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OUR SCHOOL

First Good Shepherd Lutheran School is a private elementary educational institution sponsored by **First Good Shepherd Lutheran Church**. We have been serving the Las Vegas community for over 55 years, offering preschool through sixth grade. The school strives to prepare and educate children in an environment that is Christ centered, academically strong, family oriented, and respectfully operated.

Our qualified Christian teachers instruct the students in God's Word together with a prescribed course of study that recognizes each student as a unique child of God. First Good Shepherd is a special place where students are encouraged to grow in their faith, to develop their gifts and talents, to serve and respect others, and to be well prepared leaders. It is our mission to prepare Christian leaders one student at a time.

First Good Shepherd Lutheran School is more than a school. . . it is a home for the whole family. Generation after generation, families return to our school for its rich tradition, reputation, and quality education. We are glad that you have decided to be a part of the best education generation to generation.

Attending a Christian school and living in a Christian community require certain rules and regulations. This handbook sets forth these principles so that parents, pupils, and teachers can be in complete understanding and can work together in a Christian manner.

We ask that parents and children read and discuss this booklet. Questions that arise may best be answered by any staff member. By enrolling your child in First Good Shepherd Lutheran School, compliance with our regulations is expected.

OUR CORE VALUES

1. The Bible is the inspired, inerrant Word of God; this we believe, teach, and confess. (2 Timothy 3:16-17 and 2 Peter 1:21)
2. Each child is a unique creation of our Heavenly Father with an individual pattern and timing of growth, as well as individual personality, learning style, and family background.
3. Every child is in need of developing a personal relationship with Jesus Christ, knowing Him as Lord and Savior.
4. We reflect Christ's love in word and deed, through behavior and charitable acts, in order to build bridges to others and connect them to Christ. (Matthew 28:19-20a)
5. Teachers of children are guides, facilitators, and helpers responsible for preparing an environment that will provide stimulation, challenging materials, and different activities for students.

6. A child requires cognitive, emotional, social knowledge and physical adeptness through well designed curriculum, technology, hands on interaction with activities involving objects and people, in a disciplined classroom setting where all children can learn.
7. We value an environment that strengthens families, where Biblical values are taught, nurtured, and lived out in everyday life. (Acts 2:42-47)
8. Finally, an integral part of our ministry is to respond to your family needs and provide you with spiritual and emotional support. We strive to create opportunities for families to come together in fellowship, and to encourage you in your role as a parent.

CLASSROOM VISITATION AND DECORUM FOR PARENTS

If parents wish to visit their child's classroom during the day or if a parent finds it necessary to remove a child from the classroom for a doctor's appointment or for some other important reason, it is essential that the parent first report to the school office. Either the school secretary or the principal will then go to the room to get the child. With the exception of the first week of school, parents are not allowed in the classroom before school begins. If you must leave a message or a forgotten lunch, etc., please take it to the school office. If a conference is needed with a teacher, please make that appointment through your child's teacher. Any child, who arrives more than 15 minutes late, to either to upper or lower school must first report to the school office.

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 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 First Good Shepherd. Services times are at 8:15 A.M. and 11:00 A.M. and Saturday night services are held at 5:00 P.M.

SINGING PRAISES

Children of the various classrooms will sing for some of the regular church services at F.G.S.L.C. All students of that particular classroom are **required** to be in attendance for the two or three times that those classes sing at F.G.S. during the school year.

SCHOOL ATTENDANCE

Since school subjects are cumulative in nature, punctual and regular attendance is extremely important!! In accordance with the laws of the State of Nevada, all pupils are held to regular

and punctual attendance. **All absences must be excused in writing by a parent or guardian,** listing the reason for the child's absence.

No child will be permitted to leave the school premises during school hours without the consent of a teacher. Doctor appointments may necessitate leaving school early, although efforts should be made to avoid medical appointments during school hours.

