

**2023-2024**

**Zion School Handbook  
For Parents and Students**

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### 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

Our school partners with parents of Zion and reaches out to the community through a Christ-centered education, empowering students to live lives of service for God's glory on earth and preparing them for eternity in heaven.

### ZION VISION STATEMENT

#### Introduction

To be able to carry out the school's mission and objectives more effectively, Zion has created a school vision. The school vision can be defined as a faith-filled preview of the unique and special plans God has for us at this time and in this place. It is an action plan created through the reflection of our deepest Christian values, insight from analysis, creativity, and confidence in God's ability to do more than we ask or imagine. It helps us to raise our sights to the future and describe what we are working toward under God's grace and blessings.

#### \*Partners with parents

Zion seeks to partner with parents as they carry out their God-given responsibility to train and instruct their children in the truths of scripture. Zion will offer spiritual encouragement, student instruction, regular means of communication, and family programming to assist parents in carrying out this task. Zion will nurture families already in doctrinal agreement with us and guide other families with God's Word through speaking the truth in love.

#### \*Reaches Out

Zion seeks to promote our school's mission to the community by sharing biblical truth in love. Zion seeks to nurture families already in doctrinal agreement with us and guide other families with God's Word.

#### \*Christ-centered education

Zion will provide ongoing Christian education to families in the form of religious instruction, workshops, and other growth opportunities. Zion will also seek to provide a high-quality academic education based on the belief that God's Word is truth. With this belief as the starting point, Zion will strive to keep current with educational standards and technological trends as it maintains high expectations of learning and encourages all students to use their God-given abilities to the glory of God.

#### \*Lives of service on earth

Motivated with the gospel message, Zion seeks to cultivate a desire within its students to live a life of service to God and others as a fruit of faith.

#### \*Eternity in heaven

Through the work of the Holy Spirit and the tool of God's Word, Zion will present the message of Jesus Christ in its truth and purity with the end goal that through the work of the Holy Spirit, God will bring his saints home to be with him forever in heaven.

### 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.

#### 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.

#### 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. Please see our Athletic Handbook for a complete list of policies and information.

Zion offers the following sports:

## Fall

1. Volleyball (Girls in grades 4-8, and 1 tournament in November for boys in grades 5-8)
2. Soccer (Co-Ed for students in grades 4-8)
3. Cross Country (Boys and Girls in grades 4-8)

## Winter

1. Basketball (Boys and Girls in grades 4-8)
2. Cheerleading (Girls in grades 4-8)

## Spring

1. Softball (Co-Ed for students in 5-8)
2. Track (Co-Ed for students in 5-8)

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

- Maintain a 78% grade average or better and may not have any F's on a mid-term or quarter report.

A student declared ineligible at the end of these marking periods will be ineligible for no less than 5 school days from the start of the new marking period. The student's progress will be reviewed by the principal, athletic director, and classroom teacher. If the student has demonstrated satisfactory improvement, the student will once again be eligible for athletic activities.

\*The school recognizes that 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. The classroom teacher and principal are responsible for tailoring guidelines when necessary.

- Have no more than two late assignments per school week. (A student that receives a 3rd late slip during the course of one week will be ineligible for 5 school days. This time period begins the day after receiving a late slip.)
- Have no behavioral detentions. (A student that receives a detention will be ineligible for 5 school days. This time period begins the day after receiving the detention.)

By joining a team, an athlete is indicating interest in the sport, but is further making a commitment to the coach, teammates, and the school. As such, the coach will expect all athletes to attend all practices. Should an absence be necessary, all attempts should be made to inform the coach or athletic director prior to the absence. If a child is absent from school due to sickness, he/she may not participate in practice or at a game that night even if they are feeling better. At times, a child may be ill in the morning and be able to return to school later on during the school day. That situation will be handled in this way. If the child returns to school before/by 12:00pm, he/she is cleared to practice or play in his/her game. After 12:00pm, he/she is NOT cleared to practice or play in his/her game. For clarification: If a child is sick all day Friday they may play in game(s) on Saturday and/or Sunday. Please contact the Principal or Athletic Director for eligibility questions.

## 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.

#### RELEASING STUDENTS DURING AND AFTER THE SCHOOL DAY

Parents and/or guardians with primary custody of students are "authorized pick-ups" and may take students during or after the school day. Individuals listed as contacts on a student's Emergency Medical form are also considered "authorized pick-ups."

