 charged for lost badges.

**Director Communication:** Please communicate with the director through email. Do not communicate through Facebook. Do not stop the director in the hall to give any important information. It is the TEACHER’s responsibility to communicate with the director via email to verify any communications.

**Student Info**: If you need information on a student, it can be obtained from the staff at the payment counter.

**Parent Communication:** Email is the primary way SHEEP shares information with its teachers, parents, and students. This has not changed. However, as a teacher, it is your job to keep parents and students informed. You will need to decide how you will do this. How you choose to communicate with them is up to you; whether you use email, Facebook, a Yahoo group, actual paper, or some other method or combination of methods. What is important is that you DO communicate with them letting them know which format you intend to use and making sure that all families understand and participate in that format. Please remember to include the director in all your communication with parents by email.

**Personal Conduct:** Please remember that SHEEP is a cooperative effort of many Christian parents engaged in home education, meeting once per week, sharing knowledge and expertise in a broad range of subjects. The mission of SHEEP is to glorify God by assisting Christian home educators. As teachers, we are to set a Christ like example for our students and others so that Christ may be glorified in all things. What that means practically is that we should be peacemakers and setting an example by our life, speech, and even social media. Teachers should be using and encouraging others to use the basic peacemaking steps of Mt 18:15 If someone offends you, go to them gently and state your case. 2) if they refuse to listen then take another along (another teacher or board member) to seek to solve the issue for the glory of Christ. We are to be about Christ’s honor, not our own as we serve at SHEEP. Please remember that you represent SHEEP as a teacher. If you have any problems with SHEEP please contact the director or board member and seek to resolve it through peacemaking, before you air your complaints on the internet or to others. Teachers should seek to assist students of SHEEP with these same principles in their lives.

**Dismissal plan for Disruptive students or uncooperative students or parents:** We ask that you seek to follow Mt 18:15 when there is an issue with any student or parent.

* The student is to be addressed by the teacher in class or after class. When you begin to notice a pattern of behavior such as classroom disruption, lack of preparation, repeated lateness/absences, failing to complete assigned work or disrespectful behavior, please begin the process of communication with parents and director right away. **Please address issues early before they become a larger problem!**
* Next, communicate with the student, parents & director via email about the issue. This email may simply be documentation that you spoke with the student/parent. It may also include details about late or missing work or other more serious issues. Make sure that if you expect a response from the student/parent that you indicate this in your email to avoid miscommunication. Hopefully opening this line of communication will lead to resolving the issue.
* If you continue to have difficulty and/or there is not a response to emails or other attempts to communicate, please take the extra time to make a phone call to the family or to arrange a face to face meeting. We understand that often conflicts and confrontation can be uncomfortable, but communication via a phone call or meeting instead of another email can go a long way toward resolving tough situations. If you get no response from the student/family, then please involve the director and we will try to arrange a meeting between the teacher/parent/student/director. Every effort should be made to come together to work through whatever challenges you are experiencing with a student. If all of these avenues have been exhausted and no solution can be reached, then a decision can be made to dismiss the student from your class.
* Not all cases are clear cut in what we should do.  We should first of all remember Philippians 2:4,5,  **4**Let each of you look not only to his own interests, but also to the interests of others. **5**Have this mind among yourselves, which is yours in Christ Jesus.

Let us look to the interests of others first and then ask how we can work to fix a problem.

Please keep the director/board informed about the situation and how we can help you through the process of addressing challenges you are facing with your students or parents. We want to help you. Our desire is to support you as the teacher, but you must make sure you are following the above steps to seek a God-honoring solution before you dismiss a student from your class. You, as the teacher and independent contractor, have the ultimate say on who is in your class and what goes on in your class. However, to remain in good standing as a teacher at SHEEP, you must follow these guidelines with regards to student dismissal/dealing with student issues or the board reserves the right not to renew your contract with SHEEP.

**Other Items:** Use of the Sanctuary is by permission only. You must ask the Director who will get permission from the church office. No teacher, student, or parent can use this area without permission for any purpose. No class can use the sanctuary on a regular basis.

**Punctuality:** Be on time for your classes and do not let your classes out early or keep them later than the designated time.

As a reminder: No students, including your own children, can wander the halls, congregate at the front desk, hang out in the kitchen, or hang out in the parking lot during class. This includes the last hour. If your child needs something to do we will give them something to do. If they need a place to go, they can sit in your class while you are teaching.

When SHEEP is over, there is no playing in the gym. If you must talk to other parents please make it quick and do not let your child(ren) play with anything in the gym; that includes basketball, toy cars, chairs, etc. This is not our gym and unless children are in a supervised class with a SHEEP approved teacher they may not use any gym equipment at all.

**Syllabus or Scope and Sequence:** Middle School through High School (6th-12th grade) teachers must have a syllabus ready before classes begin. Please provide a copy to the Director before the scheduled “Meet the Teacher” night. This is a requirement. Email a copy to your student’s parents before the 1st day of class. You can deviate from the syllabus. We all do, but it is better to have some plan. All issued grades need to follow the SC State grading scale which can be found at <http://ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy/> in PDF format. Teachers need to be in communication with the Director about any student who is not turning in required assignments or fulfilling the course requirements. Please inform the Director within 30 days of noticing this behavior so that we can contact the parents and seek a quick resolution to the situation before it becomes a distraction to the class and a detriment to the student. Please advise the Director of any students failing your class. This will be reported to Accountability groups.  
  
**Review of classes:** Each year we will review classes held at SHEEP.  The board will decide if your class will continue with SHEEP the following school year.

**Room Condition:** Notice how your room is laid out when you get there. It must be that way when you leave. If you are the last in your room, clean up all trash and wipe down all tables make sure the room is clean when you leave. The Director will show everyone where the cleaning closet is. Leave your room as you found it. We will have a lady collecting trash during the last hour, but you must return your class to its former state. Wipe down tables and return chairs to how they were in the beginning. If tables have been moved to your room, please see that they are returned before you leave for the day. We want to leave the rooms better than we found them.

**Paychecks & Employment terms:** Paychecks will be given out the last Thursday of the month. Checks will be with the Accounting Department at the payment counter located in the church foyer. It will be your responsibility to pick these up. We cannot mail these due to the additional cost. If you need your checks to be mail you must provide 8 self-addressed stamped envelopes.

You are an independent employee of SHEEP. We do not withhold taxes. We do, however, report any earnings over $600 in a calendar year. That is earning about $80 per month. You must fill out a W-9 that SHEEP will keep on file. *So, if you are new this year, please see the ladies at the payment counter to fill one out.* We will send you a 1099 of your earnings prior to January 31st of next year. For your tax records, it will be necessary for you to keep all receipts to offset your income. This will be a big change for some of you, but we must make these changes.

Susan Reece is Accounts Payable if you have any questions about paychecks please email her at susan@sumi-soft.com.

**Monthly Administrative Fee:** It takes many staff members to run SHEEP efficiently. These staff clean the rooms, take out trash, watch the halls, run the front desk, do all of the bookkeeping, and more. If we did not have these staff members, SHEEP would not function. To help cover this and spread the cost fairly, SHEEP will take $1.00 plus 11.8% out of each teacher’s paycheck to help cover the cost. The only students “free” in your class will be those whose parents serve you directly, like a class helper, or others that you have made special arrangements with. This will need to be noted on your rolls. SHEEP increased the price of the classes to cover the $1.00 charge. Teachers will not be charged the $5 administrative charge on their tuition invoices.

**Weekly Rolls:** Rolls must be taken every week and turned in every week. Pick up your rolls every week at the front desk and turn in at the end of the day. These must be turned in before you leave on Thursday. If rolls are not turned in, you will not be paid. This is vital at the beginning of the year when so many changes are being made. You are all independent contractors. You must verify how many students are in your class. If a student misses a class or two but the parent still pays, you will be paid. If the parent does not pay, you will not be paid. If your roll is missing for any reason, please email the Director immediately. Do not ask her on the day of SHEEP. You will be given a Student Information sheet with your rolls on the 1st day of SHEEP. This is for your personal records. Only turn in your weekly roll sheets.

You will be receiving two copies of your rolls tonight. Please mark who is free in your class for any reason and return to account managers. Also, if someone comes to your table and says they are in your class but you do not see their name, please record Child’s name, Parents name, phone number and email and notify Account Manager.

If you have questions about students not showing up in class please see Susan Reece. We do not want to pay for children who are absent and not paying their tuition.

**Material fees:** We collect material fees ONLY once a year, unless you make special arrangements in advance. This amount will be placed with your course description on the web site. We seek to collect these fees the first week of July. If you have requested material fees, you will be paid for them only if they are paid for us. It is your responsibility to remind parents that your class requires material fees and how much they are. We will not pay material fees to you that have not been collected from parents. A check for material fees will be distributed at Meet the Parent night.

**Copier:** We have a copier for occasional use for teachers. This is for last minute copies that you may have forgotten. This is not for all your copying for your class and not to be used each week for the same class. Your material fees are to be used for you to make copies.

**Background Checks:** SHEEP requires all staff to have a background check. This check is being done by Protect My Ministries. Staff will receive an email that will have a link. Staff will need to click the link and follow the steps and answer the questions. Please be prepared to have 3 references. Name, Phone, Address, Email are the items required for references. The total cost for the background check is $15.00. Staff will be charged half of the background fee of $7.50 which will be removed from your first paycheck to augment these costs. SHEEP will pay the other half.

**Report Cards:** SHEEP now requires a report card. All high school classes must complete a high school report card. The Monday following the last week of SHEEP all grades must be turned into the director. **No late work will be accepted**. The Report card must be emailed to the parent via PDF file so parent cannot change document. SHEEP follows the grading for [www.ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy](http://www.ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy) Grades must be in numerical form. There is a SHEEP Report Card template in the back of the Operational Manual found at the front desk. Also, you will be able to find a copy on the website.

**Tuition Due:** **SHEEP has changed the due date for all staff to pay at the same time as all SHEEP members**. This will make the Accounts Receivable job easier to track. Tuition will be due the first Thursday of the month. All invoices are sent by Betsy Gorrell.

Betsy Gorrell is Accounts Receivable if you have any questions about your own family’s tuition please email her at [sheepsummerville@gmail.com](mailto:SHEEPsummerville@gmail.com) Teachers will not be charged the $5 administrative fee in their tuition invoice.