BEFORE AND AFTER SCHOOL PROGRAM – F.A.S.T (FAMILY AND STUDENT TIME)

F.A.S.T. is our before and after school program. F.A.S.T. will begin at 6:30 AM in the multipurpose room of the lower school. There will be a once a year **\$50.00 registration fee** for every student for this service and the charge will be **\$5.00 per hour** for any part of an hour for both before and after school F.A.S.T. participation. Children in grades K-2 will be taken to the playground immediately following the regular school day. Those children in grades K-2 who are not picked up by 3:00 PM will be logged into F.A.S.T. Children in grades 3-6 will be taken to the upper school parking lot for pick up immediately after dismissal from classes at 3:00 PM. The 3rd -6th grade children who have not been picked up by 3:15 PM will be taken to the playground and logged into F.A.S.T. All children must be out of the school buildings and logged into F.A.S.T. by 3:15 PM with the exception of those participating in a school sponsored extracurricular activity. A light snack will be provided for children in the F.A.S.T. program. All children must be picked up no later than **6:00 PM. After 6:00 PM the cost for F.A.S.T. is \$5.00 per minute.**

ARRIVING AT SCHOOL & MORNING PROGRAM

Children are NOT TO ARRIVE at school earlier than 8:00 AM, unless they attend F.A.S.T. Any child who arrives at school prior to 8:00 AM must go directly to F.A.S.T. and will be charged for the use of the service. The early morning F.A.S.T. program is provided from 6:30 – 8:00 AM in the multipurpose room of the lower school. Children who arrive **before 7:15 AM** will be charged **\$10.00**. Children who arrive **after 7:15 AM** will be **\$5.00**. Invoices will be sent out on the first of every month, unless the first occurs on a day when school is not in session. Payment in full is due within five school days.

Children who arrive after 8:00 AM are to gather on the playground turf area. All children are to be dropped off on the school playground after 8:00 AM unless they attend F.A.S.T. in the lower school building or are attending early bird classes. The playground will be supervised before school hours from 8:00 - 8:20 AM. There is NO play activity after 8:20 AM.

School begins on the back playground at 8:20 AM at which time all students are to be present for the flag salute and announcements prior to entering the classroom.

PLEASE NOTE FOR THE SAFETY AND THE SUPERVISION OF THE CHILDREN:

No loitering is allowed on the upper school parking lot, on the balcony, or in the restrooms before school begins, or after the close of the school day.

SCHOOL HOURS

School hours extend from 8:20 AM to 2:45 PM for grades K - 2 and from 8:20 AM to 3:00 PM for grades 3 – 6 and the school office is open from 7:30 AM – 3:30 PM. Grades 3 - 6 must be picked up at the upper school parking lot on the Maryland Parkway entrance each afternoon. Grades K - 2 must be picked up on the school playground. All children will be picked up in a specified area. **There is no playing on the playground from 2:45 - 3:00 PM.** The playground will be available after 3:00 PM for those children who are being supervised in the afternoon F.A.S.T. program.

TARDIES

Students who arrive at school after the 8:20 AM flag salute must enter the classroom with a written excuse explaining the reason for the tardy. After the first couple weeks of school, parents might have to adjust their schedules so that prompt attendance is the norm rather than the exception. Beginning October 1st, a tardy note will be required unless you had previously called the school office. Your child will also feel better about himself/herself if he or she is consistently on time. We realize that the Las Vegas traffic can often be quite a frustration.

LUNCH PERIOD

The school has a 30 minute lunch period for all children. Children may bring their own lunches daily, but we also provide a hot lunch every day for any child in K - 6 who would like to order. A hot lunch order form will be sent home with each student on the first day of the week that school is in session with the exception of the first week when the hot lunch order form will be handed out at August final registration. Lunches must be ordered no later than Wednesday at 10:00 AM prior to the week that the lunches on the hot lunch order form will be served so that our kitchen staff can be prepared with the correct amount of food. There will be a large variety of foods that will be prepared and served to the children. There is an extra charge for hot lunch, but your participation is **optional**. For children who forget their lunch, a peanut butter and jelly sandwich will be served with all the side dishes for **\$5.00**.

Milk is served at school to any child wishing to have it. Milk may be purchased quarterly or for the entire school year if you prefer. ***Milk is not sold on a daily basis!!***

HEALTH/SAFETY

In case of illness, it is always best to keep the child at home, especially if a fever is involved. In case a child should become ill during school hours, the teacher or administrative assistant will notify the parents, using the information in our database or in as listed on the enrollment form. **Telephone number updates on any change are mandatory!!**

If a child cannot participate in physical education classes for more than one week, a doctor's excuse will be required.