Guardians with primary custody of the student(s) may authorize additional individuals to pick up their child(ren). Please fill out this form if you know that additional individuals will be picking up your children during or after the school day on a regular basis (i.e. once per week).

Throughout the school year, additional individuals may be authorized to pick-up your child(ren) by sending a letter to the school office which grants permission to specific individuals, notes the date and time of this pick up, and contains their signature. This letter will then be given to the classroom teacher.

In cases of divorced parents, split homes, and other issues of guardianship, the school office shall be provided pertinent custody arrangement information which include court orders for placement rights of individuals during the school week.

Occasionally, teachers are approached directly by an individual not listed as an authorized pick up to release students into his/her custody. Teachers should escort this person to the school office. The secretaries will verify with the records on file or if the individual was recently given permission by the parents in writing.

Additionally, students in ExTended Care will also be released to individuals on the ExTended Care authorized pick up list.

## TRANSPORTATION

### **Drop-Off**

Students may be dropped off at school no earlier than 7:30am. Students participating in the Extended Care Program may be dropped off earlier upon mutual agreement between the Extended Care Coordinator and the parents. The school's outer doors will be unlocked at 7:30am. Students may enter the breezeway, but the school proper will be locked until 7:40am.

### **Drop-Off Procedure**

The parking spaces on the West side of the parking lot will not be available between 7:15am – 8:15am. During this time, a drop-off lane will be created for parents. Parents will drive single-file through the drop-off lane and drop their child(ren) off at the door. Busses will use the lane adjacent to the parent drop-off lane. Parents may also park in any of the spaces on the East side of the parking lot. Children should not cross the parking lot without adult supervision.

### **Pick-Up**

Students will be dismissed at 3:10pm. The schools outer doors will be unlocked at 3:00pm. If a student is to be picked up before the end of the school day, the parent/authorized guardian must enter the school building and check-in at the school office to pick up the child.

### **Pick-Up Procedure**

The parking spaces on the West side of the parking lot will not be available between 2:45pm and 3:45pm. During this time, a pick-up lane will be created for parents. Students will be led outside by their classroom teachers and line up on the concrete entryway by classroom. Teachers will supervise the students as they are dismissed. Parents will use the same lane that was designated to drop-off their children in the morning. Busses will use the adjacent lane. Parents that wish to park may use the outermost lane, and park in any of the spaces on the East side of the parking lot.

## PEDISTRIANS

Students walking home need permission from a caregiver either through communication to the office or through the authorized pick up form giving them permission to walk home.

## BUS CONDUCT RULES

Students should view the bus ride as an extension of the classroom. Students must remain seated at all times and speak at an appropriate volume as to not disturb the bus driver.

Bus discipline is important for the safety of our students. Any incidents of discipline problems or bus rule violations are to be reported to the principal so that the matter can be dealt with promptly. The principal must forward that information to the parents of the student involved. After each incident the student must talk to the principal in order to be reinstated on the bus. If three incidents occur the student's privilege of riding may be terminated. Any incidents of harassment or abuse reported to a teacher should be forwarded to the principal immediately.



### BICYCLES/SKATEBOARDS

Upon arrival at school, students are to park their bicycle by the side parking lot. 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.

### 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.

### CHURCH ATTENDANCE

The entire Christian life is a life of worship. "Therefore I urge you, brothers, by the mercies of God, to offer your bodies as a living sacrifice—holy and pleasing to God—which is your appropriate worship." (Romans 12:1, EHV) Christians are people who love to hear of God's mercy and forgiveness and who respond with lives of faith and loving service. Essential to this life of worship is gathering with fellow believers to hear the Word of God, be baptized, receive holy communion and to respond with praise, prayer, offerings and encouragement in the faith of fellow believers in public worship. "Let us not neglect meeting together, as some have the habit of doing. Rather, let us encourage each other, and all the more as you see the Day approaching." (Hebrews 10:25, EHV)

In fact, God's design in creation, his commandment in Scripture and historical Christian practice determines that Christians will gather for worship each week. "Remember the Sabbath day by setting it apart as holy...for in six days the Lord made the heavens and the earth, the sea, and everything that is in them, but he rested on the seventh day. In this way the Lord blessed the seventh day and made it holy." (Exodus 20:8,11 EHV) In order to encourage weekly worship, Zion Lutheran Church offers weekly worship on Thursday evenings and Sunday mornings as well as on holidays and special occasions throughout the year. Pastors and teachers encourage student families on a regular basis to be faithful in worship. Teachers take church attendance each week. Records are included in quarterly report cards to aid families in evaluating their church attendance and encouraging a rich life of worship.

