



**Parent/Student Handbook
2010-2011**

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Preface

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

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.

School Purpose Statement

Mountain View Lutheran School is an integral part of the ministry of the Lutheran Church-Missouri Synod of Greater Las Vegas. We believe the Christian training of children is primarily the responsibility of the parents (Deut. 4:9, Deut. 11:19, Prov. 13:1, Prov. 22:6, Eph. 6:4). We further believe that through the Great Commission (Matt. 28:18-20) our Lord gave a secondary responsibility for the Christian training of all, including children, to His church. Therefore, the purpose of Mountain View Lutheran School is to provide Children education **in partnership with parents** so that:

1. Children may be provided with a comprehensive program of education so they may develop their talents and skills for responsible living and service.
2. Children may be nurtured in the Word and Will of God.
3. Children may, in faith, learn to know and accept Jesus Christ and grow in their relationship with Him and service to Him.
4. Children, by God's grace, may experience a full Christian life on earth and be assured of eternal life with Him.
5. Children may learn to recognize themselves as persons of worth, made by God in His image.
6. Children may learn to understand and appreciate their talents as gifts from God.

The above purpose shall direct and shape all policies/programs of Mountain View Lutheran School.

Mission Statement

“To provide quality Christian education from a Lutheran perspective, where children are nurtured to use their individual God-given gifts in a life of service to their Lord”

School Standards

1. Respect the purpose of Mountain View Lutheran School.
2. Respect the teaching/learning process.
3. Respect authority.
4. Respect other people.
5. Respect others' property.

Philosophy

Mountain View Lutheran School is a school in modern America. Accordingly, we are committed to:

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

Further, **Mountain View Lutheran School is a Christian School.** Accordingly, this is what we believe:

1. We believe that our God is a 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 every day 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 School is part of God's church and that we therefore have a ministry to each other.

Further, **Mountain View Lutheran School is 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.

Admissions Policy

1. The student must be 5 years of age on or before September 30th to be considered for enrollment into Kindergarten.
2. All students entering elementary school, including those who are from our Preschool, will be given the Kindergarten Developmental Assessment administered in May or the *Woodcock-Johnson* developmental assessment upon registration. Prior to the evaluation, a questionnaire is to be filled out by the child's parent. If the child is a MVL Preschool student, his teacher also submits a review. 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 **required** to attend an orientation meeting in August prior to the start of the school year.
4. Due to the high demand for placement, the number of applicants may exceed the available spaces. Requests from members of Mountain View Lutheran Church will have first priority in consideration for enrollment.
5. Parent must provide proof of up-to-date immunization/shot records prior to the first day of school.

Children applying for admission at Mountain View Lutheran School will be accepted in the following order:

1. Church members currently enrolled in MVL Elementary School/Preschool.
2. Non-church members currently enrolled in MVL Elementary School/Preschool, who have a sibling presently enrolled in the school.
3. All other children who are currently enrolled in MVL School/Preschool
4. Children of members of MVLC not currently enrolled.
5. Other applicants.

Non-Discrimination Policy:

Mountain View Lutheran School is designed to meet the needs of the general populace. The school is not equipped to educate children with extreme learning or behavioral disabilities or those that are highly gifted.

Tuition and Fees (2010-2011)

Kindergarten Registration Fee: \$450.00 Elementary Registration Fee: \$550.00

This is an annual fee payable at the time of application for enrollment and is not refundable. This amount does not apply towards tuition. This fee covers the purchase of consumable work materials, student workbooks, as well as any administrative costs associated with the registration process. *Please note that the registration fee for the 2011-2012 school year will be due in full at the time of registration and will no longer be payable in two installments.*

Elementary Tuition Rates: \$6,500.00/annual

Multiple Family Member Discount: Families enrolling more than one family member in grades K-5 will receive a 10% tuition discount for each additional student enrolled. The oldest student will not receive the 10% tuition discount.

