



MOUNTAIN VIEW
Lutheran School

Mountain View Lutheran School
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www.mvlcs.org/school

K – Grade 5 Parent/Student Handbook
2023 – 2024

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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.

School Purpose Statement

Glorify God – Nurture Students – Serve Community

School-wide Learner Outcomes

All students of Mountain View Lutheran School will be equipped with skills enabling them to live as children of God with an increase in their adaptability, productivity and readiness for citizenship, such as:

- **Thinking critically and making judgments** about the barrage of information that comes their way every day - on the web, in the media, in homes, and elsewhere, using a Christ-centered lens. Critical thinking empowers students to assess the credibility, accuracy and value of information, analyze and evaluate information, make reasoned decisions and take purposeful action.
- **Solving complex, multidisciplinary, open-minded problems** in order to think on their own. More than just able to regurgitate facts, students are equipped to find solutions to problems to which there may not be just one correct answer by making content connections within curricular areas and between curricular areas, not being resigned to address each subject area in a singular manner. When students encounter difficulties, they are able to persevere through demonstrating grit and resilience in pursuit of solutions to problems and situations encountered.
- **Creative and innovative thinking-** the ability to think unconventionally, consider the flock, imagine new scenarios and produce high quality work that demonstrates mastery. Likewise, students can create opportunities for themselves and others with an innovative mindset- the ability to recognize and act with grace and forgiveness and the willingness to embrace risk and responsibility.
- **Communicating and collaborating effectively** so students are able to give and take orders in both leadership and servant roles, such as learning to give opinions and observations respectfully, as well as listen to the ideas shared with members of small groups, the classroom and the MLVCS community, skills essential to establishing an identity as part of a larger group working to accomplish the goals of the community. Relationships with peers, between staff/students and with families are mutually beneficial, growing out of the love Christ showed to all of us and as we see one another as members of the same body.
- **Making innovative use of knowledge, information and opportunities** to give glory to God by demonstrating personal and academic growth. Students are encouraged to contribute to their environment through faith in action.
- **Taking charge of health and civic responsibilities** by demonstrating respect for God and His creation through recognizing and contributing to the needs of their communities. Productive citizenship stems from the use of knowledge to make informed choices for the benefit of oneself and others. Realizing the impact of decisions on the decision-maker and others is a demonstration of wisdom and empathy/compassion.

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 (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.



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

NATIONAL LUTHERAN SCHOOL ACCREDITATION

ACCREDITED
SCHOOL



THE LUTHERAN CHURCH—MISSOURI SYNOD

Fully accredited by National Lutheran Schools Accreditation
The Lutheran Church – Missouri Synod, School Ministry Office, 1333 S. Kirkwood Rd., St. Louis, MO, 63122
<https://www.luthed.org/lcms-school-ministry/>

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.

Mountain View Lutheran School's enrollment is open to all who do and would seek Jesus Christ as their Lord and Savior.

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

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 (e.g. 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. Families of students new to the MVLS K-5 program are highly encouraged to attend New Parent Orientation in August.
4. Families transferring in from another tuition-based (private) school will need to declare they are not in financial arrears in their previous school(s) before being considered for enrollment. If discovery after enrollment into MVLS is made that there is a financial issue with the previous school(s), a student's enrollment in MVLS may be immediately rescinded.
5. 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.
6. An up-to-date immunization/shot record for each student is required prior to the child's first day of school.

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 community, provided parents understand the limitations of the school. A referral may be initiated but must be started by the parent/guardian with Clark County School District Child Find Project. 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.

Financial Considerations

1. All policies and agreements from the registration/re-registration process are in place.
2. Payments for tuition and incidentals (e.g. Extended Care, activities, clubs, athletics, etc.) are to be made through Blackbaud Tuition. Families are required to register with Blackbaud Tuition for payment processing of both tuition and incidental expenses. (For information and assistance as to how to enroll with Blackbaud Tuition, please contact the school office.)
3. Tuition and incidental fee payments will be subject to a late fee charge from Blackbaud Tuition if the payment is unsuccessful.
4. There are various payment options available through Blackbaud Tuition; families may contact the school office for more information and choose the option best fitting their preference.
5. If the monthly tuition payment or payments for incidental fees are in arrears for two (2) or more consecutive months, continued enrollment for the current school year is subject to immediate termination, which means students will not be able to attend class or participate in any school-sponsored activity(ies).
6. Students may not start a new school year if there is an outstanding balance from the previous year in the preschool or the elementary school.
7. A student may not participate in any extra-curricular activities (e.g. athletics, drama, cheer, etc.) if their financial account is not current.
8. No report cards will be issued to the family if there is an outstanding balance in any area. NOTE: Students applying to Faith Lutheran Middle School will not be fully enrolled if their financial account with Mountain View Lutheran is in arrears.
9. A returned check fee will be assessed on any check that is returned to the school. A determination may then be made requiring that future payments will have to be paid either with cash, a money order or a cashier's check.
10. If for any reason you are unable to make your tuition payment, contact the School Office Manager before the 10th of the current month to determine what arrangements may be made to make your account current.
11. 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.
12. MVLCS may refer delinquent accounts to a collection agency, a third party, for collection; a collection fee will be assessed and will be due in full at the time of the referral to the third party.