### 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 sent out through One Call and on local TV stations. School closings will also be posted at [www.channel3000.com](http://www.channel3000.com).

If there is a late start, there will be no 4K.

## 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 emailed each school week to the parents/guardians.

### **One Call**

Zion Lutheran School uses a group call/text/email 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.

## 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 office. 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.

## DISCIPLINE POLICY

Since the principal 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 parents.

- 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.

### Appeals Process

Upon the expulsion of a student the parents/guardians of the student have the right to formally appeal the expulsion of their student. This appeal must be made in writing and delivered to the Chairman of the LES Board within 30 days of the expulsion. Upon receiving the formal appeal request the Chairman shall schedule a special Expulsion Appeals Hearing. The parents are entitled to retain legal representation for this hearing, this is at their own cost and discretion. The appeal will be heard by the LES Board and its decision on the appeal is binding and final.

### 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.

### 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).

### 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.

## CHROMEBOOK POLICY

### **Philosophy**

Zion Lutheran School provides Google Chromebooks for students in grades 3-8. By integrating technology into areas of instruction, we will provide the best experience for our students, which will prepare them for high school. Zion continuously works at incorporating a variety of teaching methods, including the use of Chromebooks, in order to provide a better learning experience.

Equipping students with their own Chromebooks benefits the students and school by:

- Providing additional options for presentation of information in classes
- Providing access to additional current materials for classroom use
- Encouraging faculty members to reevaluate the methods of teaching in their classroom
- Providing additional resources not normally available to both teachers and students
- Achieving a paperless environment as much as possible
- Providing the ability to perform online testing and assessments
- Addressing needs identified through the Accreditation process surrounding technology in the classroom

Reducing the digital divide between school and home

- Encouraging collaboration outside of the school day by students and teachers
- Equipping students for their future in a technology rich world
- Training our students throughout the curriculum to show and share their faith as digital citizens in a digital world
- Creating device uniformity across the school allowing for the technology to benefit the classroom rather than the technology impeding the education

## **Receiving and Returning Chromebooks**

### **Chromebook Cost**

1. New Chromebooks will be issued for students entering 3rd and 6th grade with a cost of \$100
2. A student may keep his/her old Chromebook after receiving a new Chromebook, or after 8th grade at Zion Lutheran School
3. Students can upgrade to new Chromebooks in any other grade, but will be required to pay the full purchase price through Zion Lutheran School

### **Receiving a Chromebook**

1. Each student will receive a Chromebook and AC charger.
2. Parents/guardians and students must sign and return the Chromebook User Agreement before a Chromebook is issued to the student.
3. The Chromebook is the property of Zion Lutheran School and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook.
4. Students are not allowed to install other operating systems or alter the Chrome OS on the device. Students found breaking this rule may lose the rights to the device for a period of time. Students that persist in this may be reported to the principal for further repercussions.
5. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.
6. A student new to Zion Lutheran School will receive Chromebook orientation within the first week of school.

### **Returning a Chromebook**

1. Chromebooks and all Zion-owned accessories will be returned during the final week of the school year so they can be checked for serviceability.
2. Chromebooks must be returned immediately when a student transfers out, is suspended or expelled, or terminates enrollment for any reason from Zion Lutheran School.

### **Fines Related to a Chromebook**

1. Chromebooks and AC charger will be turned in to each student's teacher, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The Zion Board of Education will make the final determination of any fees assessed.
2. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report filed with the Columbus Police Department.