Payment Plans and Procedures

<u>Annual payment:</u> K-5:	Due by June 1 st One full payment of \$6,500.00
<u>Semester payments:</u> K-5:	Due by June 1 st and December 1 st Two payments of \$3,250.00 each
<u>Quarterly payments:</u> K-5:	Due by June 1, September 1, December 1, and March 1 Four payments of \$1,625.00 each
<u>Monthly payments:</u> K-5:	Due the first of every month 12 payments of \$541.66 each from June 1 to May 1 10 payments of \$650 each from August 1 to May 1

Rates and Late Payments

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

POLICIES REGARDING RATES AND LATE PAYMENTS

1. Tuition payments will be subject to a \$25.00 late fee charge if payments are not made **by the 10th of the month.**
2. If the tuition payment is not made by the 15th of the month your child will not be permitted to return until payment is made.
3. Students may not start a new school year if there is an outstanding balance from the previous year in Preschool or the elementary school.
4. No report cards will be issued or records transferred if there is an outstanding balance in any area.
5. 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.
6. 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.

Cancellation and Refund Policy

There is no cancellation fee for those choosing to dis-enroll. Tuition will be reimbursed for any months paid after the month of dis-enrollment. The reimbursement will be based upon a pro-rated amount of \$650 per month for any month that a student is enrolled. **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.

Policies and Procedures

ACADEMIC PROBATION

In order to ensure the success of all students and to facilitate cooperation between MVLS, students, and families, 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 teacher's and administrator's discretion 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 his or her probation, and has a GPA of 2.0 or greater, he or she will be released from probation. However, if a student fails to meet the requirements of his or her probation for two quarters, and continues to earn a GPA of less than 2.0, the administration may choose to discontinue services to the student.

Each child is God's unique and precious creation. The teacher will employ appropriate strategies and interventions to meet the needs of individual students in the classroom. Students who meet the requirements of their Academic Probation and receive appropriate modifications in the classroom, yet fail to make improvements in GPA, may need additional resources or services provided to them. The family, teacher, and administration will make these determinations on a case by case basis.

Students on Academic Probation will be required to:

*** Attend School Regularly**

Students must attend school regularly, and arrive to school "ready to learn." A student on Academic Probation may not be absent more than five days in one quarter (see handbook page 10), and may not arrive to school tardy more than three days in one month (see handbook page 19).

*** Complete 100% of Assigned Work**

Students must practice the skills that they learn in the classroom. Therefore, a student on Academic Probation must complete and return 100% of assigned homework/class work.

ADULT INFORMATION CLASS

Parents who are non-members of Mountain View Lutheran Church or the Lutheran Church Missouri-Synod are encouraged to attend the Adult Information Class which meets for 15 sessions once a week. This class presents the teachings of our church, thereby providing the opportunity to understand fully the principles of Christianity that your children will be taught in the classroom. The Adult Class is presented by the Pastor.

APPOINTMENTS & EARLY DISMISSAL

We recommend all appointments for your child be scheduled outside of school hours. If it is necessary for a student to leave school for appointments, a note should be sent to school and the student must sign out before leaving. Students who are leaving school early for any reason will need to be picked up in the office. This is done in order to minimize disruption in the classroom. If the student returns to school, he must sign back in. No child will be permitted to leave school without notification from the parent. This is necessary for the protection of your children. Early dismissal on a regular basis is not permitted.

ARRIVALS

Grades K-5: Students in grades K-5 should arrive between 8:15 and 8:30 AM. They should enter through the main entry on the east side of the building. Students arriving after 8:15 AM should go directly to their classroom. Students arriving before 8:15 AM should report to the AM Extended Child Care Room.

ATTENDANCE/ABSENCES

When a child is absent, the parent must call the school between 8:15 and 9:15 AM for notification. Please send a note to school when your child returns explaining the absence. For excessive absences, a doctor's note is required.

When a student is given antibiotics, the student must have the antibiotic medication for twenty-four hours before returning to school. Any child who is vomiting, has diarrhea, or a fever will be sent home.

The Clark County Health Department is our resource for all health related issues, including exclusion of children from school due to communicable diseases.

Nevada Education Reform Act of 1997 requires schools to determine a set number of days students must be in attendance before they can be promoted to the next grade. Students may be absent up to 20 days per school year before this requirement becomes a factor in promotion.

****When your child is absent he/she has missed assignments. Please refer to homework policy on page 16 for the guidelines for completing those assignments.**

BUILDING USE

- 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 and to the right of the hallways.
- Students or young children are not allowed to roam unattended throughout the building.
- When your child is signed out at the end of the day they must be supervised by an adult.
- When your child is signed out and under your supervision they must abide by the building use policies.