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 prorated on a daily basis when a thirty (30) day written notice of disenrollment is provided by the family. **A thirty (30) day written notice of disenrollment must be provided to Mountain View Lutheran School.** Mountain View Lutheran School will have thirty (30) days after the date of disenrollment to provide a refund/credit.

General Policies and Procedures

ACADEMIC NOTICE

A student will be placed on Academic Notice if her/his Grade Point Average in the core subjects/subject areas is below 2.0. A student on Academic Notice will have her/his academic standing reassessed quarterly. If a student fails to meet the specific academic requirements, ongoing enrollment of the student will be discussed. [See also “**CO-CURRICULAR ACTIVITIES**”.]

ALLERGIES

MVLS is a peanut-free and nut-free school. If your child has **ANY** food/environmental allergies, please indicate such on 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 or allergies.

APPOINTMENTS and EARLY DISMISSAL

If it is necessary that a student miss school for appointments or an early dismissal, parental notification is expected to be sent to the 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. It is necessary to obtain an Admit Slip before returning to class. The school assumes no liability when such occurrences arise.

ARRIVALS and TARDINESS

- 7:00 – 8:15 a.m. Student drop-off at designated area
- 8:15 – 8:30 a.m. Student drop-off at East door; go to their classroom
- After 8:30 a.m. Students are admitted with an Admit Slip from the School Office.

Students arriving late are to get an Admit Slip from the school office. Tardiness is disruptive to the classroom and to teaching time for the class; it also does not instill good habits for the tardy student. Repeated tardiness may result in disciplinary action for the student.

ATTENDANCE

When a child is absent, the parent is expected to notify the Homeroom Teacher via email or a phone call to the School Office. Please send a dated note to school when your child returns explaining the absence.

The Southern Nevada Health Department is our resource for all health-related issues, including exclusion of children from school due to health-related matters. A student must have been on an antibiotic 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 (24) hours before being allowed to return to school.

Students may be absent up to twenty (20) days per school year before becoming a factor in promotion. An unplanned absence counts the same as a planned absence. When a student is absent for **unplanned** reasons, 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 within a reasonable timeframe to make appropriate accommodations. Family vacations should be planned to coincide with days when school is not in session.

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 correct side of the hallways.
- Children are not allowed to roam throughout the building without a pass.
- When on campus for school events and in the family's care, authority and supervision of the child is the responsibility of the family, as long as behaviors do not require Staff intervention.

CELL PHONES/ELECTRONIC DEVICES

Students are not to be in possession of a cell phone or other electronic transmitting/receiving devices that may cause a distraction and are not issued by the school during school hours, including Extended School Care and field trips. Detected items may be confiscated and can be returned to the parent/guardian upon conferencing with the student and the principal.

CHAPEL and 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 welcome 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 between services and is open to all.

Weekly worship opportunities for the students are typically held on Wednesdays at 8:35 a.m. through Chapel and are not credited to students as attending church. Guests are welcome with the expectation that all are to exercise reverent behavior and participate appropriately. An offering, the recipient of which is chosen by Student Council, is collected to teach the children about Christian giving for the church, mission work and other charities.

COMPUTER LABORATORY and TECHNOLOGY USAGE

Appropriately limited use of technology is a necessary tool for classroom instruction and research, and to learn appropriate, safe and effective use of technology and the internet. Time with technology is not intended to be a "game room" and/or used for social networking. Personal and/or portable computers/devices should be left at home.

The following, non-exhaustive list of activities are serious misconduct with school technology:

- Social networking
- Viewing unauthorized sites or unnecessary sites
- Plagiarizing a website and representing the material as your own
- Using another person's username and password or computer station
- Changing settings
- Installing files/programs and/or deleting files/programs
- Causing physical damage to property
- Attempting to damage another person's reputation
- Any activity not specifically listed but that which becomes problematic

Additionally, 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, but not limited to: 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.