**Badges:** SHEEP provides a teacher/Staff badge for everyone on staff. All badges must be worn at all times while on the SHEEP Campus. SHEEP Campus does include Summerville Church of Christ, River Bluff Church and Oak Brook Community Church. On the front is your name and position. On the back is a Teacher ID so you can use at stores offering discounts. If lost or stolen please see Accounting Department for a new badge and a $15 fee will be due to replace.

**Class Helper:** SHEEP is requiring all classes to have an additional adult in the classroom for all preschool and elementary grades. All middle and high school grades with more than 10 students must have an additional adult in the classroom. If your class has 10 or fewer students you will not need an additional adult. An adult is someone 18 years or older.

**Nursery:** The nursery is open from 9 am – 2pm. If you would like to use the nursery while you are teaching or working at SHEEP, you may do so at the reduced rate of $2.50 per hour. To obtain this rate, you must purchase a punch card in advanced. These cards come in increments of $20 and $50 and are available at from the Accounting Department. You will be able to pay using cash, check, credit card, or paypal. A nursery worker will punch your card for each hour you child is in attendance. It will be your responsibility to keep up with your punch card. No replacement cards if lost or stolen.

**REMEMBER:** TheSHEEP Director needs to be informed of all communication between teachers, parents, and students.Any changes, cancellations, additions, room appearance, or illnesses, please email the Director. Any emails to parent and/or students need to always be CC to the Director. This helps her to be able to talk knowledgably to any parent or students who comes to her about a situation, especially if there is a problem. This is for your protection as well as to protect the integrity of the SHEEP organization. You will need to fill out a W-9 Form please turn this signed form to Accounting Department and if you need a W-9 she will have them available.

**Statement of Faith:** Many of you sign this because your children are in SHEEP. We do, however, have a few teachers who do not have children in SHEEP. We wanted all teachers to be aware of this so it has been added it to the teacher’s contract.

**STATEMENT OF FAITH**

* We believe the Bible to be the inspired, infallible, authoritative and the only Word of God.
* We believe that there is one God, eternally existent in three persons:  The Father, The Son and The Holy Spirit.
* We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, ascension to the right hand of the Father, and in His personal return in power and glory.
* We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential and that this salvation is received through faith in Jesus Christ as Lord and Savior, and not as a result of good works.
* We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works.
* We believe in the resurrection of both the saved and the lost; they that are saved unto resurrection of Life; they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord, Jesus Christ

\*\*Please keep this information for your records. Please sign the next page and return to the director for our files.

I understand and will agree to the above conditions

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (So we can get in touch with you)

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you fill out a W-9 \_\_\_\_\_\_\_Yes \_\_\_\_\_\_No?

***Sign and return to the Director or Accounts Manager***

Retain the previous pages for your reference



Susan Reece

Policies and Procedures

Parents

susan@sumi-soft.com

S.H.E.E.P.

# Information for Parents:

**Important Information for Parents**

**Parent Payments**

SHEEP is a partnership. Your monthly SHEEP payment should be paid by the 1st Thursday of the month BEFORE 1pm. Our teachers only get paid if you pay. Late payments make it very difficult for us to operate SHEEP. If we do not receive your payment by that time a $20 late fee is due. If a financial issue arises and you are going to be late please contact the DIRECTOR BEFORE your payment is due to make arrangements. Please note, if you have not paid, or made payment arrangements, your student will be sent to study hall on the 1st week of the month following non-payment and parents will be called.

Make sure your payment includes the $5 admin fee.   For example, if you are taking Chemistry $33 and Chorus $22.  You monthly payment is $60.  This $5 fee is per family not per child. This admin fee covers rent to facilities, insurance and other administration expenses.  This fee is to be paid by all families that take any classes at SHEEP.

We are planning to have pizza the last Thursday of the month. This is OPTIONAL.  You must pay in advance.  The cost will be $1.50 a slice and there is a 3 slice maximum.  You must pay at the beginning of the month for your slices.  You can also pay by the semester or year.  There will be no refunds if you pay in advance and decide not to eat it. There are reminders about this on the SHEEP email loop.

**First Day and Thereafter**

Due to the newness of the schedule, we ask that you would arrive the 1st day at least 15 minutes early for your classes.  If your 1st class starts at 9 AM, be there about 20 minutes early to get your name tag. Names tags will not be needed after the 3rd week.  Students may go directly to their 1st class after this time.

Have your students of all ages come to the front desk the first three weeks of classes and pick up a name tag.  Preschoolers will wear name tags all year.  This name tag will have the students schedule on the front.  This help the student know which class to go to and the times.  If you are staying all day and eating lunch, please bring a lunch that does not have to be refrigerated.

I suggest younger students carry their lunch in their back pack.  The students will eat their lunch in the room where they will have their 12:10 class. If your child’s first class is at the lunch period and they are planning to eat lunch at SHEEP, arrive by 11:50 so they are in class when it begins. Children will be instructed to eat quickly and clean up after themselves.  Please pack a light lunch that is not messy.

Classes are 50 minutes long.  The 10 minutes in between classes is ample time for students to get to the next class and for teachers to set up for the next class.  Students should go to the bathroom between classes and not during class.

I hope you read over our guidelines.  Please know that they will be enforced.  Please make sure your student(s) abide by the dress code.  No shorts above fingertip length and no guys with pants below natural waistline and no underwear showing by anyone at any time. Skirts must be knee length.

# Guidelines:

Please note: When SHEEP guidelines are broken, our job is to enforce the standards of excellence for everyone. As a parent, when you sign up for SHEEP classes, there is an agreement made between SHEEP leaders and you to uphold these standards for everyone.

SHEEP has several hall monitors that have been hired.  The hall monitors will be making sure students are in classes and not in rooms that they are not scheduled to be in. They will also be monitoring the dress code.  If your child is in violation of the dress code, he or she will be written up and you will be contacted.  If the child comes again with a dress code violation, you will be called to come and get your child.  All violations to the code of conduct will be written up and you will be contacted. Repeated violation to the code of conduct will result in expulsion from SHEEP.

Off limits in the building: The kitchen beside the family room is off limits to students unless they are helping a teacher.  Coffee and anything else in that kitchen is off limits to students.  There will be no congregating in this room at any time.  Students and staff members are not allowed to use the sanctuary at any time. This area is for special performances only and with permission from the church.

Appropriate Behavior: There is no PDA at any time.  That means no kissing, hugging, holding hands, etc. No smoking allowed! Students are underage and SHEEP, as well as this church, does not allow it.

All students must be in an assigned room at all times.  There is no time for anyone to congregate at the front desk, the halls, behind the gym or the parking lot.  If your children do not have a class assignment, they need to be off campus.  All students not in classes will be asked to either go to their assigned class, taken to study hall or go home.  No one is allowed to wait in the parking lot for friends or their next class.  For example, if a child has a class at 10 and another at 12, you must either pick the child up at 11 or pay for study hall.

Guests:  No guests are allowed on campus without prior approval.  You cannot simply bring your friend to class with you.  All approved guests must come to the front desk for a visitor name tag. If you, as a parent, plan to visit your child’s class, please make prior arrangements with the teachers and sign in at the front desk.

Security and new traffic pattern: For the safety and security of your children, all doors except the door near the front desk will be locked during class time.  If you come after classes begin you must come by the front desk.  Doors will be opened during change of class time and then closed again when classes resume. We also have a new traffic pattern for cars in an effort to decrease the bottlenecking issue and to allow for safer crossing to the house from the main building. Please enter the parking lot at the insurance agency and exit at the sanctuary.

The gym:  At the end of the day, there is no playing in the gym or with gym equipment.  If you must talk to other parents, please make it quick and do not let your child play with anything in the gym; that means basketball, toy cars, chairs, etc.  This is not our gym and unless children are in a supervised class with a SHEEP approved teacher, they may not use any gym equipment at all. Please do not send your children to the playground at the end of the SHEEP day. There will be a ballet class at 2 PM, so please do not hang out in the gym at this time. At 3:00, we all need to be off campus so that the volunteers can clean and prepare the church for their use.

Payments: Payments are due the 1st Thursday of the month.  They are due by 1 PM.  You can pay by PayPal or by dropping off at the payment desk.  Please do not hand payments to anyone after 1 PM.   If you have not paid by 1 PM you must wait until the next week or pay by PayPal.  If you use PayPal, please include the full names of all of the children on the SHEEP account. There is a $20 fee for late payments.

You pay your full monthly payment, even if your child misses a class.  We do not prorate for your child’s absence.

SHEEP meets for 29 weeks, just like in previous years. You will owe for 7 1/2 months.  You must pay the 1/2 month with your April payment.

If you are taking guitar or voice you pay monthly for the number of weeks SHEEP is held that month.  If SHEEP meets for 3 weeks, you pay $66, if 4 then $88.  Remember you must pay for every week, even if you are absent.  There are no make-up classes.  If Ryan cannot make the class, you will be notified and you will not have to pay.

Transportation:  If you do not have reliable transportation, please do not sign up for classes. If your child is not able to make the class, you not only prevent your child from getting that information, but you might have prevented another child from taking that slot as many classes had waiting lists. A reliable form of transportation is one in which someone (family or friend) has agreed to bring your child EVERY week to SHEEP, not someone who might be able to help out every now and then. Lack of transportation is not a reason for non- payment to SHEEP.

Lost and Found: Lost and found will be located in the Foyer of the church weekly. If unclaimed items are not claim by last day before Christmas break for the first semester all items will be donated to Goodwill. Unclaimed items not claimed by the Last day of SHEEP in May for the second semester all items will be donated to Goodwill.

# Unsupervised Students Policy:

It is the policy of SHEEP that at all times during hours of operation of all SHEEP classes and programs, students must be in their classrooms. Except during class changes. Students are not allowed to occupy hallways, corridors, or parking lots. This includes our lunch. Study halls are available for students who have gaps in their schedule. Loitering between or during classes will not be permitted; hall monitors will be in use during all SHEEP hours of operation. Violation will result in students being placed in study hall and parents being charged accordingly. If continued violation a written warning will be given. Then dismissal from SHEEP.

# Bullying Policy:

It is the policy of SHEEP that bullying will not be tolerated whether it is physical or verbal. Students are to treat each other with kindness or respect at all times. ***1 Thes 5:11. Encourage one another and build each other up.*** Bullying will be addressed by the teacher to the parents and if continues, the child will be removed from SHEEP.

