



MOUNTAIN VIEW
Lutheran School

**Mountain View Lutheran School
9550 West Cheyenne Avenue
Las Vegas, NV 89129
702-804-5291**

www.mvlcs.org

**K – 5 Parent/Student Handbook
2016 – 2017**

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Preface

Mountain View Lutheran School of Las Vegas, Nevada is owned, operated and supported by the members of Mountain View Lutheran Church, Missouri Synod Congregation.

Congregational Mission Statement

Connecting, Caring and Sharing through Christ

School Purpose Statement

As the formal educational ministry of Mountain View Lutheran Church and in support of its overall mission of Connecting, Caring and Sharing through Christ –

We partner with families in
equipping and nurturing each child to
love their Lord by
knowing and serving the world.

School-wide Learner Outcomes

Graduates of Mountain View Lutheran School will have been prepared for the following:

Faithful Christian Living

- Grow in their relationship with the One True God through worship, the Bible and prayer
- Serve God, home and the community
- Display and share their faith and talents in words and actions, both inside and outside the school environment
- Respect, care for and honor their bodies as children of God created in His image.

Avid Learning

- Demonstrate age-appropriate proficiency in academic content areas
- Know how to locate, assess and apply information
- Utilize appropriate technology and resources to enhance the learning experience
- Pursue areas of interest and continue to learn outside the classroom

Critical Thinking and Problem-Solving

- Develop and implement critical thinking and problem-solving skills
- Be active listeners
- Organize work and manage time
- Acquire and put into practice proven conflict-resolution skills

Communicating and Expressing

- Analyze and interpret information in various forms to effectively communicate with others
- Speak and listen intentionally
- Utilize developmentally-appropriate writing skills
- Communicate effectively ideas and feelings
- Express creatively through the arts and technology

Productive and Socially Responsible Citizenship

- Demonstrate respect for God and all of His creation
- Recognize and contribute to the needs of their communities
- Display responsibility and self-discipline in their words and actions
- Collaborate with others to achieve desired goals

School Standards

Students and Staff of Mountain View Lutheran Church and School will **RESPECT**:

PEOPLE (Eph. 6:7-8 & Colossians 3:23)

- Show kindness by being polite and courteous to others and their opinions.
- Do the right thing.
- Encourage others with words of truth and in a loving manner.
- Work for people as if working for the Lord.

AUTHORITY (Hebrews 13:17 & 1 Peter 2:16-17)

- Do the work the way it is supposed to be done.
- Obey the rules in a proper and willing way the first time.
- Participate in a positive and purposeful way.
- Live and love as servants of God first and to those in authority second.

PROPERTY (Psalm 24:1 & Psalm 115:16)

- Handle carefully and only by permission of the owner, returning it politely.
- Treat things left in your care better than as if your own.
- Clean up your area after use, especially if it's a mess you didn't create.
- Care for God's creation as a joyous task.

TEACHING and LEARNING PROCESS (Psalm 111:10 & James 1:5)

- Involve yourself in the instructional process in an appropriate manner.
- Listen attentively to others and their thoughts and opinions.
- Turn in work on time that is your own and honestly done.
- Seek wisdom from the Lord and trust that He will provide.

MISSION of MVLCS: Connecting, Caring and Sharing through Christ (Romans 15:13 & Ephesians 5:1-2)

- Be Christ-like in behavior to self and to others.
- Build up and edify one another in words and actions.
- Witness the Christian faith by living it loudly and speaking it kindly.

Parent Notification of Exempt Status

Mountain View Lutheran School is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.



Fully Accredited by the Accrediting Commission for Schools, Western Association for Schools and Colleges
533 Airport Blvd., Suite 200, Burlingame, CA 94010
www.acswasc.org

Philosophy

Mountain View Lutheran School is committed to:

1. Engaging a faculty and staff who are professionally prepared and personally sensitive to youth;
2. Developing an appreciation of the worth of the individual and helping these individuals understand their own worth;
3. Utilizing a variety of creative educational methodologies designed to serve student needs;
4. Following a complete program which reflects the best of both traditional and contemporary standards of school excellence; and
5. Providing a ministry of education within our church and community.

Further, we are a Christian school. Accordingly, this is what we believe:

1. We believe that God is the Triune God and we have faith in His saving grace as confessed by the one, holy, and apostolic Church.
2. We believe that the entire Bible is the divine and inspired Word of God. God is revealed in our Lord Jesus Christ, in His Holy Scriptures, and is active in our everyday lives.
3. We believe that sin - separation from God through disobedience - places all people under God's eternal judgment.
4. We believe that through the redeeming death and resurrection of Jesus Christ, and through Him only, the curse and threat of sin is completely removed and salvation possible.
5. We believe that salvation is a gift of God offered at the initiative of His love, not based on the merit of people.
6. We believe that this gift of salvation is offered to all who, by God's grace through faith in Jesus Christ, receive Him as Savior and Lord.
7. We believe that life is meaningful because it is a gift from God; we believe that the universe is God's handiwork.
8. We believe that Mountain View Lutheran Church and School is part of God's church and that we, therefore, have a ministry to each other.

