Las Vegas Enrichment Academy
School Handbook
2026-2027 School Year

Kindergarten – High School

3216 West Charleston Blvd., Suite B
Las Vegas, NV 89102

Guiding learners in an enriching, educational experience of awe and wonder that promotes wise decision making and celebrates individuality and community.

ADMISSIONS POLICY

Our school will select students to maintain a diverse student body. We encourage applicants whose parents support the school's mission. We will admit students of applicable age, regardless of sex, race, color, religion, or nationality, or ethnic origin. If we cannot effectively meet the child's needs, we will decline enrollment.

ATTENDANCE POLICY

The school day begins at 8:30 a.m. and ends at 3:30 p.m. Doors will open at 8:15 a.m. ***CHILDREN ARE TO BE DROPPED OFF BY 8:25 TO GET READY FOR CLASS OPENING!*** ***Students are to be dropped off in the back. Adults picking up students are to remain in their car until class is dismissed and students are escorted to their ride.*** *Regular attendance is required.* ***Students missing more than 18 school days may be required to repeat their grade level and may be in danger of losing any scholarship awarded.***

If your child is ill, please notify the teachers prior to 8:30 a.m. Parents are encouraged to pick up if possible any make-up work on the day of absence. Parents are asked to arrange for routine appointments at times other than regular school hours and schedule vacations around school days. Make-up work will be given and done in advance of pre-arranged absences. PRE-ARRANGED WORK IS DUE BEFORE THE DATE OF ABSENCE INCLUDING CLASSWORK SENT HOME AND HOMEWORK.

Student tardiness is a serious disruption to the educational program. *Students should arrive by 8:25 to put away their belongings and get ready for class. Students who are not physically present in the opening room at 8:30 are considered tardy no matter the reason. A student shall be recorded as absent for the entire day if more than three hours of the day are missed. Parents who wish to pick up their child before the end of class are asked to notify the teachers in advance.*

BEFORE AND AFTER CARE

Before and after care is available if needed. PARENTS ARE TO ARRANGE CHILD CARE IN ADVANCE. All children not picked up by 3:45 or arriving earlier than 8:15 will be signed into childcare and charged accordingly**.** The teachers are usually on campus from 7:45 a.m. to 5:00 p.m. for pre-arranged child care.

BELONGINGS

Only belongings needed for class should be brought to school. Electronic equipment must have teacher permission.

BIRTHDAYS

Your child's birthday will be celebrated on or near their birthday. Summer birthdays will be celebrated in May. You are welcome to bring in birthday treats such as cookies or cupcakes. PLEASE, NO CAKES OR BEVERAGES LIKE RED PUNCH OR GRAPE JUICE THAT MAY STAIN CLOTHING! We do have students with allergies. We ask that the ingredient information is on the snack packaging please.

BUSINESS DAY OR BARTER DAY

Students will create a student business usually monthly as part of Business Day. After the students have selected what business they will run, a list will be sent home indicating what supplies need to be provided by the student for the business. ***BUSINESS SUPPLIES ARE MANDATORY!*** *Business Days are free dress sometimes with a theme. We will, on occasion, have Barter Day. Students may bring in items from home to trade with each other.*

CALENDAR

A monthly calendar will be posted on our website as well as be sent home. **KEEP THIS POSTED ON YOUR REFRIGERATOR FOR USE THROUGHOUT THE MONTH!**

CELL PHONES

Students are not allowed to use their cell phone at school without teacher permission. They are to be shut off and placed in the classroom phone storage. If a student is found using their cell phone at school, it will be confiscated and given to the parents.

CHANGE OF ADDRESS, EMERGENCY INFO, ETC.

All information must be kept current. It is your responsibility to inform us of all changes such as phone numbers, addresses, and people authorized to pick up your child.

CHARACTER-BUILDING FOCUS

LVEA is a spiritually based school. We are non-denominational and have no church affiliation. Our foundational belief – that every child is special and should be given the opportunity to reach her or his potential – is the motivating factor behind the organization of this school. Social-emotional lessons are taught through stories in connection with a verse or affirmation to be memorized each week. Lessons focus on character building and ethics which enable our students to make good choices in life. Our Super 16 is rooted on this focus.