Bulling includes but not limited to:

* **Verbal bullying** is saying or writing mean things. Verbal bullying includes:
  + Teasing
  + Name-calling
  + Inappropriate sexual comments
  + Taunting
  + Threatening to cause harm
* **Social bullying**, sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships. Social bullying includes:
  + Leaving someone out on purpose
  + Telling other children not to be friends with someone
  + Spreading rumors about someone
  + Embarrassing someone in public
* **Physical bullying**involves hurting a person’s body or possessions. Physical bullying includes:
  + Hitting/kicking/pinching
  + Spitting
  + Tripping/pushing
  + Taking or breaking someone’s things
  + Making mean or rude hand gestures

# Respect Policy:

It is the policy of SHEEP that all students attending SHEEP are expected to conduct themselves in a manner that reflects Christ and glorifies God. Lack of respect for teachers, staff, volunteer workers, and other students will not be tolerated.

Parents are expected to require strict adherence to SHEEP policies of conduct and discuss with their children the expectations by SHEEP about their behavior while on campus and while attending SHEEP related activities off campus.

In respecting one another, there is to be no public display of affection (PDA). This includes hugging, holding hands, or any inappropriate physical contact with another person. A warning will be issued to any student not respecting personal boundaries. Parents will be contacted by the director if actions continue and could lead to dismissal if behavior does not change.

# Language Policy:

It is the policy of SHEEP that everyone uses language that is pleasing to others and the Lord.

**Ephesians 4:29 *Do not let any unwholesome talk come from your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen*.**

Vulgar language and profanity are not permitted.

Blasphemous language using God’s name inappropriately will not be tolerated.

Inappropriate language, whether written or spoken, is not permitted.

All communication, whether spoken or written, between students and others must comply with Biblical standards.

Written assignments and reading material brought to class must not contain profanity, vulgar language or inappropriate images.

# Dress Code Policy:

It is the policy of SHEEP that the first rule of dress code is modesty. Torso skin, such as abdomen, back, sides and chest, cleavage, or undergarments of any kind must not show, including while sitting, bending, reaching or moving.

**Clothing:**

The guide for length of **skirts is** **knee length**. The guide for **shorts is finger-tip length**.

See-through clothing and clothing with cut out sections are not permitted.

T-shirts with inappropriate messages are not permitted.

Heelys and other wheeled shoes are not permitted.

Tank tops, spaghetti straps, halter tops, tube tops, mid drifts and other revealing shirts are not permitted. Low hanging side – tanks on males are not permitted.

Pants, shorts and skirts must be worn with the waistband at the natural waistline, not below it.

**Hair Color:**

SHEEP has students from age three to 18. Lightly colored hair is allowed at SHEEP. However, stay away from Goth looking, dark hair and makeup. If you have questions, please ask the director before doing anything permanent.  All decisions concerning what is showy or distracting will be left to the discretion of the board whose goal is to keep SHEEP focused on helping parents educate their children for the glory of God. Philippians 2:3 Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves.

# Homeschool Students Only Policy:

It is the policy of SHEEP that all classes taught at SHEEP are for students only. They are not offered to parents or non-homeschool children. Once a student has graduated by walking across a stage, through your accountability group or any other method, a student can no longer attend SHEEP.

# Class Time and Punctuality Policy:

**Class Time:**

Classes are 50 minutes long. Teachers need the entire 50 minutes to deliver their lessons and interruptions are not permitted. Interruptions include, but are not limited to, one child monopolizing time by misbehaving or excessive talking. Disruptive students may be removed from class and a parent called. Parents are welcome to sit in on classes with teacher’s permission, but should reserve conversations with the teacher(s) until the break between classes

**Punctuality:**

Parents should have their children to class no earlier than ten minutes prior to the start of class and must pick students up at the end of their last class. Students not picked up on time will be placed in monitored care and parents will be responsible for the cost of the additional care at the rate of $15 per half hour. A second occurrence will lead to dismissal from SHEEP.

# Completed Assignments Policy:

It is the policy of SHEEP that all classes offered at SHEEP are designed to enhance homeschool education, not replace a subject taught by the parent. Students are expected to complete the bulk of the assignments at home under the supervision of their parents.

Students in high school classes may be asked to type assignments. If this is the case, the student must type their own papers. High School students are expected complete all assignments assigned by teachers.

For your child to enjoy the full benefits of SHEEP, it is important that they show up for all classes. If out sick or for other reasons, it is the parents’ responsibility to contact the teacher for missed assignments.

If High School credits are being given for any class and assignments are not completed, grades will be held by the SHEEP teacher. Failing grades will be submitted to the director and then turned into the accountability group. It will be up to the parent and their accountability group to complete the necessary work achieve a passing grade. All homework must be completed by the last day of SHEEP. NO exceptions. Teachers will turn in grades to the Director by the following Monday of the last day of SHEEP.

# Parents, Friends and Guests Policy:

It is the policy of SHEEP that Guests, unless by permission of the Director or teacher, are not permitted on campus.

Friends, siblings and guests not enrolled in SHEEP are not permitted on campus unless by permission.

To receive permission, email the Director.

If given permission upon arriving, visitors must sign in at the front desk and receive a visitor’s badge. The visitor’s badge must be return at the end of day. Or there will be a charge.

Parents are responsible for delivering and picking up students from SHEEP. Only adults authorized by persons may pick up students from campus. If you would like a sibling to pick up a child, please notify the teacher in person.

# Sickness Policy:

It is the policy of SHEEP that if your child is sick, please keep him or her at home. Please be considerate of other families by not bringing a child with a contagious illness to SHEEP. There are many families with children who have a low immunity disease that could be a danger to their lives. These families have chosen to homeschool because it tends to be a little more protection and it is difficult to miss so much school in a public school. SHEEP rooms are very small in many cases making it easy for children to spread germs. So be considerate for those children and families.

If your child has a fever of 100 degrees or above, has vomited, or has had diarrhea at all during the 24 hours preceding the start of SHEEP, do not bring him or her to SHEEP.

If you are found consistently dropping of your sick child at SHEEP you will be given a warning and can lead to dismissal from the program. No refunds will be given.

If your child becomes sick during SHEEP, the parents or emergency contact if parents cannot be reached, will be called to pick up the child. Make sure SHEEP has updated phone numbers.

# Personal Items Policy:

**Cell Phone and Electronics:**

It is the policy of SHEEP that when a student enters a class, all cell phones and other devices must be put away. No electronic devices may be used in classes without approval from the director or teacher. If a student violates this, the device will be removed until the end of class and a parent contacted.

**Wheels:**

No skateboards or Heelys are allowed on campus at any time. If a skateboard is found on campus, it will be taken away. A parent must retrieve the skateboard. This includes the parking lot. Bicycles may be ridden to SHEEP but must be kept out of buildings at all times.

# Smoking Policy:

It is the policy of SHEEP that absolutely no smoking or use of e-cigs is allowed on campus or any SHEEP sponsored activity anywhere at any time.

# Weapons and Firework Policy:

It is the policy of SHEEP the absolutely no weapons allowed on the SHEEP property at any time. This includes but not limited to:

* Knives
* Nun chucks
* Guns
* Tasers

It is the policy of SHEEP to not allow fireworks of any kind, including poppers.

* Poppers
* Any firecracker requiring fire

# Non-Compliance and Violations Policy:

It is the policy of SHEEP that if the conduct and requirements detailed herein are violated, parents and/or students will be given a warning before more serious action is taken.

If the Director and/or Board feel that it is inappropriate, the parent of the offending student will be notified that services are terminated and the student will be permanently removed from SHEEP rolls. No refunds of fees. If, at any time, a parent would like to discuss their child’s situation please email the director and a meeting will be arranged.

# Registration Fees Policy:

It is the policy of SHEEP that registration fees are due at the time of class selection. Registration fees are what make SHEEP run. Everything you see at SHEEP was bought with registration fees, from the name tags, to the copy machine, brooms, white boards and everything in between.

SHEEP also has a large insurance payment that we pay with these fees. These fees are one time and in addition to what you pay monthly.  These fees must be paid to register.

These fees are as follows: For each student the fee is $15 for each class for each child. Registration fees are not refundable for any reason. Payment will be due online after completing registration process.

# Payment Material Fees Policy:

It is the policy of SHEEP that if there are material fees, textbooks or copy fees due, it will be noted in the class description. Materials fees should be paid by July 1st at the latest.  Invoices will be sent the second to third week of June. Anyone registering after July 1st must pay registration fees with Material Fees. Materials fees MAY NOT be paid directly to the teacher unless directed that way. Some classes may require additional materials fees for projects during the year. Once paid to teacher material fees may not be refunded.

**Always read class descriptions carefully to confirm tuition and materials fees.**

* Parents are required to pay material fees by July 1.
* If these fees are not paid they will be sent a reminder.
* If they are not paid by the 15th there will be a $20 late charge applied to the account.
* If fees go unpaid parents will be notified and removed from class and no fees refunded.
* If you are having difficulties paying please notify the Director or Accounting Department.

# Payment Admin Fees Policy:

It is the policy of SHEEP that a $5 administrative fee be charged to every family monthly. Make sure your payment includes the $5 admin fee.   For example, if you are taking Chemistry $33 and Chorus $22.  You monthly payment is $60.  This $5 fee is per family not per child.

This admin fee covers rent to facilities, insurance and other administration expenses.  This fee is to be paid by all families that take any class/classes at SHEEP.

# Payment Tuition Policy:

It is the policy of SHEEP that your monthly tuition is due the first Thursday of the month. If you do not pay by the first Thursday at 1pm you will be charged a $20 late fee. SHEEP is a partnership. Our teachers only get paid if you pay. It is imperative that you pay your tuition. SHEEP cannot pay for your classes.

It is not the policy of SHEEP to allow families to continue to attend SHEEP if they have not paid balances. If payment of your tuition is going to be late or there is a problem please contact the Director or Accounting department as soon as possible so we can make arrangements.

# Payment Late Fees Policy:

It is the policy of SHEEP that if a family is late making tuition payments there will be a late fee applied. Late payments make it very difficult for us to operate SHEEP.