Further, we are a Lutheran Christian school. Accordingly, we:

1. accept the historical Lutheran Confessions;
2. appreciate our Lutheran heritage;
3. believe in the power of forgiveness and of the Sacraments (baptism and holy communion) in interpersonal relations;
4. recognize that God has called all persons to use their gifts in service to Him;
5. encourage the freedom of the individual Christian, so that he/she may responsibly serve others.

Parents who are not members of Mountain View Lutheran Church or the Lutheran Church, Missouri Synod are encouraged to attend an information class, which will provide an opportunity to better understand the principles of Christianity discussed in the classroom.

Mountain View Lutheran School's enrollment is open to all who do and would seek Jesus Christ as their Lord and Savior. We offer equal opportunity to all students regardless of race, color, national or ethnic origin to participate in programs and activities made available to students of the school.

WHAT DOES THE LUTHERAN CHURCH, MISSOURI SYNOD BELIEVE?

God...

is one God in three persons: Father, Son, Holy Spirit—Creator, Redeemer, Sanctifier.

People...

were created by God in holiness but have become corrupted by the power of sin (rebellion).

The Bible...

is the Word of God and is completely reliable as a source for knowing God and His will for us.

God's Law...

demands perfection of heart, thought, word, and deed. All who fall short deserve His punishment now and forever.

God's Gospel...

The Bible also reveals God's Gospel (The Good News). Out of love for His fallen world, God has provided a Savior, Jesus the Christ.

The Savior...

is God's only Son. He died on a cross to save the world from sin. He rose again to give new life to all believers.

Salvation...

is ours, not by our own merit, but solely by God's grace, a gift.

Conversion...

is also a gift which is worked in our hearts by the Holy Spirit through the Gospel. The evidence of conversion is sorrow for our sin and a turning in trust to Jesus, our Savior.

Faith...

is the confessed sinner's acceptance of Jesus Christ as Savior and a trust in all of God's promises.

The Church...

is all people, in every place and in every age, who accept Jesus Christ as their Lord and Savior. Concrete expressions of the church are experienced whenever Christians gather around the Gospel proclamation and the Sacraments.

Sanctification,...

the holiness of life, follows conversion. Good works are the result of our salvation, not the cause.

Forgiveness...

will be the believer's daily need, for total holiness is possible only after entering eternal life.

Baptism...

is a Sacrament which establishes the new life in a person and brings forgiveness and the renewing power of the Holy Spirit.

The Lord's Supper...

is also a Sacrament which allows its participants to partake together, with their Lord, His Body (the bread) and Blood (the wine). This "holy communion" brings assurance of forgiveness and strengthens faith.

Prayer...

is also a communion with God and contains expressions of adoration, confession, thanks giving, and supplication. It can be experienced privately and corporately.

Our mission,...

as long as we have life and breath, is to proclaim the Gospel of the salvation Christ brings!

Death...

does not sever a believer's relationship with God. God's gift to us in Christ is eternal life.

OUR COMMITMENT TO STUDENTS AND PARENTS

Mountain View Lutheran School is an educational ministry of Mountain View Lutheran Church. It is dedicated to the task of helping young people grow in the knowledge of the Christian faith and, as a result, in living that faith in service to others. To accomplish that goal, our school will involve students in a thorough study of God's Word, various academic settings, opportunities for involvement in co-curricular activities, and service to the community.

The faculty and staff of Mountain View Lutheran Church and School provide an atmosphere in which opportunities for individual attention are the accepted standard. Our teachers are more than instructors; their concern for the total growth of the students is prompted by their desire to serve our Lord in one of the most important ways possible - that of providing a solid foundation toward lifelong learning by the sharing of the Christian faith, knowledge, and skills. Each staff member is qualified for their position and engages in continued education opportunities. The Principal is responsible for the day-to-day operation of the school and is directly responsible to the Senior Pastor.

It is our desire to make Mountain View Lutheran Church and School a positive, memorable experience. May God give us the wisdom and the ability to live up to this commitment!

As members of the faculty and staff of Mountain View Lutheran Church and School, we commit and seek to:

1. love and care for each of our students
2. communicate with both the student and parents regarding a student's academic progress
3. hold each student accountable for her/his actions
4. give our best efforts on behalf of each student, recognizing and respecting their individuality
5. challenge each student to reach her/his potential according to their God-given capacities
6. encourage each student to use the individual gifts and talents given them by God
7. be responsive to student concerns and activities
8. minister to each family, especially in difficult times
9. do the best we can to be models of Christian living to all in our community
10. demonstrate interest in the spiritual, social, emotional, and physical development of our students
11. pray for our students and each other
12. follow the processes outlined in Matthew 18:15-16 and Galatians 6:1-5 when conflict arises
13. take responsibility for one's own actions and decisions.

