

## Table of Contents

PREFACE.....	2
MISSION STATEMENT .....	2
MISSION IN DETAIL .....	2
OBJECTIVES OF ZION LUTHERAN SCHOOL.....	3
ACCIDENT INSURANCE .....	3
ASBESTOS NOTICE.....	3
ATHLETIC POLICIES.....	3
SCHOOL ATTENDANCE .....	4
BICYCLES/SKATEBOARDS.....	5
CHANGES TO HANDBOOK.....	5
CHOIR, HANDCHIMES AND BAND.....	5
CHURCH ATTENDANCE .....	5
SCHOOL CLOSING.....	6
COMMITMENTS .....	6
COMMUNICATIONS .....	6
CONDUCT/DISCIPLINE .....	7
CONTROL.....	7
CORPORAL PUNISHMENT.....	7
DISCIPLINE CODE.....	8
DISPENSING MEDICATION AT SCHOOL .....	9
ELECTRONIC DEVICES .....	9
ENROLLMENT POLICY .....	10
FEDERAL EDUCATION RIGHTS TO PRIVACY ACT (FERPA).....	11
GRIEVANCES .....	11
SCHOOL HOURS.....	11
HOW YOU CAN HELP YOUR CHILDREN.....	11
IMMUNIZATIONS.....	12
KINDERGARTEN AGE REQUIREMENT.....	13
LAKESIDE LUTHERAN HIGH SCHOOL .....	13
SCHOOL LUNCH.....	13
MISSION OFFERINGS .....	14
OPEN FORUM .....	14
PARENT-TEACHER CONSULTATIONS.....	14
PARENT VISITATION DAY.....	14
PHYSICAL EDUCATION .....	14
PROPERTY DAMAGE .....	14
RECESSES.....	15
REPORT CARDS.....	16
SEX EDUCATION.....	16
SINGING.....	16
STUDENT DRESS.....	17
SCHOOL SUPPLIES.....	18
TARDY POLICY .....	18
TESTING .....	19
TUITION.....	19
K4 TUITION.....	19
K-8 <sup>TH</sup> GRADE TUITION .....	19

VOLUNTEER DRIVER INSURANCE .....	19
ZION VOLUNTEER POLICY AND GUIDELINES.....	20
WEAPON POLICY.....	20
SOCIAL RELATIONSHIPS AT ZION LUTHERAN SCHOOL.....	21
ZION SCHOOL DIRECTORY .....	25

PREFACE

In the name of our Lord Jesus Christ, the Friend of children, your school staff greets you as we begin the new school year, and it again welcomes your children into Zion Lutheran School. May they grow in grace and in knowledge, and in favor with God and man.

This booklet acquaints you with the school and its policies for the coming year. We hope that the following information may be helpful and valuable to you. Please keep it and use it as a reference during the year.

In order for any school to function to its best ability, there must be cooperation between the home and school. May the Holy Spirit fill each of us with this spirit that we might all work together as a family of Christians and have a blessed school year.

MISSION STATEMENT

Zion Lutheran School partners with parents to empower and prepare students through a Christ-centered education.

MISSION IN DETAIL

*Partners:* Parents are entrusted with the high calling of teaching their children the message of salvation. The Bible tells us that religious instruction is to take a prominent place in a child’s upbringing. Deuteronomy 6:6-7 says, “These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Zion Lutheran School works hand-in-hand with parents to reinforce biblical truths taught in the home, working with parents to faithfully carry out this command.

*Empower:* The word “empower” takes on a dual meaning for students at Zion Lutheran School. Zion students are empowered in their faith through the work of the Holy Spirit. God’s Word is taught explicitly in daily religion classes and devotions. All other subjects are taught in the light of God’s truth found in the Bible. As Zion students hear the Word, the Holy Spirit will build and strengthen their faith as stated in Romans 10:17, “Consequently, faith comes from hearing the message, and the message is heard through the word of Christ.” Additionally, the education received at Zion empowers students by equipping them with a solid foundation of academic skills.

*Prepare:* The word “prepare” also exhibits a dual meaning. Zion students will be prepared to walk hand-in-hand with their Savior throughout life’s journey and into heaven. This walk includes growing ever closer to God through the study of His word and using time, talents, and treasures to serve Him. This living hope is stressed in Titus 3:7, “so that, having been justified by his grace, we might become heirs having the hope of eternal life.” In addition to spiritual preparation, Zion students are instructed with a solid educational curriculum to prepare them for the vocation of their choosing. Zion’s curriculum focuses on academic skills, practical skills, athletics, and the fine arts.

## OBJECTIVES OF ZION LUTHERAN SCHOOL

1. To teach the word of God as the only reliable source for doctrines (teaching) concerning God, creation, Jesus, salvation, the last things. (Ps 111:10, "The fear of the Lord is the beginning of wisdom...")
2. To train the child in Godly living (develop character) in the light of God's Word, which supplies the answer to the questions: Who am I? Where did I come from? Why am I here? Where am I going? (Ps 119:9, "How can a young man keep his way pure? By living according to your word.")
3. To equip the child to express his faith in his Savior to fellow Christians and to those who don't believe in Jesus as their Savior. (Matthew 28:19-20 "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I will be with you always, to the very end of the age.")
4. To teach all subjects in the light of God's Word, using the Bible as sole authority. (Ps. 139: 14 "I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well.")
5. To help the child to develop and to use his knowledge, talents, and skills to the glory of God and the welfare of his neighbor. (I Cor.10:31 "So whether you eat or drink or whatever you do, do it all for the glory of God.")

To attain these objectives it is of utmost importance that we as parents and teachers ever keep before us our high calling and responsibilities as God's representatives. In this way only will we be able to instill into the hearts of our children the proper respect for God's established law and order, and grateful appreciation for what God has done, and still does, for us in Christ Jesus, our Lord.

## ACCIDENT INSURANCE

Our school's insurance will serve as the secondary insurer for any school activity related accident. Thus our insurance will cover any additional amount not covered by your personal health insurance. The breakage of eyeglasses is now covered under our policy.

## ASBESTOS NOTICE

Zion Lutheran School follows all of the requirements in the law concerning asbestos inspection and containment. Where asbestos is known or assumed, proper maintenance is being done. If anyone would like to inspect the school's asbestos plan, please contact the principal. The plan is kept in the principal's office.

## ATHLETIC POLICIES

Zion Lutheran School encourages students to make use of their God-given talents outside of the regular classroom setting.