We know that spirituality means different things to families. We are inclusive and believe spiritual beliefs are a personal choice.

CLASS DOJO

We will be using Class Dojo as a form of communication regarding school activities and to keep families updated about what is happening in regards to your student's education.

CLASS PETS

Our class pets may go home with your child. The purpose of our class pets is to help the families get to know each other outside of the classroom. We hope the pets will go to places and participate in activities. Take a picture of the pet. The one rule is: **there cannot be any people in the photos, just the pets,** to ensure everyone's safety. Text a picture to 702-815-3635. The photo will be posted by us on our Instagram page: @lveaclasspets.

CONCERNS AND COMPLAINTS

Parents should encourage their child to advocate for her or himself about issues that happen at school by having the student talk to a teacher if something is bothering them as soon as possible so the teachers can address issues. Parents are encouraged to take concerns about school to the child's teacher either before or after school by arranging for a conference. If an issue is not resolved, parents may discuss problems with the administration by arranging a conference.

DISCIPLINE

Students will be instructed and informed of acceptable behavior. The Super 16 is used as a model.Training in following the rules and expected behavior will be given. Disciplinary consequences may include loss of privileges, removal from the classroom, suspension, probation, or dismissal. Teachers handle minor offenses with routine disciplinary procedures. Parents will be notified if a situation warrants.

Major offenses such as vandalism, profane language, fighting, possession of weapons of any kind, and posing a threat to the safety of others will be dealt with more severely. Defiance will be treated as a serious discipline problem. Unacceptable items brought to school will be confiscated. Property damage will require restitution. If persistent behavior problems are present that interfere with the success of the program for others or threaten other's safety, a student may be placed on probation or the child's enrollment will be terminated.

EARLY WITHDRAWAL

All student withdrawals must be arranged through the school office. School reports will be transferred when written requests have been received from the new school as long as financial obligations have been fulfilled . Tuition is non-refundable as are registration, material, activity fees, and similar payments.

DRESS CODE

ALL STUDENTS ARE EXPECTED TO HAVE GOOD HYGIENE PRACTICES. They should come to school with clean hair that has been combed or brushed, clean bodies (with deodorant if needed), and brushed teeth. Clothing and shoes must be clean and not in need of repair. ***Clothes should not have holes, slits, or tears in them.***

In addition, there is an official uniform required for all students. Campus Club is the ***ONLY*** *uniform provider for the school. Our school code is 1042. Uniforms must be worn when attending online class meetings.*

ALL *uniform shirts must have the Las Vegas Enrichment Academy logo on them.* ***ALL UNIFORM BOTTOMS MUST BE NAVY BLUE.*** *Jeans are not acceptable as uniform.* ***NAVY, WHITE, OR GRAY leggings, tights, or bike shorts MUST be worn under skirts or dresses.***

A gray or house color button-down cardigan sweater may be worn in the classroom.

Spirit shirts may be worn as part of the uniform on Fridays with uniform bottoms.

In addition, pants must not sag and must stay at the student's waist. WEAR A BELT IF NEEDED!

Please make sure your child is dressed for the weather.

Shoes and socks:

- ***Shoes are not to have lights or wheels.***
- *Clogs, cowboy boots, or platforms may* **not** *be worn to school as part of the uniform.*
- ***SHOES THAT HAVE MORE THAN A ¼ INCH HEEL CANNOT BE WORN AT ANY TIME! SANDALS MUST HAVE A BACK STRAP! NO FLIP FLOPS!***
- *Any socks can be worn as long as they do not have inappropriate words or logos (violent references, adult themes, offensive language, etc.)*

Hairstyles must be clean and neat, not covering the student's eyes.

Official scout uniforms can be worn to school. Tee shirts are not official uniform, and a vest or sash may not be worn over free dress clothes.

