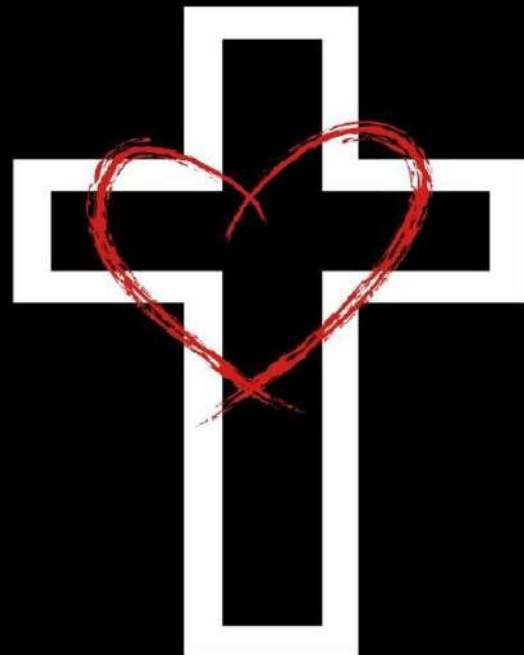


Zion Lutheran School
Parent & Student
Handbook



2022-2023

1707 S Kiesel St, Bay City MI 48706

School Phone 989 893-5793

Church Phone 989 894-2611

FACULTY

Pastor	Rev. Phillip Baerwolf
Principal	Julie Glumm
Child Care Director	Logan Lesko
3 Year Old Preschool	Debbie Ybanez
4 Year Old Preschool	Buffy Joles
Young 5's	Susan Thiel
Kindergarten/Kindergarten Aide	Pam Degg/Cindy Krupa
1st Grade	Sadie Priem
2nd Grade	Kelsey Splattstoesser
3rd & 4th Grade	Max Wood
5th & 6th Grade	Amanda Franklin
7th & 8th Grade/Principal	Julie Glumm
Admissions Counselor	Holly Essex
Athletics Director	Holly Essex
Lead Administrator	Dr. Nicole Frederick

Support Staff

School Secretary	Cheri Call
Church Secretary	April Birch
School Custodian	A.J. Glumm

Board of Christian Day School

Kyle Jankins/Director	Director
Holly Essex	Board Member
Lisa Maillette	Board Member
Dawn Jurik	Secretary
Karen Savage	Board Member

School Hours	Doors Open at 7:40 a.m. School Start Time 8:00 a.m. School Dismissal Time 3:05 p.m.
Worship Services	Saturday-5:00 p.m. Contemporary Service Sunday-9:30 a.m./Bible Class 8:30 a.m. Wednesday-7:00 p.m.
School Website	www.zionbaycity.org
School Mascot	Cougar
School Colors	Black and Gold

Zion Lutheran Church and School

Our Mission:

5G Life of Zion Lutheran School

GATHER in joyful worship, **GROW** in Christ, **GIVE** love and service to God and our neighbor, **GO** teach and deliver the **GOSPEL**.

PURPOSE OF ZION LUTHERAN SCHOOL

Zion Lutheran School strives to develop a Christ-centered educational environment focused on academic excellence that will permeate each child's life. The school assists families in carrying out the vision and mission of the church. Zion Lutheran School is a unique Christian community which fosters the spiritual, moral, intellectual, social, emotional, artistic, and physical growth of children in a spirit of forgiveness and love. This spirit finds its roots in the Gospel that Jesus Christ is the Promised Savior who died and rose so that all people might serve our Lord faithfully and live with Him eternally. Faith and the Christian life come by the power of the Holy Spirit.

Zion Lutheran School, established in 1902, is an educational ministry of Zion Lutheran Church and part of the Lutheran Church Missouri Synod (LCMS). Zion Lutheran School assists parents with their God-given responsibility of providing children a Christian education. Zion's first priority is to proclaim Christ and to teach a thorough understanding of Holy Scripture according to the Lutheran confessions. The second priority is to develop God-given talents through high academic standards enabling each student to confidently live a holy and full life in Christian witness and service.

You shall therefore impress these words of mine on your heart and on your soul; and you shall bind them as a sign on your hand, and they shall be as frontals on your forehead. And you shall teach them to your sons, talking of them when you sit in your house and when you walk along the road and when you lie down and when you rise up. And you shall write them on the doorposts of your house and on your gates... Deuteronomy 11:18-20

BELIEFS OF ZION LUTHERAN SCHOOL

Zion Lutheran School is a school with a mission, but it is more than that. Zion Lutheran Church considers Zion Lutheran School to be a mission, one form of fulfilling the Christian mission (Matt. 28:18-20) to its members and to the community. LCMS Christians believe that the purpose of education is not ultimately to prepare people for life in this world, but to "make people wise unto salvation through faith in Jesus Christ." (1 Tim. 3:15).

The LCMS is a creed-based church body, with definite beliefs on many points of Christian faith. For instance, we affirm: the sanctity of human life from conception, the importance of a stable family life, faithfulness in marriage, and abstention from those things that would harm our physical bodies. God's Word shows us that cohabitation, homosexual relations, and sexual relations outside the marital relationship are opposed to the plan that He established at creation. We will not deny any of these teachings nor will we stray from them. We will not deny admission as a result of these sins.

Christian instruction is not only carried out formally, but it is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence gives testimony to the Lutheran faith and way of life.

At Zion Lutheran School we expect the families of our students to support the teachings of this school in matters of religious faith and personal conduct. Family members are not required to believe or confess the teachings and beliefs of the LCMS. However, family members may not act in a way that negatively affects the school, promote beliefs that are contrary to those of the LCMS, or otherwise weaken or undermine the culture being developed at the school.

Based on the conviction that God's Word is central to all of life, the programs and practices of Zion Lutheran School reflect the Lutheran understanding of God's Law and Gospel. Compelled by the love of Christ, we are committed to education in a caring and nurturing atmosphere in which the whole person (spiritual, intellectual, social, physical, emotional) can grow to Christian maturity.

Zion Lutheran School strives to serve families in a variety of ways, for we are partners with parents in the Christian education and nurture of the young, walking in oneness of spirit and purpose with the home. Staff and students are led to pray for and serve others in all aspects of daily living. With faith in God as central to our educational endeavor, students, staff, and families are offered opportunities for worship, fellowship, service, and sharing the Word and ways of God. The school is also eager to do what it can to strengthen the Christian home life.

WE BELIEVE that Christian education is a vital aspect of God's mission -- to make disciples of all men -- commanded by Him to the church through the Great Commission. Matthew 28:19-20; Mark 16:16; Acts 1:8

WE BELIEVE that the purpose of Christian education is to teach the Christian faith through instruction in God's Word as found in Holy Scripture, and learning to live a life of discipleship. Matt. 7:24; John 1:12.

WE BELIEVE that effective Christian education is carried on through high quality learning programs that relate the Christian faith to all activities and areas of life. I Corinthians 14:40

WE BELIEVE in a strong emphasis developing Christ centered morally responsible citizens for this life, and on nurturing of souls on their path to eternity. Hebrews 10:24-25

WE BELIEVE that a Christian educator is committed to provide, to the best of his ability, a complete education for God's people by meeting their spiritual, mental, social, physical, and emotional needs. Gen. 2:7, Matt. 4:4.

WE BELIEVE that the uniqueness of our Christian education rests in this: Christian education views the student through the cross of Christ; Christian education has the Father's given reasons for educating man. Prov. 22:6, Is. 54:13. Christian education is empowered by the spirit for accomplishing its purpose. John 20:21-23

WE BELIEVE that Zion Lutheran School's uniqueness lies in the fact that this Lutheran school tries to meet the learner's needs in a single school setting, striving to combine Church, school, and family into one strong working unit.

While Zion Lutheran School provides a program for systematic Christian instruction for its children, it does not intend to remove any obligation from the parents. We believe the primary responsibility for raising up and training a child comes from the home. Daily devotions and prayer, personal interest in church and school activities, and weekly church attendance are all ways parents can be excellent models of Christian living and influence the overall spiritual growth and training of a child.

We believe parents are the primary faith teachers. It is important for parents to take an active role in their child(ren)'s spiritual growth and educational journey. A positive home to school relationship is key to a child's overall success in school.

ADMINISTRATION

Zion Lutheran School is a part of the Michigan District of the Lutheran Church Missouri Synod. Zion follows curricular standards comparable to public schools, but strives to maintain the foundation of our mission by embedding a Biblical worldview in all that we do.

Zion Lutheran Church has delegated the responsibility for the operation of the school to the Head Pastor and Principal.

The Christian Day School Committee (CDSC) formulates, implements, supervises, and evaluates all policies that pertain to the operation of the school. The principal is the administrative agent of the congregation and is responsible for the day-to-day operation of the school.

The policies and activities of the school are controlled and guided by the Zion Lutheran Day School Committee, consisting of six members of Zion Lutheran Church and the pastor (ex-officio). The Principal and Child Care Director are advisory participants. This committee, together with its teaching staff, is entrusted with the management and administration of the school and is held accountable to the congregation.

Zion Lutheran Day School Committee meets in general session each month. The dates are included on the school calendar. The meetings are open to the public and may be attended by anyone. The Chair of the CDSC may call an executive session and all non-members will be excused, as the chair deems necessary. Parents should contact the chairman of the Day School Committee one week prior to the upcoming meeting if they have a need to speak to or present a specific topic. Parents can complete a Day School Committee Agenda form if they wish to be put on a monthly agenda. Agenda forms are available in the school office and must be submitted at least one week before the scheduled meeting.

FACULTY

Teachers at Zion Lutheran School are certified by the Michigan Department of Education as required by state law. While some members of our faculty have earned master's degrees, others continue to work on furthering education and/or certification with the Lutheran Church Missouri Synod.