Misuse of technology carries consequences that could affect a student's enrollment in the school.

CO-CURRICULAR ACTIVITIES

Participation in co-curricular activities is a privilege and may require an extra fee. Students must achieve a core curriculum GPA of 2.3 in the quarter preceding the activity's commencement in order to be eligible to participate. If a student's academic performance 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 for participation may be given to the students who are not simultaneously involved in another 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 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. After fifteen minutes has elapsed for students to be picked up, remaining students are available in Extended School Care.

Students will only be released to those persons authorized by the family as part of the enrollment process. When a deviation is necessary, please contact the School Office to make permanent alterations and the School Office and teacher for temporary alterations. No student will be released to anyone deemed to be under the influence of alcohol or drugs, prescribed or non-prescribed, or deemed to be impaired in any other way.

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 PHILOSOPHY

Mountain View Lutheran Church and School is a family ministry 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, as imperfect as we all are. 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.

The purpose of Christian discipline should be a loving one that is Christ-centered and 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 mostly 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 are to be carried out in love for all involved in order for the discipline to be most effective.

There is an established set of "standards" to guide behavior and 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.

- Respect the mission of Mountain View Lutheran Church and School.
- Respect the teaching-learning process.
- Respect authority.
- Respect people.
- Respect property.

Effective, meaningful discipline is achieved in school when parents and students work cooperatively and with the school's staff toward the attainment of class and school objectives. Disciplinary actions vary and may, typically, not involve parents on lower level concerns; however, there are times when the principal and/or a parent will be invited to cooperatively address the behavior(s) of concern. Each teacher is responsible for developing and implementing her/his policies for classroom behaviors within the philosophy of these guidelines.

Following is a non-exhaustive list of specific, behavioral guidelines that might be both helpful and necessary:

- Students are expected to respect themselves and others in the MVLS community by not engaging in malicious teasing or fighting or bullying.
- Corrective action for inappropriate student behavior is to focus on the person(s) engaging in such behavior and not penalize students not engaging in such behaviors, as much as is practically possible.
- Discipline measures to address inappropriate student behavior should match the offending actions, as much as is practically possible.
- Students are expected to stay within the boundaries of the MVLS campus upon arrival to the school until released to the care of their parent(s).
- Items deemed contradictory to the school's standards are not allowed on school grounds, within sight of school or at school-sponsored activities. Any student in possession of such devices can face disciplinary action.
- MVLS reserves the right to govern/dictate all student behaviors within sight of the school and school-sponsored activities, as well as at the activities themselves.

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. If a misbehavior continues and becomes 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.

Following is a guiding outline of procedures to be followed for guiding student behavior:

Step #1 – If/when a student fails to change behavior as a result of various and appropriate, low-level interventions (e.g. redirection, sitting at recess, etc.), the student may be removed from the environment for alone, reflective time, while still being supervised, or to engage in conversation with the principal.

Step #2 – If the behavior problem persists in spite of these various interventions, the student may be immediately suspended from classes. This first suspension may include the remainder of the school day as well as the next school day. This suspension will be served at home. During this period of suspension, the student will be responsible for all work being done in the classroom and for all assignments made. While serving the suspension, the student forfeits the right to receive any academic credit from any regular class activity (homework, quiz, test, etc.) that takes place during the suspension and participation in any school-sponsored activities until the time of suspension has been fully served.

Step #3 – If behavior has still not been fully corrected by the student and there is another need to intervene, the student may serve a two (2) day suspension at home. The academic consequences and participation limitations outlined in Step #2 are in effect.

Step #4 Any student with two suspensions is up for automatic review with the following considerations:

- immediate expulsion
- a Behavior Contract
- other action deemed appropriate

Note: The various steps outlined in this procedure may be skipped, or even eliminated, for serious offenses of MVLS school standards or rules violations, as deemed by the school's administration.

DUE PROCESS PROCEDURE for CONCERNS

When there is a question or 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 others not directly involved; it is inappropriate and cannot help bring a peaceful resolution to the issue.

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

EMERGENCY and OTHER DRILLS

Emergency drills are conducted in accordance with requirements per the State of Nevada 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 the staff.

EMERGENCY OPERATIONS PLAN

Mountain View Lutheran Church and School has an Emergency Operations Plan for different situations and keeps sensitive 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 contact the school**, as the phone lines are needed for emergency, and **do not come to the school**.