TRAFFIC CONTROL

Drivers should exercise extreme care on the school parking lot. For this reason, we ask all drivers to observe the following parking lot regulations:

1. Cars entering the parking lot from Maryland Parkway **MUST** exit through the breeze way and **turn right**.
2. Cars entering the parking lot for the lower school must enter only on the south side from the alley. Cars may exit on 13th Street as long as the gates are open. The 13th Street gates will be closed at 8:25 AM for safety purposes. After the gates close on 13th Street, cars will then exit on the north side into the alley, turning left.
3. Parking lot and alleyway maximum speed is five miles per hour. **No passing is allowed**.
4. After school, all children must wait in the two supervised areas for their rides. No student will be allowed to wait near the church and they will not be allowed to leave the school property for their ride home across the street on Maryland Parkway.
5. Both gates on the playground will be opened in the morning from 8:00 - 8:30 AM. They will be closed from 8:30 AM until 2:30 PM. Cars may drive into the playground area to drop off children in the morning after 8:00 AM. Children who arrive after 8:30 AM are to go directly to their classrooms unless they are more than fifteen minutes late. Then they must report to the front office prior to going to class and parents must walk children from grades 3 - 6 to their classroom. Cars may park only on the south side of the playground parking lot.
6. No vehicle is ever to enter the parking lots from 13th Street.
7. Our 6th grade school patrol will do the best job possible, but you must remember that they are 11 and 12-year-old students and sometimes they are not as attentive as they should be.
8. If you must pick up your child during school hours, do not attempt to enter the parking lot from Maryland Parkway or the school playground parking lot. They will be closed from 8:30 AM until 2:30 PM. Please either park in the parking lot of the lower school building or on the curb in front of either building.
9. Parents are also asked to use the crosswalks that have been provided and follow the pedestrian rules that have been established for the children.

FIRE DRILL

Fire drills are conducted once each month. Shelter in Place drills are conducted on alternating months and earthquake drills are conducted twice during the school year, all under the supervision of the Las Vegas Fire Department.

FIELD TRIPS

From time to time a field trip may be conducted for your child's class. When such a trip is held, the school will send full details to the parents concerned. 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 school before the child may participate. All drivers must submit a copy of their current driver's license and proof of insurance. All children under 60 lbs. must be in a booster seat. This is **the law!** A fine of \$500 could be the result of a citation for anyone traveling with children weighing less than 60 lbs.

SCHOOLWORK

Homework is specifically assigned in grades K - 6 in order to compliment or enhance the curriculum. When children find the work difficult, or need additional study time, work at home can be most helpful. Normally, enough time will be available to do many of the assignments in school. Work that is not finished in grades 3 – 6 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 normally 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 their 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.** Unless a student has been very ill and cannot finish his work, the following is acceptable for turning in this work:

Days Absent

1
2
3
5

Number of days to complete work (including weekends)

1
3
4
7

The schedule as shown above represents the maximum time limit, but students are encouraged to turn in work as soon as possible.

If your child will be absent for the day because of illness or some other emergency, please call the school office before 9:00 AM so that we won't have to call you. Our school phone number is 702-382-8610. Parents are to go to the front office to pick up homework after 3:00 PM.

INCOMPLETES

F.G.S.L.S. expects students to do their homework assignments to the best of their ability and to have them done on time. Having incomplete work or work done haphazardly, is unacceptable. When a student has a missing or incomplete assignment, it will be posted in each child's classroom. At mid-quarter, all students will bring home a report indicating their total for the quarter to that point. A missing assignment will also result in an automatic 10% reduction in the grade. In many cases, the students will be required to finish the assignment during a recess period. In other instances, the student will have until 8:30 A.M. on the next school day to turn in the completed assignment. In addition, one effort point will be subtracted for every incomplete from 5-9; 2 points off for 10-14; 3 points off for 15+.

MIDWEEK CHAPEL SERVICES

The boys and girls of FGSLs go to chapel every Wednesday. Each chapel is based off of a year-long theme. The children sing uplifting praise songs and traditional Lutheran hymns. The children especially enjoy the songs with motions and movement. Each class shares a weekly Bible memory verse or a song with the rest of the school. These memory exercises will be held in the hearts and on the minds of our students for years to come. All of our teachers give of themselves and offer the weekly message several times a year. We also have many fabulous guest speakers who come and share the Gospel message. On all other school days, devotions will be conducted in the classrooms.