Admissions Policy

1. Applicants for Kindergarten who are new to MVLS must be five years of age on or before July 31 to be considered for enrollment into Kindergarten. (Students not age-eligible are encouraged to inquire about the Pre-K class.) If a student is applying for another grade level, he/she must be able to demonstrate successful completion (i.e. report card) of the prior grade level. (NOTE: Families planning to continue on to Faith Lutheran Middle School should be informed of their enrollment age considerations by contacting their Admissions Office.)
2. All applicants applying for Kindergarten from an early childhood program that is not MVLS will be given an assessment as part of the application and admission process. All applicants applying for admission into grades 1 – 5 will also be given a developmental assessment as part of the applications and admissions process.

Following the evaluation, a conference may be scheduled by the parents with a staff member to go over the results, and a placement is made. Admission is contingent upon the successful completion and age appropriate results of this individual assessment.

3. Parents are **expected** to attend Back to School Night in August.
4. When the number of applicants exceeds the available spaces, requests from members of Mountain View Lutheran Church will have first priority in consideration for enrollment.
5. An up-to-date immunization/shot record for each student is required prior to the child's first day of school.

Children applying for admission at Mountain View Lutheran School will be accepted in the following order; extenuating circumstances may apply:

1. All children who are currently enrolled in MVLS School/Preschool
2. Children of members of MVLCS, not currently enrolled
3. Non-church members of MVLCS, seeking new admission

Non-Discrimination Policy

Mountain View Lutheran School is designed to meet the needs of the general populace. The school is unable to provide a successful academic experience for all students who have need for a specialized educational plan. A limited number of students with learning differences may be admitted if such differences can be reasonably accommodated without undue hardship to the school, provided parents understand the limitations of the school. A referral may be initiated but must begin with the consent of the parent/guardian. For more information on this free service for appropriate referrals, you may contact the Child Find Project office at 702-799-7463.

Mountain View Lutheran School welcomes students of any race, color, gender, nationality or ethnic origin to all rights, privileges, programs, and activities of the school. It does not unlawfully discriminate in the administration of educational policies, admissions policies, scholarships, financial aid, or any other school-sponsored programs.

Rates and Late Payments

We thank our many families who meet their financial obligations promptly!

POLICIES REGARDING RATES AND LATE PAYMENTS

1. Payments for tuition and incidentals are to be made through Smart Tuition. Families are required to register with Smart Tuition for payment processing of both tuition and incidental expenses. (For information and assistance as to how to enroll with Smart Tuition, please contact the school office.)
2. Tuition and incidental fee payments will be subject to a \$25.00 late fee charge if the Smart Tuition payment is unsuccessful.
3. There are various payment options available through Smart Tuition; families may contact the school office for more information and to choose the option that best fits their preference.
4. If the monthly tuition payment or payments for incidental fees are not received, continued enrollment for the current and/or future school year(s) may be in jeopardy.
5. Students may not start a new school year if there is an outstanding balance from the previous year in preschool or the elementary school.
6. No report cards will be issued to the family if there is an outstanding balance in any area.
7. In the case that a check is written, there is a \$25.00 bad check fee on the first check that is returned to the school. A \$35.00 fee for a second bad check, and future payments will have to be paid either with cash, a money order, or a cashier's check.
8. If for any reason you are unable to make your tuition payment, you must have a financial agreement form filled out before the 10th of the current month.
9. Financial Assistance is available to families applying for it per the guidelines established and available through the school office. There is no guarantee in receiving said assistance, even if an application is submitted and processed in a timely manner. More information is available through the school office.

Cancellation and Refund Policy

There is no cancellation fee for those choosing to dis-enroll. The Registration Fee is an annual fee payable at the time of application for enrollment/re-enrollment and is not refundable; however, tuition will be reimbursed for any months paid after the month of dis-enrollment. The reimbursement will be pro-rated on a daily basis when a thirty (30) day written notice of dis-enrollment is provided by the family. **A thirty (30) day written notice of dis-enrollment must be provided to Mountain View Lutheran School.** Mountain View Lutheran School will have thirty (30) days after the date of dis-enrollment to provide a refund.

General Policies and Procedures

ACADEMIC PROBATION

A student will be placed on Academic Probation if his or her Grade Point Average in Core Subjects (including Religion) is below 2.0 or at the joint discretion of teacher and administrator, if the student fails to make developmentally appropriate progress.

A student's Academic Probation will be reassessed quarterly. If a student has met the requirements of probation and has a GPA of at least a 2.0, he or she will be released from probation; however, if a student fails to meet the requirements of probation for two quarters and continues to earn a GPA of less than 2.0, ongoing enrollment of the student will be discussed.