In addition, Zion is blessed to have additional teaching resources available through the Shared-Time teacher program with Carrollton School District. These teachers are certified by the Michigan Department of Education. School administration is actively involved in the selection process of these shared-time teachers.

By God's grace, we have an extraordinary team of servants on staff. Each one has been called by God and we are committed to teaching and furthering the kingdom of Christ.

ACCREDITATION

Zion Lutheran School is accredited by the National Lutheran Schools Accreditation program and has been since 1980. Our most recent accreditation was completed in October 2020. The National Lutheran School Accreditation program is a rigorous, intense and evidence-based process that allows schools to be examined in several areas and reflect on strengths and areas for improvement.

ADMISSIONS & ENROLLMENT

Kindergarten & Young 5s Requirements

As established by the Zion Day School Committee, children enrolling in kindergarten must have attained the age of 5 years before September 1st of the current calendar year. For the Young 5s program children can enroll if his/her 5th birthday is between September 1st and December 1st. For Kindergarten, the child's birth certificate is required to be brought to the school at the time of registration. A copy of a birth certificate is not acceptable. Students who turn 5 between September 1 and September 30 will be tested and, if deemed ready, will be accepted into the Zion Lutheran Kindergarten program if space is available.

ENROLLMENT POLICIES

Zion Lutheran congregation maintains its Christian Day School to assist parents in fulfilling their God-given obligation of bringing up their children in the nurture and admonition of the Lord. (Eph. 6:4)

After prayerful consideration, Zion Lutheran's Christian Day School Committee has adopted the following policy for its school. This policy will be applied at all times in Christian love in order to bring more people to faith in Jesus Christ, their Savior, to a public confession of His Name and a devotion to the work of His Kingdom.

The Christian Day School will enroll the following:

- Children whose parents are members of Zion Lutheran Church.
- Children previously enrolled at Zion Lutheran School.
- Children whose parents are members of other Missouri Synod Lutheran churches without schools.
- Children whose parents are members of other Christian churches.
- Children whose parents are not members of other Christian churches.

Acceptance or non-acceptance of a student is determined by the Christian Day School Committee as exercised by the office of the Principal. The Christian Day School will consider children for enrollment when parents meet the following criteria:

- The parents should be primarily motivated by the religious features of Zion School.
- The parents and child must agree to adhere to the religious programs of the school.
- The parents must give assurance that the home will cooperate with the school in the religious training of the child, including faithful worship and Christian stewardship.

- Parents are expected to meet for an interview with the Principal of the school at the time of enrollment as recommended by the admissions counselor.
- Families are expected to pay the tuition when due. Payments are created through the school portal, Gradelink. When financial responsibilities are not met, communication will be made by a member of the tuition committee of the Christian Day School Committee.
- A student transferring from outside the State of Michigan must have his/her immunizations updated and received a vision examination. (Michigan Law, Public Acts of 1970)
- A child's acceptance is conditioned upon meeting the principles outlined above and upon the classroom space available.

REGISTRATION DOCUMENTATION

Zion will send a Release of Records form requesting all records (CA 60, Achievement Tests, Special Education Evaluation, etc.) from the previous school. Acceptance is conditional upon the receipt of these records and indication of probable success in the grade for which the student is enrolling. Zion Lutheran School has all rights to final approval of student enrollment and registration requirements. All required forms must be completed and signed prior to a child attending class.

All students enrolled at Zion Lutheran School are accepted with a probationary period of 30 days. During this period:

- The classroom teacher monitors the student's conduct and academic progress.
- Communication between the parents and teacher is established.
- The teachers and Principal observe the student informally in the classroom, hallways, and outdoors.
- Inappropriate student conduct and/or academic progress will be reported to the Principal and parents according to the discipline matrix.
- A conference with student, parents, teacher, and Principal will be scheduled.
- With unsatisfactory progress, the conduct and/or academic progress of the student will be reviewed in a conference with the parent/guardian, classroom teacher, and principal. The feasibility of the student remaining at Zion Lutheran School will be discussed.
- With satisfactory progress, the probationary period is removed.
- A Christ-centered emphasis will be used in the administration of this policy to assist the student in becoming a member of the Zion Lutheran School family.

- All completed registration forms will be considered a commitment and agreement of the above stated principles.
 - Enrollment Application
 - Birth Certificate (Official)
 - Immunization Records
 - Emergency Contact Forms
 - Allergy Forms
 - Health Forms with Doctor's Signature

VACCINATIONS AND IMMUNIZATIONS

The principal is required under law to exclude children from school attendance who are out of compliance with the immunizations required by this act. A waiver is available in the office for parents that are opting out of immunizing their children. This is a requirement of the Bay County Health Department. The principal has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms him/her of having a communicable disease or infection that is known to spread by any form of casual contact and is considered a health threat to the school population.

(More information on this can be found at

<https://www.michigan.gov/mdhhs/adult-child-serv/childrenfamilies/immunization/providerinfo/providered/immunization-waiver-information>)

Vision and Hearing

In compliance with State Law, Act 282, the Bay County Health Department in cooperation with the Michigan Department of Health will vision test preschool children. Information concerning the dates the screening technicians test at Zion and other area schools is available from the school office. The screening is usually done in the spring for the following year.

TUITION AND FINANCES

Zion Lutheran School is operated through the generous contributions of the members of Zion Lutheran Church. More than half of the per pupil cost for education at Zion Lutheran School is covered by our generous congregation at Zion Lutheran Church who firmly believe in the mission of our school.

It is the policy of Zion Lutheran School that all families pay tuition. The annual tuition is divided into ten equal monthly payments. All tuition is collected by check to the office or through the school portal, Gradelink. The first tuition payment is due August 30th. Subsequent payments are due on the 30th of each month through May. If there is outstanding tuition and/or fees at the end of the school year, report cards will be withheld and enrollment for future years may be delayed.

When a student withdraws from Zion, the current installment payment will be considered final payment. (Example: withdraws on October 15th, the October payment is considered the final payment.) No credit or adjustments are made for mid-month changes. All registration fees must be paid. Outstanding fees may hold up a student's record transfer.

Tuition rates are reviewed each year by the Christian Day School Committee. As with member families, community member families are encouraged to further support the educational program through contributions and gifts.

Additional fees:

1. A registration fee is charged to cover the cost of books, testing materials, art supplies, technology, yearbook, and other items. No student shall be admitted to class unless registration fees are paid in full. No student shall be admitted to class at the beginning of the school year until all fees and fines have been paid from the previous school year. The registration fee is non-refundable and is separate from tuition.
2. The religious materials needed by the students are purchased directly from the school office. A needs list is distributed yearly by the classroom teachers.

Any check received with insufficient funds will be charged \$45 dollars. This charge covers our cost assessed by the bank as well as administrative costs.

DELINQUENT PAYMENT GUIDELINES

The purpose of this policy is to detail the steps that will be taken to collect tuition when families have not met the tuition obligation. All tuition payments are to be made on a regular monthly basis unless payment is received in full by registration day in August. On-time payments are imperative to avoid accruing large additional fees. Special appeals due to extenuating circumstances will be referred to the Tuition Committee. This committee is empowered by the Christian Day School Committee to make exceptions to the policy as deemed appropriate.

- If payments are not made within 30 days of the due date, families will receive a letter reminder from the tuition committee. Accounts not reconciled will be reported to Credit Services of Michigan at 45 days past due.
- If the account becomes 60 days past due, the parent/guardian will be contacted by a member of the CDSC or a member of the tuition sub committee, and the student(s) may be unenrolled from Zion Lutheran School until the balance has been paid in full or a satisfactory payment plan has been approved by the CDSC.
- Applications for registration for the next school year will not be accepted from families whose tuition payments are more than 90 days past due until the arrears are brought down to one month or less.
- Extenuating circumstances should be brought to the principal for consideration.

FINANCIAL GRANT ASSISTANCE

Additional financial assistance is available through a standard financial aid grant process. Families in need of additional assistance must complete the required forms from the FACTS Financial Aid Service available through the FACTS parent portal and return to the company by May 15th of each year. Applications received after this deadline will receive a 25% reduction in aid. Assistance is based on a formula determined by the company and is based on family income as well as other factors to determine the amount of tuition families would be able to pay. If the amount exceeds a family's ability to pay, an appeal may be presented to the tuition sub committee in writing. The committee will meet to discuss any additional assistance options.

INSTRUCTION AND CURRICULUM

Zion Lutheran School acknowledges God as the source of all true wisdom and knowledge. We teach all subjects from a Christian perspective. The Bible is the basis for all instruction, and students are encouraged to pursue excellence as good stewards of the gifts God has given them

The basic structure of Zion is the self-contained classroom with some departmentalization. One teacher provides most academic learning, but some departmentalization with Art, Music, and Physical Education is provided. The curriculum, from preschool through eighth grade, is designed to build on each student's earlier learning and to prepare for success at the next grade level.

All studies are presented in the light of God's Word. A well-integrated course of Bible study, doctrine, and memory work is required of every student. In the light of God's Word, all subjects become more meaningful to the children of God as ways of developing talents for greater service to a loving, redeeming God and His people. Devotions occur daily with opening and closing prayers.

All textbooks and materials are examined for effectiveness and adaptability to fit Zion's curriculum. We believe that a combination of dedicated Christian teachers moved by the Holy Spirit and the latest educational equipment and procedures can provide the best possible learning environment.