CELL PHONES/ELECTRONIC DEVICES

Students are not allowed to use a cell phone or other electronic devices during school hours, including before and aftercare. Items will be confiscated.

CHAPEL

It is our policy to offer a student worship service once each week. Currently our chapel services are Wednesday morning at 8:30 AM. All children must participate. The Pastor, Administrator, Teachers, or DCE (Director of Christian Education) usually officiate at this service. On all other school days, devotions will be conducted in the classrooms. Parents are also encouraged to stay on Wednesdays and participate with the children in this special time that the children worship their Lord and Savior, Jesus Christ. The chapel service lasts approximately 20 minutes.

For grades K-5, boys are required to wear long pants and girls are required to wear jumpers, skirts, or skorts on chapel day.

CHURCH ATTENDANCE

Thinking of God's love and our membership in His family through faith, we too will want to express our love by faithful and regular attendance in His House. In heeding God's command: "Worship the Lord your God and serve Him only" (Matthew 4:10), parents and children together will worship God. Our school emphasizes regular church attendance and we will maintain a record of church and Sunday School attendance for your child. We encourage you to attend the church of your choice, but if you have no church home, we invite you to attend Mountain View Lutheran Church. Service times are as follows: Wednesday nights at 6:30 PM, Sundays at 8:00 AM and 11:00 AM with Bible Study/Sunday School time at 9:30 AM.

CLASS SIZE

Policy:

The following recommendations regarding class size are the result of awareness of existing policies, state regulations, financial realities and consideration for the mission and ministry of Mountain View Lutheran School.

<u>Grades K-2:</u>	One (1) teacher for up to 19 students One (1) teacher and one (1) aide for 20 or more students
<u>Grades 3-5:</u>	One (1) teacher for up to 24 students

CURRICULUM

We integrate our faith in all areas of curriculum study. Students attending Mountain View Lutheran School receive religious instruction in their classrooms and during chapel services. Our Biblical references usually refer to the New International Version of the Bible. Information on the specific curriculum for each grade level will be available prior to the beginning of the new school year.

DEPARTURE/DISMISSAL

All students must be picked up immediately after their school day, no later than 10 minutes after their school session. After waiting 10 minutes, the child will be taken to the Extended Care Program.

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.

Parents who wait in the building for the close of the school session are asked to wait in the activity center. Please respect the teachers' and students' classroom time before, during and after school. **Do not talk loudly outside the classroom doors.** Faculty may not always be available immediately after school to talk with parents or arrange for missed homework. Please schedule a time when the teacher can give you his or her undivided attention.

DISCIPLINE POLICY

Our policy in regard to discipline is a reflection of the philosophy upon which our program is based. We want to help children reach their fullest potential and, therefore, will use methods of discipline that will not hinder the development of confidence, feelings of self-worth and interpersonal relationships including the respect for the rights of others. We will promote methods of discipline that will enhance values, development, and self-control in our children. To help develop feelings of self-worth, we will stress positive disciplining. When children are cooperative, acknowledgment or praise will be given to reinforce the behavior. Children with special behavior problems may be put on an individual program to positively reinforce improvements in their behavior and provide consequences for inappropriate behavior. Staff

members will provide positive role models for behavior by treating the children, their families and belongings respectfully. Our staff is not allowed to use punishment that is humiliating or frightening to children.

Procedure

In our disciplining, we will treat the children with respect as individuals and with fairness. When feasible, the children will help establish basic rules that they are to follow such as taking turns. When these rules are broken, children will be disciplined in a method suitable for the infraction. These methods may range from redirection to another activity, a verbal reminder of the rules, and counseling about the rules broken. The teacher should discuss with the parent and principal continuous problems, especially those involving injury of other children or property destruction. Counseling with the family or professional guidance may be needed if the child's continual misbehavior seems to be due to emotional influence beyond our control.

When the misbehavior has become a continuous disruption in the classroom or causes a threat to the safety to others or self, Mountain View Lutheran School has the right to discontinue services to the child.

DRESS CODE

Students will wear uniforms from Dennis School Supply only. A list of acceptable styles and colors is available through the school office or Dennis School Supply.

All polo shirts must have the school logo.