ALLERGIES

We are a peanut and nut-free school. If your child has any additional food allergies, please indicate such on the child's registration forms and be sure to discuss this with your classroom teacher. We will do our best to monitor the environment for all of our children but cannot guarantee that all families will do the same. Please keep Staff informed of any changes or concerns to your child's diet.

APPOINTMENTS and EARLY DISMISSAL

If it is necessary that a student miss school for appointments, parental notification is expected to be sent to school. The student is to be signed out in the office by the parent/guardian before leaving. If the student returns to school, he/she is to be signed back into school in the office. Early dismissal on a regular basis is not permitted.

ARRIVALS (See also TARDINESS.)

- 6:30 – 8:00 a.m. Students report to Extended School Care. (West side of campus)
- 8:00 – 8:15 a.m. Students report to the Playground. (North end of campus)
- 8:15 – 8:30 a.m. Students proceed directly to their classroom.
- After 8:30 a.m. Students arriving late are to report to the office for an Admit Slip.

ATTENDANCE

There is a direct relationship between academic success and regular school attendance. When a child is absent, the parent is expected to call the school for notification. Please send a dated note to school when your child returns explaining the absence. For absences of three or more days, a doctor's note is required.

The Southern Nevada Health Department is our resource for all health-related issues, including exclusion of children from school. When a student is given antibiotics, the student must have been on the medication for at least twenty-four hours before returning to school. Any student who is vomiting, has diarrhea, or has a fever will be sent home. Students are to be free of all signs/symptoms for at least twenty-four hours before being allowed to return to school.

Schools are permitted to determine a parameter with respect to how much school time a student misses before promotion to the next grade is withheld. Students may be absent up to 20 days (130 hours) per school year before this requirement becomes a factor in promotion.

When a student is absent for **unplanned** reasons, he/she has missed assignments; please refer to the classroom teacher for the best way to address the situation. When a student is absent for **planned** reasons, the parent is to notify the teacher and school office at least two school days before the first day absent to receive a Known Absence Form. (See also VACATIONS.)

BUILDING USE

Following are some basic guidelines for behavior in the building:

- Walk at a safe pace in the building.
- All movement to and from the classroom must be done quietly and in good order.
- Travel single file on the right side of the hallways.
- Children are not allowed to roam unattended or without a pass throughout the building.
- When the child is signed out at the end of the day, they must be supervised by an adult and are expected to still abide by the building use policies.
- When on campus for school events outside the scope of a regular school day, ultimate authority and supervision of the child is the responsibility of the parent/guardian.

CELL PHONES/ELECTRONIC DEVICES

Students are not to use a cell phone or other electronic devices not issued by the school during school hours, including Extended School Care and field trips. Detected items will be confiscated and can be returned to the parent/guardian upon conferencing with the student and the principal. Similarly, the best way to contact a child during the day for an emergency is through the office.

CHAPEL/WORSHIP

Mountain View Lutheran Church and School is a family-focused ministry where worship is at the core of Christian life. Friends and family members are always welcome to attend. There is nothing more important that we can give our children than a strong, Christian upbringing centered on Christ Jesus in the home, church, and school. We pray that all children and families enrolled in our school will want to experience growth in their Christian faith by regular church and Bible study attendance. If a child has membership in another church, he/she may fulfill his/her church attendance privilege in that church. **Families who don't have a church home are always welcomed to worship at Mountain View Lutheran Church.** Worship times are at 8:00 a.m. and 10:30 a.m. Sunday School is also desirable, and we encourage you to take your child to Sunday School regularly. Adult Bible-study also takes place and is open to all.

Weekly worship opportunities for the students are on Wednesdays at 8:35 a.m. The school staff, local pastors, invited guests, and student groups will lead these opportunities for worship via a weekly chapel service. Students and guests are expected to participate in these worship opportunities by exercising reverent behavior that is appropriate for such occasions and appropriately participating. An offering is taken during chapel to teach the children about Christian giving for the church, mission work and other charities.

COMPUTER LABORATORY and TECHNOLOGY USAGE

Use of technology is a necessary tool for classroom instruction, research, and to learn appropriate, safe and effective use of technology and internet. Time with technology is not intended to be a "game room" and/or used for social networking. Misuse carries consequences.

Each student and family is required to sign an understanding of appropriate computer laboratory and technology usage (Technology Acceptable Use Policy) as part of the registration process.

All associated with Mountain View Lutheran Church and School must be aware of the following, more specific expectations of those who choose to publish or post to a web log or websites, newsgroups, e-mail lists and other forms of social media:

1. If one chooses to identify oneself as a Mountain View Lutheran Church and School community member, one may not represent oneself to the community in any manner that negatively represents the whole ministry.
2. One may not publish or post Mountain View Lutheran Church and School information in

a negative/defamatory fashion including: use of logos, logo wear, team/club photos or images/references to Staff. Further, one may not post comments/photos of a student without consent of that student and that student's family.