The following sports are available to our students in competition with other Lutheran schools:

Boys

Girls

Cross Country  
Soccer (Co-ed)  
Volleyball  
Basketball

Track  
Softball

Cross Country  
Soccer (Co-ed)  
Volleyball  
Basketball  
Cheerleading  
Track  
Softball

Students who maintain an acceptable level of academic achievement, exhibit satisfactory behavior, and are prompt in doing their work are given the privilege to participate in the school's athletic programs. If a child is having problems with the top priority of his schooling, we feel it would be a disservice to the child to allow him to participate in athletics.

Students who wish to represent our school in athletic activities must exhibit adequate classroom progress and proper school behaviors. They must

1. Maintain a "C" grade average or better and may not have any "F"s on a midterm or quarter report.
2. Have no more than three late slips per school week.
3. Have no detentions.

If a child fails to exhibit acceptable progress in school – as outlined above – the child will be ineligible to participate in any athletic event for a period of seven days. After seven days, the student's progress will again be reviewed. If the student has demonstrated satisfactory improvement, the student will once again be eligible.

The school recognizes that the students are individuals, each one possessing different gifts and abilities. Because of this, there may be times when these eligibility guidelines may be tailored to the needs and abilities of the individual.

If your child is absent from school on a given day, he or she may not be able to participate in an athletic event that evening. If the activity is on a Sunday, children are to attend church that morning. We feel that if we do not insist on this, we are not teaching proper priorities. This policy would not apply if absence is on a Friday and the activity is on Saturday, nor would it apply if the absence is due to a doctor appointment or attendance at a funeral.

#### SCHOOL ATTENDANCE

Faithful attendance is required of all students enrolled at Zion. Students are excused from school when the absence is with the knowledge and approval of the child's parent or guardian for the following reasons:

- Child's personal illness (If it is very contagious, such as pink eye or ringworm, please contact the principal. A note from a doctor, school nurse, or treatment director may be required after (5) consecutive absences or (10) accumulated absences per semester verifying the absences as health related.)
- Severe illness or death in the family
- Health appointments (although we ask that health appointments be scheduled outside of regular school hours if at all possible)
- Severe inclement weather when the school district is not officially closed for the day
- Special emergencies

With prior approval a student may be excused at the parent's request for a family activity, such as a vacation. However, families are strongly encouraged to take these days during school breaks. Parents may request assignments in advance, but it is not always practical or possible for teachers to do this. Remember that receiving an assignment ahead of time does not account for the instruction a student

will miss. Teachers and parents will assist in helping students make up their work; however, the student is required to complete the work in a reasonable amount of time as determined by the teacher.

Students are truant if they are absent without excuse for all or part of a school day. If notification is not received by the day after an excusable absence, the absence is a truancy. An unexcused absence (truancy) requires the parents to meet with the principal. Habitually truant students, students that are truant for 5 or more days in a semester, will be referred to the appropriate municipal or county authorities.

Ten absences per semester will be cause to review the student's enrollment at Zion.

**If your child is absent on any given school day, please note the following points:**

Absences are to be excused by parent or guardian either verbally or in writing. A written excuse should include the date or dates of the absence or tardiness, the reason for it, and the parent or guardian's signature. Please call the school office by 9:00AM to report the absence and the reason for the absence. If the school has not heard from the home by that time, the school will call to determine the whereabouts and safety of the child.

Send a written excuse for absenteeism and tardiness when your child returns to class. If your child has been absent due to illness, the written excuse must state the nature of the illness.

Students riding a school bus that is late will not be counted tardy on their school records.

(Revised: June 20, 2011)

BICYCLES/SKATEBOARDS

Upon arrival at school students are to park their bicycles in the bike rack. Students may not ride their bicycles during the school day. At the end of the school day, the teacher in charge will dismiss the bike riders at intervals for the sake of safety. No skateboards or scooters are allowed on school premises.

CHANGES TO HANDBOOK

The Board of Education reviews this handbook yearly in June. An updated copy of the School Handbook will be given to each family on Registration Day in August. The Board is open to comments and suggestions from parents of the student body. Contact the Board of Education chairman throughout the school year to address possible changes to our handbook.

(June 2012)

CHOIR, HANDCHIMES AND BAND

All students in 5<sup>th</sup> Grade participate in choir to get a taste for worshipping God with their voices. Grades 6-8 must choose at least one of the following three options: Choir, band, and handchimes. Students in 5-8 may participate in all three activities. The handchimes choir meets during the school day, band practices during lunch, and choir meets twice a week during the school day.

(Adopted: July 5, 2007)

CHURCH ATTENDANCE

God has called us to be His children. The Christian life springs from this calling "that we should declare the praises of Him who called us out of darkness into His wonderful light." (1 Peter 2:9) Centered in this daily Christian living is our formal public worship service. Here is one of our chief sources of that Bread of Life which alone can sustain our souls. Here we receive the blessed assurance of the forgiveness of our sins which we commit daily. And here we have the opportunity to

build up one another through the public confession of our faith, to share in the study of God's Word, and to enjoy Christian fellowship. Since the worship service is such an integral part of Christian living, and because Christian education is training for Christian living, your children's teachers will show loving concern for your family's regular church attendance and will keep a record of each child's church attendance.

Out of gratitude to a gracious God who gave himself 100% in order to save us, we must ask ourselves, "What is a reasonable response to such great love for us?" God included the 3<sup>rd</sup> Commandment to show his earnestness in this manner in Exodus 20:8 when He says, "Remember the Sabbath day by keeping it holy." Ideally, a 100% church attendance would be the answer, but because of sickness, emergency, or travel, the Board of Education strongly feels a minimum church attendance of 80% is an appropriate norm. Quarterly church attendance records will be shared with the Board of Education if deemed appropriate. Pastors and/or Elders from the church may contact families whose church attendance indicates that there may be a spiritual problem. Parents and teachers will do well though, to caution their children that they do not attend church merely as a show of righteousness like the Pharisees from Jesus' time, but attend for the purpose of earnest worship of their God and Savior.

(Revised: March 12, 2009)

### SCHOOL CLOSING

Columbus Public School District determines weather related school closings for Zion. Announcements as to school closings due to snowstorms or other adverse conditions will be given over radio station WBEV - 1430 or WXRO - 95.3, Beaver Dam and most local TV stations. School closings will also be posted at [www.channel3000.com](http://www.channel3000.com). Zion will be listed on these publications as part of "Columbus Schools."

If there is a late start, there will be no K4.