On occasion students may have "free dress". At these times, students must dress conservatively. ***Students may not wear pajamas****(except on Pajama Day), cut-offs, shirts that expose the midriff, and shirts with inappropriate words or logos (violent references, adult themes, offensive language, etc.) Shorts and skirts must be finger-tip length.* ***Clothes should not have major holes, slits, or tears in them****. Pants must stay at the child's waist. Shirts must have at least ½ inch straps. No tube or strapless tops may be worn. Shoes are not to have lights, noises, wheels, or more than a ¼ inch heel.*

Please limit or eliminate the number of clothing accessories that your child wears to class. This includes necklaces, false fingernails, stickers, tattoos, hats, purses, suspenders, etc. These items have a way of becoming playthings or distractions during circle time or lessons. There is also a good chance that they will become lost. In some cases, an item that has become a play "toy" will be confiscated. Make up should be kept to a minimum.

DROP OFF AND PICK UP

Students are to be dropped off between 8:15 and 8:25 a.m. Please drive around back and let your student(s) out by the back door which will be open. DO NOT DROP OFF IN FRONT IN ORDER TO KEEP THE FLOW OF TRAFFIC FROM BACKING UP ON CHARLESTON.

If you are walking your child into the building (because you have a scheduled conference with staff), please park in the front.

For pick up, please FULLY park in front or back as instructed and wait in your vehicle until your child has been dismissed. **FOR SAFETY REASONS, PLEASE DO NOT CALL TO OR ENCOURAGE YOUR CHILD TO COME TO YOU.** Your child will be dismissed to you when the door opens at approximately 3:30 p.m. If your child is in after care, please ring the doorbell and let us know you are here for pick up.

EDUCATIONAL ACCOLADES

We encourage our students to strive to be the best that they can be. To recognize their efforts, we have an Educational Accolades program in place. Students can achieve at one of three levels that recognize their success both academically and socially-emotionally through our Super 16. ***Exemplary owls*** *have not only achieved academic excellence, but have also wholeheartedly embraced our exceptional "Super 16" standards. They have accomplished excellent grades,* ***earning all A's****, and have* ***exemplified the "Super 16"*** *in* ***all*** *or* ***most*** *areas.* ***Outstanding owls*** *have achieved scholastic success and are on their way to fully showcasing our "Super 16". They have accomplished stellar grades,* ***earning all A's and B's****, and have* ***exemplified the "Super 16"*** *in* ***some*** *or* ***most*** *areas.* ***Honorable owls*** *have earned the right to be recognized for their achievements in education. They have achieved a* ***high level of grade****s and have* ***demonstrated an understanding of the"Super 16"*** *in* ***some*** *areas.*

EMERGENCIES & EVACUATION

In the event that evacuation of the building/site becomes necessary, the students will be temporarily relocated to the LDS Church at 3400 West Charleston. A notice will be posted of where you can pick up your child. Parents will also be contacted by phone, if possible.

FEES

Fees may be paid to the office in cash, check, Zelle, or credit card. If paying by Zelle, please let us know so that we cn give you the correct Zelle contact info. A $30 fee is charged for all returned checks. After two returned checks, all fees will be on a cash, Zelle, or credit card only basis. Monthly tuition is due in advance or on the first day of the month. There will be a $50 late fee for all payments not received on or by the 5th. A student will not be able to attend school on the 6th of the month if tuition has not been paid. If you are paying weekly, payment is due on the first day of attendance. Academic tuition is divided into equal payments regardless of the number of days in the month. For current fees, please see the registration form.

There is no deduction for absences, illnesses, or holidays. Regular fees as per contract will be charged. ALL PAYMENTS ARE NON-REFUNDABLE.

GOALS

Each nine-weeks every student will create a SMART goal (specific, measurable, achievable, relevant, timely) that relates to school or home. Each week, students will report on their progress in achieving their goal. Once met, students will set a new goal to work on. These goals often relate to our "Super 16" or academic improvement. Students keep track of their goals by keeping goal paperwork in their binder. Please make sure to encourage their work towards achieving their goal and help recognize their success when they have done so.