3. People are legally responsible for the content they post.
4. In all instances Mountain View Lutheran Church and School expects that students and parents use good judgment when blogging, chatting, posting on-line, or engaging in any form of social media, including getting appropriate consent from all persons represented beforehand.

CO-CURRICULAR ACTIVITIES

Participation in co-curricular activities is a privilege and may require an extra fee. Students must maintain a GPA of 2.5 in order to be eligible to participate. If a student's classroom work, homework, or behavior is unsatisfactory, the administrator can remove the student from the activity until there is marked improvement as deemed by the teachers and Administration. Students can also be removed due to discipline problems during the activities or if they do not attend the meetings or practices regularly. There will be a limited number of positions. Students will be able to participate in more than one activity at a time; however, priority may be given to the students who are currently not involved in an activity.

Students must attend the full school day in order to participate in co-curricular activities after school. If a student misses part of the school day due to an appointment, verification is required.

CURRICULUM

Information on the specific curriculum for each grade is available via the classroom teacher.

DEPARTURE/DISMISSAL

All students are to be picked up on the East side of the campus within fifteen minutes of the end of the school day in the area designated by the school. Vehicular traffic is to enter off West Cheyenne Drive via the West drive and exit via the East drive. Students are available for pick-up in the gymnasium on Minimum Days. After waiting twenty minutes for students to be picked up, remaining students are available in Extended School Care.

For the safety of your child, no student will be released to any parent/guardian who is deemed to be under the influence of alcohol or drugs.

Faculty is not available immediately after school to talk with parents or arrange for missed homework. Please schedule a time when the teacher can give you his/her undivided attention.

DISCIPLINE POLICY

Mountain View Lutheran Church and School is a family centered on God and His redemptive action through His Son, Christ Jesus. We are called into a personal relationship with Him, which, in turn, is to be lived out in our relationships with each other. We are all strongly encouraged to make commitments to God, prayer, worship, spiritual growth, and a lifestyle that is reflective of a holy, loving God.

Discipline guidelines follow procedures developed to ensure all members of the school community have equal access to a well-rounded educational experience. Students are held accountable for behavior at all times when representing Mountain View Lutheran School.

The purpose of Christian discipline should be a loving one that is Christ-centered, relational, and provides a structure to preserve and advance the educational quality of all teaching/learning pursuits. Inherent in this process should be petitions to God that the power of the Holy Spirit

might enable faith development in all involved parties to occur whenever disciplinary action is necessary. Staff will handle discipline within the presented situation before involving parents and/or administration. As we struggle against our own sinful nature, we recognize the need for guidelines to help control and guide the tendencies within us to do what is wrong. Rebuke, discussion, correction, forgiveness, and guidance is to be carried out for love of all involved in order for the discipline to be most effective.

There is an established a set of "standards" to guide behavior as follows:

1. Respect the mission of Mountain View Lutheran Church and School.
2. Respect the teaching-learning process.
3. Respect authority.
4. Respect people.
5. Respect property.

Effective discipline is attained and maintained in a classroom or school when parents and students work cooperatively and with the school principal and teachers toward the attainment of class and school objectives. Normal disciplinary situations are handled by the classroom teacher with referral to the principal only when deemed necessary by the teacher.

When the misbehavior has become a continuous disruption in the classroom or causes a threat to the safety to others or self, the school reserves the right to discontinue services to the child.

DUE PROCESS PROCEDURE for CONCERNS

When there is a question or a concern about a child's educational experience, concerned parents have the obligation to contact the school. Issues of concern are not to be discussed with other adults and/or in the presence of children; it is inappropriate and cannot help bring a peaceful resolution to the issue.

The first contact should be with the child's teacher to discuss the issue at a time that is most conducive to all involved. Questions and comments should be made in a calm and reserved manner to increase the likelihood of mutual cooperation, help, and a peaceful and mutually agreed upon resolution to the issue.

If discussing the issue with the teacher does not lead to a mutual resolution, then the parent is encouraged to contact the principal for a meeting including teacher, parent and principal.

DUPLICATE INFORMATION SHEET

Duplicate information, such as report cards, conference notices, disciplinary notices, etc. may be requested through the school office.

EMERGENCY OPERATIONS PLAN

Mountain View Lutheran Church and School has a Crisis Response Plan for different situations and keeps details of the plans confidential for the safety of the children and staff. Part of the plan includes parent notification. It is expected that parents will comply when made aware of situations that may arise; doing otherwise may jeopardize the safety and well-being of students, staff, volunteers, and others who may be required to be present to effectively address the situation. In the event of a serious emergency, **do not telephone the school**, as the phone lines are needed for emergency, and **do not come to the school**.