The principal will also notify the student body through a message using our One Call system.

### COMMITMENTS

Our school offers the students many opportunities (sports, music, plays, etc.) which are not a required part of the academic schedule. We invite and welcome all students to join in these activities. However, we are also of the belief that we are attempting to train students to become responsible citizens who do not take their commitments lightly. Therefore, we are asking the students to weigh their decisions on participation and join only if they are going to be faithful members of the group. Sign-up sheets will be available for these various activities, and we expect that all who sign up will be in attendance for practices and performances. **Please discuss participation in an activity within the family before the student signs up.**

### COMMUNICATIONS

#### **Crusader Chronicle**

Every effort is made to keep parents abreast of school news. A weekly newsletter will be sent home each school week with the oldest child in the family unless parents designate another child.

#### **One Call**

Zion Lutheran School uses a group text messaging system called One Call. It allows us to contact all of our student body families simultaneously. This is especially useful when there are unexpected late starts, early releases, and school cancellations due to inclement weather. This service is optional and families must sign up to participate in it. A signup sheet will be provided on Registration Day.

(Adopted: June 9, 2010)

#### **Loop Groups**

Loop Groups are a tool for Zion School families to communicate events and facilitate participation in school activities. The Loop Group will not replace Zion's One-Call program, but will be an added level of communication on a more personal level. The starred family in each loop group is the Loop Leader and is responsible for making sure all families within the loop are contacted. This will be a great way to help our new families learn the ins and outs of Zion!

Additionally we are hoping to use the Loops to help more evenly spread out participation and responsibility for many of the volunteer activities throughout the year. We have six Loops, so two Loops will be assigned to each paper drive. While all families are more than welcome to help for all three paper drives, it is our hope that each family will at least participate in one paper drive and in this way help to spread out the work load.

We appreciate your participation in the Loop Group, and please be sure to let your Loop Leader know if you have any suggestions for improvement!

### CONDUCT/DISCIPLINE

As dearly loved children of God, all pupils will strive to reflect God's love for them in their relations with those around them.

All pupils are expected to obey and to show respect to the pastors, the principal, the teachers, and all others charged with the operation of the school; they are also to show Christian love and kindness toward all other pupils of the school. If a child fails to do this or is in other ways disruptive to good classroom order, the child must be corrected and disciplined accordingly. Parents, by entrusting the training of children to a teacher, also delegate to him/her the right to discipline when it is necessary. If your child feels he is being dealt with unfairly, he is encouraged to discuss the matter privately with the teacher. In Christian love we strive to protect the good name and reputation of our faculty, parents, and student body. We model our conduct procedure after Matt. 18 and the 8<sup>th</sup> Commandment (Exodus 20:16 "You shall not give false testimony against your neighbor.").

Copies of the Zion school classroom discipline policies and the Aggressive Behavior Rubric are distributed annually to all school families and are available through the school offices. If you as a parent have a question regarding a classroom policy or classroom discipline situation, it is your Christian responsibility to discuss the matter with your child's teacher. If no satisfactory agreement can be reached, then the matter should be taken to the principal, and then to the Board of Education. If there is a question regarding a school policy, contact the principal or a member of the Board of Education. Since these are Scriptural principles, it is assumed that all will adhere to this policy.

### CONTROL

Full and final responsibility, authority, and control of Zion Lutheran School rest with Zion Congregation's Voters' Assembly. The Church Council elects three of its members to serve as the Board of Education, which, together with the pastors and principal, is entrusted with the management and administration of the school.

### CORPORAL PUNISHMENT

Zion Ev. Lutheran Church and School instructs all called, hired and volunteer workers not to use corporal punishment under any circumstance involving the discipline of a child or children. Under no circumstances are called, hired, or volunteer workers to administer corporal (physical) punishment to

any student or students. Behavior problems will be handled by following the discipline procedures outlined in our Parent and Student Handbook.

### DISCIPLINE CODE

Since the principle purpose of Zion Lutheran School is to assist the parents in training their children in all subject matter in light of the Word of God, and

Since the Scriptures tell us to train up our children in the way that they should go so that when they are old they will not depart from it, and

Since parents have the responsibility from God to do all things possible to achieve this, and

Since we as teachers, the called servants of God in your midst, have the need and the right to teach in a God-pleasing atmosphere, and

Since your children have the need and the right to learn in a pleasant environment,

WE AS TEACHERS, PARENTS, AND STUDENTS WILL ADHERE TO THE FOLLOWING POLICY ON DISCIPLINE:

- 1) No child will in any way hinder the teacher from teaching.
- 2) No child will in any way hinder another student from learning.
- 3) No child will engage in any behavior that is not in the best interest of the school and other students.

Each classroom teacher has the right and responsibility to maintain good classroom order. If classroom rules are not followed by the student, the teacher has the responsibility to discipline the child. One suggested discipline procedure follows:

- 1st Time...Name recorded on board (this is a warning with no punishment connected)
- 2nd Time...Check added behind name (this means a 15 minute detention after school that day)
- 3rd Time...Second check added (this increases the detention time to thirty minutes)
- 4th Time...Third check added (now a 30 minute detention plus the parents will be called in for a conference with the teacher and child)
- 5th Time...Fourth check added (30 minute detention, parents called for conference, child removed to another room)

#### Severe Clause

If a child causes a severe problem or disturbance the principal and teacher will immediately deal with the child. The following would be examples of behavior warranting an immediate 30 minute detention and conference with parent.

- 1) Stealing/Cheating
- 2) Fighting
- 3) Verbal abuse
- 4) Lying
- 5) Misuse of God's name/obscene language
- 6) Willful damage to property
- 7) Being disrespectful to an adult
- 8) Repeated disobedience

#### Suspension:

A suspension is being sent home from school for a day or number of days in keeping with the nature and seriousness of the offense. An in-school suspension may also be invoked depending on the circumstances. A suspension may be issued at any time (including the first offense) if the offense so warrants. A suspension will automatically be given after three detentions for the same offense (as listed under the severe clause) in a given school year. A meeting of the teacher, parent(s), and student will take place before the student is readmitted to the classroom. Continued inappropriate behavior

may lead to expulsion from Zion Lutheran School.

**Expulsion:**

An expulsion will be discussed after a study has shown repeated disruptive behavior and there appears to be little hope of resolution of the problem(s). It is hoped the expulsion will lead the student to recognize the seriousness of his/her behavior and also provide a more Christian environment in our school. Expulsion from Zion Lutheran School will be a decision made by the Board of Education.