If we do not receive your payment by that time a $20 late fee is due. If a financial issue arises and you are going to be late please contact the DIRECTOR BEFORE your payment is due to make arrangements.

Please note, if you have not paid, or made payment arrangements, your student will be sent to study hall on the 1st week of the month following non-payment and parents will be called.

If a family has not paid for 2 consecutive months they will be dropped from SHEEP.

# Payment Methods Policy:

It is the policy of SHEEP to provide several methods to pay registration, material, tuition, nursery, late fees or any additional costs. The following payment options are available:

* Accounting department will take check, cash or credit card from 9 am until 1 pm every Thursday. The department will not take payments after 1 pm.
* Pay online by going to SHEEP.EDUCATION website and click PAY HERE tab located at the top banner.
* Pay online directly by going to the website address of paypal.me/SHEEPsummerville Type in the amount to pay and follow the directions. You will be given an opportunity to add information such as children’s name and invoice number.
* Make checks payable to SHEEP.
* Parents may opt to pay directly from their bank on auto pay or mail a check.

Mail to:

SHEEP

21 Plantation Circle

Summerville, SC 29485

# Dropping Classes Policy:

It is the policy of SHEEP that any class dropped in violation of the terms of this agreement, unless by express permission of the Director, remains the financial responsibility of the registering parent(s). Unless you have the express permission of the Director to drop the class(es), you must continue to pay tuition for said class(es). **Absence from a class does not constitute notice.** Approval for dropping some or all SHEEP classes may only be given by the director.

* 1. The following are **acceptable** reasons for dropping some or all SHEEP classes: (i) death of a parent; (ii) moving 30 or more miles from class location; (iii) parent becomes unemployed; (iv) child enrolls in school.
  2. The following examples**are NOT acceptable reasons for breaking this agreement:** (i) student loses interest in the program; (ii) student/parent has too many other activities, (iii) Child or parent decides they do not like the class or no longer has time for assignments.

In the case a class must be dropped, completion of Drop form must be turned into the Director for approval then sent to the Accounting Department. See Drop Class Form in Forms Section.

# Class Change Policy:

It is the policy of SHEEP that a family is permitted to make changes before SHEEP begins classes.  Due to the large amount of paper work involved each change has a $20 per change fee. Please choose your classes carefully as not cause undue burden on the SHEEP staff.  Once classes have started you may change classes at the beginning of the month up through January.  NO changes will be permitted after January. See Class Change Form in Forms Section.

# Permission Slips Policy:

It is the policy of SHEEP that if you are to be off campus for anything concerning SHEEP a permission slip form needs to be filled out and returned to SHEEP front desk.  You can fill in blanks to fit your needs.

Parents must sign a permission slip and turn into the teacher or student will not be able to attend.

Permission slips can be found on the website or in the Organizational Documents and Manual at front desk. See Permission Slip Form.

# Parent Communication Policy:

It is the policy of SHEEP that all communications to parents will be sent through Yahoo Groups. You can subscribe the appropriate group by using the following email addresses.

If you are a parent you should subscribe to: [SHEEP-Classes@yahoogroups.com](mailto:SHEEP-Classes@yahoogroups.com)

After you have created a Yahoo groups account that is linked to your email address you will start receiving email notifications from SHEEP classes groups that you subscribed to in your personal email account upon approval by Director.

If a teacher has requested for you to also use Facebook and or Edmodo please make sure you comply so there isn’t any confusion. You must establish communication early to keep informed, this is especially important for high school.

SHEEP communicates via email. You must have a current email address that you check at least once a week.  Not replying to emails from the director or teachers can lead to dismissal from SHEEP.

If you no longer want to be on the class loop please unsubscribe.

To unsubscribe:

[sheep-classes-unsubscribe@yahoogroups.com](mailto:SHEEP-classes-unsubscribe@yahoogroups.com)

# Service Animal Policy:

It is the policy of SHEEP to allow service animals on a case by case basis and reviewed SHEEP Board. There will be guidelines to follow that include but not limited to:

* Must be a certified service dog.
* Someone in charge of the animal at all times.
* Animal will be walked from class to class by going outside, because the hallways are very small.
* Parent must be on campus at all times.
* Dog must wear vest that states service dog working please ask to pet.
* If class is full SHEEP must consider parent sitting outside with animal.
* Parent must attend first month of classes to address students on the proper animal service etiquette.
* Classes like Musical Theater may not be possible due to limited space and activities that take place.
* Emotional supports dog will be on a case by case basis.

# Nursery Policy:

It is the policy of SHEEP that the Nursery is open from 9 am – 2pm. If you would like to drop your child off at the nursery the fees are $20 a month per class hour. These fees can be added to your tuition but must be paid to the Accounting Department. If you cannot make one of the classes you will still have to pay for the month. Nothing will carry over to the next month. If you want to drop off for the day, 5 hours, you will need to pay $100 for the month. Teachers will have first available spots and then parents. This will be just like study hall or any other class that is offered at sheep. The monthly cost is $20.

Parents must provide food, diapers, pacifiers or anything the child may need for the hour or the day, but it will be the responsibility of the parent to pick up everything at the end of day.

A sign in sheet will be provided at the entrance to the nursery and you must complete each time you drop off and state the class times they will be in the nursery.

# Sheriff and Cleaning Staff Time Validation:

It is the policy of SHEEP that the lead sheriff and lead cleaning staff member will keep track of staff that have shown or been absent from work. The lead staff member will have a log sheet that will need to be filled out and turned in at end of day to the box at the payment desk. Failure to turn in working worksheet may cause a lapse in paychecks.

Cleaning lead staff can keep for the month if need due to the box will be gone by the time staff has finished cleaning.

If you are absent you must let your lead staff member know. Sheriff must find a sub. Cleaning staff have sub on hand. If you are consistently absent you may be relieved from your position.

# Class Cancellation Policy:

It is the policy of SHEEP that if Dorchester School District 2 cancels school for inclement weather, SHEEP will cancel all classes. Classes will resume when Dorchester School District 2 re-opens. If the governor has issued an evacuation for the area SHEEP classes will be closed. SHEEP director will post on Facebook and send an email to all parents.

SHEEP Director will post on Facebook of closing.

SHEEP Director will send an e-mail to [SHEEP-Classes@yahoogroups.com](mailto:SHEEP-Classes@yahoogroups.com) and [sheepteachers@yahoogroups.com](mailto:sheepteachers@yahoogroups.com) notifying subscriber of closing.

# Fire Evacuation Policy:

It is the policy of SHEEP that all teachers get their students out of the building as safely as possible. Please bring roster with you so you can take roll after exit. Report any missing children immediately to fire safety personnel.

Zone 1

House 1, House 2 and House 3

Family Room 1

Front Desk, Payment Desk, Foyer room and Sanctuary

Zone 2

Family Room 2

Nursery

Room 2

Gym and G1

Zone 3

G2 and G3

Room 13, 14, 16

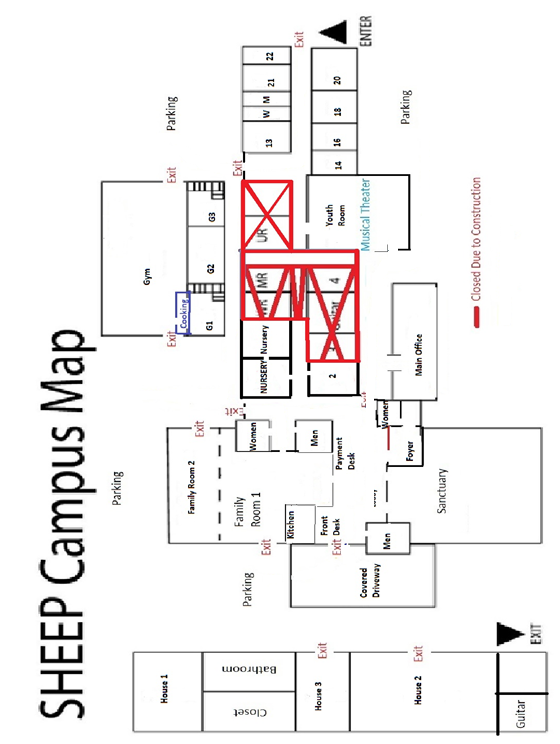
Zone 4

Room 18, 20, 21, 22

Zone 5

Youth Room

Room 3 and 4



Zone 5

ZONE 4

ZONE 2

ZONE 1

ZONE 3

SHEEP Parents Contract 2018-2019:

**What to expect:** Many who are new to SHEEP ask what a typical day at SHEEP looks like. The first day is anything but typical.  The front desk is crowded with people asking questions.  Kids are in the hall wondering where their classes are.  We enlist extra parents the first couple of weeks to help move things along.  We have extra parents in the hall to help students find their way.

Due to the newness of the schedule, we ask that you would arrive the 1st day at least 15 minutes early for your classes.  If your 1st class starts at 9 AM, be there about 20 minutes early to get your name tag. Names tags will not be needed after the 3rd week.  Students may go directly to their 1st class after this time.

Have your students of all ages come to the front desk the first three weeks of classes and pick up a name tag.  Preschoolers will wear name tags all year.  This name tag will have the students schedule on the front.  This help the student know which class to go to and the times.

If you are staying all day and eating lunch, please bring a lunch that does not have to be refrigerated.

I suggest younger students carry their lunch in their back pack.  The students will eat their lunch in the room where they will have their 12:10 class. If your child’s first class is at the lunch period and they are planning to eat lunch at SHEEP, arrive by 11:50 so they are in class when it begins. Children will be instructed to eat quickly and clean up after themselves.  Please pack a light lunch that is not messy.

We are planning to have pizza the last Thursday of the month. This is OPTIONAL.  You must pay in advance for this.  The cost will be $1.50 a slice and there is a 3 slice maximum.  You must pay at the beginning of the month for your slices.  You can also pay by the semester or year.  There will be no refunds if you pay in advance and decide not to eat it. Look for the pizza sign up table at the front desk in the front church foyer. There are reminders about this on the SHEEP email loop.

Classes are 50 minutes long. The 10 minutes in between classes is ample time for students to get to the next class and for teachers to set up for the next class. Students should go to the bathroom between classes and not during class. Please be on time when picking up students. I hope you read over our guidelines. Please know that they will be enforced. Please make sure your student(s) abide by the dress code. No shorts above fingertip length and no guys with pants below natural waistline and no underwear showing by anyone at any time. Skirts must be knee length. Hair may be lightly colored or highlights. No distracting, dark or Goth hair or makeup.