Boys may wear khaki, dark green, or navy pants or shorts with white, yellow, navy blue, dark green, or red polo shirts, turtlenecks, vests, or sweaters or white dress shirts. All shirts and turtlenecks must be tucked in at all times. Belts are required when belt loops are provided. Pants are required on Chapel day.

Girls may wear khaki or navy pants, capris, or shorts, navy or Belair plaid jumpers, skirts, or skorts, with white, yellow, navy blue, dark green, or red polo shirts, turtlenecks, or sweaters. All shirts and turtlenecks must be tucked in at all times. Belts are required when belt loops are provided. Jumpers, skirts, or skorts are required on Chapel day. All skirts and jumpers must be fingertip length.

Hats are permitted only at recess and cannot contain any derogatory logos or words. Flip-flop sandals, strap-on sandals and cowboy boots are not permitted. Tennis shoes are preferred for students' comfort and safety. Please remember to have your child bring a jacket to school if the weather is cool. Students may wear their jacket of choice on the playground provided that it does not contain any derogatory logos or words. Due to space constraints, rolling backpacks are not permitted.

For field trips: **Boys** – green polo shirt (long or short sleeve) and navy pants or shorts. **Girls** – green polo shirt (long or short sleeve) and a navy skirt, skort, pants, capris, or shorts.

Disciplinary process for students in violation of uniform policy

- **First offense: Note home stating offense – returned with parent's signature.**
- **Second Offense: Note home stating offense –returned with parent's signature.**
- **Third Offense: Fine of \$5.00.**
- **Every Offense following: Fine of \$10.00.**
- **At the end of the semester (two quarters) all offenses are cleared.**

All monies collected will be added to the tuition assistance fund.

DUE PROCESS PROCEDURE FOR CONCERN

When you have a question or a concern about your child's education, you have an obligation to your child and yourself to contact the school. Your first contact should be with your child's teacher, not during classroom hours, to discuss the problem and hear the teacher's explanation. Your questions and comments should be made in a calm and reserve manner. This will most likely secure cooperation, help, and a resolution to the problem.

When you are concerned about your child's experience at school, contact the teacher and administrator so that you can discuss and resolve the problem. But do so with the idea that both you and the teacher are committed to the same goal: helping your child.

If you still feel that the problem is not resolved, the Pastor serves as final level of appeal. A parent has the right to appeal to a higher level of authority in working out a problem.

You should not discuss your problem with other parents. It is inappropriate and cannot help bring resolution to your problem and it may make the situation much worse.

DUPLICATE INFORMATION SHEET

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

EXPULSION

A student may be expelled by the administrator after consultation with the School Board for just cause affecting the safety and well-being of the student body.

EXTENDED CHILD CARE PROGRAM

Both AM and PM extended care is available for the Kindergarten students through the Preschool Program. Please indicate your needs for this on the Kindergarten Registration Form. Contact the school office for rates and availability.

Elementary School Extended Child Care is available from 7:00-8:30 AM and from 3:00-6:00 PM. Please indicate your needs for this on the Registration Form. Contact the School Office for rates and availability.

Children that are not supervised by their parents should remain in extended-care

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are a privilege. Students can be removed from an activity if they violate the policy on tardiness/absenteeism. If their classroom work, homework, or behavior is unsatisfactory their teacher can remove them from the activity until the student has improved. They can also be removed if they are a discipline problem during the activities or if they do not attend the meetings 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 will be given to the students who are currently not involved in an activity.

FIELD TRIPS

From time to time a field trip may be conducted. When such a trip is held, the school will send full details to the parents. Also, a form requesting specific permission for the child to participate in the class trip will be included. This form MUST be signed and returned to the school before the child may participate.

For field trips students are required to wear a green uniform shirt with the school logo with blue pants, shorts, skirts, or culottes.

FIGHTING

Students are explicitly taught effective problem solving strategies in accordance with Christian principles. Fighting is unsafe and is not acceptable Christian behavior. Students fighting will receive disciplinary action.

Financial Assistance Application

Mountain View Lutheran 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.

Parents (or legal guardians) applying for this program should meet the following basic requirements:

1. Students must be attending Mountain View Lutheran School.
2. Provide evidence of financial need.
3. Parents (or legal guardians) must be actively involved in school and church activities.
4. Both parents (or legal guardians) must sign the application.

