



. a ministry of
Lamb of God Lutheran Church
6232 N. Jones Blvd.
Las Vegas, NV 89130
(702) 645-1626

**Elementary
Family Handbook
2010-2011**

“Connecting People with Jesus Christ and with One Another”

Dear Parents:

As God's children we live in the glory of His grace each and every day! It is this blessing that gives us forgiveness of sins and salvation. We respond to Him because of these blessings.

When Adam and Eve sinned the perfect relationship they had with God was severed. Their sin resulted in the sinful lives of all mankind. On our own it is impossible to restore this relationship.

God, through his abounding love, sent His Son, Jesus Christ, to restore this relationship. Jesus lived the perfect life we are unable to live. He kept all of God's commands perfectly. He took our sins upon Himself as He suffered and died for us. He secured our life in eternity as He rose from the dead and ascended into heaven.

Furthermore, God brings to us saving faith through the work of His Holy Spirit and the waters of baptism. This enables us to live in God's grace and glory each day.

As His children we respond to His saving grace in all we do. Our lives and actions are to reflect the love He first shows us. Yet, we continue to sin and daily need the forgiveness God gives us through Christ.

This relationship is lived out each day in our school. All of us sin and need forgiveness – from each other and from God. We strive to respond because of His forgiveness in appropriate behaviors in all we do.

We know that guidelines are needed to direct us in what we do. This handbook helps us in this process. I pray that God will bless us as we work together to help our children grow in His love and grace.

In His name,

Sanna Klipfel
Principal
Lamb of God Lutheran School

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Lamb of God Lutheran School

Elementary Mission

The mission of Lamb of God Lutheran School is to provide our students with a well-rounded and high quality Christian education in an academically challenging environment.

Philosophy

- ❖ We believe that God has given each child unique gifts that glorify Him and serve to expand His Kingdom, and we believe that God works with and through Lamb of God and the parents to enable each child to identify those gifts and to find ways to use them to bring glory to Him.
- ❖ We believe that Lamb of God is to facilitate spiritual as well as cognitive, social, physical, and emotional growth in children.
- ❖ We believe that Lamb of God should reinforce values taught in the home and that the home should reinforce values taught at Lamb of God.
- ❖ We believe that positive relationships between the student and the teacher, and the teacher and the parent enhance learning.
- ❖ We believe that learning does not begin or end at school. It is a life-long process.
- ❖ We believe that learning creates desire for further learning.
- ❖ We believe that children learn in different ways and grow at different rates.
- ❖ We believe that each student should be given the opportunity to learn within the classroom environment.
- ❖ We believe that learning is and can be enjoyable.
- ❖ We believe that students learn more and remember longer when what is learned in school can be applied to what happens outside of the classroom experience.
- ❖ We believe that the knowledge in subject areas is connected and that learning is enhanced when students see and understand those connections.
- ❖ We believe that reading is the foundation to academic learning and that understanding the phonetic structure of the language increases the likelihood of reading well.
- ❖ We believe that standardized testing is important but does not measure all a child knows.
- ❖ We believe that recognizing excellence in education enhances learning.
- ❖ We believe that students should be comfortable when presenting to peers.

- ❖ We believe that students learn more when they feel physically and emotionally safe.
- ❖ We believe that learning in and with a group enhances the learning experience.

Lamb of God Lutheran Church and School History

The seeds for Lamb of God Lutheran Church and School were planted in 1989 when four couples envisioned a new Lutheran mission congregation in the rapidly expanding northwest area of Las Vegas.

The first worship service of Northwest Lutheran Mission, as it was then known, was conducted in 1990 at a chapel that was owned by the Catholic diocese, run by the Episcopalians, and worshipped in by Lutherans and Episcopalians. Thirteen people attended that first service.

In 1992, a 5-acre site at the corner of the 215 Beltway and Jones Blvd. was gifted to Lamb of God by Cal and Vicki Owens in order to establish a church and school. Construction soon began on a 40,000 square-foot multi-functional worship center, preschool, and fellowship center. Since that time, Lamb of God Lutheran Church has grown to almost 1000 members.

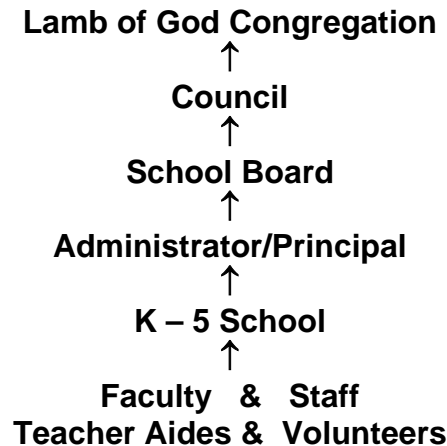
The school began in 1995 when the church opened a Preschool, "Little Lambs of God Preschool". In 2001 a Kindergarten and 1st grade were added using the church's sanctuary as their classrooms. In 2004, through the generous contributions of church members, construction began on a new elementary school building and administrative building. This modern campus is currently home to over 200 students. The two schools combined bring the total to over 400 students, preschool through 5th grade. Each class is taught by a highly qualified and caring Christian teacher that has been called by Holy Spirit to serve the families at Lamb of God.