**Please note: When SHEEP guidelines are broken, our job is to enforce the standards of excellence for everyone. As a parent, when you sign up for SHEEP classes, there is an agreement made between SHEEP leaders and you to uphold these standards for everyone.**

Several hall monitors have been hired. The hall monitors will be making sure students are in classes and not in rooms that they are not scheduled to be in. They will also be monitoring the dress code. If your child is in violation of the dress code, he or she will be written up and you will be contacted. If the child comes again with a dress code violation, you will be called to come and get your child. All violations to the code of conduct will be written up and you will be contacted. Repeated violation to the code of conduct will result in expulsion from SHEEP.

**Off limits in the building:** The kitchen beside the family room is off limits to students unless they are helping a teacher. Coffee and anything else in that **kitchen** is off limits to students. There will be no congregating in this room at any time. Students and staff members are not allowed to use the **sanctuary** at any time. This area is for special performances only and with permission from the church.

**Appropriate Behavior:** There is no PDA at any time. That means no kissing, hugging, holding hands, etc. There is no smoking allowed. Students are underage and SHEEP, as well as this church, does not allow it. All students must be in an assigned room at all times. There is no time for anyone to congregate at the front desk, the halls, behind the gym or the parking lot. If your children do not have a class assignment, they need to be off campus. All students not in classes will be asked to either go to their assigned class, taken to study hall or told to go home. No one is allowed to wait in the parking lot for friends or their next

class. For example, if a child has a class at 10 and another at 12, you must either pick the child up at 11 or pay for study hall.

**Expectations:** Students are expected to complete assignments given to them. You child cannot simply attend SHEEP and not do the work that is assigned. If your child has a pattern of not turning in assignments, you will be notified and your child will be dismissed from the class. ***This year we are taking this to new level. I have contacted most accountability groups. For High School level classes, they are asking us to report to them if you have failed a class or have not completed a class. We will be reporting students that have not completed assignments for a class or those who have failed a class. It will be up to you and the accountability group to figure out how to complete the class.***

**Guests:** No guests are allowed on campus without prior approval. To ask for approval please email the director. You cannot simply bring your friend to class with you. All approved guests must come to the front desk for a visitor badge located at the front desk. If you, as a parent, plan to visit your child’s class, please make prior arrangements with the teachers and sign in at the front desk.

**Security and traffic pattern:** For the safety and security of your children, all doors except the door near the front desk will be locked during class time. If you come after classes begin you must come by the front desk. Doors will be opened during change of class time and then closed again when classes resume. We also have a traffic pattern for cars in an effort to decrease the bottlenecking issue and to allow for safer crossing to the house from the main building. Please enter the parking lot next to the insurance agency and exit at the sanctuary.

**The gym:** At the end of the day, there is no playing in the gym or with gym equipment. If you must talk to other parents, please make it quick and do not let your child play with anything in the gym; that means basketball, toy cars, chairs, etc. This is not our gym and unless children are in a supervised class with a SHEEP approved teacher, they may not use any gym equipment at all. Please do not send your children to the playground at the end of the SHEEP day without you watching over them. There will be a ballet class at 2 PM, so please do not hang out in the gym at this time. At 3:00, we all need to be off campus so that the volunteers can clean and prepare the church for their use.

**Payments:** Payments are due the 1st Thursday of the month. They are due by 1 PM. You can pay by paypal or by dropping off at the payment desk. Please do not hand payments to anyone after 1 PM. If you have not paid by 1 PM you must wait until the next week or pay by paypal. If you use paypal, please include the full names of all of the children on the SHEEP account. There is a $**20** fee for late payments. You pay your full monthly payment, even if your child misses a class. We do not prorate for your child’s absence. Make sure your payment includes the $5 admin fee. This is what we pay the church to have the privilege to use this facility. For example: if you are taking Class A $21 and Class B $21. You monthly payment is $47. This $5 fee is per family not per child. If you are taking guitar lessons you pay monthly for the amount of weeks SHEEP is held that month. Remember you must pay for every week, even if you are absent. There are no make-up classes. If Ryan cannot make the class, you will be notified and you will not be charged. Lack of transportation is not a reason for non- payment to SHEEP.

**Code of Conduct and Respect**

**Rules and Expectations**

1. **Communication:** SHEEP communicates via email. You must have a current email address that you check at least once a week. Not replying to emails from the director or teachers can lead to dismissal from SHEEP.
2. **UNSUPERVISED STUDENTS:** At all times during hours of operation of all SHEEP classes and programs, students must be in their classrooms. Except during class changes, students are not allowed to occupy hallways, corridors, or parking lots. This includes our lunch period. Study halls are available for students who have gaps in their schedule. Loitering between or during classes will not be permitted; hall monitors will be in use during all SHEEP hours of operation. Violation will result in students being placed in study hall and parents being charged accordingly.
3. **BULLYING**: Bullying will not be tolerated whether it is physical or verbal. Students are to treat each other with kindness or respect at all times. ***1 Thes 5:11. Encourage one another and build each other up.*** Bullying will be addressed by the teacher to the parents and if continues, the child will be removed from SHEEP.
4. **RESPECT**: All students attending SHEEP are expected to conduct themselves in a manner that reflects Christ and glorifies God. Lack of respect for teachers, staff, volunteer workers and other students will not be tolerated. Parents are expected to require strict adherence to SHEEP policies of conduct and discuss with their children the expectations by SHEEP about their behavior while on campus, while attending SHEEP related activities off campus. There is to be no public display of affection (PDA). This includes hugging, holding hand, or any physical contact with another person. A warning will be issued to any student not respecting personal boundaries. Parents will be contacted by the director if actions continue and could lead to dismissal if behavior does not change.
5. **LANGUAGE**: **Ephesians 4:29 *Do not let any unwholesome talk come from your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen*.** Vulgar language and profanity are not permitted. Blasphemous language using God’s name inappropriately will not be tolerated. Inappropriate language, whether written or spoken, is not permitted. All communication, whether spoken or written, between students and others must comply with Biblical standards. Written assignments and reading material brought to class must not contain profanity, vulgar language or inappropriate images.
6. **DRESS CODE:** The first rule of dress code is modesty. Torso skin, such as abdomen, back, sides and chest, cleavage, or undergarments of any kind must not show, including while sitting, bending, reaching or moving. The guide for length of skirts is knee length. The guide for shorts is finger-tip length. Skin-tight clothing is not permitted. See-through clothing and clothing with cut out sections are not permitted. T-shirts with inappropriate messages are not permitted. Heelys and other wheeled shoes are not permitted. Tank tops, spaghetti straps, halter tops, tube tops, mid drifts and other revealing shirts are not permitted. Pants, shorts and skirts must be worn with the waistband at the natural waistline, not below it. Hall monitors will also be monitoring the dress code.  If your child is in violation of the dress code, he or she will be written up and you will be contacted.  If the child comes again with a dress code violation, you will be called to come and get your child.  All violations to the code of conduct will be written up and you will be contacted. Repeated violation to the code of conduct will result in expulsion from SHEEP.
7. **HAIR COLOR:** SHEEP has students from age three to 18. Lightly colored hair is allowed at SHEEP. However, stay away from Goth looking, dark hair and makeup. If you have questions, please ask a board member before doing anything permanent.  All decisions concerning what is showy or distracting will be left to the discretion of the board whose goal is to keep SHEEP focused on helping parents educate their children for the glory of God. Philippians 2 :3 Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves,
8. **HOMESCHOOL STUDENTS ONLY:** Classes taught at SHEEP are for students only. They are not offered to parents or non-homeschool children. Once a student has graduated by walking across a stage, through your accountability group or any other method, a student cannot attend SHEEP.
9. **CLASS TIME:** Classes are 50 minutes long. Teachers need the entire 50 minutes to deliver their lessons and interruptions are not permitted. Interruptions include, but are not limited to, one child monopolizing time by misbehaving or excessive talking. Disruptive students may be removed from class and a parent called. Parents are welcome to sit in on classes with teacher’s permission but should reserve conversations with the teacher(s) until the break between classes. Students should go to the bathroom between classes not during class.
10. **PUNCTUALITY:** Parents should have their children to class no earlier than ten minutes prior to the start of class and must pick students up at the end of their last class. Students not picked up on time will be placed in monitored care and parents will be responsible for the cost of the additional care at the rate of $15 per half hour. A second occurrence will lead to dismissal from SHEEP.
11. **COMPLETED ASSIGNMENTS:** The classes offered at SHEEP are designed to enhance homeschool education, not replace a subject taught by the parent. Students are expected to complete the bulk of the assignments at home under the supervision of their parents. Students in high school classes may be asked to type assignments. If this is the case, the student must type their own papers. All students are expected complete all assignments assigned by teachers. For your child to enjoy the full benefits of SHEEP, it is important that they show up for all classes. If out sick or for other reasons, it is the parents’ responsibility to contact the teacher for missed assignments. If High School credits are being given for any class and assignments are not completed, grades will be held by the SHEEP teacher.

This year we are taking this to new level. I have contacted most accountability groups. For High School level classes, they are asking us to report to them if you have failed a class or have not completed a class. We will be reporting students that have not completed assignments for a class or those who have failed a class. It will be up to you and the accountability group to figure out how to complete the class.