CURRICULUM

At Zion, we fully believe that a Christian education is what sustains our students throughout their life. In keeping with the mission and vision of our school, Zion's curriculum is focused on the biblical truths provided in the Word of God. A biblical worldview is embedded in all instruction. Our curriculum meets the requirements of the State of Michigan in reading, science, phonics, English, spelling, mathematics, literature, geography, history, current events, music, art, writing, computer skills, and physical education. Furthermore, the curriculum is in alignment with the Michigan District LCMS, District Curriculum guidelines and the Michigan Benchmarks. In keeping with the Christian philosophy of education and with respect to the requirements of the State of Michigan, our children receive a high quality education in the following areas:

- Faith Studies
- Reading and Language Arts
- Mathematics
- Science
- Social Studies
- Fine Arts, Physical Education, Technology, and Foreign Language

Our teachers carefully map out the curriculum for each content area. Using a variety of standards, instructional approaches, programs, and resources, our teachers develop a scope and sequence that ensures instruction in each of the core competencies expected at each grade level. These core competencies are then assessed through both formative and summative assessments. The NWEA Measures of Academic Progress is administered two times a year (September and May) to determine individual student growth. The data from this assessment is used to determine academic levels and to assist teachers in planning to meet individual student needs.

SPECIAL COURSES

LIBRARY

Our school has a large library filled with a variety of books from different genres. Each grade level has an assigned library time. In addition to this time, students can access the library at other times according to their needs and the teacher's direction.

Books purchased or borrowed outside of the school library can be brought to school, but must contain content appropriately aligned with the vision and mission of Zion Lutheran School.

Teachers or librarians reserve the right to restrict books that may include questionable material. If school personnel questions content or is unsure of age/grade appropriateness, Zion personnel may request parent permission in writing to keep on file at school.

TECHNOLOGY

Zion teachers and students use various innovative technology components throughout the school day. Students are expected to treat this equipment with care and respect their responsibility as users of technology. Use of technology is based on each individual teacher's discretion. Should a student misuse any hardware or software, loss of privileges will occur. Parents may be charged for replacement or repair accordingly. Every student and parent must sign a technology agreement each school year.

PHYSICAL EDUCATION

The physical education program is aimed at the development of the child's physical strengths and coordination used in fundamental skills. Gym shoes are necessary for these classes, and may not be worn during school time in the classrooms, except under extraordinary circumstances.

MUSIC

Each student in grades 5-8 must participate in one music course.

- **CHOIR**

Students will learn the basic elements of voice and singing, and work together as a group to achieve a goal. Students will participate in concerts and church services as skill develops.

- **BAND**

Students will learn to play an instrument. Some instruments are available through the school. If not available students can opt to rent an instrument at a music center of their choice. The students will participate in concerts and church services as skill develops.

FAMILY AND STUDENT EXPECTATIONS

The following section of the handbook covers the guidelines/policies/expectations of Zion Lutheran School and is organized in alphabetical order. Please contact the school office if additional information or clarification is needed.

ABSENCE

Vacations during school time can often be challenging for the academic progress of a student. **Parents are asked to meet with the principal and teacher should the possibility arise.** Teachers will do their best to gather and provide upcoming assignments and share learning goals when vacation time is requested. We ask that work be completed upon return to school. Please communicate with the teacher if clarification is needed.

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

All students will be offered the number of days absent, plus one to make up the absent work.

Excused Absences are those which are unavoidable, as in the case of illness, family emergency or death in the family. The teacher determines whether or not the work needs to be made up. Make-up work will be available at the end of the school day if a parent notifies the teacher in advance.

After any excused absence, the student is given the equivalent number of days absent to make up and turn in the work with no penalty. (Example: 2 days absent; 2 days to make up the work.) After any unexcused absence, the student will be provided 1 day to make up their homework.

Unexcused Absences are those when no parent notified the school regarding the absence. Absences of more than five (5) occurrences (excused and unexcused combination) will result in a parent meeting with the teacher, to review the student's progress.

Absences of more than ten (10) occurrences (excused and unexcused combination) will result in a parent meeting with the teacher and principal to evaluate the absences and needs of the student.

Report cards and grades may be delayed due to attendance/absence issues. The parents will be notified prior to disbursing report cards of any incomplete subjects due to attendance/absence issues.

Communication of Absences

If your student is going to be missing for any reason, please contact the school office 989-893-5793, or communicate using the school portal Gradelink as quickly as possible. When calling the school office before 6:30AM, a voicemail message may be left.

ATTENDANCE

We want your child in school, and school attendance assists with school success. According to Michigan law, it is the responsibility of the parent to have their child in attendance whenever school is in session. Children who attend school regularly are most likely to be successful during their school life and beyond.

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

Tardiness

Tardiness impacts the beginning of the day for the student and can impact the flow of instruction for the whole class. Excessive tardiness will result in a mandatory meeting with the school principal. Likewise, excessive absences/tardies may have an impact on academic grades and grade level promotion. The principal and teacher reserves the right to review each student's attendance record after 5 absences or 7 tardies in a quarter.

The principal reserves the right to refer any student with an excessive amount of absences of ten or more per year to proper authorities that deal with student truancy / tardies.

A student is deemed to be tardy if arriving in the classroom after the 8:00 a.m. starting time. A student is deemed absent for 1/2 day if arriving after 8:45 or leaving before 1:30.

Classroom instructional time begins promptly at 8:00 a.m. Students arriving at 8:15 a.m. or later will be required to proceed to the school office, with a parent or guardian. After 8:15 a.m. a tardy slip will be issued. Repeated tardiness is a major disruption to the classroom. Students need to arrive early enough so they have time to put away their supplies and be in their seats by 8:00 a.m. Every tardy will be recorded on the child's report card.

Any tardiness due to medical/dental appointments or infrequent transportation problems may be excused at the discretion of the teacher or principal. A note from the parent/guardian or health care provider is required. It is understood that not all appointments can be made after school hours.

ADDRESS CHANGE

Please update any address or phone number changes for emergency contacts as soon as possible. This form can be found in the office and must be completed for the change and kept on file.

APPOINTMENTS

We certainly understand the need to schedule appointments for doctors and dentists. Please try to arrange appointments outside of school hours whenever possible. If time is taken out of the school day for appointments, please contact your child's teacher and the school office.

ASBESTOS

Zion Lutheran School conforms and complies with the United States Federal Environmental Protection Agency's rules and regulations concerning the presence of asbestos in the school building. The principal, with the Properties Committee, have independent inspections, regularly analyze and review the asbestos conditions within the school building according to the federal guidelines.

ATHLETICS

Zion Lutheran School offers an athletic program which allows teams to compete in games with area Lutheran Schools and other schools. Zion competes in the following sports: volleyball, track, and basketball. The major goals of these teams include developing Christian sportsmanship and growth of students as a team player both physically and mentally. Academics remain our top priority, so students participating in athletics must maintain passing grades.

The athletic director supervises all athletics. Parental attendance is encouraged at athletic events. **Students must maintain an overall C- average to participate. Students absent from school (full day) are not allowed to participate in after-school activities on the day of absence.** Sports eligibility will be reviewed at mid-quarter and end of quarter.

Under the supervision of the athletic director, Zion Lutheran School offers a well-rounded athletic program. The primary objective of the program is to provide all students the opportunity to participate in a team sport. Practices are held after school or in the evening. Athletic eligibility involves several factors including the student's parents' approval, the maintenance of a C- average for grades, the health of the student, and the input of the coach. The principal, whose determination is final, may review a decision on eligibility.

A sports physical is required each year prior to participation in that sport program. These physical examinations are available here at Zion Lutheran School close to the beginning of the year for a nominal fee. The forms are available in the office.

The athletic program at Zion Lutheran School has several goals. These goals include helping students learn discipline, cooperation, Christian sportsmanship, and fundamental skills. Participation in team sports also helps students understand that hard work, sacrifice, and cooperation often are necessary to achieve team goals in a competitive program.

Through practices and games, students learn to cooperate and play together as a team. Successful team play requires that students learn to sacrifice "self" for the benefit of the team. Students learn that through cooperation and sacrifice the team becomes successful, whether the game is won or lost.

Sportsmanship is taught at every practice and every game. Students are taught to work hard and play within the rules. Athletes are taught to graciously accept victory or defeat (according to the scoreboard). Students are always winners when they make their best effort and all are winners in Christ.

Coaches are expected to maintain these goals and values during practices and games. The actions of parents, players, and coaches are a reflection of Zion Lutheran Church and School and most importantly, Christ. As role models, coaches are to set an example for their players, other coaches, referees, parents, fans and the entire Zion community.

BOOKS

Our textbooks and library books are an important part of learning and we entrust students to take care of these tools. Some wear and tear is expected, but we hope to keep all book bindings intact. All writing will be done on paper and not in the books. Fines will be collected for extensive wear and tear.

BREAKFAST

Zion Lutheran School offers breakfast at no cost for the 2022-2023 school year. Breakfast will be ready and available in all classrooms beginning at 7:40AM. Breakfast at Zion Lutheran School is optional. A student may also accept a breakfast and save for a snack to be consumed later in the morning at the permission of the classroom teacher.

CHAPEL SERVICES

Our weekly chapel service takes place in the church on Wednesday mornings. All students from Pre-4 through 8th grade attend. Our chapel services are led by our teaching staff as well as Pastor Baerwolf. Chapel gives the students and staff an opportunity to hear God's Word and respond in prayer and song in a loving, Christian environment. Offerings are collected weekly to help support chosen missions.

CHILD PROTECTION POLICY

Zion Lutheran School/Pre-School/Day Care will follow the State of Michigan Child Protection Law (Act No 238, Public Acts of 1975, as amended, Sections 722.621-722.636 (Michigan Compiled Laws).

More information can be found at: [Child Protection Policy](#)

CHURCH and WORSHIP

We sincerely care for and love our families, and so we strongly encourage regular church attendance. Worship is a way to grow your personal relationship with Jesus Christ, fellowship with other believers, and spend time in God's word. Students are not required to attend Zion Lutheran Church, but we invite anyone who may not have a church home to join us. If there is anything we can do to encourage or support you in your walk with the Lord, please contact the school office.