All documents for the Financial Aid process will be submitted as required by FACTS Tuition Aid. The student aid deadline for the following school year is April 1. Any funds available will be allocated by October 30 of the current school year. Amount of allocations will be based upon number of applications and available funds.

Financial Assistance Allocation

To best meet the needs of the individuals applying for financial assistance the following guidelines will be used for fund allocation.

1. Parents (or legal guardians) who have one child attending Mountain View Lutheran School will be able to receive up to 75% of their child's total monthly tuition payment. Assistance will not exceed the current school year. Recipients may reapply the following year.
2. Parents (or legal guardians) who have more than one child attending Mountain View Lutheran School will be able to receive up to 90% of their children's total monthly tuition payment. Assistance will not exceed the current school year. Recipients may reapply the following year.
3. Parents (or legal guardians) that require short-term (hardship) assistance must follow the guidelines listed for application of financial assistance. All short-term assistance will be for a period not to exceed three months. Recipients may reapply.

The school board will be provided with a monthly statement that will include the following:

1. Total dollar figure allocated from the financial aid fund.

2. Total dollar figure of funds that are being granted by the school board without available funds.
3. FACTS Tuition Assistance report for new applicants.

FIRE DRILLS

The school is required by law to conduct monthly fire drills. When they are held, please realize that they are for your safety. Therefore, quiet and attention to the teachers in charge must be maintained. The routes for exit from each room are posted near the door of each classroom.

FOOD PROGRAM

A hot lunch is offered daily. Lunch cards are available for purchase in the front office. Milk is also offered daily. Fees for milk will be invoiced at the beginning of the school year. You will be billed automatically for milk unless a milk decline form is turned in to the Elementary school office.

GRADING SCALE

Mountain View has implemented two scales. 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 at orientation, prior to the beginning of the year. Student progress will be available online through Grade Link.

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

GUM, CANDY, SODA, OTHER SNACKS

Gum chewing is not allowed in the classrooms or hallways. Candy, gum, soda, and other snack foods are not allowed to be brought to school from home. Children are welcome, however, to bring treats for sharing on their birthdays. When providing treats for birthdays and other celebrations, please provide food labels with allergen information. We also encourage these to be nutritious. Personal water bottles for classroom use must be in a clear container with water only.

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 our 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 well as special projects, book reports, other reports, etc. Memory work as homework can be expected in all grades.

We do expect that parents observe the difference between assisting children in helping them to understand methods and doing the work for them.

Most papers that are collected from the children are returned to them with a grade. We expect that parents will see to it that graded papers are brought home. An examination of these papers will tell a parent his child's progress in any subject during a grading period.

HOMEWORK POLICY FOR ABSENT STUDENTS

Students who have been absent will be expected to finish most of the homework upon their return or even before. 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 3:00 PM. Please call the office to arrange a pick up time. Unless a student has been very ill and cannot finish his work, the following is acceptable for turning in this work:

<u>Days Absent</u>	<u># of Days to Complete Work (incl. Weekends)</u>
1	1
2	3
3	4
5	7

HOURS OF OPERATION

AM Extended Child Care	7:00 AM - 8:30 AM
PM Extended Child Care	3:00 PM – 6:00 PM
Grades K – 5	8:30 AM - 3:00 PM

Minimum Days will end at 12:30, lunch will not be served and there is no aftercare.

LANGUAGE

The language of our children and adults should always reflect the highest Christian standards. Street expressions, crude expressions, cursing and swearing are not acceptable and will result in disciplinary action as needed.

MEDICATION

Mountain View Lutheran School will give out prescription medication with documented permission. Because we are concerned about your child's well being, the following rules must be followed in order for the school staff to give a child the required medication.

Prescription Medication To Be Given At School Must Have:

1. A written order from the physician.
2. Parent/legal guardian signed permission.
3. Must come in the original container with the prescription label on it stating name of drug and dose. Student's full name must be on the container.
4. Time to be given and other instructions, side effects, etc. must be in writing.

Procedures for Medication:

- All medication administered at school will be kept in the office.
- Medication will be taken by the student at the designated time while supervised by the authorized personnel.
- Refrigeration is available for medicine that needs to be kept cold.