School Policies

Achievement Tests

Students in the 1st-5th grades take the Iowa Test of Basic Skills each fall. In addition, students in odd-numbered grades take the Cognitive Ability Test. Results of these tests are made available to parents/guardians. You are encouraged to meet with your child's teacher to discuss results and interpretations.

ADMINISTRATIVE FRAMEWORK



Control of the policies and activities of Lamb of God Lutheran School are vested in the Voters' Assembly. The Administration is entrusted with the supervision and implementation of the policies set forth by the School Board. The principal, as the administrative officer of the staff, is accountable under God and to Lamb of God congregation.

Changes in policy may be recommended by parents, congregational members, pastor or the principal, by staff or by individual members of the staff in accordance with accepted order of procedure. A written note should be submitted to the school board for consideration.

Lamb of God Lutheran School is advised and counseled by the appropriate executives of the Circuit, the District and the Synod of the Lutheran Church-Missouri Synod. As fellow members of the Body of Christ, we cooperate with the officials of the congregation, the Circuit, the District and the Synod.

We follow state laws that concern private Christian education.

Admissions Procedures

1. Complete an admissions registration packet and submit the registration fee. The fee is non-refundable unless Lamb of God does not accept the child as a student. **Students will not be allowed to begin school** if a copy of the student's birth certificate and up-to-date immunization records are not on file. Transfer students who begin the school year at Lamb of God Lutheran School must provide academic records by September 15th in order to continue enrollment. Middle of the year transfers have 6 weeks to provide academic records in order to continue enrollment
2. Students entering Kindergarten must be 5 years of age on or before September 30th to be considered for enrollment at Lamb of God Lutheran School.

3. All incoming students are tested for entrance into Lamb of God Lutheran School. Admission is contingent upon the successful completion and age appropriate results of this assessment. If a student is not accepted for admission, the registration fee will be refunded in full & a copy of the test results will be provided. Admissions of students with IEP's are handled on a case by case basis.
4. We give priority enrollment status to children of employees, currently enrolled students, and siblings of currently enrolled students. Members of Lamb of God Lutheran Church are also given priority status. Priority registration begins the 4th Tuesday in January. Open registration begins the second Tuesday in February.
5. All incoming students and parents are interviewed by the principal or a staff member prior to admission acceptance.
6. All students are admitted to Lamb of God Lutheran School on a probationary basis. The student's progress will be reviewed with parents at the end of the first quarter when report cards are issued. Students may be placed on continued probation for academic, attendance, discipline, or behavioral concerns.
7. Failure to disclose diagnosed learning disabilities or serious physical, mental or emotional problems or a history of academic, attendance, or discipline problems may result in the dismissal of the student from school.
8. Returning students are subject to a review of their continued enrollment if significant academic, attendance, discipline issues, and payment history have been identified by the Lamb of God Lutheran School staff.

The health and immunization policies followed are those required by Clark County Health Department and Nevada state law. For a complete list of required immunizations, please contact your family doctor or the Clark County Health Department.

AIDS Policy for Lamb of God School Students

1. Any student found to be infected with the Human Immunodeficiency Virus (HIV) which leads to Acquired Immune Deficiency (AIDS) or AIDS-related complex (ARC) will be treated with respect and dignity.
2. The confidentiality of records, files and other information about the HIV status of the student will be protected.
3. Decisions regarding the type of educational and care setting for a student infected with the AIDS/ARC virus should include the behavior, neurologic development and physical condition of the student.

4. For most infected school-age students, the benefits of an unrestricted environment should be given priority in the decision-making process.

Any decision regarding the type of educational service to be provided to a student based on the presence of the HIV virus must be made in consultation with the student's physician, counselor, the student's parents or legal guardian, principal and where appropriate, the pastor of the parish with the school is located. Consultation with the School Board and public health personnel is also advised.

Appointments & Early Dismissals

We recommend all appointments for your child be scheduled outside of school hours. If it is necessary for a student to leave school for an appointment, a note or e-mail should be sent to the teacher and the student signed out at the office before leaving school grounds. If the student returns to school, he/she must be signed back in at the school office before returning to class. No child will be permitted to leave the school without notification from the parent/guardian. This is necessary for the protection of your child. Picking up your child early on a regular basis is not permitted.

Arrival & Departure from School

Hours of Operation

AM EXCEL	7:00-8:15 AM
School Hours	8:30-3:00 PM
PM EXCEL	3:00-6:00 PM

- **Arrival**

The Extended Care Learning Program, EXCEL, opens at 7:00 a.m. Supervised drop off is from 8:00 to 8:25. After 8:25, the entrance gate will be locked and parents and students are expected to go through the main office. Academic instruction begins promptly at 8:30 a.m. Any student not in their seat by 8:30 will be considered tardy.