### **Repairing and replacing Chromebooks and related accessories**

1. Replacement Costs
  - a. Chromebook: the current price of a new Chromebook
  - b. Replacement Screen: \$70
  - c. AC Charger: \$35
2. Responsibilities of the parent/guardian if a Chromebook is broken, stolen, or lost
  - a. Zion Lutheran School is allowing at home use for students in grades 5-8. The parent/guardian will be responsible for paying for any Chromebook unit or accessories broken, lost, or stolen. The Zion Board of Education will make the final determination of any fees assessed for any incidents that occur.
  - b. Zion Lutheran School will be responsible for repairing or replacing Chromebooks that are deemed unusable due to normal wear and tear.

## 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 basis according 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.

## 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.

## 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.

### SCHOOL HOURS

School doors open.....	7:30 A.M.	Noon Recess: Grades K-4.....	12:00-12:20 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.	4K:	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.

4K 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.

### 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

### ILLNESS



Although keeping a sick child at home may be an inconvenience to work schedules, it is vitally important to keep sick children home to stem the spread of illness. If your child has had a fever over 100, has had diarrhea, or has vomited in the past 24 hours, please keep that child at home to ensure that he or she has recovered. Your child may return to school once they are fever free for 24 hours without the aid of medicine. If your child displays signs of illness (frequent coughing, excessive phlegm, runny nose, or extreme congestion) please use good judgment when sending them to school. We are interested in minimizing the effects of all illnesses on our school family. If your child is staying home or has contracted a contagious illness, please call and inform the school secretary who in turn will contact your child's teacher.

**IMMUNIZATIONS**

The Board of Education requires that all students be properly immunized pursuant to the provisions of the State Health Department regulations.

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

Students in grades K-5 who do not meet the immunization requirements 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.

The principal shall report to the County District Attorney the names of any students who have not completed the immunization requirements or submitted a written waiver within sixty (60) days of admission.

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

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

s.

**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 K5 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

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1. D= diphtheria, T= tetanus, P= pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students K4 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.

## HEALTH SERVICES/COMMUNICABLE DISEASE

### Educational and Preventive Measures

1. Zion Ev. Lutheran School will ensure that all examinations/inoculations required of students and staff have been obtained.
2. Information regarding suppression and control of communicable diseases will be included as a regular part of the curriculum for students.
3. Information regarding suppression and control of communicable diseases will be included in orientation sessions of new staff and will be used periodically in training programs for existing staff.
4. Standard procedures as set forth in the annual Pathogens Inservice to prevent the spread of communicable diseases transmitted by air (such as tuberculosis, chicken pox, measles, mumps, and rubella) or by exchange of body fluids (such as hepatitis A and B, rotavirus, cytomegalovirus, salmonella, staphylococcus aureus, and AIDS) and the spread of other conditions (such as pediculosis, scabies, and body lice) will be followed by all staff in the performance of their duties.
6. First-aid kits and other supplies and equipment appropriate to reducing the risk of transmission of communicable diseases in the school will be provided. These items can be found in the 1<sup>st</sup> Aid Room. Each year, teachers shall inventory the 1<sup>st</sup> Aid Room to be sure it is stocked and ready for the beginning of the school year. Teachers should become familiar with the type of supplies available and their location.

### Confidentiality/Reporting

1. The principal shall function as Zion school's liaison with students and staff, parents and physicians, concerning communicable disease issues in the school.
2. Any person who knows or suspects that a student or staff member has a communicable disease shall report the facts to the principal.
3. The principal will confer with the volunteer school nurse and, to the extent circumstances warrant and permit, with the subject of the report and, for students subjects, the student's parent or guardian.

4. Zion school will maintain the confidentiality of the health records of students and staff, and will not disclose any such records except to the extent required or permitted by law and essential to the safe conduct of the school's operations.

#### Exclusion from School

- a. Students who are suspected of having a communicable disease that could be detrimental to the health of self or others in the school environment may be sent home for diagnosis and treatment. Students who are diagnosed as having a communicable disease that renders them unable to pursue their studies or poses a significant risk of transmission to others in the school environment shall be excused from school attendance until their presence no longer poses a threat to the health of themselves or others.
- b. The determination as to whether and under what circumstances a student may be sent home for diagnosis and treatment or excused from school attendance shall be made by the principal.
- c. Before making a determination that a student should be sent home for diagnosis and treatment or excused from school attendance, the principal, health care team, or IEP Team reviewing the case shall, to the extent circumstances warrant and permit, inform the student and the student's parent or guardian of the reasons for the contemplated action and shall consider any information the student and/or the student's parent or guardian may choose to offer regarding the student's condition. If a student is sent home or excused from school attendance pursuant to this procedure, the principal or designee shall immediately notify the student's parent or guardian of the action and the reasons therefore.
- f. Alternative educational opportunities will be arranged for students who must be excused from school attendance for a significant period of time.
- g. The principal, in consultation with the student's parent and documentation from his/her health professional, shall determine when a student who has been excused from school attendance may be readmitted. As a condition of continued or renewed attendance, the District may require a statement from a student's physician that a student is in suitable condition to attend school.