- Limited quantities of medication should be kept at school.
- Parent must notify the school when the drug is discontinued and/or the dosage or time is changed. If the medication is resumed, a new order must be received by the school office.
- The school is to keep an accurate and confidential record of medication received by each pupil.
- Newly written orders from the doctor must be renewed annually for students on long-term medication.
- No child may have any type of medicine (prescription or non-prescription, cough drops, etc.) on their person, in their desk or school bag at any time. This is for the safety of all!

MESSAGES

Messages to our children should be kept to a minimum. The secretary will not interrupt a class unless there is an emergency.

PARENT CONFERENCES

Parent Conferences are scheduled two times a year and will be indicated on the school calendar.

PARENT SERVICE PROGRAM

We believe every school family should share in the effort to maintain a high quality program. Personal service in some capacity helps keep the per pupil cost down, children also benefit from seeing their parents use their talents in service to the school.

Here are some ideas of ways you can serve:

Be a classroom 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
 Wash desks and chairs
 Touch-up wall paint
 Build cabinets, shelves, storage
 Decorate bulletin boards
 Help in the School Office
 Bake/provide snacks
 Help maintain school property

PARENTS AND TEACHERS IN HIS SERVICE (P.A.T.H.S.)

The mission of Parents and Teachers In His Service (PATHS) is to better enable Mountain View Lutheran School to fulfill its stated mission "...Of providing quality Christian education from a Lutheran perspective..." through interactive support of and information dissemination among student body parents, teachers, and members of the School Board.

Please refer to the school calendar for a list of PATHS meetings.

PERSONAL CONDUCT

All individuals and guests at Mountain View Lutheran School are to be treated with respect and dignity. MVLS must be an environment that is free from harassment and violence. It is a violation of MVLS's standards for students to harass a person through conduct or communication that is demeaning or physically harmful.

Harassment is considered to be word and/or actions directed toward an individual or group which intimidates, degrades, and/or fails to respect another person's dignity. Harassment includes, but is not limited to references made to a person or group based upon a person's age, sex, race, religion, size, or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs, and spreading rumors directed toward an individual or group are considered to be harassment.

Refer to the parent code of conduct at the end of this document.

PLAYGROUND USE

All outside activities are to be conducted in the designated, fenced-in play 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 clothes for our daily outdoor play time.

PROGRESS REPORTS

Progress reports will be sent home mid-way through each quarter for all students. Access to your student's records will be available online through Grade Link

PROPERTY CARE

We are very thankful for a beautiful building and campus. Students are asked to cooperate in maintaining this condition. Careless disposal of paper, gum, cans, marking on walls or furniture, scratching and denting, together with a general attitude of disrespect for property, contribute to low morale and unnecessary expense. We ask for your cooperation in the care of our property.

SINGING PRAISES AT CHURCH

Our students will sing for some of the regular church services at Mountain View Lutheran Church. All students will be expected to be in attendance for the two to three times that they are scheduled to sing during the school year. Please see the school calendar for specific dates and times that your student is scheduled to sing.

SMOKING POLICY

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

STANDARDIZED TESTING

In October our school will be testing using the Iowa Test of Basic Skills. During this week it is necessary for students to be in attendance. If a student misses a test it is difficult for them to make it up and consequently are missing out on classroom work while they are taking the test. Please refer to your school calendar for the week of testing.

SUSPENSION

Students may be suspended for severe infractions of the rules by the administrator. Parents will be called to school for a meeting and discussion of a plan to rehabilitate the student's disruptive behavior.

TARDINESS

Students arriving after 8:30AM are tardy. The parents of students who are habitually tardy will be called to discuss the reason for this behavior. Tardiness is very disruptive to the classroom and to the important teaching time for the class. It is also not good for the student.

Five tardies in one quarter will equal one day absent on the student's records and result in a \$25.00 fine and a \$10.00 fine for each tardy that follows. Repeated tardiness may result in further disciplinary action for parents and student or dismissal.

THROWING

For obvious safety reasons there will be no throwing or tossing of objects in the school building.

TOYS AND PERSONAL POSSESSIONS

Although sharing is an encouraged gesture, we ask that the students do not 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. All belongings brought for "Show-&-Tell" must be labeled with your child's name and may only be played with during times designated by the teacher. All belongings must return home at the close of the school session. We will not accept responsibility for items lost or damaged at school.