EXTENDED SCHOOL CARE

Both before-school and after-school Extended School Care is available for all K – 5 students for an additional fee. Contact the school office for rates and availability.

FIELD TRIPS

When a field trip is held, the school will send details to the parents in the form of a permission slip for the child to participate in the class trip. This form MUST be signed and returned to the school before the child may participate. Parents are occasionally needed to drive and chaperone for field trips and will be required to follow all applicable school policies and state laws.

FINANCIAL ASSISTANCE INFORMATION

Mountain View Lutheran Church and School has established a financial assistance program for students attending Mountain View Lutheran School. The purpose is to offer tuition assistance to families who may otherwise be required to withdraw their children from our program. Please contact the school office for more information on procedures and deadlines.

FIRE AND OTHER DRILLS

Fire Drills and other drills are conducted on a periodic basis to practice procedures developed to enhance the safety of all on the campus; therefore, it is expected that all present on campus during such a drill fully comply with instructions of staff.

FOOD PROGRAM

A hot lunch is offered on typical school days via Wholesome Tummies; there is no hot lunch program on Minimum Days. Milk is also offered daily. Fees for milk will be invoiced at the beginning of the school year. More information may be obtained through the school office.

GRADING SCALE

Mountain View Lutheran School has implemented two scales to mark a student's progress. The assessment of each subject will use one of the two scales. Notification of what scale will be used for the subjects will be available from the classroom teacher. Student progress will also be available online through gradelink.com.

<u>Score</u>	<u>Grade</u>	<u>Score</u>	<u>Grade</u>
90-100	A-, A	Excellent	E
80-89	B-, B, B+	Satisfactory	S-, S, S+
70-79	C-, C, C+	Needs Improvement	N
60-69	D-, D, D+		
Below 60	F		

HEALTH and IMMUNIZATION POLICY

Health and immunization policies are followed as required by the Clark County Health Dept. and Nevada state law. For a complete list of required immunizations, please call the school office or call the Clark County Health Department.

HOMEWORK

Homework is practice of skills taught in class or class work not finished. When children find the work difficult or need additional study time, work at home can be most helpful. Enough time will be available to do most of the assignments in school. Work that is not finished in school is considered homework, as are special projects, reports, and the like. Memory work and Practice and Reading Logs are also considered homework.

It is expected that parents will be able to distinguish and respect the difference between assisting children in helping them to understand methods and doing the work for them. Parents can make homework a positive and successful experience by:

- providing a place for study that is conducive to that student's best learning style
- setting a time for homework and sticking to the schedule as closely as possible
- taking an active interest in what the child is doing and giving encouragement
- seeing that your all required assignments are completed on time
- checking work for accuracy and neatness
- asking the teacher for specific tips with a subject matter that may be difficult

Daily homework expectations are as follows:

Kindergarten:	10 – 15 minutes	Grade 3:	25 – 45 minutes
Grade 1:	10 – 20 minutes	Grade 4:	35 – 50 minutes
Grade 2:	15 – 30 minutes	Grade 5:	40 – 55 minutes

NOTES: Time spent on daily homework expectations for grades K – 5 does not include daily required reading and special assigned projects/reports. If time spent on homework consistently exceeds the aforementioned expectations, please contact the teacher(s).

Most papers collected from students are returned to them with a grade. An examination of these papers will give an indication to a parent the child's progress in any subject during a grading period. Teachers are to be consulted for a more accurate description of a student's progress.

HOMEWORK POLICY for ABSENT STUDENTS

Teachers are to be consulted as to how long of time a student has to fully complete the work expectations missed due to an extended absence. If possible, homework should be picked up at the end of each school day when a child has been absent. Teachers cannot be expected to have homework ready before 4:00 p.m. on the same day the request is made. Please call the office to make arrangements.

HOURS of OPERATION

	<u>Typical Day</u>		<u>Minimum Day</u>
Before School Care	6:30 - 8:30 a.m.	Before School Care	6:30 - 8:30 a.m.
Grades K – 5	8:30 a.m. - 3p.m.	Grades K – 5	8:30 a.m. – 12:30 p.m.
After School Care	3 – 6 p.m.	After School Care	12:30 – 6 p.m.

LANGUAGE

The language used by all on campus and at school-sponsored events should always reflect the highest of Christian standards. Street expressions, crude expressions, cursing and swearing are not acceptable and will result in disciplinary action as needed.

LIBRARY USE GUIDELINES

Students will visit the library with their class and will follow normal check-out and acceptable use procedures. Any book that is lost or damaged must be replaced by the student at the list price of the book plus any applicable shipping and handling charges.

MEDICATION

Mountain View Lutheran School will administer prescription medication with documented permission. Specifics and an authorization form may be obtained from the school office.

MESSAGES

Messages from home and to home should be kept to a minimum. Office Staff will not interrupt a class unless there is an emergency.