- **Departure**

After school, students will remain under their teacher's supervision from 3:00-3:15 during pick-up time. During that time, parents can either park and pick up their child on the blacktop, or go through the pick-up line and pick up their child at the gate. Students not picked up by 3:15 will be escorted to EXCEL and charged the current rate. Parents will need to sign out their child from EXCEL.

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.

Attendance Policies

The Nevada State Board of Education requires schools to be in session 180 days and a student must have less than 20 days absent in a school year to be eligible to promote to the next grade level.

1. Reasons for Attendance Policy

Regular attendance is essential if a student is to make use of the educational opportunities offered. Chronic absenteeism seriously hampers academic achievement.

After any excused absence, the student is given the equivalent number of days absent to make up and turn in the work with no penalty. (Example: 2 days absent; 2 days to make up the work.)

2. Excused Absences

Excused absences are those which are unavoidable, as in the case of illness or death in the family. The teacher determines whether or not the work needs to be made up. Make up work will be available for pick up the next school day following the absence.

3. Vacation Trips

Vacation trips are strongly discouraged during the school year. Such absences adversely affect the quality of a student's education. If such a trip *must* be taken, classroom teachers must be notified as far in advance as possible. It is the family's responsibility to communicate with the teacher concerning the work that will be missed during the vacation. Teachers are not expected to prepare assignments in advance for completion during a vacation. Decisions about allowing advanced work are left to the individual classroom teacher. The student will have the same amount of time as an excused absence to complete the assignments missed while on vacation. Not all work missed during the vacation may be available for make up. Multiple vacation absences during a school year may result in a conference with the teacher and the principal.

4. Procedures for Reporting Absences

Parents/guardians are expected to call the school if their child will be absent. Since it is essential that we keep close check on all children in our care, each teacher is to report the names of absentees immediately after the opening of school. Student must provide a note from the parent or guardian following the day of absence(s). If a note is not provided, the absence will be considered unexcused.

5. Tardies

Classroom instructional time begins promptly at 8:30 a.m. Students arriving at 8:25 or later will be required to proceed to the front office, *with a parent or guardian*, to obtain a tardy slip. Repeated tardiness is a major disruption to the classroom. Students need to arrive early enough so they have time to put away their supplies and be in their seats by 8:30. When a student is repeatedly tardy in spite of a teacher's efforts at correction, he or she will be reported to the

principal who will confer with the parent or guardian in an effort to correct the problem. Every tardy will be recorded on the child's report card.

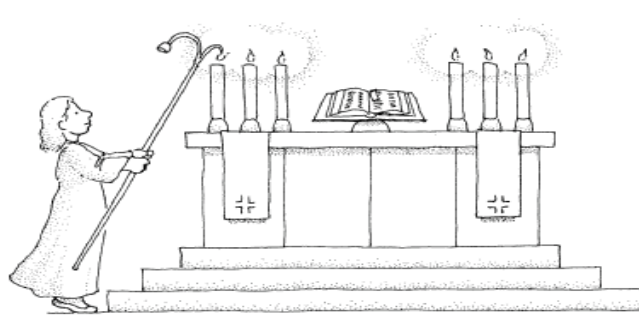
Bullying (see Harassment) Pg 14-15

Cell Phone Usage and Possession

Parents/Guardian will notify student's teacher that a student has a cell phone and permission to carry it. **All cell phones will be turned OFF during school and EXCEL hours.** *Students will lose the privilege of bringing a cell phone to school if left on during school hours.* Parents/Guardians can pick up the cell phone in the office. At no time is Lamb of God Church or School responsible for the welfare of any cell phone.

Chapel

Worship is at the center of church life. It is in worship that Christians find, nurture, and express their relationship to God. It is our policy that a student will attend chapel worship service once a week. **All students must participate.** A member of our Lamb of God staff or a guest presenter leads the service. Parents/guardians are encouraged and welcome to stay for chapel worship and participate with the students in this special time of worship. Chapel is usually 30 minutes in length and held on Wednesday mornings at 9:00 A.M. Students are encouraged to bring an offering each week. The offering goes to support a Christian ministry as determined by the staff each year. Chapel attire, according to our dress code, is required.



Child Abuse Reporting Obligation

Lamb of God staff members are legally obligated to report to the proper authorities any reasonable suspicion of child abuse or neglect. School staff will make such a report in the best interest of the affected child. It is up to the authorities to investigate. The school will not contact the family in advance of the report.

Church & Sunday School Attendance (Worship Attendance)

We encourage you and your child to attend worship services and Sunday school regularly as part of your child's total Christian Education.