VACATIONS

As much as possible, plan family vacations to coincide with days when school is not in session.

For a listing of official legal holidays that Mountain View Lutheran School is closed, please refer to the school calendar. Classroom time is important for the introduction 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 you cannot avoid taking a family vacation during school days, notify the school office and inform the teacher as far in advance as possible. Let the teacher know the day of departure and the day of return. Arrange to contact the teacher to plan how the child will keep up with the lessons. Give the teacher time to prepare the lesson assignments but please understand that all assignments cannot be assigned or completed in advance because of continuity of instruction. Supervise your child so that the assignments are completed within a reasonable time (to be determined by the teacher) after your return. Submit the work in a folder marked "vacation homework" with the child's full name.

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, please contact the school or church office immediately.

PARENT CODE OF CONDUCT

The Due Process of Concern will be handled by Mountain View Lutheran School parents/guardians as follows:

1. Your first contact should be with your child's teacher to discuss the problem. Contact will only be made during non-school hours (before 8:15am and after 3:10pm). It is recommended that a scheduled time be made to discuss the concern. Pick-up time is not an appropriate time to discuss issues. You can contact the school office to make an appointment with your child's teacher.
2. Your discussion should be made in a calm and reserved manner and away from others, including children. This will most likely secure cooperation, help, and a resolution to the problem. Yelling and/or physical contact towards a teacher or staff member will not be tolerated and may result in removal from school grounds.
3. If you feel your concerns were not met with the teacher, you may contact the school principal to discuss it further. It is recommended that an appointment be made by contacting the school office.
4. If your child has a problem with another child in the school, the parent will not approach/correct the other child or parent. The parent is to go directly to the teacher to discuss the problem during the times stated above in #1.
5. If a parent has a problem with another parent, discussion of the problem will be handled in a calm and reserved manner and away from others, including children. If the problem cannot be resolved, it is recommended that a scheduled appointment be made with the school principal to rectify the situation. Yelling and/or physical contact will not be tolerated on school property and may result in removal.
6. It is highly recommended that parents who have a problem with a teacher, a staff member, or another parent not discuss it at home in front of their children. Children are sensitive to conflict; which affects their schoolwork, their relationships with their classmates, and most importantly their mental well-being.

I agree to handle conflict in the manner stated above and prayerfully submit to the parent code of conduct.

Student's Name _____

Parent's/Guardian's Signature Date

PARENT PLEDGE

Because I am convinced my child needs:

- A. Foundational Christian training on the basis of God’s Word;
- B. Christ-centered training which leads toward a God-pleasing life serving Him in Church and State;
- C. Daily social interaction experienced in a Christian school environment, supervised by Christian teachers;
- D. To be taught and challenged academically, in the light of God’s will and design;

(All of which are offered at Mountain View Lutheran School,)

With the grace and help of God, I hereby pledge myself to the following:

1. To ensure my child arrives to school on time and prepared for the day.
2. To regularly attend church worship services and Sunday School, and in all matters which lead to a Christian life in conformity with God’s Word;
3. To encourage, admonish, and be an example to my child to cheerfully and promptly obey all school rules;
4. To cooperate with and uphold the teacher in the exercise of Christian discipline and in the training of my child.
5. To fulfill my financial obligation to Mountain View Lutheran Church and School, realizing the importance of prompt payment;
6. If a problem arises, I will go directly to the teacher/administrator in a Christian manner, as stated in Matthew 18:15; “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over...”, follow the “Due Process for Concern” and “Personal Conduct” policies in the Parent/Student Handbook.
7. To bring my child to Mountain View Lutheran Church worship services when their class is scheduled to participate; the Christmas Service, and any additional programs planned by the teacher.
8. To pray for my child, the teachers, the school and the School Board, realizing that the cooperation of all, with God’s blessing received through prayer, will give success to the training of my child;
9. To provide a Christian atmosphere in the home, realizing the positive effect this has on the instruction received in school;
10. To attend parent/teacher conferences when they are scheduled;
11. To participate in the Parent Service Program (details listed in the Parent/Student Handbook);
12. I have read the **MVLS Parent/Student Handbook** and understand all of the school rules and regulations. I expect my child will follow them, to enable all students to grow in a safe and pleasant school environment.

Name of Student Enrolled

Parent’s Signature

Date