#### VISION AND HEARING SCREENING

Zion Lutheran School will conduct free vision and hearing screenings on an annual basis. Screenings will take place in September of each school year. Vision screenings are provided by the Columbus Lion's Club or qualified personnel. Hearing screening materials are loaned to Zion from the Columbus Community Hospital.

The school principal and secretarial staff will solicit volunteers to assist in the screenings. Individuals are eligible to volunteer if they have signed the Zion's Volunteer Policy and have submitted to a background check conducted by Zion School.

Parents will be alerted to the vision and hearing screenings via the Crusader Chronicle.

#### 4K AGE REQUIREMENTS

In order for a student to enter K4, he or she must be 4 by September 1st of that school year and able to use the bathroom without assistance.

#### 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 K5-8: \$.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 K5-8 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/SPECIAL VISITOR 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.

### ACTIVITIES AND STUDENT PARTIES

The Board of Education recognizes the value of student social events in enhancing and enriching the educational experience for children.

Events such as annual Christmas and Valentine's Day parties and/or reward celebrations may be held at the discretion of the principal.

As voluntary participants in school events, students shall be held responsible for compliance with the rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures applicable during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disrespect and disregard for authority and the rules of the school.

### 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 physical education classes unless they are ill or are excused by a doctor's written request. If a student is unable to participate in physical education, 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.

#### RETENTION/PROMOTION

In general, all children should be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of the children from grade to grade, with the child spending one (1) year in each grade.

A small number of children may benefit from spending a second year in the same year. Such retention may be considered when:

- A. a child is achieving significantly below ability and grade level across subject areas;
- B. retention would have a reasonable chance of benefiting the child.
- C. interventions have proven unsuccessful.

Assignment is the placement of a student in the next grade level, as would normally occur from one (1) year to another, with the understanding that the student is not academically ready for the next grade level, but other factors indicate that neither promotion nor retention would be in the child's best interest. Such assignment may be considered when:

- A. a child has been retained in a previous grade, but is still not achieving a minimum grade level;
- B. a child lacks general satisfactory progress;
- C. physical or emotional factors may cause undue adjustment problems if the child were retained;

Whenever assignment or retention is being considered, *but no later than the 2<sup>nd</sup> quarter*, the teacher shall confer with the Principal and other staff members involved with the child, such as the Extended Learning teacher. The parents shall be invited to a meeting with the teacher, and/or staff members to discuss the child's current academic standing in relation to the group and his/her own individual ability. During the third quarter, another meeting will be held to review the student's progress. At this time the final decision regarding assignment or retention will be made. Parents will receive a letter of confirmation at the end of the third quarter.

## SINGING

Our children sing and play handchimes in various church services throughout the year. These singing and playing opportunities are 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 the school website.

## 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 4 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 4 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 4 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

## 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.

## 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.

## FINANCIAL SUPPORT BY MEMBERS

The mission of Zion Ev. Lutheran Church is to teach God's Word in all of its truth and purity. We carry out this mission by nurturing the faith of Zion members, reaching out to our community with the gospel, and supporting the work of the Wisconsin synod through our offerings.

Zion Ev. Lutheran Church believes a crucial part of its ministry is to nurture the faith of young Christians, and bring up the next generation in the "training and instruction of the Lord" (Eph. 6:4). To help accomplish this mission, our congregation has created Zion school so that children can hear God's Word and be educated from a Christian viewpoint.

Since Zion School's ministry and Zion Church's ministry is one and the same, the school is funded largely through the willing offerings of the church membership. It is understood that the expense for education is ever increasing and that families sending their children to Zion's Christian day school must provide some of the funding. Parents sending their children to Zion pay a tuition that covers the cost of educational items related to student and teacher growth, materials and supplies.