Curriculum

The curriculum used by Lamb of God Lutheran School meets or exceeds all requirements set by the Nevada Department of Education. We integrate our Christian faith into all areas of the curriculum. Students at Lamb of God Lutheran School receive religious instruction in their classroom and through the chapel program. Our biblical references typically use the New International Version translation of the bible.

As a part of our music curriculum, each class sings twice a year at a regular church service at Lamb of God Church. All students are expected to be in attendance for the times that they are scheduled to sing. The dates of these performances will be posted on the monthly calendars. Students are required to wear their chapel uniform for all performances, unless otherwise instructed by their teacher. See “dress code” for chapel attire.

For specific curriculums used please visit our website at:www.lambschool.org



Declaration of Exemption

As provided by the amendment of NRS 394.211, Lamb of God Lutheran School has a certificate of exemption from the Nevada Department of Education and is therefore exempt from the Private and Elementary Education Authorization Act. The principal is available to explain and discuss the difference between an exempted school, as it applies to Lamb of God Lutheran School, and a licensed school.

DISCIPLINE

Concern and forgiveness are at the heart of our discipline. Our approach is one of fairness, firmness, and consistency grounded in Christian love and concern.

Disruptive behavior by any one student can deprive others of the opportunity to learn and grow in our school environment. *Our staff members do not administer corporal punishment.* However, in cases of deliberate disobedience, other appropriate measures will be taken. In more extreme cases, students may be suspended or expelled.

Suspension: A suspension will be for a period of 1 - 3 days. If the suspension is outside of school, the student will receive no academic credit for the assignments and tests missed.

Expulsion: Expulsion of students may result from continual or serious detrimental behavior. A student who is expelled from school has the right, through his/her parents, to appeal expulsion to the School Board.

Lamb of God Lutheran School believes that all students should have the opportunity to learn in an environment which is safe, clean and free from disruptions. Students are expected to behave in a manner which expresses a positive learning attitude and follow Christian principles.

The following is a list of grounds for suspension or dismissal.

1. Physical violence such as biting or fighting – with intent
2. Cheating, lying, stealing or any other form of dishonesty.
3. Destruction of school or church property.
4. Defiance of authority.
5. Vulgar language or behavior, i.e., spitting.
6. Disruptive behavior which interferes with the learning of classmates.
7. Intimidation of other students.

Children are provided many opportunities to develop social skills such as cooperating, helping, negotiating and talking with the person involved to solve interpersonal problems. Teachers facilitate the development of these positive social skills at all times.

Teachers facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity and setting clear limits. Teachers' expectations match and respect children's developing capabilities. Concerns will be communicated to parents or guardians by the teachers.

Dress Code

Lamb of God maintains a uniform dress policy to assure that students are neat, clean, and well groomed. Our students are expected to be in uniform at all school activities, except for designated non-uniform days, such as Fridays when Spirit t-shirts *and plain blue jeans* may be worn. Clothing should be weather appropriate. Uniform clothing is to be in good condition and of reasonable size. Excessively over-sized clothing is not acceptable. Disregard of the uniform policy will result in disciplinary action.

Our uniform provider is Campus Club. We have given our parents the option to purchase most uniform items (polo shirts, shorts, pants, etc.) at other retail outlets. However, the items purchased must match the patterns and styles of our chosen uniform providers. Acceptable uniform options are on display in the front office. One article of clothing must have logo visible each day.

<u>Girls' Uniform Options</u>	<u>Boys' Uniform Options</u>
Chapel	Chapel
Plaid Skirt/Jumper	Navy or Khaki twill pants
White "Peter Pan" blouse	White oxford shirt
Daily	Daily
Navy or Khaki twill skirt/jumper/skort	Navy or Khaki twill shorts
Plaid Skirt	Navy, Maroon or White polo shirt
Navy or Khaki twill pants/capris/shorts	Navy, Maroon or White turtleneck
Navy, Maroon, or White polo shirts	Navy or Maroon cardigan/vest
Navy, Maroon, or White turtleneck	
Navy or Maroon cardigan/vest	

The hemmed length of skirts, skorts, and jumpers must be no shorter than "finger-tip length" when the student's arm is fully extended. Girls need to wear plain athletic shorts under skirts and jumpers.

Shoes/Socks: Open toed sandals, flip-flop style sandals, platform shoes, narrow or spiked heels, boots, heeled shoes, and shoes without back straps may not be worn. Heels should be no more than 1" high. Rubber-soled athletic "tennis shoes" must be worn for P.E. classes. Stockings and tights are to be plain white or navy only.

Outerwear: Sweatshirts and sweaters need to be school colors (navy blue or maroon). The school insignia is optional. Jackets and coats do not need to be school colors. However, they may not be worn in the classroom or church, nor can they have inappropriate slogans or messages.

Accessories: Accessories such as ribbons, ties, and scarves must be school colors.

Grooming: Outlandish hairstyles and unnatural hair colors are unacceptable. Hair must be neat and clean. Boy's hair must be off the collar and above the eyebrows. Visible tattoos must be covered during school hours. Grooming not within these standards will be considered a dress code violation.