We do invite you to worship regularly at Zion and participate in church activities. Over the years, Zion has created a supportive community that is rooted in the word of God. Please join us as a regular part of your weekly routine. Children's sermons are part of the regular worship service. May the Lord continue to bless us as we grow and worship together!

Regular family attendance at church services is an essential part of the worship life of every Christian family. Zion Lutheran Church offers three weekly services. Join us on Saturday evening at 5 PM for a contemporary worship service, Wednesdays at 7 PM or Sundays at 9:30 AM for traditional services.

CLASSROOM VISITATION

We invite parents to visit the classroom, thus enhancing the understanding of the child's progress and the nature of the activities in which he/she participates. Please contact the teacher ahead of time. All visitors must check in to the office and be on the approved pick up or emergency contact list.

CODE OF CONDUCT

Zion Lutheran School has an expected Code of Conduct for all students in our school. This Code of Conduct should be followed in all areas of the school to include classrooms, bathrooms, gym, playground, hallways, etc. The Code of Conduct is a guide for students to understand what is expected of them before, during, and after school hours while on campus and off campus when representing Zion Lutheran School. The word Honor means to regard with great respect. The most basic rule for Zion Lutheran School is God's rule of love in Christ Jesus. In following Him we want to show respect for teachers, students, property, and ourselves. The following are general, basic rules for conduct and demeanor; the principles of Christian love and respect apply in all circumstances.

There are three simple principles to our Code of Conduct:

#1 Honor God-Demonstrate our love for God through our own thoughts, words, and actions.

#2 Honor People-Value relationships with others by sharing Christ's love through our thoughts, words, and actions.

#3 Honor Property-Give thanks for the blessings God has given us in our building, materials, and resources and show gratitude for these blessings through our actions.

Students are to measure their actions according to God's Word in Matthew 22:30: "Love your neighbor as yourself." This tells us to respect others and treat them in the same manner as we expect to be treated. Therefore, harassing or bullying another student, faculty member, and / or staff verbally or physically, on school grounds, off school grounds while conducting school business, or via the internet or other communication devices such as cell phones, iPad applications, etc. is strictly forbidden.

Bullying Policy

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. "Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to cyberbullying that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly. Bullying includes but is not limited to the following: teasing, taunting, or ridiculing, and racial, socio-economic, or physical attacks, provocations intended to inflict emotional scars; spreading rumors intended to cause damage to another's reputation; exclusion of individuals or certain people from social activities; or any other communication that causes a student, faculty, or staff member distress.

Bullying at Zion Lutheran School is prohibited. Any person found to be engaged in Bullying will be subject to disciplinary action up to and including expulsion from Zion Lutheran School as outlined in the handbook.

Zion Lutheran School is committed to providing a comfortable and positive environment for children to learn.

DISCIPLINE POLICIES

Concern and forgiveness are at the heart of our discipline. Our approach is one of fairness, firmness, and consistency grounded in Christian love and concern with the appropriate administration of Law and Gospel. Disruptive behavior by any student can deprive others of the opportunity to learn and grow in our school environment.

It is important that both parents and teachers have the same understanding about discipline. Both must be working with the child toward common goals by common means, with open and prompt communication between parents and teachers.

Self-discipline means having a sense of responsibility, but a Christian in a democratic society has added responsibilities. He must be responsible not only to himself, his community and country, his family, and the rest of the world, but also to God. All of these responsibilities are seen in the light of God's forgiving love shown to us in Christ. The ultimate source of our power to love others and act responsibly is God's Holy Spirit.

Christian discipline can be thought of as having four parts:

1. Admonition
2. Repentance
3. Forgiveness
4. New Life

The words are not important, but what they mean is. The reason for each step and the method must always be love. A child must be able to see what he has done wrong; this is the function of God's word of law. Such admonition is to lead to repentance, real sorrow over what is wrong. Forgiveness must follow. But, if new life, a fresh relationship with God and fellow believers, doesn't happen, real Christian discipline has not taken place.

The new life of the Christian is not just a slight changing of the old life, or the natural ways, but it is an entire transformation, done by the power of the Holy Spirit. Working through the Gospel, the message of God's love, the Spirit creates new life in the believer. The activity of this new life is love-powered. This new love-powered behavior comes as a result of the Gospel, the Word of forgiveness, never just the Work of law alone. We as parents and teachers can never count on a scolding or punishment to give truly Christ-centered behavior. If we do, we have left out a major portion of what Christian discipline is all about.

Maintaining a safe school and classroom-learning environment is top priority at Zion Lutheran School. Students are expected to conduct themselves in a Christ-like manner at all times. All teachers strive to focus on positive behaviors being exhibited by students at all grade levels. Encouraging success and appropriate Christian behavior is what we strive for at Zion Lutheran School.

- In preschool through 8th grade, classroom discipline policies and consequences are developed and implemented by the individual classroom teachers. These policies are in addition to the Code of Conduct and other rules in this handbook. In the event of conflict, rules and procedures in this handbook control. The school principal will follow through and provide additional support as needed. These policies will be clearly conveyed to the parents at the beginning of the year, in the form of a classroom discipline policy.

While it is our goal to have all students showing respect to God, each other, and their responsibilities, we recognize there are times when we must provide path corrections.

CATEGORIES OF MISCONDUCT REQUIRING OFFICE REFERRAL

The specific categories of misconduct, which will result in a discipline referral to the principal, include without limitation the following:

- 1. Violations of the Conduct (Honor God, Honor People, Honor Property) – the act of not conforming one’s behavior to the basic rules of conduct and discipline, and principles of Christian love and respect for persons and property, as described above.**
2. Bullying – is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance.
3. Insubordination – the willful failure to obey a reasonable request by a staff member or other person placed in a position of authority.
4. Theft – the act of dishonestly acquiring, and/or knowingly and willfully having in possession, without permission or good cause, the property of another or others.
5. Arson – the intentional wrongful burning of, or attempt to burn, any building, contents, or property on school or church property, or at a school function.
6. Physical Assault/Battery – the act of intentionally touching another individual in a wrongful manner on school property, going to or from school, or at a school function.
7. Fighting – the act of quarreling, which may include fisticuffs or other wrongful bodily contact, on school property or at a school function.
8. Sexual Harassment – unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that substantially interferes with an individual’s peace and happiness at school or at a school function, or which creates an intimidating, hostile, or offensive environment at school or at a school function.
9. Threats – the act of intentionally threatening another individual’s mental or physical well- being, or willfully causing fear or apprehension in another, whether by words, graphic depiction, or conduct.
10. Vandalism–the act of willful destruction of school or church property or property belonging to another or others on school property or at a school function.
11. Profanity and Obscenity–the act of using profane or obscene language (oral or written), gestures, pictures, or conduct on school property or at a school function.
12. Weapons and Incendiary Devices–the possession of any weapon, using, or threatening to use any weapon, including but not limited to guns, knives, bombs, incendiary devices etc. is not allowed. A student found in possession of a dangerous weapon, as defined by the Christian Day School Committee, will be permanently expelled from Zion Lutheran School.
13. Controlled Substances–the possession, use, or transfer of drugs, alcoholic beverages, or other controlled substances as well as the wrongful possession, use, or transfer of other substances that alter behavior (e.g. glue-sniffing). Any substance that mimics a controlled substance (e.g. near beer) is also included. Students in possession of such substances may be suspended immediately and could face expulsion after a hearing with the Zion Christian Day School Committee.
14. Tobacco – the possession, use, or transfer of tobacco in any form. Vaping included.
15. Disruption–the continued disruption of the educational process or the continued disruption of orderly procedures involved in any school activity.
16. Cyberbullying – includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, defaming or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web-site postings (including blogs).
17. Academic Dishonesty-Cheating, plagiarism, or any falsification or altering of student’s original work.

Zion Discipline Matrix

The Zion Discipline Matrix will be used to determine consequences for misconduct. Depending on the severity of the misconduct, the teacher and/or principal will determine what Tier will be used to assign consequences. All discipline consequences will be accompanied by a Making Better Choices form. This matrix will act as a guide, but discipline consequences will be both age and developmentally appropriate.

Tier 1	Tier 2	Tier 3
<p>Warning-A student may be given redirection and guidance from the principal, faculty, and/or staff to provide an opportunity for a path correction to demonstrate proper and desired behaviors. These warnings can be supported with or without notification to the parent.</p>	<p>Detention-A student may be asked to serve a detention. Parents are notified and normally given a day's notice. Detentions will be held Thursdays from 3:15-3:45 p.m.</p> <p>*Making Better Choices Forms are to be completed and signed by parents*</p>	<p>Automatic Suspension - Misconduct which is determined by the principal, after consultation with the teacher (if involved), to be particularly serious, or a threat to the well-being of others, may result in an automatic suspension of up to five days. The student is removed from class for the balance of the school day, and suspension shall commence the next school day following the incident. A meeting shall thereafter be held between the student, parent(s), teacher (if involved), and principal as soon as possible after suspension is imposed to discuss the nature and severity of the matter, and to take steps to ensure that no further misconduct will occur.</p>
<p>Separation from the class or activity-A student can be separated for a period of time from the class determined by teacher or principals. Students may be asked to complete work in another classroom, with the principal, having a time-out at recess.</p> <p>Teacher consequences-Each teacher creates a discipline policy at the beginning of the school year. Consequences that align with individual policies are considered Tier 1.</p> <p>*Making Better Choices Forms are to be completed and signed by parents*</p>	<p>In-School Suspension – The student is suspended from classes but remains in the building under supervision. The parent(s) is notified.</p> <p>Out-of- School Suspension – The student is removed from class for the balance of the school day, and the student shall after a decision by the principal be suspended from attending school for a specified period of one to five school days. A meeting is held between the student, parent(s), teacher (if involved), and the principal as soon as possible to discuss the nature and severity of the matter, and to take steps to ensure that no further misconduct will occur, and the principal solely shall make a determination as to an appropriate term of suspension. A student suspended from school (OSS) will not participate in or attend any Zion-sponsored activity or event for the duration of the school suspension.</p>	<p>Expulsion – Defined as the removal of a student from the school for a minimum of the remainder of the school year. The principal will set up a meeting with the student, parent(s), teacher (if involved), and the Board of Christian Day School. After hearing the evidence, and having given all concerned the opportunity to speak, the Board of Christian Day School will determine whether or not the student will be expelled. The student will be suspended until this hearing is held and a determination by the Board of Christian Day School is made.</p> <p>Law Enforcement – In appropriate cases, a referral of the matter to law enforcement authorities also may be made.</p>

RESULTS OF MISCONDUCT

Suspensions and probations may be recorded on a student's permanent record by the school principal; however, this is normally only done when a behavior is habitual and improvement has not been noted.