We collect a monthly chapel offering to help others in need. Over the last year we have helped collect money, food, clothing, and toys for many different organizations. These are designed to teach the child the value of Christian stewardship, both locally and on a worldwide basis. Various projects will be carried out with the money received in these offerings.

Our chapel program is run by Mrs. Hines, our principal, Mrs. Wandel, our first grade teacher, and by Mrs. Connolly, our fifth grade teacher. Please feel free to attend our chapel anytime, all are invited and welcome! Our chapel is each Wednesday from 8:45 AM – 9:30 AM. Thanks be to God!

DRESS CODE

Our school is represented by Campus Club Uniforms located at 2411 Tech Center Court, Las Vegas, 89128. Their phone is 702-360-0555. We require that you purchase your child's uniforms from Campus Club.

❖ **ALL CHAPEL SERVICES:**

- Children may wear whatever **school uniform** is most comfortable for any of our chapel services so that they are cool in the warm months and warm in the cold months.

❖ **FRIDAY DRESS CODE**

- First Good Shepherd T-shirts may only be worn on Fridays.
- First Good Shepherd sweatpants may only be worn on Fridays.

❖ **BOYS**

- No long hair that extends past the top of the collar with a clean cut around the ears.
- No earrings
- No unnatural or extreme hair colors and no extreme styles.

❖ **GIRLS**

- No makeup of any kind. This includes lipstick, eye shadow, mascara, eye liner, body glitter, fake nails, etc.
- No lip gloss. Chapstick is permitted.
- No unnatural or extreme hair colors and no extreme styles.

❖ EXTRA DRESS CODE INFORMATION

- Free dress day for all principal's parties, picture days & the school picture
- Only FGS school jackets may be worn by the students.
- Any type of shoe may be worn except flip flops, beach wear, or sandals without a back strap.
- FGS T-shirts in good condition may be worn only on Fridays, but must be tucked in.
- FGS hoodies in good condition may be worn any day of the week.
- Only tights and full length leggings in black, maroon, navy, or hunter green are allowed. These must be purchased at Campus Club Uniforms.
- Skirts may not be hemmed or altered.
- T-shirts and polo shirts must always be tucked into pants or skirt.
- Clothing must fit appropriately - no baggy pants, sweatshirts, etc.
- Brownies, Cub Scouts, Girl Scouts, and Boy Scouts may wear their uniforms to school on their meeting days. Partial Scout uniform may be worn with approved school uniform pants or skirt. No jeans!!
- No clothing, backpacks, or accessories with skulls or other inappropriate symbols are allowed.

GENERAL SCHOOL RULES

1. No balls of any kind are to be brought from home. The school will provide balls of every kind for our students.
2. No toys, comic books, magazines, or skateboards are to be brought from home. Exceptions will be made for a child in our after school program.
3. No rough play such as horseback riding, pushing, or grabbing. NO SCREAMING!! Keep hands and feet to yourself.
4. No balls may be kicked except in an organized game. Only the rubber kick balls may be kicked in an organized game.
5. All lunches are to be eaten in the designated area.
6. No one is permitted in the classroom during recess without permission.
7. Quiet time is expected in the classroom when the 8:25 AM bell rings.
8. All church grounds are OFF LIMITS unless accompanied by a teacher or a parent. No student is allowed to sit or climb on the church wall.
9. Students may use the school telephone for emergencies.

10. Cell phones must be turned off and kept in the child's backpack all day. Any cell phone that is taken away from a child must be picked up by the parent. Breaking this rule more than once will require a pink slip. Cell phones may be used before 8:15 AM and after 3:00 PM except for children in the after school care program (permission only).
11. Books are never to be placed on the floor or on the ground outside.
12. No student will be excused from the P.E. program without a written excuse.
13. No running on the balcony, sliding down the railing, or sitting on the ledge at any time.
14. No playing or eating in the restrooms at any time.
15. Only a playground supervisor may retrieve a ball that has rolled into or across the street.
16. Fighting, bad language, etc., shall be dealt with according to our Christian discipline system as explained in this handbook, which requires a detention.
17. No child shall be allowed in the parish hall without teacher supervision.
18. The refrigerator and the microwave may not be used by students.
19. Once you are out of the classroom at recess, lunchtime, or after school, you may not return to your classroom without permission.
20. Please do nothing to hurt anyone or to make extra work for others.