Dress Code Disciplinary Action: (Some dress code infractions may need to be addressed immediately.)

- | | |
|---------------------------|--|
| 1 st Violation | Violation Code slip is sent home with student to be returned with parent or guardian's signature. Correction of violation is expected. |
| 2 nd Violation | Student is sent to the principal's office. Parent/guardian is phoned to bring in student's proper uniform or correct the circumstance. |
| 3 rd Violation | Student is sent home. The principal is the final arbitrator of all dress code violations. |

Due Process

Should you have a concern about your child's education, you have an obligation to your child and yourself to contact the school. We recommend you take the following steps in resolving all concerns.

1. Your first contact must be with your child's teacher to discuss the problem and hear the teacher's explanation.
 - Your questions and comments should be made in a calm and reserved manner. This will most likely secure cooperation, help and bring a resolution to the problem.
 - Remember your goals and the teacher's goals are the same: to help your child.
2. If step one does not resolve your concern you and your child's teacher should jointly contact the principal for discussion and resolution.
3. The final level of appeal would be a meeting between the parent/guardian, teacher, principal and an appointed school board representative.

Email

Each teacher has a school email account. This email account, provided by RenWeb, is a valuable communication tool between parents and teachers and should be used only for school purposes. In order to access RenWeb, each family must have an email account registered with the school. (See *Family Communication*)

Extra Curricular Activities

Students participating in extra curricular activities must be currently enrolled and in good financial and academic standing. Some activities may require a fee in order to participate.

Extended Care and Learning Program (EXCEL)

Lamb of God offers an extended care program called Extended Care and Learning Program or (EXCEL). EXCEL provides supervised activities, including a homework lab. This program is available both before school (7:00-8:15 AM) and after school (3:00-6:00 PM). EXCEL will be billed and prepaid on a monthly basis. **All parents using extended care must sign an Excel contract.**

Family Communication

All school communication will be sent via email. Parents are responsible for any and all information contained in these communications.

Field Trips

Field trips are an important part of the education of your child. These trips will be scheduled in advance with details and a permission slip (available on the web site) sent home with each student. The slip must be signed and returned before your child can participate. Fees may also be applicable. **No siblings will be allowed to participate on these school field trips.**

Parent/guardian drivers must be insured with at least \$100,000 per person/\$300,000 per occurrence for bodily injury. A current copy of your driver's license and insurance card must be on file in the school office. State law requires "a child 6 years old **and** 60

pounds or less is required to be in a car seat or booster seat.” Please provide a seat if needed for your child’s safety.

Fire Drills/Shelter In Place

The school is required to conduct monthly fire drills. Routes to the exit for each room are posted in that room. Shelter In Place Drills are required to deal with a variety of possible situations that may occur. A copy of the School Safety plan is available for parent/guardian viewing in the school office.

Grading

Grades are always best understood by talking with your child’s teacher. Lamb of God Lutheran School uses two scales in grades 1- 5 to best evaluate the student. Letter grades begin second semester of first grade.

<u>SCORE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>MEANING</u>
90-100	A	O	Outstanding
80-89	B	S	Satisfactory
70-79	C	N	Needs Improvement
60-69	D		
59 and below	F		

Kindergarten uses a “skills set” report card with the following evaluation scale:

<u>GRADE</u>	<u>MEANING</u>
1	Needs Improvement
2	Progressing Towards Satisfactory
3	Satisfactory
4	Good
5	Outstanding

Report cards will be issued quarterly throughout the year. For the first 3 quarters, students will be given report cards by the Wednesday following the close of each quarter. Fourth quarter report cards are available for pick up at the front office. Those report cards not picked up are mailed home.

Parents/guardians are encouraged to check their child’s progress on our on-line grade book, RenWeb. New parents/guardians are given RenWeb login instructions at the beginning of the year. Teachers update their grade book every Tuesday. It is the parents/guardians responsibility to regularly check the grades on RenWeb; as it is the teacher’s responsibility to keep grade books up to date. Direct e-mail to the teachers is available at www.lambschool.org and parents/guardians are strongly encouraged to make use of this communication.

Gum, Candy & Soda

Gum and soda are not allowed in school. Candy is not allowed in the classroom, except in the case of pre-planned events. We encourage the daily snacks to be nutritious. We understand some prepackaged lunches come with a candy dessert. The children will be asked to take the candy home to eat after school.

Harassment/Bullying Policy

All individuals and guests at Lamb of God Lutheran School are to be treated with respect and dignity. Lamb of God is an environment free from harassment, bullying, and violence. It is a violation of Lamb of God's standards for anyone to harass another person through any conduct or communication that is demeaning or physically harmful. *Immediate disciplinary action, including possible expulsion, will be taken for violation of this policy.*

Harassment is considered to be words 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 also considered to be harassment.

