

# ENDURE

HEBREWS 12:1-3



**Zion Lutheran Church and School**

**Parent Handbook**

**2024-2025**

**“Let us run with endurance the race that is set before us,  
looking to Jesus, the founder and perfecter of our faith,  
who for the joy that was set before Him endured the cross.  
Consider Him so that you may not grow weary or fainthearted.”**

**Zion Lutheran School  
1707 S Kiesel St, Bay City MI 48706**

**School Phone (989) 893-5793**

**Church Phone (989) 894-2611**

## FACULTY

<b>Pastor</b>	<b>Rev. Phillip Baerwolf</b> <b>pbaerwolf@zionbaycity.org</b>
<b>Interim Administrator/Child Care Director</b>	<b>Mrs. Logan Worthing</b> <b>lworthing@zionbaycity.org</b>
<b>3-Year-Old Preschool</b>	<b>Mrs. Susan Thiel</b> <b>sthier@zionbaycity.org</b>
<b>4-Year-Old Preschool</b>	<b>Mrs. Susan Thiel</b> <b>sthier@zionbaycity.org</b>
<b>Kindergarten</b>	<b>Mrs. Pam Degg</b> <b>pdegg@zionbaycity.org</b>
<b>Grade 1</b>	<b>Mrs. Sadie Priem</b> <b>spriem@zionbaycity.org</b>
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<b>Grades 3-4</b>	<b>Miss Theresa Newkirk</b> <b>tnewkirk@zionbaycity.org</b>
<b>Grades 5-8</b>	<b>Mrs. Laura Splattstoesser</b> <b>lschrader@zionbaycity.org</b>
<b>Admissions Counselor</b>	<b>Mrs. Emma Shantz</b> <b>schoolsecretary@zionbaycity.org</b>
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<b>Music Director</b>	<b>Mrs. Bobbie Jo Upton</b> <b>bupton@zionbaycity.org</b>
<b>Interim Consultants</b>	<b>Ms. Beth Kussro, Mrs. Janine Reese</b>

## Support Staff

<b>School Secretary</b>	<b>Emma Shantz</b> schoolsecretary@zionbaycity.org
<b>Church Secretary</b>	<b>April Birch</b> abirch@zionbaycity.org
<b>School Custodian</b>	<b>Jeff Denay</b>

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

**Christian Day School  
Church**  
Nancy Bailey, Dawn Jurik  
Karen Savage, Kim Wood



**Committee of Zion Lutheran**  
(secretary), Scott Lebsack,  
(chairperson)

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## Zion Lutheran Church and School

### 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 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 because 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, and 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** 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** 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** 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** a Christian educator is committed to provide, to the best of their 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** 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** 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 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 and 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 pastor and administrator. The Christian Day School Committee (CDSC) formulates, implements, supervises, and evaluates all policies that pertain to the operation of the school. The administrator is responsible for the day-to-day operation of the school.

The policies and activities of the school are controlled and guided by the CDSC of Zion Lutheran Church. The school Administrator and Child Care Director are advisory participants. This committee, together with the teaching staff, is entrusted with the management and administration of the school and is held accountable to the congregation.

The CDSC meets in general session each month usually on the fourth Tuesday. The meetings are open to the public and may be attended by anyone. The chairperson of the CDSC may call an executive session and all non-members will be excused, as the chair deems necessary. Parents should contact the chairperson of the CDSC one week prior to the upcoming meeting if they have a need to speak to or present a specific topic. Parents can complete a CDSC 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 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 State of Michigan and 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 has been accredited by the National Lutheran Schools Accreditation program 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 REQUIREMENTS

As established by the CDSC, children enrolling in kindergarten must have attained the age of 5 years before September 1st of the current calendar year. 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 CDSC has adopted the following policy for its school. This policy will be always applied in Christian love to bring more people to faith in Jesus Christ, our Savior, to a public confession of His name and a devotion to the work of His kingdom.

Acceptance of a student is determined by the CDSC as exercised by the administrator and pastor. The CDSC 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.
- Families are expected to pay the tuition when due.
- 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 conditional 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 administrator observe the student informally in the classroom, hallways, and outdoors.

- Inappropriate student conduct and/or academic progress will be reported to the administrator and parents according to the discipline matrix which is detailed later in this handbook.
- If needed, a conference with the student, parents, teacher, and administrator will be scheduled. With unsatisfactory progress, the conduct and/or academic progress of the student will be reviewed and the feasibility of the student remaining at Zion Lutheran School will be discussed.
- With satisfactory progress, the probationary period is removed.