GOVERNING BODY AND MAIN FACULTY

NAME	TITLE	QUALIFICATIONS	YEARS OF EXPERIENCE
Cheryl Burns	High School	M. Ed. and M.A. Nevada Licensed	over 30
Debbie Kelly	Assistant Teacher	Child Development Associates Credential	over 40
Carolyn Wassell	Board Chair; Teacher/Principal	B.S. & M.Ed. – UNLV Nevada Licensed	over 35

HOMEWORK

Homework assignments will be given to students. This may include short projects that involve the parents and/or family. This is an important part in your participation with your child's education. Homework will be given on Monday and will be due on Friday for Exploration students. Homework will be due daily for the Foundation and Expansion students. Homework will affect your child's report card and is a required part of your child's education.

UNFINISHED DAILY CLASS WORK MAY BE SENT HOME FOR COMPLETION AND MUST BE RETURNED THE NEXT DAY. IF YOUR CHILD IS ABSENT, MAKE-UP WORK WILL BE SENT HOME FOR COMPLETION AND IS DUE THE NEXT DAY. ***Major projects are due on the required date, and an absence does not allow for them to be turned in late without penalty.***

ILLNESS AND MEDICATION

Medicine must be in the original container and labeled with your child's first and last name. *Medication is given at lunch time only unless it is an emergency or urgent issue, and a medication slip must be filled out. This permission slip must contain dosage information and must state the dates or situations to administer. Medication must be given to the teachers for safe storage. Some students may be given permission to keep their inhaler in their backpack.*

Emergency medication such as an epi pen will also be given with written permission.

Parent-recommended medications will be given on a short-term, daily basis if children are sent to school with a mild illness like allergies.

Please keep your child home if you suspect they are contagious. *A child is considered ill and will be sent home if they have a fever, have vomited, have diarrhea, or are too sick to do classroom expectations*. If parents cannot be reached, emergency contacts will be notified.

Urgent medications can be given with prior written consent to students who experience sudden pain or discomfort as in headache, menstrual cramps, or upset stomach. This permission can encompass the whole school year.

COUGH DROPS AND CHAPSTICK ARE MEDICATION AND MUST BE TREATED AS SUCH.

OUTSIDE TIME

Children will go outside unless the weather is absolutely intolerable. The children should be dressed for the weather and bring sweaters or coats as appropriate. A doctor's note is required to keep children indoors as in the case of asthma. All other doctor's excuses will allow for non-participation in physical activities, but will require going outside and WATCHING P.E.

PARTIES

Holidays and special occasions will be celebrated in class. Sign-up sheets may be posted for needed party supplies. Everyone is encouraged to participate by bringing in needed items.

PLAY OR PROGRAM

Each year the school puts on a play or program for the families. PARTICIPATION IS MANDATORY and will be part of the reading and language arts grade.

PEOPLE AUTHORIZED TO PICK UP YOUR CHILD

Children will be released to authorized persons only. Photo identification will be required before the child is released. Written notification is required if someone other than the parent or authorized escort is picking up the child. Telephone permission to release a child may be granted with the staff's verification of identification.

PLEDGE OF ALLEGIANCE

All students are required to recite the full pledge of Allegiance every day.

PREPAREDNESS

Students are expected to be prepared for school. This includes having all necessary homework, books, and supplies ready to go before opening activities. Students who are not prepared may not be admitted to class until they have all necessities.

PROBATION

Students may be placed on probation for behavioral, attendance, or academic concerns. If conditions of probation are not met, the student may be dismissed from the Academy.

PROGRESS REPORTS

Progress reports are issued mid grading period before each report card. These are to be used to see areas in which your child may need further work in time to benefit report card grading. THEY ARE NOT OFFICIAL GRADES, but merely indicators of how your child is performing. Extra credit and test/assignment redos are not policy. Each student is advised to keep up their grades throughout the grading period.

PTO

LVEA has an active Parent Teacher Association which serves to assist with school fundraising and other activities. Meetings usually occur in the evenings throughout the year. ALL FAMILIES ARE ENCOURAGED TO BE A PART OF THIS GREAT ORGANIZATION.

REPORT CARDS

Report cards are issued quarterly using the standard A to F grading system as well as E, S, N, + , and – if necessary. Also, other modifications for grades can be used. In addition, report cards reflect performance on the Super 16.