EXTENDED CARE

Extended Care is available for all K – 5 students both before school and after school 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. This form MUST be signed and returned to the school before the child may participate. Parents are occasionally needed to drive and/or chaperone and will be required to follow all applicable school policies and state laws. When on a field trip, the assigned area for the field trip is considered an extension of the school's campus, wherein applicable policies of MVLS apply.

FINANCIAL ASSISTANCE INFORMATION

Mountain View Lutheran Church and School has established a tuition assistance program for students attending MVLS. The purpose is to offer tuition assistance to families who may otherwise be required to withdraw their children due to financial constraints. Please contact the school office for more information on this and other state-offered programs.

GRADING SCALE

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.

HEALTH and IMMUNIZATION POLICY

Health and immunization policies are followed as required by the Southern Nevada Health Department and Nevada state law. For a complete list of required immunizations, please contact the school office, or call the Southern Nevada 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. 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 regular homework.

It is expected that parents will be able to distinguish and respect the difference between assisting children in helping them to understand methods (encouraged) and actually doing the work for them (not encouraged). 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
- allowing for physical activity breaks during homework times
- 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 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 specially 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 or marking of having been recorded. An examination of these papers may give an indication to a parent of 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.

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 | 7:00 - 8:15 a.m. | Before School Care | 7:00 - 8:15 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 – 5:30 p.m. | After School Care | 12:30 – 5:30 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 visit the Library with their class and follow appropriate procedures. Lost or damaged books must be replaced by the student paying the list price plus applicable shipping charges.

LUNCH and MILK PROGRAM

A hot lunch is typically offered on full school days via an outside vendor. Milk is also offered daily. More information may be obtained through the school office.

MEDICATION

Mountain View Lutheran School will administer prescription and over-the-counter medications from the office with documented permission. Specifics may be obtained from the school office.

MESSAGES to/from HOME

Messages from home and to home should be kept to a minimum. Office Staff will not interrupt a class, unless there is an emergency. There is to be no communication from home and to home during the school day or when on campus in the school's care, unless done in the presence of Staff and with the full knowledge and allowance of Staff.

PARENT CONFERENCES

Formal parent conference dates are 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.

PARENT BEHAVIOR

A child should not be deprived of an education or penalized for the action of an adult. However, Administration may recommend removal of a student when there has been a failure to meet the obligations to the school accepted upon enrolling the student; parents have been persistently uncooperative with the school staff, policies, regulations, or programs; or parents have interfered in matters of school administration or discipline to the detriment of the school's ability to serve children, which may include the use of various forms of personal, social and print media.

PERSONAL APPEARANCE STANDARDS

Campus Club is the official outfitter for all uniform clothing for MVLS. Information regarding store location and product ordering is available from the school office or at their website (<https://www.campusclubuniforms.com/collections/mt-view-lutheran-school>) with the School Code 1074.

There will be some days wherein students will be allowed to dress outside of the expected, normal parameters. Those days are announced ahead of time and will come with reminders to ensure all dress is appropriate and fits within the mission and purpose of MVLS. As with all other clothing, clothing worn outside the normal parameters must be in good repair and not frayed or ripped or other, unless a theme for the day dictates otherwise. Those days may be called any of the following:

- Free Dress Day
 - Spirit Shirt Friday - Students may wear any MVLS-issued shirt with jeans.
 - Themed Dress Day
-
- All polo shirts must have the school logo and must be one provided by Campus Club.
 - **Chapel & Field Trips** – Students are to wear standard bottoms and a green polo shirt; consult the Field Trip Permission Slip for any alterations.
-
- **Boys**
 - pants/shorts – khaki or navy (school-uniform style)
 - tops - dark green, navy blue, red, white or yellow polos, turtlenecks, vests, or sweaters with school logo
-
- **Girls**
 - pants/short/capris/skirts/skorts - khaki or navy (school-uniform style)
 - jumpers – khaki, navy or plaid (school-uniform style)
 - tops - dark green, navy blue, red, white or yellow polos, turtlenecks, or sweaters with school logo
 - Leggings with no shorts or skirt or other over them are not permitted.
 - All skirts and jumpers, including polo jumpers, must be fingertip length and must be worn with either solid-colored shorts or the following, solid-colored leggings underneath only: black, gray, navy, or white.
 - Non polo jumpers are to be worn with a collared, school shirt (e.g. polo or peter pan blouse) with the school logo underneath.