Bullying can be defined as the use of one's strength or status to intimidate, injure, or humiliate another person of lesser strength or status. Bullying is put into three broad categories:

- **Direct physical bullying** e.g. hitting, tripping, and pushing or damaging their property.
- **Direct verbal bullying** e.g. name calling, insults, verbal abuse.
- **Indirect bullying** - This form of bullying is harder to recognize and often carried out behind the bullied student's back. It is designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes:
 - lying and spreading rumors
 - playing nasty jokes to embarrass and humiliate
 - mimicking
 - encouraging others to socially exclude someone
 - damaging someone's social reputation and social acceptance
 - cyber-bullying, which involves the use of email, text messages or chat rooms to humiliate and distress.

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

Threats of violence are grounds for immediate expulsion.

Home School

Students who have been home schooled and are applying for admission to Lamb of God Lutheran School fall under the 'probationary period' as stated in the admissions process. Additional testing by the Lamb of God staff may also be required to ensure appropriate grade level placement.

HOMEWORK

Homework is a link between home and school, allowing parents to be involved in the educational process. Students bring home school assignments for several reasons. It is given on a daily basis to help each student learn responsibility. There may be a need for additional practice or there may not have been enough time to complete an assignment during the day. Homework might involve structured practice, long-range assignments, test preparation, projects, book reports, etc. Parents are encouraged to provide a special study area in the home and set a particular time that homework activities are done. Parent participation in homework activities is an excellent method of promoting school and home relationships. For any student, homework prudently assigned and carefully executed can be considered as preparation for the type of work demanded in successive years. We urge all parents to take an active interest in the child's homework. **It is the responsibility of the student** to see to it that assignments are properly written down and are completed on time. All students are expected to contact the teacher if problems arise, and parents are to monitor their child's efforts in this regard. Concern relative to homework must immediately be addressed to the teacher who assigned the homework.

Memory Homework

Memorizing scripture passages is an integral part of our religion curriculum. Parents who take time to discuss the meaning of these verses with their children as they memorize it, and have their children recite it to them on a regular basis, will cause a great blessing to happen in their home, to themselves, and their children.

Repetition is the mother of study. Learning to memorize will aid your child in many aspects of education. More importantly, these verses planted in the hearts of children will be a source of peace and comfort in your child's future.

Honor Roll

Each quarter, academic honors are given out in grades 2 – 5 for exemplary academic achievement. The honor roll is based on the students quarterly GPA. Two categories have been established:

Honors.....3.5 – 3.79

High Honors...3.8 – 4.0

Illness

Any child, who is vomiting, has diarrhea or a fever will be sent home from school. Students must remain at home until they have been vomit, diarrhea or **fever free for 24 hours** or given written verification that they can return to school by a medical professional. The Clark County Health Department is our resource for health related issues, including exclusion of children due to communicable diseases.

Children with pink eye, strep throat, and all other communicable illnesses will be sent home immediately and not allowed back into class without a doctor's note.

A student with lice (first and second incident) will be sent home immediately to be treated and the student will not be allowed back into class without a doctor's clearance. Third incident of lice will result in automatic expulsion from Lamb of God.

Children who are well enough to attend school must be well enough to participate in all activities - both indoors and outdoors. **Please do not ask staff members to keep children indoors while others go outside - doing so is unfair to children and staff.**

Lunch & Recess

Students are to eat in the cafeteria or designated locations and are given 20 minutes to eat their lunches. Students are encouraged to eat his/her whole lunch, saving the treats/desserts for the end. Students are not allowed to share or trade lunch items. **Fast food lunches are discouraged.** Parents are welcome to join their child for lunch but first must check in at the office and obtain a visitors badge. Lunch recess is 20 minutes long and supervised by trained elementary assistants. We do not provide refrigeration, heating, or hot water for individual student lunches. Please remember to include napkins and a fork or spoon if needed. Glass containers are not allowed for safety reasons.

Medication

Lamb of God Lutheran School administers prescription medication only with documented permission. The following rules **MUST** be followed for the school staff to give a child the required medication. It is the parent/guardian's responsibility to keep the school up to date on any allergies. Notes are kept on file in the office and in the teacher's classroom. In the case of allergies, information is also kept in the lunchroom.

Prescription medication administered at school must have:

1. Parent /guardian signed permission.
2. A written order from the physician.
3. Medication must come in the original container with the prescription label on it stating *the child's full name*, the name of the drug and the dosage.
4. The time a medication is to be given and other instructions, side effects, etc. must be in writing.

Procedures for Medication:

1. All medications administered at school will generally be kept in the office.
2. The only exception is medicine needing to be given immediately after an incident, such as epipens. These will be kept by the teacher or lunch room supervisor in a secure location.
3. Medication will be taken by the student at the designated time while supervised by authorized personnel.
4. Refrigeration is available for medicine that needs to be kept cold.
5. Limited quantities of medication should be kept at school.
6. Parents/guardians must notify the school in writing when a drug is discontinued and/or the dosage or time is changed. If medication is resumed, a new order must be received by the school office.