1. **PARENTS, FRIENDS AND GUESTS**: Guests, unless by permission of the Director or teacher, are not permitted on campus. Friends, siblings and guests not enrolled in SHEEP are not permitted on campus unless by permission. To receive permission, email the Director. When arriving, visitors must sign in at the front desk and receive a visitors tag. Parents are responsible for delivering and picking up students from SHEEP. Only adults authorized by persons may pick up students from campus. If you would like a sibling to pick up a child, please notify the teacher in person.
2. **SICKNESS**: If your child is sick, please keep him or her at home. Please be considerate of other families by not bringing a child with a contagious illness to SHEEP. If your child has a fever of 100 degrees or above, has vomited, or has had diarrhea at all during the 24 hours preceding the start of SHEEP, do not bring him or her to SHEEP. If your child becomes sick during SHEEP, the parents or emergency contact, if parents cannot be reached, will be called to pick up the child. Make sure SHEEP has updated phone numbers.
3. **CELL PHONES AND ELECTRONIC EQUIPMENT:** When a student enters a class, all cell phones and other devices must be put away. No electronic devices may be used in classes without approval from the director. If a student violates this, the device will be removed until the end of class and a parent contacted.
4. **WHEELS**: No skateboards or heelys are allowed on campus at any time. If a skateboard is found on campus, it will be taken away. A parent must retrieve the skateboard. This includes the parking lot. Bicycles may be ridden to SHEEP but must be kept out of buildings at all times.
5. **SMOKING**: No smoking is allowed on campus or any SHEEP sponsored activity anywhere at any time.
6. **EMAIL LOOP:** Every SHEEP family must be on the SHEEP email loop.  If you are not a member of this loop, please send an email to:[SHEEP-Classes-subscribe@yahoogroups.com](mailto:SHEEP-Classes-subscribe@yahoogroups.com)
7. **NON COMPLIANCE AND VIOLATIONS:** If the conduct and requirements detailed herein are violated, parents and/or students will be given a warning before more serious action is taken. If the Director and/or Board feel that it is inappropriate, the parent of the offending student will be notified that services are terminated and the student will be permanently removed from SHEEP rolls. If, at any time, a parent would like to discuss their child’s situation, a list of the Board Members and the Director’s information can be obtained at the front desk and a meeting can be arranged.
8. **Parking lot Etiquette:** Drive slowly in the parking lot. There are many children coming and going. At times classes are held in the parking lot. Watch for children and cones. Do not drive in areas with cones. Pull forward towards the entrance or find a parking place. Do not stop your car in the middle of the parking lot. We also have a traffic pattern for cars in an effort to decrease the bottlenecking issue and to allow for safer crossing to the house from the main building. Please enter the parking lot next to the insurance agency and exit at the sanctuary.
9. **Report Cards:** SHEEP now requires a report card. All high school students being taught at SHEEP must be given a high school report card for their class. All homework must be turned into the teacher by the last day of SHEEP. **No late work will be accepted.** The Report card will be emailed to the parent via PDF file. SHEEP follows the grading for [www.ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy](http://www.ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy) Grades must be in numerical form.
10. **OFF Campus:** When you are on Campus at Summerville Church of Christ or off campus at River Bluff or Oakbrook Community Church your students are expected to be respectful at all times. At Oakbrook Community Church, the lower part of the building is being used for other businesses so please be respectful of noise in the hallways. No loitering. Students must be picked up immediately after class.
11. **Volunteer Opportunity:** SHEEP has several volunteer opportunities available and it would be greatly appreciated if you can help.
    1. **Classroom**: SHEEP is requiring all classes to have an additional adult present in the classroom for **all** preschool and elementary grades and any middle and high school grades with more than 10 students. If your student is attending a class that fits one of the above requirements you may want to contact the teacher to see if a volunteer is needed. Volunteer for even one or two classes may be of great help. A middle school or high school class that has 10 or fewer students will not need an additional adult. An adult is someone 18 years or older.
    2. **Christmas Program** or **End of Year Program**: In the past it has been the Director who set up and break down for the entire evening. SHEEP would like to ask you to volunteer. Check the box at the end that you are available to help with one or more of the programs.
    3. **Substitutes:** In the event a teacher cannot make it to class due to sickness or family emergency, SHEEP would like to have a list of substitutes to call. If you can volunteer to help out and are available on the day in need that would be greatly appreciated. Check the box at the end of this document that you would be available to contact as a substitute.
12. **Nursery:** The nursery is open from 9 am – 2pm. If you would like to drop your child off at the nursery the fees are $20 a month per hour. These fees can be added to your tuition but must be paid to the Accounting Department. If you cannot make one of the classes you will still have to pay for the month. Nothing will carry over to the next month. If you want to drop off for the day, 5 hours, you will need to pay $100 for the month. Teachers will have first available spots and then parents.
13. **Lost and Found:** Lost and found will be located in the Foyer of the church weekly. If unclaimed items are not claim by last day before Christmas break for the first semester all items will be donated to Goodwill. Unclaimed items not claimed by the Last day of SHEEP in May for the second semester all items will be donated to Goodwill.
14. **Pizza -** Pizza is served the last Thursday of the month. The cost $1.50 a slice.

This must be paid for either by the year or by the semester. You are not credited

if your child misses that week. You may not order the day of pizza delivery. For Pizza we take cash or checks, not Paypal.

**PAYMENT AND CLASS CHANGES**

1. **Payment:** It is your responsibility to make payments in a timely manner. Tuition is due each month on the first Thursday of the month. The term “Tuition” when used in this agreement refers to: the total amount per month due for all classes in which your children are enrolled, plus a admin fee of $5 per month per family. Tuition paid after 1:00 p.m. on the first Thursday of the month is considered late and a $20 penalty/late fee is applied to your cumulative balance. Families who remain in arrears for a period of more than thirty (30) days will be removed from rolls of all SHEEP classes and programs and any amount previously paid will not be refunded. Families who have a balance due will not be allowed to register for future classes until all amounts due have been paid. Families who are having difficulty making payments due to special or temporary circumstances are encouraged to speak to the director. Financial assistance is available in a limited amount. If you use PayPal, please include the full names of all of the children on the SHEEP account. You pay your full monthly payment, even if your child misses a class.  We do not prorate for your child’s absence.

Make sure your payment includes the $5 admin fee.  This is what we pay the church to have the privilege to use this facility.  For example:  if you are taking Class A $21 and Class B $21.  You monthly payment is $47.  This $5 fee is per family not per child.

If you are taking guitar you pay monthly for the number of weeks SHEEP is held that month.  Remember you must pay for every week, even if you are absent.  There are no make-up classes.  If Ryan cannot make the class, you will be notified and you will not be charged. Lack of transportation is not a reason for non- payment to SHEEP.

1. **Payment Methods:** Payments must be made at the payment counter during the class day before 1 PM. We accept cash, personal check, money order and credit cards. You can also pay at the SHEEP website through PayPal. Please make sure if you pay through PayPal that you add the name and invoice number. SHEEP has added paypal.me/SHEEPsummerville which allows you to pay your fees, if you know how much you want to pay. Also, there is a section after you sign in to add personal notes like names of children and invoice number.
   1. Payments are accepted at the front desk by the Accounting Department, Betsy Gorrell or Susan Reece.
   2. Payments are accepted by going to the website SHEEP.education and go to the tab at the top that says Pay Here.
   3. Payments are accepted by going to paypal.me/SHEEPsummerville
2. **Parent** **Payment** **Policy**: SHEEP is a partnership. Your monthly SHEEP payment should be paid by the 1st Thursday of the month BEFORE 1pm. Our teachers only get paid if you pay. Late payments make it very difficult for us to operate SHEEP. If we do not receive your payments by that time a $20 late fee is due. If a financial issue arises and you are going to be late please contact the DIRECTOR BEFORE your payment is due to make arrangements. Please note, if you have not paid, or made payment arrangements, your student will be sent to study hall on the 1st week of the month following non-payment and you will be called. Your child will not be permitted to return until you have made arrangements for payments.
3. **TUITION**: **See the class course description for detail of all amounts due for each class.**

Tuition is per month and due monthly. SHEEP classes are during the full months of September, October, November, January, February, March, and April. Full tuition is due for these months. Tuition is prorated for the month of May during which SHEEP meets for only half of the month. Unless otherwise specifically stated, any classes held in the month of December are considered part of November Tuition.

1. **Material Fees**: These are one-time fees. For those who have already registered, these were due the 1st week of July. If you do not pay these tonight, you will be dropped from your classes. If you register tonight, they are due at this time.
2. **Dropping Classes and Absences: Whether or not your student attends class during all days of the month, you are responsible for payment of full tuition.** **SHEEP** is a non-profit organization and **DOES NOT** have the ability to absorb unpaid tuition and the costs associated with teaching courses for students who stop coming to class. **Notice is required for all drops and only under certain circumstances will the parent(s) of the dropping student be relieved of their financial responsibility to SHEEP.**

A Class change Form or Drop Class Form must be completed before any changes can be made. These forms are found at the payment desk, or online on the website. There is a $20 Drop Fee Please see the Drop Form in the Operational manual at the front desk or online at SHEEP.education website.

The following are acceptable reasons for dropping some or all SHEEP classes: (i) death of a parent; (ii) moving 30 or more miles from class location; (iii) parent becomes unemployed; (iv) child enrolls in school.

The following examples are NOT acceptable reasons for breaking this agreement: (i) student loses interest in the program; (ii) student/parent has too many other activities, (iii) Child or

parent decides they do not like the class or no longer has time for assignments.

1. **Dropping and Changing Classes:**

Any class dropped in violation of the terms of this agreement, unless by express permission of the Director, remains the financial responsibility of the registering parent(s). Unless you have the express permission of the Director to drop the class(es), you must continue to pay tuition for said class(es).

The creation of the class schedule, billing, and tracking attendance are extremely time intensive procedures. When you sign up for a class, a teacher is preparing for your child and continues to prepare for them each week. Because of the additional work and expense of class changes, dropping or switching classes is permitted ONLY in special circumstances and ONLY with notice to and permission of the director. **Absence from a class does not constitute notice.** Approval for dropping some or all SHEEP classes may only be given by the director. There is a $20 Change of Class fee. See form in the Operational Manual at the Front Desk.

I understand and will agree to the above conditions. Please sign and return to director or accounting department.

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer:

Christmas Program: \_\_\_\_\_\_\_Yes \_\_\_\_\_\_No

End of Year Program: \_\_\_\_\_\_Yes \_\_\_\_\_\_No

Substitute if available: \_\_\_\_\_Yes \_\_\_\_\_\_No

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign and return to Accounting Department.

Retain the previous pages for your reference.

# Job Descriptions:

Board Members

Director/President

The Director/President shall preside at Board meetings and shall generally direct and supervise all business of the Association as approved by the Board. The President has authority to make disbursements using currently acceptable methods (check, online, automatic payment, etc.) and sign papers that shall be approved by the Board. Jobs include but not limited to the following:

* Attend all board meetings
* Open and close of church building
* Create class schedule
* Open and close registration
* Update Website and answer all email communications

# Vice President

In the absence, death, or disability of the President, the Vice-President shall perform all the duties of the President, and shall be vested with all the powers of the President. The Vice-President shall exercise and discharge such other duties as may be determined by the President and/or the Board. The Vice-President has authority to make disbursements using currently acceptable methods (check, online, automatic payment, etc.) and sign papers that shall be approved by the Board.