ZERO TOLERANCE-WEAPONS POSSESSION

A student found in possession of a dangerous weapon, as defined by the Christian Day School Committee, will be permanently expelled from Zion Lutheran School.

CONFLICT RESOLUTION

No matter how much we strive for perfection, we will never reach it – and rightly so, because there are always legitimate suggestions that can be used as a basis for improving our program. Gossip and rumors about incidents with parents, students or teachers can cause much heartache to all concerned. Our Lord has given us direction whenever we do not agree with another person.

Matthew 18:15-17 says, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to three witnesses, tell it to the church..." This is the Biblical principle that we practice to resolve conflict. (A 24-hour cooling off period is recommended unless it is an emergency situation)

The steps to conflict resolution include:

- Personally go and talk with the person.
- If you cannot agree, take another person along (Principal) to listen to both sides and attempt to come to some conclusion.
- If one still is not satisfied, tell it to the church (Christian Day School Committee) where they will listen to the complaint at the beginning of the meeting, dismiss the person, and discuss the item in question.
- If your problem or suggestion deals with the general operation or policies of the school, see the **PRINCIPAL**
- If it deals with a teacher, please make an appointment to discuss the problem with the **TEACHER**
- If a mutually beneficial solution is not found, see the **PRINCIPAL**

If, after these steps are followed, and a solution is not found, please contact the Principal or Chairperson of the Christian Day School Committee of Zion Lutheran School to resolve the situation at the first available opportunity. The Christian Day School Committee members have no authority individually. It is only when they are "in session" that decisions may be discussed and made.

CONFIRMATION CLASSES

Confirmation classes to reaffirm the Lutheran faith being in preschool. As students near an age of spiritual maturity, daily confirmation classes are provided for grades 7th and 8th grade. The pastor of Zion Lutheran Church works closely with all the teachers and classrooms in Zion Lutheran School.

DRESS CODE

Since Christian love and respect should be reflected in all that we say and do, Zion faculty, staff, and students are expected to dress in a God-pleasing manner. Students are expected to maintain standards of dress and hygiene conducive to a positive Christian environment. Modesty, good taste, cleanliness, and neatness must be important factors to consider when getting ready for school. Cleanliness and neatness refer to general appearance, hygiene, and the condition of clothes which should not be worn-out, torn, or dirty.

The dress code is in effect as soon as students enter the school until their departure, or when a student is representing the school in any activity. Failure to comply with any of the items in the dress code may cause a student to be sent home from school to remedy the situation. For the sake of order, when there are differences of opinion concerning dress, the decision of the Zion Lutheran Principal and staff is final.

Because fashion often changes, the dress code may also change during the school year. No policy can cover every possible question about dress code, but the following sections attempt to clarify as much as possible. The student guidelines for dress are to assist students and parents.

Specific Guidelines

- A. Chapel days are dress-up for the Lord days. All students are encouraged to dress-up on those days.
- B. It is important that students not “over dress.” “Formal” clothing may prohibit active recess play.
- C. The following general articles of clothing are not to be worn to school:
 - Worn out, frayed or torn blue jeans, shirts, or sweatshirts
 - T-shirts, hats, jackets, pins, buttons, etc. with inappropriate or unchristian insignias, dragons, wizards, wrestlers, alcohol or cigarette ads, rock groups or singers, weapons, etc....
 - Low neck tops, halters, tank tops, tight fitting tops, tube tops, muscle shirts, midriff tops, etc....
 - Boys may not wear frayed sleeveless shirts (Ex. basketball jersey style)
 - Attire with chains
 - Flip flops, wheelies

Additional Guidelines

- D. Hair should always be clean and neat. Hair should not be worn in exaggerated styles or colors.
- E. Girls should avoid excessive make-up
- F. Girls’ skirts and dresses may be worn if they are not more than three (3) inches above the knee. Sun dresses must have a non-see-through top over them. Skirt slits should be no more than 3” above the knee.
- G. In Grades 4-8, leggings, all knit pants and tight bicycle shorts **must have** a tunic, dress or top that is at wrist length or longer.
- H. Coats, jackets, and hats should not be worn in the classroom.
- I. Dangling earrings for girls are unsafe and not to be worn. Boys may wear one pierced stud item on one ear only. Body piercing is not allowed, except for ears.
- J. Students are allowed to wear shorts any time during the school year. Parents and students should remember that students do go outside during the winter months and should dress accordingly. Shorts may not be used as an excuse for not going out for recess. Shorts are not to be any shorter than the tip of the middle finger, when standing in a natural position, with arms down at your side.
- K. Clogs and high platform shoes are inappropriate for school and may not be worn. The only exception is on dress-up days, and then a change of shoes is necessary for outdoor activities.

- L. Shirts and tops must cover the midriff and back at all times, even when students are active, standing, or just sitting at their desk. Girls' sleeveless tops or blouses must be at least three (3) inches wide at the shoulder. Cleavage must not be visible.
- M. Slacks and shorts must be worn at the waist, no low rise or "sagging" pants. Undergarments are not to show at any time.
- N. Footwear must be worn at all times. For the safety of all students, shoelaces must be kept tied. Socks do not have to be worn with sandals. However, socks are necessary for any athletic activity. Sandals, including crocs, must have a back heel strap that fits snugly to prevent them from coming off while walking or playing outside.
- O. Outdoor boots are not to be worn as "shoes" in the classroom.
- P. Outdoor boots are necessary for the playground during inclement weather.

Should a student violate any of the above guidelines, depending on the article(s) in question, they may be asked not to wear the items of clothing in the future; they may be asked to change into a more appropriate article provided by the principal; or they may be asked to call a parent for a change of clothing. Continued failure to follow the dress code could result in disciplinary action.

Please note: Teachers' may use their discretion when determining violations to the dress code as they are the ultimate experts on classroom climate and dress code infractions that negatively impact the teaching and learning environment. The principal will provide support to the teachers and may make the final determination regarding dress code violations.

DRESS FOR WEATHER CONDITIONS

Teachers follow the following guidelines for sweatshirt and jacket weather. Teachers will determine if a sweatshirt or coat can be removed after a student's 'warm-up' from play.

- o 60 degrees and above; no coats or sweatshirts unless a student chooses to wear.
- o 50 degrees and below; sweatshirts or long sleeves; especially in windy conditions.
- o 40 degrees and below; coats.
- o 30 degrees and below, coats with hood, or coats and hats; especially in windy conditions.
- o 20 degrees and below, coats with hood, or coats and hats; and gloves.

According to guidelines from the Michigan Department of Education outdoor recess must be suspended if the temperature is below 10 degrees, factoring the wind chill as well.

During wet, cold, or snowy weather, students should wear boots to school and during recess. Please make sure to label the boots with your child's name otherwise you may acquire an interesting pair of boots. Another pair of shoes is needed during the school day.

ELECTRONIC DEVICES/CELL PHONES

While cell phones and electronics have become popular with children of all ages, there are also some challenges that are associated with technology, particularly in a school setting.

Students may bring cellphones to school, but they are to be powered down during the school day and kept in the locker or backpack. Phones/devices should also be put away during after school functions such as athletic activities, plays, or concerts as they have the tendency to draw us from our interactions with those in our

immediate community. Electronic equipment used during the day will be confiscated and the parent contacted. The second time it may be confiscated for the remainder of the school year. Permission may be given to use a cell phone, but must be sought from a staff member, and is considered for that time only. Urgent communication between parents and students should be performed through the office during the school day.

Electronic devices such as Kindles or other e-readers may be used during the school day but are to be used for reading only. Again, permission should be sought before use. Electronic gaming devices are prohibited.

Other devices such as GPS, Apple Watches, Gizmos, etc. that can be used to track, call, and/or record are not permitted. Parents may speak with the principal and the teacher to receive CDSC approval in specific instances if necessary.

Please understand that cell phones and other electronic devices are brought to school at your own risk. The school assumes no liability for lost or stolen personal property.

DRILLS-INCLUDING FIRE DRILLS, LOCKDOWN DRILLS, AND SEVERE WEATHER DRILLS

Each classroom has on display a printed building diagram indicating fire and tornado routes for those in the building. The tornado safety area has been designated as the basement. We have five (5) fire drills, two (2) tornado drills, and three (3) lockdown shelters in place during the year to prepare for something we pray never happens. The fire alarm indicates fire and the classroom PA system is used to announce a tornado or lockdown drill.

EMERGENCIES

In the event of an Emergency (electrical outage, gas leak, water outage) or Natural Disaster that results in the evacuation of the facility, parents will be alerted by phone, text, or email by school personnel via the school messaging service. Please update the school office with **any** contact information changes for yourself or your designated emergency contacts.