All discipline procedures of this school will be handled in connection with the Word of God with the welfare of the student and his blood-bought soul foremost in mind. All discipline carried out will be in light of the Gospel of our Savior.

**DISPENSING MEDICATION AT SCHOOL**

Prescription medication and over the counter medications will be administered only by school employees with proper training in accordance with Medical Act 160.

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis.

Zion Lutheran School shall administer medication in accordance with Wisconsin State Statutes 118.29, 118.291, and Wisconsin Administrative Code PI 8.01 (2) (g). Administration of nonprescription medication requires the written instruction and consent of the student's parent or guardian. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and written consent from the student's parent or guardian. Students with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent or guardian. The school also requires that any prescription medication have written instruction of a practitioner. Unless trained by medical professionals, school employees cannot administer medication to a student by any means other than oral ingestion. Permission forms are available in the school office or on our website at [www.zioncolumbus.org](http://www.zioncolumbus.org).  
(July 12, 2011)

**ELECTRONIC DEVICES**

The Zion staff shares the concern of our school families regarding the safety of their children when they are coming to and from school. We also recognize that in such circumstances your child should be able to keep in close contact with you via cell phone in the event of an emergency.

At the same time, please recognize the potential distraction and aggravation such devices could have within the school building during the school day. Remember, if your child really needs to contact you during the school day, the office phones are always available. To address your concerns and those of the school, the following policy will be in force:

- Any and all personal communication and electronic devices are to be turned in to the school office at the beginning of each school day and will be returned at the end of each school day. The use of electronic devices will not be permitted during school hours, during athletic study halls, or during Extended Care (ETC).
- Students may not keep devices in the hallway, book bag, classroom desk, or on their person. This is to avoid the temptation to use the device during the school day and to avoid the temptation of others to take things that are not theirs. The school will not be responsible for any electronic devices that are taken as a result of a student not turning them in to his/her teacher as required.

- Any teacher or staff member may confiscate an electronic device of any student on school property if they feel the device is being used inappropriately or is causing a disruption. The device will be returned after the activity has concluded or if the student leaves and does not return to the property.

Repeated disregard for this policy will result in the forfeiture of the device by the student until the end of the year.

## ENROLLMENT POLICY

Zion is different from many other private educational institutions. Zion Lutheran Church and School are one ministry. We share the same mission. Our teachings are the same. Our work is done together. It is vital for all parents in our school to understand this about our ministry. God's word is not only taught during religion classes, but is the cornerstone of all instruction.

What are the responsibilities of being enrolled at Zion Lutheran School? All parents who wish to enroll their children in Zion Lutheran School are entering into a partnership. There are basic principles that every family must abide by. If at any time these principles are not honored, the parents will be expected to meet with the principal and/or Board of Education. Failure to resolve the issues in question could result in the child's dismissal from school:

1. Parents will support the instruction of the doctrines of Holy Scripture as taught by the Wisconsin Evangelical Lutheran Synod at Zion Lutheran School, including but not limited to daily religion classes such as Christlight, catechism, and confirmation.
2. Regular church attendance is expected throughout the year. Students are expected to attend Zion when their class or group is scheduled to sing in church services.
3. Parents will assist in making available to Zion Lutheran School the necessary school records from their child's previous school(s); i.e., academic, psychological, behavioral, health, and immunization records. No child will be enrolled in Zion Lutheran School without a transfer of records from his/her previous school.
4. Parents will cooperate in supporting the school, its teachers and staff, and all the policies outlined in the parent handbook as well as those handed down by the Board of Education.
5. Parents will agree to be faithful in making timely tuition and other school-related payments.

Who can be enrolled at Zion Lutheran School? Zion Lutheran School will enroll students on a priority basic accounting to these three categories:

1. All children of Zion families can be enrolled into Zion.
2. Children of families from other WELS or ELS (Evangelical Lutheran Synod) congregations can also be enrolled because their confession of faith is identical to Zion's.
3. Families from the community that have a desire to have their children receive a christian education provided through the biblical truths taught at Zion may enroll. Community parents are required to meet with our Pastors to gain a deeper understanding of our teachings. Community families will be enrolled on an individual basis. The Board of Education is responsible for accepting enrollments.

Notice of nondiscriminatory policy as to students Zion Ev. 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, admissions policies, scholarship programs, and co-curricular and other school administered programs.

This enrollment policy is subject to yearly review. (Revised February 2018)

## FEDERAL EDUCATION RIGHTS TO PRIVACY ACT (FERPA)

Copies of the Zion FERPA policy as adopted by the Board of Education are available upon request. FERPA policy allows a parent and/or designated guardian the right to view their child's academic records at any time. If you wish to do so, please contact the principal.

(August 10, 2011)

## GRIEVANCES

If a grievance relating to a school incident or application of school policy should arise, God's Word in Matthew 18 tells us what the procedure is to be followed. Courtesy and Christian love dictate that the matter first be privately discussed between parent and teacher, then follow the guidelines listed in Matthew 18. Private matters should not be haphazardly discussed with other parents, the principal or pastors, or members of the congregation or community.

If, after a period of time, the problem still exists, the principal should be contacted. If the matter involves the principal, the Board of Education chairman should be contacted. If further counsel is deemed necessary at a later time, the pastors and Board of Education may be contacted.

We should remember that errors will be made because we are all sinful human beings. All problems should be approached with prayer and Christian love, allowing God's Word to lead to peaceful and proper solutions.

(June 20, 2011)

## SCHOOL HOURS

School doors open.....	7:30 A.M.	Noon Recess: Grades K-4.....	12:00-12:25 P.M.
Enter School.....	7:40 A.M.	Grades 5-8.....	12:15-12:40 P.M.
School begins.....	8:00 A.M.		
School Closes (Gr. K-8)....	3:10 P.M.	K4: Monday-Friday.....	8:00 - 11:30 A.M.

Whenever it is possible, we would ask all parents to see to it that their children do not come to school before 7:40 A.M.

K4 students will be dismissed at 11:30 A.M.

Due to the location of our office, exterior doors will be locked from 8:30am – 3:10pm. Please ring the bell located on the brick wall to the right of the doors. A staff member will let you in.

Classrooms and the school premises are to be vacated by 3:30 P.M. No child is permitted to leave the grounds during the school day unless special permission is obtained. Children that remain on the school grounds after 3:30 P.M. without special permission will be placed in the ExTended Care program at the expense of the parents.