7. The school office is to keep an accurate and confidential record of medication received by each pupil.
8. Newly written orders from the doctor must be renewed annually for students on long-term medication.
9. No child may have any type of medication (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.

Milk Tickets

Milk tickets are available for purchase in the school office. The cost is \$6.00 for a 20 punch ticket. Teachers will keep the student's tickets in their classroom and advise parents/guardians when new tickets are necessary. Tickets are used at lunch time for grades K-5. Kindergarten and 1st grades may also order snack milk.

Missing/Late Work

If a student fails to have an assignment satisfactorily completed and available when due, the assignment will be considered missing.

The Teacher-

- a) Will issue a Missing Assignment Notice (Pink Slip) to inform the parents/guardians of the incomplete work.
- b) Will work with the student to overcome the problem and become more responsible for his/her learning.
- c) Will change the failing grade to a passing grade if the student completes the assignment satisfactorily and returns it with the Pink Slip properly signed the following school day.
- d) Will keep the child in from recess to complete missing work.
- e) Will contact the parents/guardians via phone or e-mail after a child has received three Pink Slips in one quarter.
- f) Will arrange a meeting with the parents/guardians and the principal if six Pink Slips have been received in one quarter.

The Student-

- a) Will take the Pink Slip home and present it to the parents/guardians.
- b) Will return it to the teacher the next day properly signed.
- c) Will complete the assignment and return it with the Pink Slip the following day.

The Parent/Guardian-

- a) Will sign the Pink Slip to affirm it has been received.
- b) Will contact the teacher if there is a question about the missing assignment.
- c) May work with the student to help him/her understand and complete the assignment.
- d) Will attend any conferences necessary to deal with this problem.

The Principal-

- a) Will work with the students to help them learn the importance of sincere and faithful effort on assignments.
- b) Will work with the parents/guardians and teacher, as necessary, to search for ways to help the student overcome the problem.
- c) Will initiate the appropriate disciplinary actions if steps above prove unsuccessful.

Non-Discrimination Statement

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

Open Door Policy

We heartily invite you to visit our classrooms and feel free to drop by any time. We only ask that you report to the office, sign in and pick up a visitor sticker prior to your visit. This is to ensure a safe place for your child by knowing who is on campus.

Please remember that the children are our number one priority. If a matter needs to be discussed, the teachers will be happy to call you and/or set up a conference.

Parent Teacher Conferences

At the end of the first quarter grading period, **mandatory conferences** are to be scheduled for parents/guardians to meet with the teachers. A second *optional* conference will be offered after the third quarter. Please refer to the calendar for conference dates and times. During the week prior to these conferences, sign-up sheets are available in the school office. Additional conferences may be requested by either the parents/guardians or the teacher throughout the year.

Parent Teacher League

Our PTL is a strong supporter of our school. It sponsors school events and fundraisers, using the profits to enhance student life at Lamb of God. Business and educational meetings are scheduled throughout the year. Your participation is highly encouraged throughout the year by attending meetings, volunteering for an event, a financial contribution, etc.

Parties

Teachers will determine which holidays and occasions are celebrated in their classroom. Parents/guardians may not schedule parties without prior teacher approval.

For birthdays, treats or healthy snacks may be brought in, for each member of the class, but it must be store bought for health safety purposes. Please schedule with your child's teacher prior to that day. Any student circulating party invitations in class must invite every member of the class, or either all the boys or all the girls.

Picture Day

A school picture day is scheduled in the fall of each school year. On this scheduled day students are required to wear their school uniform. A class picture will be taken as well as individual pictures. If student is absent, make-up days are scheduled. If student is not available for either day, they will not be included in the yearbook.

Playground

All outside activities are to be conducted in the designated play areas. Students will be supervised by trained elementary assistants, EXCEL staff member, and/or teachers when playing outside during school hours. EXCEL students are supervised by the EXCEL staff between the hours of 3:15 and 6:00 (*see Extend Care and Learning Program*). Parents are expected to supervise their children at all other times. The playground is closed before (8:00 – 8:30) and after (3:00 – 3:15) school. Playground rules are posted.

Role of the Parent

1. Parents have the primary responsibility for the education of their children. Specifically, this includes the responsibility:
 - To establish a home environment which teaches the moral values, religious habits, social skills, self-discipline and commitment to learning upon which successful Christian schooling is based.
 - To make a wise and informed choice of schools for their children, keeping in mind that each school has its own unique character, tone and strengths.
 - To be fully informed regarding all aspects of their children's developmental progress, and, where needed, to take and/or support the appropriate remedial action.
 - To make every effort to establish and maintain a collaborative and mutually supportive relationship with the school which they have selected for their children.
2. Schools have the correlative responsibility to guide, assist, support and complement parents in their efforts to meet these responsibilities. Of particular gravity is the schools' obligation to assist parents on gaining the information and insight necessary to make informed judgments regarding the religious and moral education of their

children.