Emergency Closing

School closing due to inclement weather conditions, illness, or any emergency is announced in the early morning via announcements on local TV stations, by phone, text, or email by school personnel via the school's messaging system, the school's Facebook page. Should this happen during the school day, parents will be notified by phone, email, or text.

Emergency Evacuations

If, for some reason Zion students must evacuate the building, the following "Evacuation Plan" will be in effect. The student body will walk to Zion Lutheran Church and assemble in the Great Hall. If Zion students are not able to return to Zion for pick-up, students would need to be picked up from the church and parents or someone designated on the emergency card would need to park in the church's parking lot to come into the Great Hall to personally sign out their child. Parents will be notified via an emergency phone call via the school's messaging system.

If for some reason, both Zion School and Zion Church would need to be evacuated, the student body of Zion school will be transported to an undisclosed place per the Bay City Police Department and Security Program. This is for the safety of your child(ren). Parents will be called by phone and notified when to pick up their child(ren). Parents or someone designated on the emergency card would need to personally sign out their own child.

EMERGENCY CARD/FORM

At the start of each new school year each child needs a new emergency card/form completed. It is important to list any and all individuals that you might want to have your child released into their responsibility. If a name is not on the emergency card/form, and a parent calls to release the child to that individual, we will not be able to comply with the request. The request must be in writing. This is a state law and also for the safety of your child.

EXTENDED CARE

Zion Lutheran School wishes to provide a convenient place of Christian Care where safety and help may be found for those who need assistance in the supervision of their children outside our regular school hours. Extended care is only operational during the school year on days when school is in session. Extended Care includes before and after school care. Please pack a snack for the child. If a student must attend before and after care the price is \$8 a day and per session.

Before Care

6:45AM-7:40AM **The daily fee is \$8 a day.**

One teacher will be assigned to supervise the students in one classroom. The Child Care director is the designated direct authority of the teacher and Extended Care program.

After Care

3:10 PM-5:30 PM **The daily fee is \$8 a day.**

One teacher will be assigned to supervise, and be engaged with the students in one classroom. A schedule of activities will be posted.

After School Pick Up

If students are not picked up by 3:20 PM, they will be sent to the Extended Care program and parents will be required to pay the accompanying fee.

Students not picked up by 3:20PM with no prior notification from parents will be sent to Extended Care program, space permitting. Parents will be required to pay the accompanying fee. If a teacher must remain after 3:20PM the After Care payment will also be assessed and paid to the teacher.

EXTRA-CURRICULAR ACTIVITIES

General Rule:

A student participating in an extra-curricular activity is expected to perform (attitudinally, academically, behaviorally) to an acceptable level in the classroom. In the case of academic responsibilities, this means to perform to the known potential and ability of the student. To be academically eligible to participate in extracurricular activities, a student must maintain a C- average or above in every subject and a C- GPA. Failure to do so may subject the student to probation and/or suspension from the activity.

Probation:

The following general procedures shall be followed if it is necessary to place a student on probation for an extracurricular activity.

- a. An extra-curricular probation form is used to alert parents of this action.
- b. The period of probation is determined cooperatively by the student's classroom teacher and the principal. Ineligibility will be a minimum of a week.
- c. The student's progress is re-evaluated after the specified period of the probation and a decision is made regarding further probation, suspension, or non-probationary participation.
- d. Staff does reserve the right to request probation throughout the quarter if a student falls behind in his/her studies.

FIELD TRIPS

Field Trips to plays, concerts, nature centers, museums, and events are arranged by the school and teachers as they seek to enrich student learning. Field trips generally serve as an extension of the classroom learning experiences and enrich the curriculum. Parents receive notice of the event by a special letter from the teacher. The school requires written consent of parents/guardians before a student is permitted to go on a field trip. Please note that in many instances, we must rely on parents for transportation. Attendance at class field trips is limited to the teacher, teacher aid, parent/guardians, and class members (siblings, younger or older, are not permitted to attend).

Field Trip Drivers are required to:

- o Have a valid driver's license
- o The vehicle must have proof of current insurance
- o Sign the field trip form for drivers
- o Go directly to and return directly from the event
- o Buckle all students into seat belts and boosters (when required) during each trip
- o See that each student rides in the same vehicle both going to and coming from the field trip (changes may only be made by the teacher)
- o Be responsible for student behavior in the vehicle; any discipline problem are to be reported to the classroom teacher
- o Clear any audio or video played during travel time with the classroom teacher
- o Supervise all movement from vehicle to building
- o No eating or drinking in the vehicle without the driver's permission
- o Follow all traffic laws
- o Complete an iChat volunteer form-Background Name Check
- o As a chaperone, your primary responsibility is the safety of the students. A field trip chaperone is expected to model appropriate behavior. It is important to have a cell phone on you at all times in the event of an emergency.

Washington DC Trip

The 8th Grade Washington D.C. trip is an expected component of our 7th & 8th grade curriculum at Zion Lutheran School. Students and chaperones are expected to pay for the cost of the trip, and to help meet that need the school sponsors several fundraisers each year. Actual cost of the trip varies from year to year depending on the number of participants, transportation expenses, and site visit costs.

Procedures:

1. Participation in school-sponsored fundraisers for the Washington D.C. trip is optional. The profit from each child's individual fundraising efforts is tracked and held in an account for that student for the Washington, D.C. trip and other field trips.
3. Individual fundraised earnings more than the cost of the Washington, D.C. trip up to \$50 above the cost of the trip can be used by the student as spending money while on the trip. Any funds raised by the school-sponsored program above and beyond the cost of the trip plus the additional \$50 spending money will be retained in the school-held Washington, D.C. trip fund.
4. A parent that has assisted in the fundraisers and chaperones the trip may draw from their child's account to assist in covering the cost of their trip. The parent's amount is limited to the cost of the trip.
5. Occasionally a student who has accumulated class trip earnings does not make the trip to Washington, D.C. In any instance, including but not limited to severe illness, death in the family, or injury, which would prevent the student from participating, all funds raised by school sponsored activities will be rolled into the Washington, D.C. fund. Any funds contributed directly by the family by their own personal fundraising efforts outside of school sponsored activities would be returned to them in full.
6. Monies paid out-of-pocket for a seventh grader to attend the Washington, D.C. trip would be eligible to be raised through fundraisers during their eighth grade year and refunded up to, but not to exceed, the amount paid out-of-pocket.

GRADELINK

Zion Lutheran School uses a web-based program for the purpose of communicating with parents. The Gradelink program will keep track of a student's attendance, hot lunch records, report cards and financial records. Gradelink provides constant and updated access to these records. The program also provides a means for parent and teacher communication. Log in information can be obtained from the school office.

GRADUATION

After successfully completing the academic requirements of eighth grade, students are eligible for graduation. The date of graduation will be determined by the principal and pastor. The ceremony will be held close to the end of the school year.

GYM RENTAL

Please check with the office for cost and availability. If the gym is available, then appropriate paperwork should be completed, and keys may be issued.

GYM SHOES

New or very clean gym shoes with rubber soles are required for the gym at all times. These shoes are for indoor use only.

HALF DAYS

There are partial school days during the year for conferences and meetings. On half days, school is in session from 8:00AM to 11:30AM. Half days are noted on the school calendar.

HALLWAYS

1. WALK at all times in the hall and the classrooms. Under no conditions are children to jeopardize the safety of themselves or others by running in rooms or hallways.
2. Keep to the right while walking in the hallways.
3. Walk single file when lining up for chapel or other class activities.
4. No loitering in the halls before, during, or after school.
5. Do not cut through or into the line of another class.
6. No loitering or playing in the restrooms.

HOMEWORK

The Christian Day School Committee and Teachers at Zion Lutheran School believe homework fosters good study habits, independence, and responsibility for future education. Homework reinforces learned skills and helps to develop responsibility. The challenging curriculum at Zion Lutheran School requires some work to be completed at home. The amount of homework, however, depends on the grade level, the student's ability, and study habits. Parents can aid the student by providing encouragement, materials, and a quiet place for study. If the student is unable to complete assignments for any reason, the parent or guardian should send an explanatory note, so the teacher may be informed and assist in the completion of the work. If the assignments are constantly burdensome, the teacher should be informed.

For those students struggling with the completion of their homework, or for those for whom the parents, guardians or teachers feel are falling behind or becoming overly frustrated, after school tutoring is available. Zion has many capable staff and volunteers who are very willing to assist in this area. Homework can include a variety of activities and skills:

- Reading to find answers to specific questions
- Brief drills in math or spelling
- Collecting information
- Sharing ideas with parents
- Situations in which students engage in creative thought
- Explaining what is read or seen, classifying information, comparing and relating ideas, analyzing and applying principles, and experimenting with new concepts
- Homework may at times include projects which require home or community involvement.

Recognizing that students vary in motivation, abilities, and study habits, the time for homework is estimated to be:

GRADE	SUGGESTED MINIMUM AVERAGE OF HOMEWORK PER DAY	SUGGESTED MAXIMUM AMOUNT OF HOMEWORK PER DAY
K	5 minutes	10 minutes
1	15 minutes	20 minutes
2	20 minutes	30 minutes
3	30 minutes	40 minutes
4	30 minutes	40 minutes
5	30 minutes	50 minutes
6	30 minutes	60 minutes
7	30 minutes	60 minutes
8	30 minutes	60 minutes

HOT LUNCH

Zion Lutheran School has a hot lunch program for 2022-2023 at a rate of \$3.00 per day per student. Payments may be made by check to the school office or on the school portal. Hot lunch balances are available for viewing on Gradelink. If parents inquire in the school office for a hot lunch balance the secretary will email the information within one business day. No child will be denied lunch due to a negative hot lunch balance.