(October 31, 2011)

## HOW YOU CAN HELP YOUR CHILDREN

- A. By letting the Word of God be the sole guide in all phases of daily living and conduct
- B. By attending church regularly with your children and discussing the service with them
- C. By having regular devotions and family prayers
- D. By speaking highly of the school's purpose and its called workers, who are representatives of God
- E. By seeing to it that your children learn their memory work for the following day and review it in the morning prior to leaving for school

- F. By refraining from being critical of school procedures in the presence of your children
- G. By encouraging them to form regular study habits and providing adequate facilities for proper study
- H. By seeing to it that your children are regular and prompt in attendance
- I. By encouraging them to eat well-balanced meals
- J. By encouraging them to get sufficient hours of rest and sleep
- K. By encouraging them to play games suitable for their age and skill
- L. By discouraging them from bringing any distracting items to school
- M. By exposing them to many wholesome experiences
- N. By encouraging them to be considerate and courteous

### IMMUNIZATIONS

New families will receive updated immunization requirements upon enrollment at Zion Lutheran School. At Registration Day, a station will be set up to notify parents about the status of their child(ren)'s immunizations. Please refer to the immunization requirements below.

Students in grades K-5 who do not meet the immunization requirements, **including documentation provided to the school**, by the 30th school day shall not be admitted to school. Transfer students shall be granted thirty (30) days in which to submit proper evidence of required immunizations.

Exemptions to the immunization requirements shall be granted only for medical, religious, or personal convictions.

(Revised: Aug 5, 2016)

**DEPARTMENT OF HEALTH SERVICES**  
**STATE OF WISCONSIN**  
 Division of Public Health

s. 252.04, Wis. Stats. P-44021 (Rev. 07/17)

### **STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS**

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses				
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT2	3 Polio	3 Hep B6	1 MMR7	1 Var8
Grades K through 5	4 DTP/DTaP/DT/Td2,3	4 Polio5	3 Hep B6	2 MMR7	2 Var 8
Grades 6 through 12	4 DTP/DTaP/DT/Td2 MMR7	1 Tdap4 2 Var8	4 Polio5	3 Hep B6	2

1. D= diphtheria, T= tetanus, P= pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.

2. DTaP/DTP/DT vaccine for children entering 5K Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
3. Tdap is adolescent tetanus, diphtheria and acellular pertussis vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades 5K Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
5. Laboratory evidence of immunity to hepatitis B is also acceptable.
6. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday Note: a dose four days or less before the 1st birthday is also acceptable. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable.
7. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

### KINDERGARTEN AGE REQUIREMENT

The Church Council has adopted the following age policy for students entering Kindergarten: In order for a student to enter Kindergarten, he or she must be 5 by September 1st of that school year.

### LAKESIDE LUTHERAN HIGH SCHOOL

Zion Lutheran Church and School is a member of the Lakeside Lutheran High School Federation. Thirty-one federated congregations in southern Wisconsin, including Zion, jointly fund and operate this high school in Lake Mills, Wisconsin. Lakeside Lutheran is the logical extension of the Christ-centered education that takes place at Zion and holds to the same Christian teachings as Zion. Thus, Lakeside is our school, too.

### SCHOOL LUNCH

Zion Lutheran School currently does not offer a hot lunch program. Students are expected to bring a sack lunch each day. Children are responsible for the proper care of this food. Milk is available for purchase for those students who bring their own lunch. For the sake of good nutrition, we ask parents that their children do not bring carbonated beverages to drink with their lunch. A microwave and refrigeration is available for student use, but parents should still place icepacks in their children's lunches if the contents need to stay cold.

There may be special days where a lunch is offered by the school like a Subway lunch or something made by a volunteer. Notification of those special days will be sent home by a special note in the Crusader Chronicle.

Morning milk will again be offered to the children. (Grades K-8: \$.30 per half pint) This milk must also be purchased by using the ticket process. Whether the student would like milk for lunch and/or milk for their morning recess, tallies will be kept track of on their milk ticket. The cost of each milk ticket for grades K-8 is \$12.00 (40 milks at .30 cents per milk). When a child has 10 milk punches left, a note will be sent home reminding the parents that it is time to purchase a new milk ticket. All milk tickets will be kept with the child's classroom teacher.

## MISSION OFFERINGS

Mission work is a special way to show our love for our Savior and share our Christian faith with others. On each Friday during the school year, the pupils will be given the opportunity to contribute to the designated mission project.

## OPEN FORUM

Open Forum is an opportunity for parents and teachers to discuss the school and its operations in an anonymous way. It promotes effective home and school communications. Forums are scheduled on a need basis. Look in the Crusader Chronicle for these special meetings.

## PARENT-TEACHER CONSULTATIONS

A parent-teacher consultation day is scheduled at the end of the first quarter so that parents and teachers can discuss their child's progress. Although no formal time is set aside at the end of the other marking periods, parents should feel free to call and set up a time to discuss any concerns they might have regarding their child's progress. Optional parent teacher conferences are held near the end of the 2<sup>nd</sup> Quarter.

## PARENT VISITATION DAY

Parents along with all members are welcome to visit the classrooms of Zion at any time. A special day is set aside for parents to visit our classrooms and see their children and staff "in action." Parents are welcome to attend throughout the morning and lunch hour and are especially encouraged to join us for our devotions and Word of God classes. We respectfully ask that younger siblings remain at home as they can become distracting to the classes in session.

## PHYSICAL EDUCATION

Physical education classes are conducted in grades Kindergarten through eighth grade. Each grade receives approximately one hour of physical education per week. All pupils are expected to participate in phy ed classes unless they are ill or are excused by a doctor's written request. If a student is unable to participate in phy ed, it is assumed that he/she is unable to participate in strenuous physical activity at recess or in an after school athletic activity.

A separate pair of clean gym shoes must be worn during all activities in the gymnasium. Pupils in grades 5-8 must have gym clothes. Showers are available for students in grades 5-8. All gym clothing and towels should be clearly marked with the child's name.

Equipment brought from home is not the responsibility of the school. Since we have balls, bats, etc., we discourage bringing such equipment to school. If your child brings the equipment, he/she should participate in the game in which it is used.

## PROPERTY DAMAGE

Any student who willfully or through negligence damages school property or books will be expected to reimburse the school for these damages. **We require that students use book covers to keep the books in good condition.** Adhesive book covers will not be permitted. Lockers and desks (inside)

should be clean and non-offensive. Decorations which are considered offensive by the faculty will be removed.