***** ITEMS NOT ALLOWED DURING SCHOOL HOURS *****

Toys	Felt tip permanent markers
Games	Personal electronic devices of any kind,
Candy	i.e., iPod, iPad, laptops, cell phones, etc.
Magazines	Any item that could cause a distraction in the classroom

Some of the above items may be brought to school, with permission, for a special show & tell class project or if permitted in F.A.S.T. after school.

OFFICE PHONE USAGE

The school office has a telephone which is for school business. Parents are urged to call the school when their child is ill or for any other emergency. Children may use the phone only in case of necessity and with permission of a teacher, the principal, or the school secretary. Messages from parents will be relayed to the children. Please leave a message on the school voicemail when necessary.

CHRISTIAN DISCIPLINE POLICIES & PROCEDURES

Discipline is training intended to produce character traits and patterns of behavior that will enable students to grow to become responsible and successful adults. Our students need to learn discipline because it helps them put Christian values to work in their everyday life. Such training is every bit as important as the knowledge and skills that our school offers to its students. No school can be considered effective unless it defines and instructs what it expects students to do, and teaches students that there are consequences for improper behavior.

Our goal is to help students develop self-discipline. Students must learn to become responsible for their actions. Several provisions have been built into the discipline system to make sure that it is fair and that there is room for the mistakes that we all make.

❖ GENERAL INFORMATION

1. Kindergarten will be introduced to appropriate portions of these policies during the school year. The discipline system will be fully implemented for all students in grades 1-6 from the first day of school.
2. Children are given 100 points for each quarter. Points are lost if a student receives a pink slip or a detention. In this way, every student has at all times the opportunity to fulfill our expectations for good behavior. This also means that some students could conclude the quarter with more than 100 points!!
3. Pink slips will be given for poor behavior. Pink slips in public areas will usually be for one point. Students know what behavior is expected in these areas and no warning will be given. The pink slip may be written for more than one point if the infraction warrants it.
4. During lunch, students will receive a pink slip for inappropriate behavior at the discretion of the principal.
5. Attendance at the school movie will be based on no detentions. All work must be completed for those who do not attend. Any pink slip that is received disqualifies a student from the principal's skating party.

6. At First Good Shepherd Lutheran School students will be expected to observe the rules of the school and act in a manner that is respectful of the rights of others.
7. Students who receive twelve points worth of pink slips will not be eligible for extracurricular activities.

RULES AND VIOLATIONS

In order to define behavior expected of F.G.S.L.S. students, we have divided behaviors into two categories - **MAJORS** and **MINORS**.

❖ MAJORS - violations of a very serious nature (DETENTION)

1. Major class disturbance
2. Major inappropriate behavior in the lunch area
3. Fighting, threatening, intimidating, or harassing
4. Willful disrespect or disobedience of the person in charge
5. Throwing objects in anger, throwing dangerous objects, or throwing in such a way as to endanger another person or vehicle
6. Acts of vandalism of school or private property
7. Stealing
8. Use of profane language and/or other vulgar behavior
9. Possession and/or use of smoking materials, drugs, alcohol, fireworks, weapons, etc.
10. Cheating
11. Lying to any person in charge
12. Unacceptable behavior during a field trip or after-school activity
13. Leaving school grounds without permission
14. Blatant refusal to complete a major homework assignment.
15. Inappropriate sexual behavior

❖ MINOR VIOLATIONS

"MINORS" are rules that are important to the smooth functioning of the classroom and the school, carry consequences, and bring more severe consequences when there are an excessive number of violations of this type.

Students who violate the following will be reprimanded by the teacher or by the supervisor in charge in accordance with established classroom and/or playground expectations. If behavior does not improve, the student will be given a Discipline Notice (pink form). If these violations are judged to be severe or repetitive, a discipline referral notice (blue form) will be assigned.