- **Other:**
 - **ONLY students in grade 5 may wear school uniform, black polos.**
 - All shirts worn under uniform shirts must be solid-colored and of the following colors: black, gray, white, or matching a uniform top.
 - Socks must be worn.
 - Hats are permitted only at recess and not in opposition to the school's stated purpose.
 - Shoes should ensure safety of the student at all times. Shoes are to have a flat sole with no heel and are to be correctly worn. Sandals (e.g. flip-flops, straps, etc.) are not permitted. All footwear must have and be worn with a heel strap and be closed-toed.
 - Students may wear a jacket or sweatshirt of choice outside, provided that its design or decoration upholds school values.
 - Only school-issued and solid-colored sweatshirts in the following colors: black, gray, white or matching a uniform top are permitted to be worn inside.
 - Hair - Hair should be of naturally-occurring hair colors. Hair should not be a style that might be considered an extreme and/or a distraction.
 - Jewelry is not recommended, due to possible loss or breakage, for which the school is not responsible.
 - Fingernails are to be maintained in such a way that they are not a distraction.

PROPERTY CARE and FACILITY USE

All activities are to be conducted in their designated areas. Children must always be supervised by an adult when playing inside or outside, even after being dismissed from school and under parental care. Please dress your child in activity-appropriate and weather-appropriate clothing. We are very thankful for this facility 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 academic performance, discipline, honors attained, cumulative academic and health 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

Students must maintain satisfactory progress in order to be promoted to the next grade/class level. The best interests of the child will be the main consideration in retention/promotion.

Administration 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 that attending a different 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 free from bullying, cyberbullying, harassment, or intimidation.

SAFE EXPOSURE to the SUN

Students are encouraged to wear clothing, within the confines and spirit of the applicable dress code, designed to protect against exposure to the sun. Sunscreen is also encouraged to be used by students when engaged in outdoor activities at any time of the year and is not considered a prescribed medication. Students may possess and self-administer their own sunscreen in lotion form only and in a manner decided upon by appropriate Staff.

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 times that they are scheduled to sing during the school year, with the exception of more for members of school music groups. When students participate in worship services, they are expected to be in their chapel uniform, unless specified otherwise. 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 celebrations, provided they are store bought to allow for assuredness regarding allergies. Please be in discussion with the teacher regarding planning for any type of snacks/treats.. Personal water bottles for classroom use are allowed for water only. Sugary foods, sodas, gum and certain others should not be brought to school.

SOCIAL MEDIA

Mountain View Lutheran School appreciates constructive and respectful feedback on how a family's experience with us was before, during and after one's time at MVLS. In an effort to ensure fair and honest family feedback and to prevent the publishing of false and/or misleading content in any form, we respectfully request families allow Administration to address concerns.

In agreeing to live within the policies of this handbook upon and during enrollment at MVLS, a family agrees not to post any complaint or negative review or opinion of MVLS on any platform without allowing Administration a reasonable amount of time, at least ninety (90) days, from date of complaint to resolve issues pertaining to the complaint. Should a family choose to violate this agreement and then also choose to not rectify/retract the content in question within seventy-two (72) hours of the school being made aware, that family's child(ren) may lose her/his enrollment status in Mountain View Lutheran School.

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, the student will then miss on regular school work to complete the test. Please refer to the school calendar for testing dates. The results of these tests are evaluated by the Staff to address the results and key areas for growth for each student and whole class. Results are also made available to parents for discussion and explanation.

TEXTBOOKS, BOOK BAGS and OTHER

Students are to use their book bags to bring their items to and from school and should be left in the assigned area. Rolling book bags do not fit in the classroom cubbies and are, therefore, not permitted. The searching and/or removal of any particular parcels/property on campus 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 from the student/family.

TOYS and PERSONAL POSSESSIONS

Students are not to bring toys, hand sanitizers, lotions, lip balms, and the like to school. The school does not accept responsibility for items lost or damaged. If there is legitimacy as to why the student needs these during the school day, please consult with your child's classroom teacher.

VISITORS in the BUILDING

All visitors entering the school building must register in the school office. If there is a person in the building that appears suspicious in any way, immediately inform Staff.

VOLUNTEER SERVICE

We believe every school family should share in the effort to maintain a high-quality program. Children benefit from seeing parents use their talents in service to the school. Contact the school office and/or a classroom teacher to discuss in what way(s) you may be able to get involved and the procedure to do so.

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 2023