## RECESSES

All children are expected to be on the playground during the recess periods unless asked to remain in the building by the teacher or if a parent, for a special reason, sent a note to the teacher requesting that the child remain indoors. Proper clothing for cold and wet weather should be worn to school. On rainy and extremely cold days, the children will remain indoors at the discretion of the teachers.

## ZION LUTHERAN SCHOOL HOMEWORK AND GRADING

### Introduction

Zion teachers will strive to educate all students to the best of their God-given abilities. However, education does not take place only in the classroom. To successfully educate the children, work must continue in the home. Homework extends learning opportunities by allowing students to practice what they have learned, prepare for new information, or elaborate on information that has been introduced.

Homework allows students to reinforce content that has been learned in school. When homework is collected, the teacher is able to see how well students learned the previous day's lesson. That way, the teacher can reteach or make other adjustments as necessary. Homework is also a good way for students to self-check their own performance. The grade received displays students' level of understanding about the lesson. Students are expected to give their best effort on each assignment. In general, the resulting grade will be recorded. Under special circumstances a student may be given the opportunity to redo an assignment, at the teacher's discretion.

Except in cases where parents and students are asked to work together (i.e. reading together or discussing a Bible study topic together), parent involvement in homework should be limited to assisting, and not doing the work for the child.

Revised: April 4, 2017

### **Make-up Work**

If a student is absent an entire school day, he/she will be given an additional amount of time to complete his/her work. Our guideline for this timeframe is upon returning to school, the student will receive a grace period of the number of days he/she was sick plus one. So, if a student was ill for two days, when the student returns to school, he/she will have three days to make up incomplete assignments. Assignments will be marked "Incomplete" until they are handed in.

If there are unusual circumstances which prevent the student from completing his/her work for the day, the parent is asked to contact the teacher by note or by phone. Assignments will not be marked as late under such circumstances.

### **Late Work**

In an effort to help students grow in their level of responsibility, the following late work policy has been developed:

#### For students in grades K-2

Typically, students in grades K-2 complete assignments at school. Homework usually takes the form of "practice reading" with parents, studying spelling lists and memory work, or reviewing the day's Christlight lesson. Also, these students are just beginning to develop a sense of responsibility for their own work. Therefore, there is no official late work policy for students in grades K-2.

#### For students in grades 3-8

Student work needs to be completed and available for the teacher when the teacher asks for it. If it is not available, the homework will be marked as a late assignment. The teacher will take 5 percentage points off of the assignment each day that the assignment is late. Also, a late assignment note will be sent home which is to be signed by the parent and returned to the teacher by the next school day. If a student has four late assignments during a quarter, he/she will remain after school from 3:15-4:00 the following day to work in a supervised study period. The same procedure will be followed for any additional late assignment during the quarter. Students will start fresh with each new quarter.

### REPORT CARDS

The report of the child's progress is given four times during the year. It is hoped that a close relationship will exist between parents and teacher at all times so that they will mutually assist each other in understanding and helping children meet their educational, social, and spiritual needs. The following report card grading system will be used for grades 3-8 at Zion Lutheran School:

A+	100
A	96-99
A-	94-95
B+	92-93
B	88-91
B-	86-87
C+	84-85
C	80-83
C-	78-79
D+	76-77
D	72-75
D-	70-71
F	0-69

Behavior will be graded with Excellent, Satisfactory, Needs Improvement, or Unsatisfactory. Each child must have all work completed by the end of each quarter. If the work is not done, an Incomplete grade will be given. The Incomplete will be changed to a letter grade upon completion of the child's work.

It is important that the parents evaluate this report card very carefully and discuss it with the child with the purpose of encouraging the child to ever greater faithfulness in his or her school work.

(Revised April 3, 2017)

### SEX EDUCATION

Our church has purchased the Concordia Sex Education Series for use by our parents with their children. The series has books for use with pre-schoolers through those contemplating marriage. If you desire to use these materials which treat the topic of sex education from a Christian viewpoint, please check in the church library or contact the school office at 623-5180. Your name will be placed on a waiting list and the secretary will contact you as soon as the materials become available.

### SINGING

Our children sing and play handchimes in various church services throughout the year. This singing and playing is to beautify our church services and enable the children to express their Christian faith. Parents are notified of these occasions through the weekly Crusader Chronicle, school website, and weekly classroom reminders. We ask for parental cooperation in getting children to these services at the appointed times. It is unfair both to teacher and classmates when, after much diligent work and practice, others fail to be present at the service in which they were scheduled to sing. If conditions prevail which prevent your child from participating in a service, you are required to inform the classroom teacher or choir director. The schedule for the year will go home at registration and will be available on

## STUDENT DRESS

Out of love and thanks to God, Christians will want to be well-groomed and wear clothing which is God-pleasing in appearance. Students should come to school with a satisfactory level of cleanliness not only for the sake of proper hygiene, but also out of respect to others. What we wear reflects who we are – children of God. We want to avoid anything that might give offense, false impressions, or otherwise detract from our identity as Christians. As students in a school setting, we also recognize that a dress code establishes an orderly and positive learning environment. For this reason, students are required to obey the following guidelines every day, including formal dress-up days for sports/music/other.... Exceptions will be published by the classroom teacher.

### Upper Garments:

- All tops should meet the minimum of collarbone height. Examples of tops that fit this criteria include, but are not limited to, collared shirts with one button open, “crew-neck” shirts, etc.
- See-through materials that show skin below the collarbone or that accentuate undergarments should not be worn. One may wear a collarbone-height shirt under a more revealing shirt.
- The following are examples of tops to avoid: Tank tops, halter tops, spaghetti straps, sleeveless shirts, cut-outs below the collarbone, off-shoulder shirts, bare midriffs, bare backs, tight-fitting or sexually suggestive tops. A tank top is any shirt that does not cover from the neckline to the rounding of the shoulder. All tops must cover underwear, or anything that resembles underwear.

### Lower Garments:

#### Girls: Only allowable lower garments:

- Jeans, khakis, dress pants, skirts/dresses, sweatpants or legwear similar to sweatpants. Skirts / dresses / shorts may be worn if they are no higher than 3 inches above the top of the knee cap. K4-2 students may follow the fingertip rule for length of shorts and skirts.
- Skirts or dresses should be of a material and fit so that they remain at a dress code length at all times during the course of normal movement.
- All other types of leg-wear (skin-tight yoga pants, skin-tight leggings or jeggings, or anything else that is skin-tight) may only be worn with a skirt 3 inches above the top of the knee cap, or with a top that completely covers the underwear line during the course of daily movement.