PARENT CONFERENCES

Formal parent conferences are scheduled two times a year and will be indicated on the school calendar. Informal parent conferences may happen any time the teacher and parent/guardian are available at an agreed upon time and only after knowing no student will be left unsupervised.

PARENTAL BEHAVIOR

Normally, a child is not to be deprived of an education or otherwise penalized for the action of the parent(s)/guardian(s). However, the principal may recommend removal of a student when the parent(s) or guardian(s) has failed to meet the obligations to the school, which were accepted upon enrolling the student; have been persistently uncooperative with the school staff, policies, regulations, or programs; or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children, all of which may include the use of various forms of personal, social and print media.

PARENT – TEACHER ORGANIZATION

The purpose of Parent Teacher Organization (PTO) is to better enable Mountain View Lutheran School to fulfill its stated purpose of partnering with families through interactive support of and information dissemination among student body parents, teachers, and members of the church.

PERSONAL APPEARANCE STANDARDS

Students will obtain their standard uniform tops from Land's End.

- All polo shirts must have the school logo and must be one provided by Land's End.
- **Chapel & Field Trips** – Students are to wear standard bottoms and a green polo shirt.
- **Boys**
 - pants/shorts - khaki, dark green, or navy (school-uniform style)
 - tops - white, yellow, navy blue, dark green, or red polos, turtlenecks, vests, or sweaters or white dress shirts
- **Girls**
 - pants/short/capris/skirts/skorts - khaki or navy (school-uniform style)
 - jumpers - navy or Belair plaid (school-uniform style)
 - tops - white, yellow, navy blue, dark green, or red polos, turtlenecks, or sweaters
 - All skirts and jumpers must be fingertip length and must be worn with either solid-colored shorts or solid-colored leggings underneath.
- **Other:**
 - All shirts and turtlenecks are to be tucked in when not at recess or in P.E.
 - Long-sleeve shirts worn under uniform shirts must be solid-colored.
 - Socks must be worn.
 - Belts are required when belt loops are provided.
 - Hats are permitted only at recess and cannot contain any logos or words.
 - Shoes are to have a flat sole with no heel and are to be correctly worn. Sandals (e.g. flip-flop, strap-on, etc.) and raised-heel boots are not permitted.
 - Students may wear a jacket or sweatshirt of choice outside, provided that its design or decoration upholds school values. Only school-issued sweatshirts are permitted to be worn inside.
 - Hair - Hair should be of naturally-occurring hair colors. Boys' hair must be kept above the collar, above the eyebrows, and mid-ear. Hair should not be a style that might be considered an extreme and, therefore, a distraction.

PLAYGROUND and FACILITY USE

All outside activities are to be conducted in the designated areas. Children must always be supervised by an adult when playing outside, even after they are dismissed from school and under parent's care. Please dress your child in weather-appropriate clothing.

PROPERTY CARE

We are very thankful for a beautiful building and campus. Students and parents are expected to cooperate in maintaining and improving its condition.

RECORDS MAINTENANCE

Mountain View Lutheran School maintains student records containing information on student achievement and health during a student's tenure at Mountain View Lutheran in regards to academic performance, discipline, honors attained, cumulative academic records, and the like. Parents/Guardians are afforded the right to access those records with the consent of the principal, after a request has been made to the office in a sufficient amount of time to allow adequate preparations to be made.

Cumulative academic records are sent to other academic institutions only upon receipt of a formal request; the school maintains a record and/or copy of the following: student's name, date of birth, birth certificate, immunization record, and latest report card; and school to which the records were sent with date sent. Report cards and student test scores will only be released to families whose accounts are paid in full and current. All other records are held by Mountain View Lutheran School for a period of five (5) years after a student's exit from the school, at which time they are destroyed to protect privacy. Requests to secure those records by the family must be made before that amount of time, after which only permanent transcripts and records of dates of attendance will be accessible through the school office.

RETENTION and PROMOTION

Academically, students must maintain satisfactory progress in order to be promoted to the next grade/class level. The best interests of the child within the academic setting of Mountain View Lutheran School will be the main consideration in retention/promotion.

The principal will work with the classroom teacher(s) to make determinations concerning retention/promotion. Decisions may include options for promotion after work is completed over the summer; agreements for retention after certain measures are taken by the student and family; and the like. The principal's decision in this process is final. It is possible a student attending a school other than Mountain View Lutheran School might be the best option for a student.

SAFE and RESPECTFUL LEARNING ENVIRONMENT

Mountain View Lutheran Church and School is committed to providing a safe and respectful learning environment (SRLE) free from bullying, cyberbullying, harassment and/or intimidation. Policy is in place to maintain such an environment and is available in detail to members of the school community by request from the school's office. Included in the policy are definitions of behavior contrary to a SRLE; requirements and methods for reporting behavior contrary to a SRLE; strategies for the school's staff, students and parents; and professional development. Students are also made aware of this commitment and are afforded opportunities to report witnessed behaviors that are contrary to a SRLE.