▪ **Students are expected to...**

1. Arrive at school and to class on time. This is a parent's responsibility also. ***If the tardy is not the child's fault***, a written note from the parent will be expected.
2. Be prepared with necessary materials to do assigned work in class.
3. Work in a way that is not disruptive to others.
4. Bring notes, etc. to and from home as required.
5. Observe basic rules of respect toward those placed in authority over them.
6. Observe basic rules of respect towards their peers, including respect for physical characteristics, gender, and race.
7. Observe basic rules of order and safety when on school property.
8. Observe the school's dress code.
9. Behave with reverence and respect while in the Lord's house.
10. Use the crosswalk before and after school as directed by teachers and the 6th grade patrol.

➤ **MINORS - violations of a less severe nature (pink slip)**

▪ **Students are expected not to...**

1. Jump or climb over the wall and into the flower beds
2. Run in the halls of the school or play chase to the restrooms
3. Cross the alley without a teacher or aide's permission
4. Misbehave in chapel
5. Kick a basketball
6. Throw or kick a ball over the fence and not reporting it to a teacher or an aide
7. Throw food
8. Throw objects in the classroom
9. Write notes and pass them to classmates
10. Yell out in the class without raising their hand (after warning)
11. Refuse to keep shirt tucked into pants after repeated warnings
12. Yell at people as they drive by the school
13. Go into the church or using the church restrooms without permission
14. Run in the church
15. Lie to a person in charge
16. Purposefully kick a ball on the roof

▪ **Students must also refrain from...**

1. Any action that hurts or severely offends another student or teacher
2. Any action that breaks a safety rule that has been well defined by the teacher or principal
3. Any act of misbehavior that displays lack of respect toward the school, a fellow student, a teacher, an aide or any other adult
4. Any annoying or repeated bad behavior
5. Running in the classrooms or hallways
6. Chewing gum or eating without permission
7. Littering
8. Being out of assigned areas
9. Throwing objects of any kind other than playground balls

CONSEQUENCES AND COMMUNICATIONS

Each quarter, students begin with a behavior grade of 100 points. At the end of each grading period, students will receive a BEHAVIOR GRADE on their report card. This grade is based on the number of points they have remaining at the end of the quarter.

I. DISCIPLINE NOTICES

A Discipline Notice (pink slip) can be issued when a student chooses to violate one of the **MINOR** rules. This notice is given to the student at the time of the violation. The Discipline Notice can have different values depending on the severity of the violation. The issuing teacher or supervisor may deduct 1, 2, 3, or 4 points depending on the severity of the infraction.

Violations in public areas, like the hallway, will usually result in 1 point being deducted. In the classroom, where normally a warning is first given, violations will usually result in the loss of 2 points. However, if the infraction warrants it, more points can be deducted in any area. F.G.S.L.S. staff are encouraged at all times to counsel with the student(s) concerning their behavior. Warnings will always be given for inappropriate behavior unless it is a day-after-day repetition.

Substitute teachers will be trained appropriately in this system of Christian discipline for our school. As the person in charge, the substitute teacher must be respected. The substitute, however, may find it difficult to know and understand all the various aspects of this policy. Therefore, the substitute will be expected to follow through with this program as best as he/she is able, and will be expected

to keep a "daily discipline" log for the respective teacher. Action can then be taken upon the return of the teacher to the classroom when deemed appropriate.

2. DISCIPLINE REFERRAL NOTICES

Violations of a **MAJOR** rule automatically carry a minimum loss of six points and one detention. A Discipline Referral Notice may result in 6, 8, or 10 points being subtracted from the current behavior grade. A copy of the Discipline Referral Notice will be sent to the parents. A student who violates a **MAJOR** rule will be referred to the school Principal who will decide what further action, if any, will be taken in addition to the consequences listed above. Not only will a student receive an after school detention for a **MAJOR** violation, but, based on the circumstances, the student may also be suspended or expelled if there is no intention to change such behavior.

3. DETENTION

Each time a student accumulates 10 points against his/her behavior grade, receives a detention, or receives 12 incompletes during a single quarter, the student will be assigned to serve an after-school detention. During a detention, students are expected to sit quietly or may be issued a work detention with our school custodian. Students, during detention, are not allowed to do school work or communicate with other students. If students are uncooperative during detention, they will be given another detention. Detentions are served on Thursdays, from 3:00 P.M. to 3:45 P.M. ***Parents will be expected to work out the transportation. Students and parents will be notified in writing of the date and the time the student is assigned to serve detention.***

4. REPORTING TO PARENTS

Academic and behavior updates will be sent home at mid-quarter four times a year.