Any faculty member may make the final decision as to what is acceptable.

#### Boys: Only allowable lower garments:

- Jeans, khakis, dress pants, sweatpants. Shorts must be no higher than 3 inches above the top of the knee cap. K4-2 students may follow the fingertip rule for length of shorts.

### Clothing guidelines for all:

As we seek to maintain an atmosphere that glorifies God and promotes learning, we require students to avoid the following:

- Shorts may only be worn during the months of Aug-Oct and April-May.

- Pants that are excessively baggy or low-hanging pants, or that are excessively tattered, frayed, or that are dirty or have holes (skin/underwear is visible); pajama pants (or pants that look similar).
- Extremes in dress and/or appearance (remember modesty), extremes in hair style or hair color, etc., that either draw attention to the student or become disruptive to the class or school environment. Hair must be of a “natural” hair color. Unnatural colors (blue, green, purple, etc.) are not allowed.
- Clothing (including jackets) which has advertising or slogans related to immorality, the use of alcohol, drugs, tobacco, bars, gambling, pro-wrestling / pro-fighting, weapons, or questionable innuendoes (double-meaning words or phrases are included here).
- Clothing with words, phrases or pictures related to astrology, satanic symbols, other religions, or ungodly or anti-Christian themes.
- Clothing identified with a band, musician or a music tour, including clothing and other objects that simultaneously name a band and a brand name. However, clothing of Christian music groups are acceptable.
- Visible body piercing (ear piercings are OK), extenders, or gauging. No tongue piercings. Covering a visible body piercing with a band-aid (or something similar) is not allowed.
- Slippers, no shoes, bare feet, or open toed shoes
- Hats, caps, hoods, headscarves, sunglasses, or other headgear (in the school building during a school day)

Because fashions change, the dress code may change also. No dress code will provide an answer to every potential choice faced by students. A desire to glorify God, combined with common sense, will hopefully result in good choices.

Depending on the weather conditions, teachers have the discretion to determine the proper outdoor attire for recess and other outdoor activities.

For the sake of order, when there are differences of opinion concerning dress, the judgment of the Zion Lutheran faculty and administration will be respected by students and parents.

In the event a teacher or staff member feels the dress code has been violated, the process below will be followed:

- First Violation: A verbal warning is given to the student by his/her teacher and the teacher emails the parent(s).
- Second Violation: A verbal warning is given to the student by his/her teacher and the principal emails the parent(s).
- Third Violation: A meeting will be held between parents and principal to discuss the violations.

A record of dress code violations is kept on file for all violations that occur during the school year  
(Revised: June 28, 2019)

### SCHOOL SUPPLIES

A list of school supplies for the school year is distributed to families. Please make sure your child has the appropriate supplies when the school year begins and throughout the year.

### TARDY POLICY

School starts promptly at 8:00am with morning announcements from the principal or office. Students should be in their classrooms and prepared by 8am. Late students disturb morning devotions and the

study of God's Word. Out of respect for the teacher, classmates, and the daily routine, please get to school promptly. Chronic tardiness will be disciplined as any negative behavior.

After receiving:

- Three tardies: The teacher will send a written notice home to the parents.
- Six tardies: The teacher will send a second written notice home to the parents.
- Nine tardies: A conference will be held with the parents and principal to discuss repeated tardies and develop an adequate solution.
- Further tardies: The Board of Education will consider the family's commitment to this school and a representative from the Board will discuss the matter with the family.

Tardies accumulate throughout the school year. A student begins each school semester-with a clean slate.

(Revised April 3, 2017)

### TESTING

In addition to regular subject matter tests, achievement and mental ability tests are administered each year. These tests enable the teachers to monitor student progress and adjust their instruction as needed.

### TUITION

Consideration will be given to those families who are not financially capable to pay tuition. In such cases, contact the principal or pastors. The price each family pays is much less than the actual cost to educate a student at Zion. It costs our congregation over \$4,000 to educate each child per school year.

### K4 TUITION

\$675	Zion Members
\$1750	Community Members

### K-8<sup>TH</sup> GRADE TUITION

\$1000	Zion Members
\$3500	Community Members

Families may choose to pay in full on Registration Day and receive a 3% discount on their total bill, or will be able to set up a payment plan through FACTS. FACTS is a tuition management service that automatically debits school payments from your designated account. FACTS will begin debiting on September 20<sup>th</sup>. Families with multiple children will receive a \$50 discount for their second child and a \$100 discount for subsequent children.

### VOLUNTEER DRIVER INSURANCE

State law requires that all people driving students to any school event must have insurance. Zion Lutheran School requires that drivers have a policy providing bodily injury coverage with a limit of not less than \$100,000 per person with limits of not less than \$250,000 per occurrence, and not less than \$50,000 for damaged property.

The Board of Education strongly suggests that any driver carries minimums of 250/500/100 or higher limits. Volunteer drivers must fill out the Volunteer Driver Insurance Form and Volunteer Policy to be eligible for transporting Zion students.

Zion Lutheran School will keep the signed form on file in the school office along with a photocopy of each volunteer's current policy. Volunteers are to notify the school office immediately if there are any changes to their insurance policy.

### ZION VOLUNTEER POLICY AND GUIDELINES

Volunteers are a great asset for the school. Your help allows students to receive much-needed practice, individual tutoring and assists the teachers' busy schedules. You have the opportunity to model Christian behavior through your words and actions that will positively influence Zion students!

#### Volunteer Opportunities:

There are many ways to get involved and assist Zion's activities and learning. Volunteers can assist classroom teachers during the day, monitor bussing before and after school, help with recess and lunch duty, help with activities during school (ie. Jump Rope for Heart and the Walk for Diabetes) and after school (ie. coaching, movie nights and forensics nights). Volunteers also serve as drivers and chaperones on field trips and to sporting events.

#### Getting Involved:

All volunteers must sign the Volunteer Policy. We want to be sure that all volunteers have a firm knowledge of policies and appropriate interactions with students in our school. All volunteers must be willing to submit to a background check. All school families will be required to re-sign our Volunteer Policy when changes are made. If you would like to help out at Zion, please contact the school office and we will provide a copy of our volunteer policy for you.

### WEAPON POLICY

We have developed a weapons policy to help ensure the safety of all students and faculty at Zion Lutheran School. All weapons including, but not limited to: knives and guns will be confiscated. This also includes toys that look like real weapons.