# Secretary

* Take minutes at Board meetings
* Send a copy of the minutes within one week to all board members what was discussed.
* Maintain the Policy and Procedure Manual.

# Accounts Receivable

Jobs include but not limited to the following:

* Create/edit invoices using Quickbooks.
* Email invoices once a month to customers.
* Receive payments through paypal, check or cash.
* Receive payments in Quickbooks.
* Deposit checks in South State bank by either teller or Mobile banking.
* Contact customers with late payments.
* Work closely with accounts payable in the registration process.

# Accounts Payable

Jobs include but not limited to the following:

* Be able to use Quickbooks accounting application for payments.
* Write checks to pay all teachers
* Write any necessary checks for SHEEP.
* Add the check to Quickbooks in register.
* Be able to create, edit and delete invoices
* Be able to create, edit and delete payments.
* Enter payments into Quickbooks from Debit Card use.
* Generate reports for teacher payments.
* Generate reports to create a roster 2 times a year. One by first class in September and one for first class in January. Check tohe rolls for absent students and confirm they are paying.
* Check nursery rolls for students left in nursery make sure they are paying.
* Work closely with accounts receivable in the registration process.
* Check South State bank for cleared checks.

# Board Member at Large

* Attend all meetings
* Advise board in all meetings

# Accountant

Jobs include but not limited to the following:

* SHEEP has hired Pepper accounting to take care of all SHEEP major accounting such as taxes. W-2 forms.

# Security

Jobs include but not limited to the following:

* Monitor traffic, parking lot, hallways and gym
* Check bathrooms and unused rooms for students
* Keep the flow of traffic in the hallways moving
* Assist and student to a room if lost
* Complete a Warning Form if necessary
* Attend Christmas Program and End of Year Program to be scheduled by the Sheriff Team Leader
* Ensure that all doors are looked during classes and opened during class change.
* All doors may not be propped open.
* Verify all badges are worn on teachers, staff, substitutes and visitors.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sheriff** | 8:30 | 9:00 | 10:00 | 11:00 | 12:10 | 1:10 | 2:00 |
| Fran |  |  |  |  |  |  |  |
| Dawn |  |  | assist | assist |  |  |  |
| Kaitlyn |  |  |  |  |  |  |  |
| Deb |  |  |  |  |  |  |  |
| Alanda |  |  |  | assist class |  |  |  |
| Teresa |  |  | assist English 1 |  |  |  |  |
| Jennifer Campese |  |  |  |  |  |  |  |

Front Desk

Jobs include but not limited to the following:

* Greet anyone who enters SHEEP
* Distribute name tags and schedules/maps and document schedule changes for the first few weeks and communicate those to the SHEEP director.
* Provide a drop off/pick up place for personal items for SHEEP members as
* Needed.
* Run errands as needed.
* Keep office supply cart stocked and organized and give out supplies.
* Manage and coordinate all details of pizza day including:
* Take pizza orders and send email reminders to promote pizza day, collect payments, order and deliver pizza to classrooms and manage all other details involved.
* Answer questions and offer assistance as needed regarding classroom
* locations, etc.
* Provide first aid treatment and complete injury form.
* Visitor and substitute teacher check-in badges.
* The front door will be lock from outside only. Front desk must let

people inside.

* Front Desk will also open doors during class changes.
* All doors may not be propped open.
* Attend Christmas Program and End of Year Program to be scheduled by the Front Desk Team Leader

# Custodial

Jobs include but not limited to the following:

* Attend Christmas Program and End of Year Program to help set up and tear down. To be scheduled by Custodial Team Leader.
* All Cleaning staff must arrive on time and perform all duties as listed under their name or area of cleaning.

Cleaner #1   
Jaqueline Todd – Team Leader

* Schedule staff to attend Christmas Program and End of Year Program to be assist in set up and clean up.

Put tables and chairs up in room where our storage closet is.  
Put all our stuff into storage closet  
Wipe down tables  
Vacuum carpet  
Clean - dry erase board  
Empty trash and put new bag in  
  
Guitar room  
Put chairs back under tables and desk.  
Empty trash and put new bag in  
Vacuum  
  
Room next to nursery  
Wipe down tables  
Clean dry erase board  
Empty trash and put new bag in  
Vacuum  
  
Youth room  
Make sure kids put chairs back!  
Empty trash cans and put new bags in  
Pick up anything lying around  
  
Bathrooms  
Empty trash Cans and put new bags in  
Wipe down counter  
Pick up anything on floor  
  
Dust mop long hallway in front of those rooms just mentioned and foyer area in between.

Cleaner #2   
GYM AREA – Christy Boyd  
  
Empty trash cans in both bathrooms. Wipe counters and pick up anything on floor.  
  
Empty big trash cans all throughout gym and small trash over by tables on opposite side. Pick up anything on floor. Put stuff in lost and found.  
  
Upstairs  
Must put everything back as requested!  
  
All chairs must be put back in rows, five rows of six chairs. All tables (about 10). Must be broken down and taken to first room at top of stairs and put in Corner. Tables must be wiped first. Trash emptied and new bags put in. Dry erase board wiped.  
  
First room at top and of stairs. All tables wiped down then broken down and put in corner. Then chairs placed in a circle. Empty trash can put new bag in. Wipe dry erase board  
  
Side room off of big room. Sofa table moved to wall. Chairs put around it. Then remaining chairs put in circle. Trash emptied and new bag put in.  
Entire upstairs must be vacuumed.  
  
  
Cleaner #3   
Cheri Bates

Dust mop entire front area in front of sanctuary  
  
Empty trash cans in bathrooms near sanctuary and in each stall in ladies room empty tiny trash cans. Put new bags in wipe down counter. Pick up any trash  
  
Empty trash cans in bathrooms near kitchen rooms. Wipe down counter. Pick up anything on floor.  
  
Wipe down all tables in the two rooms with dividers by kitchen. Push chairs back under tables and put all tables back as they requested. Usually they give a pic. Usually a lot of adjusting required  
  
Vacuum stage area if needed.  
Dust mop in both rooms and in foyer area  
  
Vacuum rugs  
  
Cleaner #4   
Ashley Courtney

END OF HALLWAY      
Six rooms  
Clean all tables good!  
Move all chairs and sweep  
Sweep and vacuum rugs  
Put all chairs back under tables.  
Empty trash cans and put new bags in.  
Wipe up any marks on floor  
Clean all dry erase boards.  
This one can be time consuming because they are younger students and usually a mess.  
  
Cleaner #5

De’ Ann Avant

HOUSE.    
Wipe all tables in all rooms.  
Sweep and dust mop floor in main.  
Put chairs back under tables  
Break down tables in Foyer area and move to main area by kitchen.  
Move all chairs from foyer area and move to main area by kitchen.  
Sweep foyer area  
Vacuum back classroom  
Empty all trash cans put new bags in  
Empty trash in bathroom and wipe counter.  
Wipe dry erase boards

Cleaner #5

Substitute in case of absence of a regular cleaner.

# Nursery

Jobs include but not limited to the following:

* Check in
* Check in student
* Change Diapers
* Feed child when necessary
* Clean nursery – take out the trash, put away toys, any child chewing on toys wipe them down with a baby wipe, sweep and vacuum, wipe down tables, food items stay at table.

Facilities:

Summerville Church of Christ, Oakbrook Community Church and River Bluff Church are the locations for SHEEP classes. We Currently pay rent to each building for use.

* Summerville Church of Christ paid $500 monthly
* Oakbrook Community Church $300 monthly
* River Bluff Church $800 a year

We also take up a collection at both Christmas program and End of year program for Summerville Church of Christ as a love offering.



Susan Reece

Forms

S.H.E.E.P.

susan@sumi-soft.com

# Scholarship Application Form:

# 

SHEEP has a limited amount of money to give out in scholarships each year.

Please send an email to the director with the following information.  Please put "Scholarship Application" in the subject.

SHEEP Scholarship Application

Thank you for your interest in SHEEP Ministry. If you would like to apply for a scholarship, please complete:

1.    Please indicate which classes and how many students you are needing help with.

2.    Include with your application a personal testimony and a letter requesting a scholarship and the financial help that you are requesting.

3. What church are you a member?

4. Why do you need this scholarship?

Applications will be accepted based on these criteria in order

* 1. Single parent
  2. High School student
  3. Medical Hardship
  4. Job Loss

# Teacher Class Form:

This form includes the information that will need to be added to an email and sent to SHEEP Director Amy King at [sheepdirector@gmail.com](mailto:SHEEPdirector@gmail.com)

This form will need to be used for all current classes to be renewed and future classes and new teacher to request a spot for the upcoming Fall school year.

Teacher:

Email:

Phone Number:

Title:

Grade:

Class Description:

Tuition:

Material Fee:

Syllabus:

This must be sent to the Director in an email by February first of every year to be considered for renewal or new.

# Permission Slip Form Your child’s class needs permission to attend

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | |  | | | | |
| Date | | | |  | | | | | | | | Time |  | | |
| Location | | | |  | | | | | | | | | | | |
| Cost | | | |  | | | | | | | | | | | |
| Transportation | | | |  | | | | | | | | | | | |
| Notes | | | |  | | | | | | | | | | | |
| Please return this permission slip by: | | | | | | | | | |  | | | | | | | |
| I give permission for my child | | | | | | | |  | | | | | |  |  | |  |
| to attend | | | | |  | | | | | | | | on |  | | |  |
| from |  | | | | | | to | |  | | | | | | | |  |
| Enclosed is $ | | |  | | | | to cover the cost of the trip. (Exact cash or check made payable to school.) | | | | | | | | | | |
| I am knowingly allowing my child to attend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .  Should an emergency arise, the leaders or supervisors of the event have my permission to obtain any necessary medical care for my son/daughter, I agree to defend and indemnify SHEEP, its employees, and volunteers against any claim or action that might arise on behalf of myself or my son/daughter other than for willful, wanton, or reckless misconduct of SHEEP, its employees or volunteers. I also give my son/daughter/ward permission to be a passenger in a vehicle designated for this event which will always be driven by someone approved by SHEEP (23+ years of age or a parent).  In case of an emergency, I give permission for my child to receive medical treatment. In case of such an emergency, please contact | | | | | | | | | | | | | | | | | |
| Name | |  | | | | | | | | | | | | Phone |  | |  |
| Parent/Guardian Signature | | | | | |  | | | | | | | | Date |  | |  |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |

# Request Class Drop form

I would like to remove \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ class?

State reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fees that I will incur: $20 Drop fee

Pay current month for the class you are being removed from $ \_\_\_\_\_\_\_\_

Balance must be paid in full $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Material fees paid prior to drop will not be refunded.

All signatures must be completed before any changes are to be made.

Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Turn completed form to Financial Office – Betsy Gorrell or Susan Reece

For Office Use Only

\_\_\_\_\_\_ Email Sent to Teachers

# Change of Class form

I would like to remove \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ class?

State reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to add them to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_class

Class time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fees that I will incur: $20 change fee

Pay current month for the class you are being removed from $ \_\_\_\_\_\_\_\_

Balance must be paid in full $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Material Fee paid for current Class \_\_\_\_\_and new class \_\_\_\_\_\_\_\_\_

Material fees paid prior to drop or change will not be refunded.

All signatures must be completed before any changes are to be made.

Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher (class being moved to): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Turn completed form to Financial Office – Betsy Gorrell or Susan Reece

For Office Use Only

\_\_\_\_\_\_ Email Sent to Teachers

# Donations

SHEEP is a non-profit 501c3 organization. If you want to make a donation for scholarships please fill out the form below and you will be sent a donation receipt for your records.

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

Donation amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Injury Form

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

Injury or Complaint:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Contacted: \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No

Parent Approved Medicine: \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No

Medicine Administered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Band-Aid Applied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adult who Administered Treatment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Code of Conduct Warning Form:

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

Description of Rule Violation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Warning given by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Disruptive students/uncooperative students/parents Form:

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

Complaint/Disruption: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Contacted:

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

Resolution if any:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First \_\_\_\_\_\_\_ Second \_\_\_\_\_\_\_ Third \_\_\_\_\_\_ Complaint

Director Contacted \_\_\_\_\_\_ yes \_\_\_\_\_ no

# Dress Code Warning Form:

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

Description of Rule Violation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Warning given by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Accident Form:

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

Accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Contacted: \_\_\_\_\_ Yes \_\_\_\_\_\_ No

Reason if parent not contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent instruction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Visitor/Substitute Badge Sign-out Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | ID# | Visitor/Sub | Name | Phone # | Signature |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

* If badge is not returned there will be a $20 fee to cover cost by signing out the badge you agree to these terms.

All teachers will give a progress report at a minimum of two times a year. All High School teachers are required to give a report card for each student to parents mid year and at year-end.

**To the Parents of:**

**Subject:**

**Teacher:**

**School Year: 2016-2017**

**Progress Report**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SUBJECT** |  | | | **SEM I**  **AVG** | **SEM 2**  **AVG** |
|  |  | | |  |  |
| **Effort** | | 1st Semester | 2nd Semester | | | |
| Prepared for class | |  |  | | | |
| Assignments were received on time & in good order | |  |  | | | |
| Participated in class discussions | |  |  | | | |
| Contributed to the class in a positive way | |  |  | | | |
| Exhibited diligence and a strong work ethic | |  |  | | | |
| Demonstrates self-control | |  |  | | | |

**1st Semester Comments: 2nd Semester Comments:**

Teacher’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GRADING SCALE: A 100-90 B 89-80 C 79-70 D 69-60 F 59 AND BELOW**

**E: Excellent VG: Very Good S: Satisfactory NI: Needs Improvement**

# SHEEP Employment Application

**I. Personal Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last First Maiden/Middle

Social Security #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you legally eligible for employment in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_\_

If no, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: (optional) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Spouse: (optional) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Marital Status: Single Married Widowed Divorced Remarried

**II. Educational History**

School and Location Dates Degree or Diploma Major Minor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Graduate Courses (list courses) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you certified? Yes \_\_\_\_\_ No \_\_\_\_\_ In what state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. Professional History Present Employment School/Company:\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of years teaching: \_\_\_\_\_\_\_\_\_\_\_ Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grades/Subjects: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Why do you desire a change from your present position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years teaching: \_\_\_\_\_\_\_\_\_\_\_

Grades/Subjects:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of years teaching: \_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grades/Subjects: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_

**IV. Placement Information**What grades or subjects are you **prepared** to teach? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_What are your strengths/gifts for teaching? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you had any experience teaching the classical model? \_\_\_ Yes \_\_ No

Have you had any experience teaching Charlotte Mason methods? \_\_Yes \_\_ No

**V. Personal View**

*Please attach a brief profession of your Christian faith, the growth and development of your faith, and your present walk.*

Church presently attending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How long? \_\_\_\_\_\_\_\_\_\_ Member? \_\_\_\_\_\_\_\_\_\_ Pastor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Denominational preference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church activities involved in (please indicate the degree of regularity): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you under church discipline from any church present or past? Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VI. Additional Information**

Have you ever been terminated from a job, teaching or other? Yes \_\_\_ No \_\_\_\_ If Yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever not had your teaching contract renewed? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever had a problem in the area of child abuse/molestation or been accused or convicted of molesting children? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of a criminal offense (excluding minor traffic violations)? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has an investigation been conducted or was one pending at the time of separation from any prior employment? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes: explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any physical handicaps or conditions preventing you from performing certain types of activities relating to youth or children's work?

Yes \_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VII. References**

Spiritual - A spiritual leader, other than your pastor, who knows you well.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Professional - A person who has supervised your work in education.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# OFFICIAL BACKGROUND CHECK

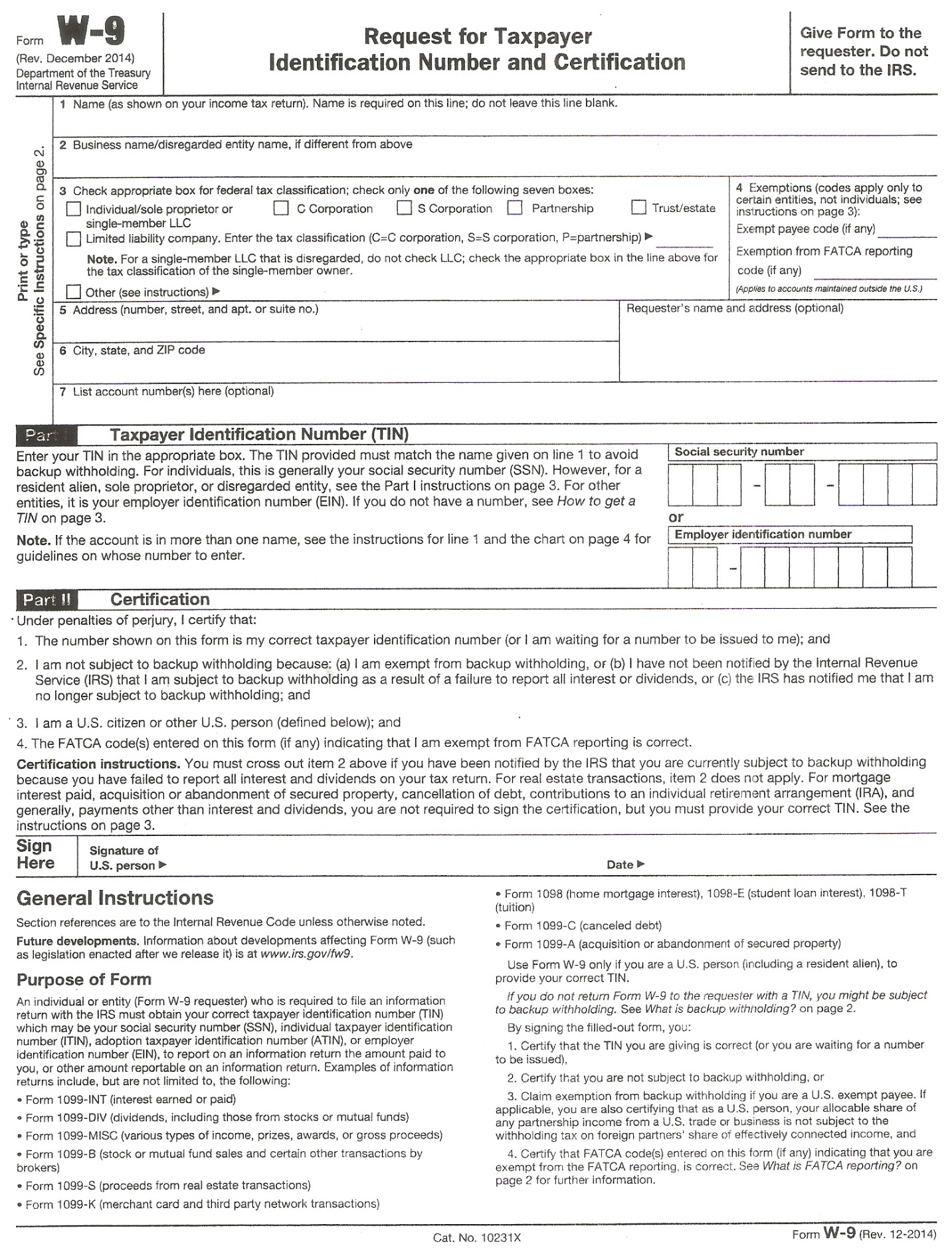
BUSINESS: SHEEP

REASON FOR BACKGROUND CHECK:

SHEEP will use Protect My Ministries to complete background checks for all employees and volunteers at SHEEP. A link will be sent to your email to complete the background check. SHEEP will pay $7.50 and $7.50 is to be deducted from first payroll for all employees.

I hereby authorize SHEEP to receive any criminal history record information pertaining to me, which may be in the files of any state or local criminal justice agency.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



# Board of Directors:

Amy King Director 843-270-8924

Fairlight Kloxin Vice President 843-871-7916

Mark Turner Secretary 843-224-9337

Susan Reece Accounts Payable 843-225-7960

Betsy Gorrell Accounts Receivable 513-680-0462

Susan Black Member at Large 843-412-2527

Joell Morris Member at Large 843-834-2877

Bryan Black Member at Large 843-412-2527