## 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 \$5,000 to educate each child per school year.

### 4K TUITION

\$825	Zion Members
\$1900	Community Members

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

\$1300	Zion Members
\$3900	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.

## FEES

Fees include all worship books, athletic equipment, and technology tools required by Zion Ev. Lutheran School but not supported by Zion's tuition. These additional fees are set on a yearly basis. Parents are to pay these additional fees at Registration Day. Fees are not to be included as part of tuition.

## PAST DUE ACCOUNTS

The Zion Ev. Lutheran School Enrollment Policy states that parents must "be faithful in making timely tuition payments." We attempt to make this process as easy as possible by relying on congregational support to fund the vast majority of tuition costs. Additionally, Zion school is contracted with a third source party, FACTS management, to help families in making timely, monthly payments through automatic withdrawal from their checking accounts. Furthermore, Zion school offers tuition assistance to all families in financial need.

Families that are struggling to make payments should contact either the principal or Board of Education Financial Secretary immediately. The Board of Education will discuss the matter and may determine that further assistance is necessary. This assistance may result in the form of rescheduling payments to a later date or locating donors for school families that are dealing with severe circumstances.

The Board of Education will send two written notices to the parents' home indicating that their account is past due and to contact either the principal or Board of Education Financial Secretary immediately to rectify the situation.

The Board of Education has the authority to terminate the enrollment of any student if his/her account has not been rectified or agreements made for such, by June 20<sup>th</sup> of the current school year.

## 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

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 cover 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.

## SEARCH AND SEIZURE

The Board of Education has charged school administrators with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, Zion teachers and the principal may search school property such as lockers used by students or the person or property of a student, in accordance with the following policy.

### **School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and the Zion Board of Education may make reasonable regulations regarding their use. Zion Ev. Lutheran School retains ownership and possessory control of student desks and lockers and the same may be searched at random by teachers and/or the principal at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

### **Student Person and Possessions**

The Board recognizes that the privacy of students or his/her belongs may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, the teacher or principal may conduct the search of student

possession without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

In exceptional circumstances, when an imminent threat to health or safety of the student or others is present, search of a student's person shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender. Under no circumstances will a student be subjected to a strip search.

## ALCOHOL AND OTHER DRUGS

Zion Ev. Lutheran School is a drug free school zone. Students shown to be found in possession of alcohol and other drugs (i.e. marijuana, cigarettes), drug paraphernalia, or under the influence of alcohol and other drugs

will be removed from other students immediately. The police will be contacted and the student(s) will be suspended. The Board of Education also reserves the right to mandate expulsion.

### 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.* 1 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 breakdown 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	



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.*

**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 SCHOOL DIRECTORY

Zion Lutheran School, 822 Western Ave.

623-5180

### PASTORAL STAFF

Pastor Tim Schwartz.....509-480-2967  
Pastor Ben Zuberbier.....920-517-7940

### SCHOOL FACULTY

Mrs. Megan Schwartz- Athletic Director, Grades 7 & 8, ..... 262-374-4154  
Ms. Catherine Backer - School Music, Grades 5 & 6..... 952-239-1817  
Mr. Chad Grambsch – Principal, Grades 3 & 4.....414-313-4308  
Mrs. Rebecca Prell - Grades 1 & 2, .....507-276-5795  
Mrs. Rachel Grambsch - Kindergarten.....414-489-0235  
Mrs. Niki Schwartz - 4K, .....509-594-2661  
Mrs. Jennifer Werre – Extended Learning, Grades 3 & 4.....608-513-1635

### EXTENDED CARE DIRECTOR

Mrs. Melody Krakow.....920-210-6323

### BAND DIRECTOR

Mr. Brett Duwe - Band Director .....920-342-7826

### BOARD OF EDUCATION

Mr. Andy Tratar - Education Board Chairman.....920-484-8447  
Mr. Dan Schultz .....920-350-2510  
Mr. Guili Alvarez.....608-358-3579  
Mr. Jordan Crave.....928-285-3075  
Mr. Joshua Meyer.....608-516-0773

### PROPERTY MANAGEMENT

Mr. Aaron Larson – Property Management Board Chairman.....608-220-6906

### SCHOOL CUSTODIAN

Mr. Jim Stadler.....920-623-0205