The school's obligation to guide, assist, support and complement the parents cannot be excused in the name of mistaken deference to uninformed assertions of parental rights.

Scholarships

Scholarships and financial aid are available. For more information, see the principal.

School Closings

We will make every effort to inform you of any closing due to power outages, water main breaks, gas leak, etc. by a direct phone call from the student's teacher or another school staff member. We will not reimburse for any school closings that are not in the schools control. In the event a parent/guardian can not be reached, the staff will utilize the emergency contact list. It is the parent/guardian responsibility to keep this information current.

Student Class Placements

Lamb of God Lutheran School staff will determine which class and teacher your child will have. Notification of your child's teacher will be sent out prior to the school year starting.

Tobacco, Alcohol & Drugs

Lamb of God is a smoke free environment. Smoking is prohibited in all areas of the Lamb of God campus. Possession or consumption of tobacco, alcohol, or drugs by students is *grounds for immediate expulsion*.

Toys and Personal Possessions

Students are **not** to bring toys, trading cards, and/or video games to school or EXCEL. These items will be confiscated and parents can pick up the confiscated items from the teacher or in the school office. Teachers will send out notification if there is a "Show & Tell" day. The school does not take responsibility for any item lost or damaged at school. Please make special arrangements with the teacher or EXCEL staff when something is brought for an after school activity (example: Karate/gymnastics class, sleepover, play date, etc...). Please make sure all personal belongings are labeled.



Tuition & Fees

There is a non-refundable *Testing Fee* for new students.

The Registration Fee is an annual fee payable at the time of application for enrollment. This amount does not apply towards tuition. The registration fee is non-refundable nor is it transferable. The registration fee pays for administrative costs and includes one themed t-shirt, a yearbook, and access to RenWeb.

Curriculum Fee is an annual fee due on May 1st. It covers the purchase of all consumable supplies, classroom supplies and student workbooks. This fee is non-refundable after May 31st.

Tuition is collected through FACTS Management Company. There is a convenient online payment sign-up and parents receive email payment reminders before payments are due. There are several payment options available. Please contact the school office for more information.

Multiple Family Members Discount: Families enrolling more than one family member in the school and/or preschool receive a 15% sibling discount. The discount is taken from the second child or the lower tuition rate. Only one discount is allowed per family.

POLICIES REGARDING RATES, LATE PAYMENTS, and WITHDRAWALS

- Tuition payments are due on the **first** of each month. Tuition payments will be subject to a late fee if payment is not received on or before the close of business on the 10th of the month. If the 10th falls on a weekend it will be due the Friday prior. This fee will accumulate for every 30 days past due.
- Students may not enroll for the next school year if their account is past due.
- There is a fee for any check that is returned to the school for insufficient funds. (Fee subject to change per the bank). All returned checks will be held until paid in full with check fee. Following a **second** returned check, all payments will need to be made by money order or cashiers check.

- If tuition payments fall 30 days in arrears, the student may be suspended until account is paid in full.
- A thirty day written notice of withdrawal must be provided to the school office. A reimbursement of the remaining **full** months of tuition will be provided for those who have paid their tuition in full.

Visitors on Campus

All visitors entering the school **must** report to the administration office and sign in before proceeding to the classrooms. Badges will be given to each visitor and worn to ensure everyone's safety. Visitors are required to sign out and return the badge when leaving campus. Please schedule classroom visits at least one day in advance.

Volunteers

Parent/guardian volunteers are encouraged and appreciated. Please coordinate with your child's teacher on what and when volunteers are needed. Volunteers must report to the office and sign in/out before proceeding to the classrooms. Badges will be given to each volunteer and worn to ensure everyone's safety.

Weapons on School Property Policy

A primary function of a school is to provide a safe learning environment where all students can attend without fear. In order to carry out this function, the Board established the following policies to be supplemented by school regulations as necessary:

1. No person, other than a peace officer or security patrol carrying out his official duties, may bring a firearm or possess a firearm on school property.
2. No person may bring any destructive device or explosive on school property.
3. No person may bring any implement used as a weapon on the school property.
4. Any violation of the above is to be reported immediately to the site administrator for action.

Yearbook

Every student will receive a yearbook at the end of the school year. This is provided as part of your Registration Fee.



The responsible organization for this school is Lamb of God Lutheran Church: 6220 N. Jones Blvd., Las Vegas, NV 89130. The principal is responsible for the daily operations. The staff can be reached through the school office at (702) 645-1626 and fax (702) 645-6031.

Board of Christian Education Members



Mr. Ed Van Derske, Director
Mr. Scott Devore
Mrs. Anita Jones
Mrs. Jolene Hawkes
Mr. Fred Haas
Mrs. Amy Knight