RESPONSIBILITY

One of the program goals is to teach your child responsibility. They are encouraged to be responsible for putting their belongings in the correct place, turning in their homework, taking their things home, etc. Children will also be given classroom jobs to encourage responsibility. SCHOOL POLICY IS THAT STUDENTS ARE RESPONSIBLE TO COMPLETE CLASSWORK AND HOMEWORK BEFORE THEY PARTICIPATE IN NON-ACADEMIC ACTIVITIES LIKE FIELD TRIPS AND SPECIALS. Work done, then fun.

SCHOOL PROPERTY

If a child damages or destroys school property, parents will assume full responsibility. Reimbursement will need to be made for any necessary repairs or replacements.

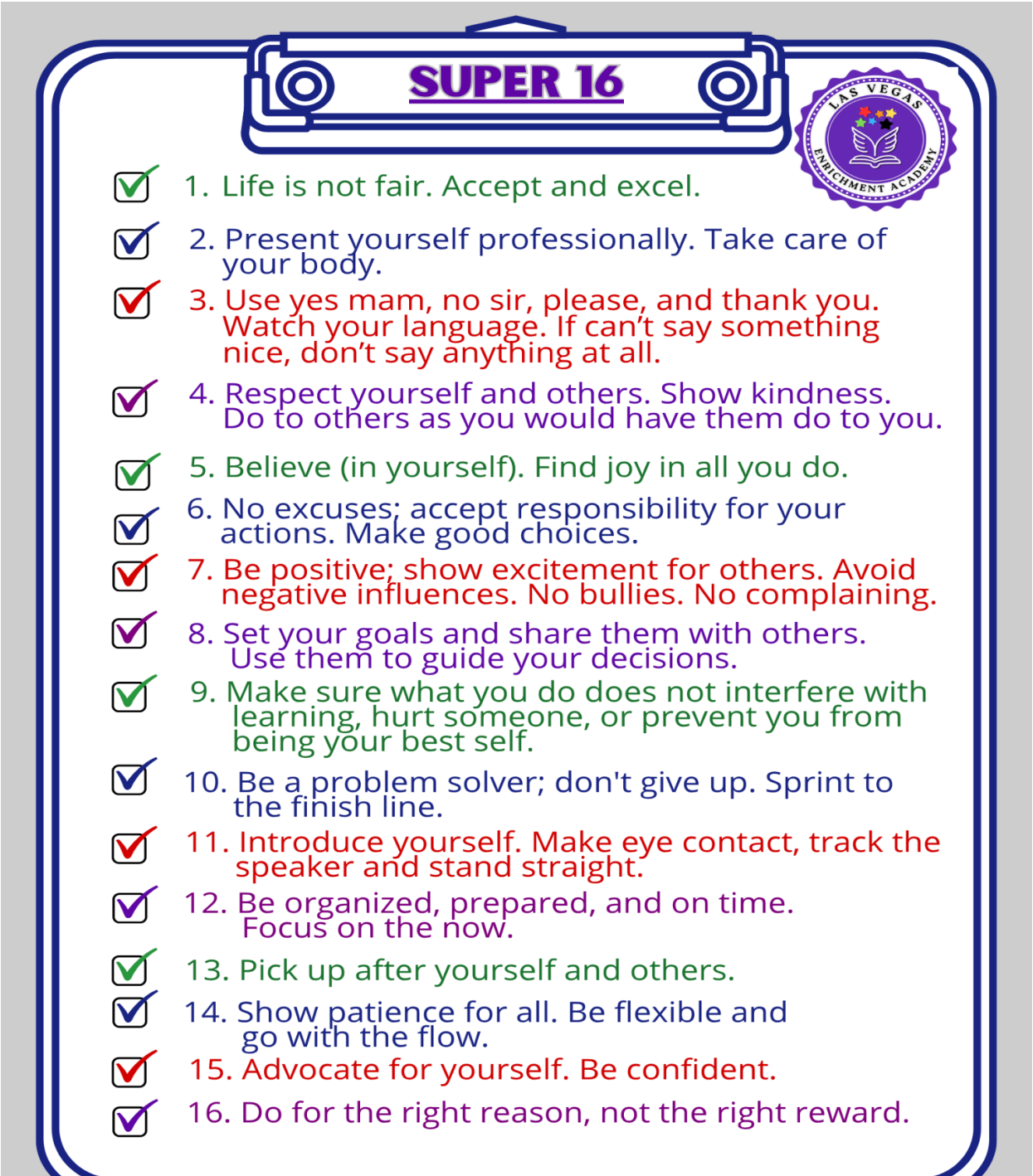
SMOKING

It is the policy of the Academy that smoking is not permitted on premises.