ILLNESS

If your child is experiencing any one or more of the following, please do not send him/her to school for 24 hours:

- Cough (Productive)/Runny Nose
- Temperature of 100 degrees or higher
- Sore throat
- Diarrhea
- Vomiting

Any rash which may be contagious (e.g., strep throat and pink eye) require 24 hours of prescription medication prior to returning to school, unless otherwise directed by your doctor.

A student should be fully recovered before being sent back to school. **Students should stay at home until they have been symptom free for 24 hours** (for fevers-without the use of fever-reducing medicine). Also, the ability to participate in all school activities including recess is a good measure of whether a student is ready to return to school. **If the cause of absence is a communicable disease, the school must be notified.** Please call the office each day your child will be absent for excused absences.

In the event a student becomes ill at school, the office will call parents. If parents are unable to be reached, the office will call the individuals listed on the emergency contact portion of the child information form.

All reportable communicable diseases will be reported to the Bay County Health Department. The Bay County Health Department asks all schools to report weekly on childhood communicable diseases. Therefore, we ask you to call the school office before 8:00 a.m. when your child will not be in school and report the nature of your child's illness.

INJURY

Faculty and staff of Zion Lutheran School will take precautions to ensure the safety of all students in the classroom, the gym, on the playground, and around the school grounds. However, sometimes accidents do occur. The following policy applies to respond to and report accidents and/or injuries:

All accidents and major injuries occurring on school grounds or while under school supervision shall be reported immediately to the school office and the principal. A written accident report must be filed with the school office. The report should include the actions taken at the time and any other pertinent information regarding the incident.

Injuries will be given appropriate first aid. Small injuries like cuts or scrapes will be bandaged by the teacher or school staff. For more severe injuries, accidents or incidents, medical treatment will be sought and emergency personnel will be called if needed. Zion staff will also immediately attempt to reach parents.

Accident/injury reports will be filled out by the teacher and given to the parents.

INSURANCE

The school maintains full liability insurance on the property.

MEDICATION

Definition: Medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, which are injectable (epi-pen), applied as drops to eye or nose, or applied to skin.

If it is necessary for a student to take medication during the school day, this includes both prescription and non-prescription medications, parents must complete a Medication Form for trained staff to administer the medication. The child's physician must sign the medication form for any prescription or over-the-counter medication. All medications must be kept in the original labeled container with dosage and frequency of administration. This form will detail to the teacher and principal instructions for proper administration. The medication will then be kept in the office and dispensed from there. The school does not accept the responsibility for timing of medication or any care beyond the common courtesy of giving the medication so that a parent does not have to come to school to administer the medication. **By state law, the school may not dispense any form of medication without direct permission of the parent.**

First aid supplies are stored in the school office. A child without a health care provider's written order may not take over-the-counter medication, including aspirin or its equivalent. An adult must supervise administration of any medication permitted only with a signed medical release form.

NEWSLETTER

The weekly "Cougar Newsletter" for parents is a primary means of communication. This weekly update is designed to help inform families about school and church events as well as other related activities. The newsletter is emailed home each week and hard copies are also available in the school office. The school also uses other methods of communicating information to the parents such as flyers, classroom updates, and field trip information.

NON-DISCRIMINATORY POLICY

Believing that God has sent Jesus to redeem all nations, and that all believers are one in Christ, and because Christian education is preparation for Christian living, Zion Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made to students at this school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletics and other school administered programs.

Zion Lutheran School will receive and use Federal funds and United States Department of Agriculture donated foods. No person because of race, color, nationality and ethnic origin, sex, age or handicap shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in our U.S. Department of Agriculture donated food and child nutrition programs. Any person who believes they have been discriminated against should write immediately to the Secretary of Agriculture, Washington, D.C. 20250. Inquiries about the non-discrimination policies of Zion Lutheran School should be contact the principal.

NON-EXEMPTION FROM RELIGION REQUIREMENT

Zion Lutheran School is a mission of Zion Lutheran Church, a congregation of the Lutheran Church-Missouri Synod, and subscribes to all of the teachings of God as recorded in the Holy Bible. We believe this is to be the inerrant Word of God. No student will be exempted from learning these truths nor can a student be excused from any theological instruction.

PARENT-TEACHER CONFERENCES & COMMUNICATION

Formal Parent-Teacher conferences are held during the first marking period and optional conferences during the third marking period. The Cougar Newsletter will provide details about parent-teacher conferences.

Zion Lutheran School exists to help parents with their God given responsibility of giving their children a Christian education. We are partners in this work! Close contact with the school through written communication, by phone, text, or email is encouraged. Appointments to discuss concerns can be arranged with the teacher, keeping in mind the school schedule to avoid disrupting classroom schedules, especially the routines at the beginning or end of the day. If concerns arise that cannot be addressed with a conference with the teacher, a conference with the teacher and the principal should be arranged.

Our teachers have lives and responsibilities outside of the classroom. Cell phones and email make it easy to reach out to our faculty and staff outside of school hours. We ask that you respect their family time. Our teachers are required to respond to text messages, phone calls, and emails within 24-48 hours. They will not be required to respond to parent communication (unless it is an emergency situation) after 5:00 p.m. on weekdays or on the weekends.

PLATFORMS FOR COMMUNICATION

Multiple communication modalities will be used to provide up-to-date information to parents:

- **Classroom newsletters** will be used to share exciting classroom information and upcoming events.
- **The school website** will be used to share important information with all stakeholders.
- **Gradelink** will be used to share quick reminders and updates via telephone and text messages.
- As always, **the school office personnel** are able to answer any questions you may have.
- **The School Newsletter** will be sent home electronically weekly and will also be available on the school website.

School website: www.zionbaycity.org

School telephone: 989-893-5793

Phone messages for students will be given to the student by a secretary or communicated to the teacher during the school day. We understand changes in routine do happen, but we appreciate after school arrangements be settled before the student leaves for school in the morning.

PARENT-TEACHER LEAGUE (PTL)

The Parent - Teacher League (PTL) is a vital part of Zion Lutheran School. All parents and faculty members of Zion Lutheran School are members of the organization. Other interested family members or church members can participate by reaching out to the PTL President or the principal. The PTL Committee is led by Zion Lutheran Church member leadership of President, Vice President, Secretary and Treasurer. Families directly benefit from the active support and attendance at meetings and activities. The PTL's purpose is to aid the Christian education program, to foster a working relationship and better understanding between parents and teachers, and to better equip the teachers and parents to do the work of raising God's children. PTL provides information on upcoming events and happenings in the school newsletter.

PARTIES AND BIRTHDAY TREATS

Staff and teachers will determine which holidays and occasions are celebrated in their classrooms. Parents/guardians may not schedule parties without prior teacher approval. Parents/guardians may be invited/allowed to help with class parties and attend class parties. We ask siblings not to attend the class activities.

For birthdays, treats or healthy snacks may be brought in for each member of the class. They must be store-bought and not contain nuts or other known allergens for health and safety purposes. Please schedule with your child's teacher.

If an individual is having their own party, we request that invitations are not distributed at school unless every child in the classroom is receiving one; or if it is a girl having a party, then it could be all of the girls in that classroom; if it's a boy, then it could all the boys in the classroom. When only some of the students receive an invitation, there are hurt feelings. If you elect to only invite certain students, please distribute the invitations off school property.

PESTICIDES

In accordance with state law, Zion Lutheran School is required to provide you with advance notice if a pesticide will be used in your child's classroom. The notice must be given at least 48 hours prior to the application of the pesticide. Notice will be given in two different ways. First, a sign will be posted at all entrances. Second, a note will be sent home with each individual student. You are entitled to receive the notification by first class mail. Please contact your child's classroom teacher if you would like to receive the pesticide notice in this manner. It is your option to keep your child home during the time the pesticide is being used. Under state law, a pesticide cannot be used in a classroom unless the room will be unoccupied for at least four hours (longer if required by the pesticide label). Please contact the school office if you have any questions.

PET

Many students and adults may have severe allergies to animals and pets are not allowed in the school. If a child wants to have a pet for show-and-tell, he/she must first speak with the classroom teacher. The teacher will then verify any allergies in the classroom. It may be necessary for the class to go outside to see the pet.

PICTURES

School pictures will be taken at the beginning of the school year. Parents will receive notification of the date. Purchasing of pictures is optional for the parent. School pictures are purchased directly through the photographer.

PROMOTION/RETENTION

Grade promotion and retention is decided based on a variety of both qualitative (teacher observation, teacher input, parent input) and quantitative data measures (chapter and unit tests, rubrics, MAP Data, learning software records such as Successmaker or Khan). Students are expected to demonstrate mastery of intended learning outcomes at their grade level or demonstrate at least one year's growth on the Measure of Academic Progress Assessment in the Spring. Parents are notified regularly throughout the school year regarding student progress based on classroom assessments and teacher observation. If students demonstrate adequate progress and are meeting developmentally appropriate milestones, the teacher will recommend promotion to the next grade level. If a student is struggling to meet major milestones and master desired learning outcomes, the teacher will meet with the parents to discuss strategies for additional support and/or the possibility of grade retention. Zion Lutheran School desires to meet each child where they are at, provide them with the highest level of support, and help them to be successful in all areas of their education. If retention is being considered, the parents, teacher, and administration will meet to determine the best course for the student to ensure they are achieving to their highest potential.

If a parent or teacher feels there is a lack of progress for their child/student and might necessitate holding a child back in their current grade, communication is key. Proper procedures will be followed, including teacher, principal and parent review of current successes and needs of the child. Zion Lutheran Christian Day School committee will be informed of the proposed retention. Appeals to decisions can be made to the CDSC.

REPORT CARDS

Report cards are issued four times each year. For students in grades K-8, grades can be checked online via parent portal. Parents and children should review report cards together as this gives the opportunity to provide praise, encouragement, and direction in their child's education. Only Kindergarten will receive mid-quarter progress reports.