Students carrying these devices will be disciplined with a 2 day, in school suspension. Parents will also pay \$150, which is the cost of a substitute teacher that must watch the child during the two days.

This policy includes anyone on the school's grounds. A child from another school found to be carrying weapons will have his item confiscated. Parents may claim the item at a later date. That child's school will also be notified. Visitors found to be carrying weapons will have their items confiscated. They may claim the items at a later date. If a visitor refuses to remove their weapon, the police will be notified.

(November 16, 2004)

## SOCIAL RELATIONSHIPS AT ZION LUTHERAN SCHOOL

God's Word is very specific in how Christian love is to show itself in social relationships among his children. God's Word says:

- Jesus replied: *"Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments."* Matthew 22:37-40
- (Jesus said) *My command is this: Love each other as I have loved you. Greater love has no one than this, that he lay down his life for his friends. You are my friends if you do what I command... This is my command: Love each other.* John 15:12-14, 17
- *Love does no harm to its neighbor. Therefore love is the fulfillment of the law.* Romans 13:10
- *Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails.* I Corinthians 13:4-8a
- *Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.* Ephesians 4:31-32

These and many other passages from God's Word describe the Christ-centered loving relations that must exist in student-to-student relationships as well as student-adult relationships at Zion Lutheran School. As a school, Zion will do all that it can to foster these Christ-centered relationships.

We know the devil will do all he can to break down these relationships. He does not want Christian love to be the center of any relationship. When such a break down occurs, the Law of God's Word will be used to show the sinner the sin. This will be followed by the Gospel of God's Word to assure the repentant sinner of forgiveness.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated aggressive behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; physical attributes; physical or mental ability or disability; and social, economic or family status.

Aggressive behaviors include bullying, but there are cases aside from bullying that are also hurtful.

Types of Aggressive Behavior:

1. Verbal – Direct - (e.g. threatening or intimidating language, hurtful teasing or name-calling, racist remarks) or Indirect - (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)
2. Physical - e.g. pushing, slapping, grabbing
3. Severely physical - e.g. assault, getting another person to assault someone, punching and similar behavior that may injure others, harassment (racial, ethnic, or sexual name calling or other severe harassment).

Any form of bullying or other aggressive behavior will be taken seriously at Zion. When an incident is reported, the parents of the students involved will be contacted the same school day. Discipline will follow according to our Aggressive Behavior Consequence Rubric. The rubric along with a summary of

each incident will be sent home with the student involved. A parent will sign the form and return it to school the next school day. The goal of the rubric is to lead all parties involved to restore the Christ-centered relationships.

In working with students and parents in developing Christ-centered relationships, we keep the words of the Apostle Peter in mind: *“Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble. Do not repay evil with evil or insult with insult, but with blessing, because to this you were called so that you may inherit a blessing.”* 1 Peter 3:8-9

## Aggressive Behavior Consequence Rubric

*The Verbal and Indirect/Physical will be counted separately from Severe Physical*

Behavior	1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time	4 <sup>th</sup> Time	5 <sup>th</sup> Time
Verbal and Indirect / Physical	Fill out reflection, Apology, Teacher calls parent, Lose 1 recess	Fill out reflection, Apology, Student calls parent, Lose 3 recesses	Fill out reflection, Apology, Student calls parent, Lose 3 recesses, Detention, Behavior plan with parents, teacher, and principal	Fill out reflection, Apology, Student calls parent, 1-day in school suspension, Review behavior plan with parents, teacher, and principal	Fill out reflection, Apology, Student calls parents, 2-day in school suspension, Parents meet with the Board of Education, principal, and teacher with the possibility of expulsion
Severe Physical	Fill out reflection, Apology, Student calls parent, Lose 3 recesses, Detention, Behavior plan with parents, teacher and principal	Fill out reflection, Apology, Student calls parent, 2-day in school suspension, Review behavioral plan, Require counseling if necessary	Fill out reflection, Apology, Student calls parent, Minimum 2-day out of school suspension, Parents meet with the Board of Education, principal, and teacher with the possibility of expulsion	Expulsion	

Note: Students in grades 1-2 may receive one additional warning. The K4 and kindergarten teacher will use more immediate, brief consequences with the students. Severe behavior may lead to more severe consequences including suspension, depending on the behavior.

K-2 Detention: 15 minutes followed by a parent meeting  
 3-8 Detention: 30 minutes followed by a parent meeting

Zion Lutheran School  
Management Plan

In order for any school to function to its best ability, there must be cooperation between the home and school. It is especially important that the school rules, grading policy, and discipline are upheld at school and supported at home. May the Holy Spirit fill each of us with this spirit that we might all work together as a family of Christians and have a blessed school year.

I, \_\_\_\_\_ understand and support the school rules, grading policy, and discipline policy outlined in this packet.

Parent Name

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return this form to your oldest child's classroom teacher by the first day of school.*

## ZION SCHOOL DIRECTORY

Zion Lutheran School, 822 Western Ave.....	623-5180
<b>PASTORAL STAFF</b>	
Pastor Tim Schwartz.....	509-480-2967
Pastor Ben Zuberbier.....	920-517-7940
<b>SCHOOL FACULTY</b>	
Mr. Alex Vandenberg – Principal, Grades 7 & 8, .....	507-353-0719
Mrs. Marie Becker - Grades 5 & 6.....	262-623-4145
Mr. Chad Grambsch – Grades 3 & 4.....	414-313-4308
Mrs. Hannah Rodewald - Grades 1 & 2, .....	920-809-1999
Mrs. Rachel Grambsch, Kindergarten .....	414-489-0235
Mrs. Niki Schwartz, K4, .....	509-594-2661
Mrs. Jennifer Werre – Extended Learning/7&8 .....	885-3902
<b>EXTENDED CARE DIRECTOR</b>	
Mrs. Melody Krakow.....	920-210-6323
<b>BAND DIRECTOR</b>	
Mr. Brett Duwe - Band Director .....	342-7826
<b>BOARD OF EDUCATION</b>	
Mr. Andy Tratar - Education Board Chairman.....	920-484-8447
Mr. Dan Schultz .....	920-350-2510
Mr. Matt Huber .....	623-5657
Mr. Guili Alvarez.....	608-358-3579
Mr. Jordan Crave.....	928-285-3075
<b>PROPERTY MANAGEMENT</b>	
Mr. Jim Greiling – Property Management Board Chairman .....	
<b>SCHOOL CUSTODIAN</b>	
Mr. Jim Stadler.....	623-0205