ANY SEVERE VIOLATION AS INTERPRETED BY SCHOOL AUTHORITIES WILL BE GROUNDS FOR IMMEDIATE EXPULSION.

5. BEHAVIOR GRADES

A "conduct" and an "effort" grade will appear on the student's report card each quarter. Effort grades will be determined on assignments completed on time, and the quality of work. Behavior and effort grades will be given as follows based on the number of points a student has at the end of the quarter:

❖ **Conduct Grades:**

E	=	No points lost (no pink slips)
S	=	90 - 99
S-	=	75 - 79
NI	=	74 and lower

❖ **Effort Grades:**

<u>Points</u>	<u>Incompletes</u>	<u>Grade</u>	<u>Pink Slip</u>
100	0	E+	No
99	1	E	No
98	2	E-	No
97	3	S+	No
96	4	S	No
95	5	S-	Yes
94	6	N	Yes
93	7	N	Yes
92	8	N	Yes
91	9	N-	Yes
90	10	U	Yes
89	11	U	Yes
88 or less	12	U-	Detention

Repeated detentions will be subject to removal from the enrollment.

6. REWARDS

- ❖ Students who receive no pink slips for incompletes the previous week will have one extra point added to their conduct grade for the week.

➤ **PRINCIPAL'S AWARD**

Those children who do not receive any discipline referral notices (pink slips) during an entire quarter will be honored with the principal's party at the conclusion of each nine week period.

- Classes will be held for students who do not qualify for the principal's party. **Any student who did not qualify for the principal's skating party and leaves early on that day must serve a 45 minute detention the following week so that the work assigned during that time that they have missed can be finished at that time.**

➤ **SCHOOL AWARD**

Students who complete the quarter with no detention and fewer than 12 incompletes will be awarded with a special movie and a treat.

TUITION POLICY

All tuition is to be paid through Smart Tuition with the exception of band and Spanish tuition.

MEDICATIONS – O.T.C. & PRESCRIPTION

No member of the faculty or staff of First Good Shepherd is allowed to dispense ibuprofen, acetaminophen without parent consent. Any student who requires over the counter medication must bring the medication along with a letter from his/her parent concerning its use. This pain reliever as well as any other medication will be kept in the school sick room, but as a school we cannot supply any medication. Also, if your child must take prescription medicine during the school day, please send the medication in the prescription container, labeled with the child's name and dosage, to the school office along with a note detailing how much is to be given and when the child is to take the medication. Medication may only be administered by an adult.

NO CHILD IS EVER ALLOWED TO TAKE ANY TYPE OF MEDICATION ON HIS/HER OWN WITH THE EXCEPTION OF INHALERS USED FOR ASTHMA BUT UNDER THE SUPERVISION OF AN ADULT!!!

THOSE WHO ARE ALLOWED TO ATTEND F.G.S.L.S.

First Good Shepherd Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies and other school administered programs.

SMOKING

Smoking will no longer be allowed within the gates of our school. If a parent or other adult wishes to smoke, it must be outside the school property.

OUR NON-PROFIT STATUS

First Good Shepherd Lutheran School is a non-profit Christian private school, sponsored by First Good Shepherd Lutheran Church. The tuition that is charged in

no way covers the expense of salaries, utilities, repairs, books, and supplies. The members of First Good Shepherd Lutheran Church willingly cover the extra expense with their generous contributions.

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

PARENT-TEACHER LEAGUE

Our Parent-Teacher League meets three times a year. Parents and teachers are invited to attend regularly.



FIRST GOOD SHEPHERD
Lutheran Church and School

Handbook Agreement

ATTENTION: ALL PARENTS OR GUARDIANS

After reading the First Good Shepherd Lutheran School handbook, **please sign and return this last page.** Remove the page from the handbook and send it to the school office the first week of school. Thank you!!!

We are the parent(s) or guardian(s) of the following children who are students at First Good Shepherd Lutheran School:

_____	in grade	_____
_____	in grade	_____
_____	in grade	_____
_____	in grade	_____

We have read the handbook and have discussed the contents with our child(ren). In choosing this school for our child(ren), we agree to support the guidelines of this handbook.

Parent or Guardian: _____ Date: _____

Parent or Guardian: _____ Date: _____

Signatures of students in Grades 2-6 only

_____	_____
_____	_____