SAVINGS STAMPS (CHURCH EXTENSION FUND)

Zion administers a savings stamp and bond program sponsored by the Church Extension Board of the Michigan District of the Lutheran Church-Missouri Synod. The money the students invest (they start at 25¢ and go upwards) is in turn loaned to parishes wishing to build churches or schools and for the establishment of new mission churches in Michigan. This is an individual savings account. You may withdraw your money whenever you want.

SCRIP

Scrip is a voluntary tuition assistance program. Scrip involves purchasing gift cards in specific dollar denominations. Each company such as Applebee's or Speedway has their own percent that they reward individuals for using their cards. For example: If you buy a scrip card that has a 10% return and you buy it in a \$100 denomination, \$10.00 is returned to Zion. Of that \$10, \$5.00 goes into an account with your name on it, \$4.00 into the church account, and \$1 stays in the Scrip account for their expenses. You may use the money you save from your usage of Scrip cards toward your tuition or your child's registration.

The Scrip program runs from February 1st to January 31st. Each year with your registration packet, you will receive the amount you have in your Scrip account. At that time you may elect to use your amount toward some of your remaining tuition or toward the registration for the next school year. The more Scrip you use, the more "free money" you will get. Any questions about Scrip may be directed to the school principal or secretary.

SECURITY

For security purposes, the school doors are locked. They will be unlocked at the appropriate time for students and parents to enter before and after classes. To enter the building at any other time, please push the call button.

SNACK

Our Local Wellness Policy outlines the nutritional goals for Zion Lutheran School in detail. Each teacher creates their own snack schedule for their classroom under the following general guidelines:

- 1.) Snacks will be given at an appropriate time during the classroom teacher's schedule and not during Specials classes.
- 2.) Snack schedules will be communicated to the parents at the beginning of the year.
- 3.) It is encouraged that healthy snacks be brought to school for snack time.
- 4.) Due to food allergies, students may not share snacks.
- 5.) Snacks should be able to be managed individually by the student

STEWARDSHIP

At Zion we strive to teach our students how to be good stewards of all of God's blessings. Each year there is a large accumulation of belongings that were not labeled and ended up being lost. Losses should be reported to the school office immediately. It is encouraged to label all backpacks, coats, snow pants, etc. for easy identification. Items not picked up by the end of the school year will be donated to a local thrift store.

All textbooks are rented from the school and they are included in the tuition. If textbooks are lost or damaged, students will be asked to reimburse the school for the loss as well as any damages. Students will be held responsible for any damage to school property or furniture which was defaced, damaged, or not properly cared for.

Our school is a gift from God and we cherish this special place. Willful destruction of property will be charged to the parents at full cost. Marred desks, defaced walls, cluttered floors, and messy desks are all obviously unacceptable. Home and school together must foster cleanliness, neatness, and respect for the property of others. It is the policy of the school to charge the parents a fee covering the cost of any loss or damage to our property caused by the negligence of the child, including broken windows and furniture, damaged or lost books, and the like.

TECHNOLOGY TOOLS

Technology tools are provided to the students to use to enhance the learning process. These tools belong to the school. Students are responsible for taking extreme caution when transporting such tools to and from school and exercise care when using any technology provided by the school. If such resources are lost or broken, the student will be responsible for any and all replacement costs.

Students must also exercise sound judgment when operating technology tools such as mini iPads, laptop computers, and desktop computers. Only school approved apps, websites, and browsers can be used. If misuse occurs, the school reserves the right to terminate user privileges. Additional disciplinary actions may occur.

The internet/network acceptable use policy is given to parents at registration and is located on the school website.

Laptops are provided for students, Kindergarten through 5th grade.

TESTING

All students in grades K-8 participate in annual academic testing two times per year using the North West Education Assessment (NWEA). Grades K-8 are tested in the fall and spring. These tests are not part of the grade of a student but only serve as a measure of growth. They help to analyze student strengths and weaknesses in Math and Reading. Scores will be communicated with families at Parent Teacher conferences during the school year as well as with the final report cards. Throughout the school year students may have additional STAR Math and Reading tests to assist with Accelerated Reading and Math placement.

VOLUNTEERS

A volunteer is a person who supervises and/or works with the students. Examples of such volunteers include coaches of sporting teams, field trip drivers, adults who assist students with reading and other class opportunities. Information shared with a volunteer is confidential at all times. The volunteer will engage the trained professional staff regarding any discipline issues with a student. Volunteering or service is a model of the life of Jesus; He spent his entire life as a servant for all people. Volunteers must complete a Volunteer Information Form and a non-fingerprint background check. The procedure will be conducted by Zion's principal through an arrangement with the Michigan State Police and its criminal history files. The background check is valid for 24 hours from the time of the background check. The volunteer form will be kept on file for the school year. Depending on the number of times a parent volunteers, multiple background checks will be performed. The principal will contact the parent privately and directly with any background check issues. No one but the principal will have access to parental background checks.

WELLNESS

Zion Lutheran School is committed to providing an environment conducive to children's overall health by implementing health nutrition information and physical activity opportunities. Therefore, it is the policy of Zion Lutheran School that it:

- Helps students acquire the desire to eat healthy and stay active.
- Engages students, administration, parents, teachers, food service professionals, health professionals, and interested community members in developing, implementing and reviewing the school's nutrition and physical activity policies.
- Provides students with daily encouragement to be physically active.
- Provides a clean, safe, and pleasant setting and adequate time for students to eat lunch.
- Maintains a Wellness Policy in the School Office

Zion Lutheran School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

Nutrition Education

Nutrition education, a component of comprehensive health education, will be offered to every student. Nutrition education topics will be integrated into the entire curriculum when appropriate. The school will implement a quality nutrition education program that addresses the following:

Curriculum:

- Equips students to acquire the knowledge and skills needed to engage in sound nutrition behavior.
- Aligned with the *MI Health Education Content Standards and Benchmarks*.

Instruction and Assessment:

- Aligns curriculum, instruction, and assessment.
- Builds students' confidence and competence in making healthy nutrition choices.
- Engages students in learning that prepares them to choose a healthy diet.
- Includes students of all abilities.

Opportunity to Learn:

- Includes students of all abilities.
- Provides adequate instructional time to build students' confidence and competence in health-enhancing skills.

Nutrition education should also be made available to parents/guardians and the community. This nutrition education may be provided in the form of handouts, wall or bulletin board posters or banners, postings in the school newsletter, or other communications on promoting proper nutrition and healthy lifestyles.

Nutrition Standards

Our school shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations. Our school will encourage students to make nutritious food choices.

Our school shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs. Our school shall consider nutrient density and portion size when considering food and beverages to be sold or served to students.

The school principal or designee shall continually evaluate vending policies and contracts (if and when such contracts exist). Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not be renewed.

The school shall offer school meal programs with menus meeting the meal patterns and nutrition standards established by the United States Department of Agriculture (USDA). The school shall encourage students to make food choices based on the most current Dietary Guidelines for Americans. Food and beverages that compete with the school's policy of promoting a healthy school environment shall be discouraged.

The school shall offer and promote the following food and beverages in all venues outside federally regulated child nutrition programs:

- Whole and enriched grain products that are high in fiber, low in added fats and sugars, and served in appropriate portion sizes consistent with the current USDA standards.
- Fresh, frozen, canned or dried fruits and vegetables using healthy food preparation techniques, and 100 percent fruit or vegetable juice in 12-ounce servings or less.
- Nonfat, low-fat, plain and/or flavored milk and yogurt, nonfat and/or low-fat real cheese, rather than imitation cheese. Offer the following serving sizes: yogurt in eight-ounce servings or less, milk in 16-ounce servings or less, cheese in 1.5-ounce (two-ounce, if processed cheese) servings or less.
- Nuts, nut butters. Seeds, trail mix, and/or soybean snacks in one-ounce portions or less; portions of three ounces of cooked lean meat, poultry, or fish using healthy food preparation techniques.
- Accompaniments (sauces, dressings, and dips), if offered, in one-ounce servings or less.

The school shall monitor food service distributors and snack vendors to ensure that they provide predominantly healthy food and beverage choices that comply with this policy's purpose in all venues.

The school shall discourage using food as a reward. The school should also encourage healthy food at school parties. Notices should be sent to parents/guardians either separately or as part of a school newsletter, reminding them of the necessity of providing healthy treats for students and/or encouraging the use of no-food treats for classroom birthday or award celebrations.

The school shall encourage healthy fundraisers as alternatives to fundraising that involves selling food items of limited nutritional value, such as candy, cupcakes, or sugary beverages. Example: Sales of candy items (candy bars, sugar coated chocolate snacks, or the like) as a school or grade-level fundraising project should be replaced with non-food items such as candles, wrapping paper, greeting cards, etc.

PLEDGE OF SUPPORT

The following pledge of support is required to be signed by all parents of children at Zion Lutheran School:

I/We pledge the following:

- *To actively support Zion Lutheran School and will seek to serve Christ through my/our participation in this educational endeavor.*
- *My child and I will faithfully attend weekly church services.*
- *As a parent, I will maintain faithful stewardship of my time, talents, and treasures to the Lord and will endeavor to teach the same to my child.*
- *I will do nothing to counteract or frustrate the Christian instruction of my child according to the standard of the Scriptures and the Lutheran confessions, but I will be supportive of such instruction.*
- *I will in good faith make every effort to lead my child to conduct himself or herself as a Christian and will support the teaching, administration, and discipline provided by the faculty.*
- *I will see that my child completes his/her daily assignments and is well prepared for class.*
- *I will see that my child complies with the rules and regulations of the school as set forth in the school's handbook.*
- *I will attend the orientation meeting of all parents to be held in the fall of the year.*
- *I will pay all fees and tuition promptly according to the established schedule for the school year.*

Parent signature

Date

Parent signature

Date