SNACKS AND LUNCH

Children may bring in a snack for school time or after school if they wish to do so. Healthy snacks are encouraged, and we ask that sweets be kept to a minimum. This snack must be placed in the appropriate classroom location prior to the start of class. Children bring their own lunch. A water bottle may be kept in the classroom and must be labeled with your student's name. Students staying for child care may bring an after-school snack.

Students need to bring their own containers and bowls. Lunches are to be placed in the refrigerator.Expansion and Horizon students refrigerate only what may spoil if not kept cold. A microwave is available for heating lunches. **MICROWAVABLE LUNCHES MUST TAKE NO MORE THAN 4 MINUTES TO HEAT. PLEASE DO ALL "COOKING" OF FROZEN LUNCHES AT HOME.** Frozen meals should be placed on the kitchen microwaves to thaw out for lunch. Students will eat most of their main item first, then fruit/veggies, then chips; dessert last. PLEASE LET US KNOW IF YOUR CHILD HAS ANY FOOD ALLERGIES! **NO GUM IS TO BE CHEWED AT SCHOOL WITHOUT PERMISSION**!



SOCIAL MEDIA

LVEA has a user friendly website –LVEnrichmentAcademy.com. You can also follow us on Facebook where we are Las Vegas Enrichment Academy. On Instagram is @lvenrichmentacademy. Our class pets have their own Instagram: @lveaclasspets.

SUNSCREEN

Sunscreen may be brought to school in the original container labeled with the child's name. Sunscreen may not be shared except by siblings. Please label the sunscreen with the appropriate student(s) names. Sunscreen may be kept in a student's backpack and self-applied before outside activities. Students are also permitted to wear a hat, jacket, and sunglasses while outside to protect against exposure to the sun.

SUPPLIES

Classroom supplies are required. A list will be sent home prior to the start of the school year and are needed before the first day. If supplies run out, another list will be sent home so that new supplies can be provided.

Additional supplies like paper plates and napkins are needed by the school. Parents are asked to provide these items in lieu of paying a material fee. A sign-up sheet will be provided before the start of each school year. If you would like to pay a material fee instead of providing materials, please see the administration.

TELEPHONE CALLS AND TEXTS

Student use of telephones will be limited to necessary calls only as determined by the staff. STUDENT CELL PHONES ARE TO BE TURNED OFF AND STORED AND NOT USED WHILE AT SCHOOL WITHOUT TEACHER PERMISSION. Phone calls to teachers will usually be answered before and after school only. Text messages are more likely to be read during class time, but using Class Dojo is also encouraged. Your child is also not allowed to receive phone calls or text messages at school.

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TERMINATION

A child's enrollment at LVEA may be terminated by the administration. If a student is having trouble meeting behavioral or academic expectations, they may be placed on probation for a period of not more than one school year. If after this period a student has not improved his or her behavior or academics, their enrollment may be terminated. In cases of major behavioral offenses, parent conferences will be scheduled and enrollment may be terminated immediately. ***Enrollment may also be terminated for the conduct or language of a parent that is not conducive to school environment as well as for attendance and/ or tardy reasons.***

TRANSPORTATION

Las Vegas Enrichment Academy does not provide transportation to and from school for enrolled students. However, there will be trips to the park and other field trips which will be announced in advance. The school also may have a Best School Day Ever which consists of a series of field trips that are not announced until the morning of. Transportation can involve short walks, rented vehicles, and/or staff/parent vehicles. IF APPROPRIATE, PLEASE LEAVE A CAR SEAT OR BOOSTER SEAT AT SCHOOL ON FIELD TRIP DAYS.