SINGING PRAISES AND SCHOOL PROGRAMS

Students will have the opportunity to be involved in church services as part of their Music grade. All students are expected to be in attendance for the two to three times that they are scheduled to

sing during the school year, with the exception of more for members of School Choir. When the students participate in worship services, they are expected to be in their chapel uniform, unless specified otherwise. Please see the school calendar for specific dates and times. Children will participate in special programs with the entire church and school community also being invited.

SMOKING POLICY

Mountain View Lutheran Church and School is a non-smoking facility. Smoking is prohibited in all areas of the building and campus and at all school functions.

SNACKS, CANDY, SODA, GUM and OTHER

Children are welcome to bring treats for sharing on their birthdays; however, they are to be store bought to allow for assuredness regarding allergies. We also expect these to be nutritious. Personal water bottles for classroom use must be in a clear container with water only. Please always be in discussion with the teacher regarding planning for any type of snacks, celebrations and the like. Gum chewing is not allowed. Candy, gum, soda, and certain other foods should not be brought to school from home.

STANDARDIZED TESTING

The IOWA Test is administered in October. It is vital that students be in attendance, well-fed and well-rested. If a student misses a test it, is difficult to make it up. The student will be missing out on classroom work while taking the test. Please refer to the school calendar for the week of testing. The results of these tests are received in November and evaluated by the teachers and principal to address the results and key areas for growth for each student and whole class. Results will then be made available to parents for discussion and explanation.

SUSPENSION

Students may be suspended by the principal as part of the disciplinary process. Parents will be involved in developing and implementing a plan of action to positively address the concern.

TARDINESS

Students arriving after 8:30 a.m. are considered tardy and are to get an Admit Slip from the school office. Tardiness is disruptive to the classroom and to teaching time for the class; it is also not good for the student who is tardy. Parents of students who are habitually tardy will be called to discuss ways to effectively resolve the problem. Repeated tardiness may result in further disciplinary action for the student.

TEXTBOOKS, BOOK BAGS and OTHER

Students are to use their book bags to bring their books/materials to and from school; however, rolling backpacks are not permitted, and all book bags should be left in the assigned area. The searching and/or removal of any particular parcels and/or property on church grounds is permissible when deemed necessary by Administration. A student is responsible to care for those items put in her/his responsibility. If materials are not returned or are returned in a state exceeding normal wear, full cost to replace them is to be reimbursed to the school from the student/family.

TOYS and PERSONAL POSSESSIONS

Although sharing is an encouraged gesture, students are not to bring toys and other personal possessions to school. It will be left up to each teacher to determine whether or not "Show-&-Tell" will be employed as a learning tool in the classroom. The school does not accept responsibility for items lost or damaged. Similarly, all items from home like hand sanitizers, lotions, lip balms, and the like should stay at home. If there is a medical reason as to why the

student needs to have access to these during the school day, please fill out the appropriate form, available from the school office, leaving it and the item to be used by the student in the office.

VACATIONS

Family vacations should be planned to coincide with days when school is not in session. Classroom time is important for the introduction and reinforcement of lesson material and new concepts, for class discussion and interaction between pupils and teacher, and for developing responsibility for regular attendance at school and work in the future.

If a family cannot avoid taking a family vacation during school days, the family is expected to notify the school office and inform the teacher at least two school days before the first day of the planned absence. The teacher will work with the family to develop a plan to effectively address missed school time.

VISITORS in the BUILDING

All visitors entering the school building must report to the school office and sign-in. If there is a person in the building that appears suspicious in any way, immediately inform the school office.

VOLUNTEER SERVICE PROGRAM

We believe every school family should share in the effort to maintain a high-quality program. Volunteering helps keep the per pupil cost down; children also benefit from seeing parents use their talents in service to the school. Following is a non-exhaustive list of opportunities:

- Be a classroom and/or office helper
- Help with Fund-raisers
- Listen to children read
- Prepare art project materials
- Assist children on field trips
- Make promotional posters
- Serve on a school committee
- Build cabinets, shelves, storage
- Decorate bulletin boards
- Bake/provide snacks

APPEALS to the HANDBOOK

If a student/parent desires an exception to handbook policy, the procedure is as follows:

1. Go to the principal with the written appeal.
2. The principal may discuss the matter with appropriate personnel.
3. The principal will make the final decision on the appeal.

ELASTIC CLAUSE

Recognizing that situations may develop over the course of the school year which might necessitate adding, deleting or changing the policies contained in this handbook, Administration reserves the right to do so. Such alterations may include opportunity for student and parent input. Similarly, Administration maintains the right to dispense with some or all of the policies in this handbook and reserves the right to take any action deemed appropriate to ensure the school's policies and purpose in support of the church's mission.

Handbook Revision Date:
June 27, 2017