## **VACCINATIONS AND IMMUNIZATIONS**

The administrator 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 for parents who are opting out of immunizing their child(ren). This is a requirement of the Bay County Health Department. The administrator 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 is available from the school office. The screening is usually done in the spring for the following school year.

## **TUITION AND FINANCES**

A family's tuition payment is an investment in their child(ren)'s education and Christ-centered formation. We are blessed to partner with parents in helping to share Jesus with the students and families we are privileged to serve. The educational service we offer to our families is a sacrifice of love on the part of Zion Lutheran Church as we provide more than half the cost of educating each student. To ensure the viability of this school, every effort must be made for timely tuition payments so we can meet the financial obligations to our staff and the upkeep and care of our school campus. Tuition rates are reviewed and adjusted each year by the CDSC.

It is the policy of Zion Lutheran School that all families pay tuition. All tuition is collected by check to the office or through the school portal, FACTS. 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 15<sup>th</sup>, 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.

### **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 class supply list is distributed yearly via email and the school newsletter during the summer and at our open house.

Any check received with insufficient funds will be charged \$45 dollars. This charge covers our costs 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 the registration day. On-time payments are imperative to avoid accruing large additional fees. Special appeals due to extenuating circumstances will be referred to the CDSC.

- If payments are not made within 30 days of the due date, families will receive a reminder from Zion.
- If the account becomes 60 days past due, the parent/guardian will be contacted by a member of the CDSC, and the student(s) may be dismissed from Zion Lutheran School until the balance has been paid in full or a satisfactory payment plan has been approved by the CDSC. Any past due tuition and fees will be turned over to a collection agency if payment is not made within 60 days of it being due.
- Applications for registration for the next school year will not be accepted from families whose tuition payments are more than 60 days past due until the arrears are brought down to one month or less.
- Extenuating circumstances should be brought to the administrator for consideration.

### **FINANCIAL GRANT ASSISTANCE**

Additional financial assistance is available through the FACTS portal. Families in need of additional assistance must complete the required forms from the FACTS Financial Aid Service available through the FACTS parent portal. These forms must be completed by June 1 for the next school year. Assistance 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 CDSC.

## **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, Spanish, Technology, 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 Christian education is what sustains our students throughout 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. Furthermore, the curriculum is in alignment with the Michigan District of the 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

## **LIBRARY**

Our school has a large library filled with books of 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 include questionable material. If school personnel questions content or is unsure of age/grade appropriateness, Zion personnel may request parent permission in writing.

## **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. Use of technology is based on the direction of the teacher for the purpose of learning and advancing technology skills. Zion Lutheran is now equipped with Go Guardian which will assist in internet protection and teacher monitoring. 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 physical strength and coordination used in fundamental skills. Gym shoes are necessary for gym class. Each student is required to have a designated pair of gym shoes that may not be worn during school time in the classrooms, except under extraordinary circumstances.

## **FAMILY AND STUDENT EXPECTATIONS**

### **ATTENDANCE**

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

**Excused Absences** are those which are unavoidable, as in the case of illness, family emergency or death in the family. 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.)

**Unexcused Absences** are those when the school was not notified by the parent regarding an 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 administrator 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. After any unexcused absence, the student will be provided with 1 day to make up their homework.

### **Communication of Absences**

If your student is going to be missing for any reason, please contact the school office 989-893-5793, or communicate via email to [schoolsecretary@zionbaycity.org](mailto:schoolsecretary@zionbaycity.org) and to the classroom teacher. When calling the school office before 7:00am, a voicemail message may be left.

### **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 administrator reserves the right to refer any student with an excessive number 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 after 8:00 a.m. will be required to proceed to the school office, with a parent or guardian. Repeated tardiness is a major disruption to the classroom. Students need to arrive early enough so there is time to put away supplies and be in their seats by 8:00 a.m. Tardies will be recorded on the report card.

## **ACCIDENTS**

Every effort is put forth to prevent accidents. However, in case of an accident, the procedure is as follows:

- First aid is given by authorized school personnel.
- If it is serious or the child is uncomfortable, a parent is called.
- In all cases of accident or illness at school, every effort is made to contact the parents, but if unsuccessful and the child needs more than simple first aid, the school will follow the directions as specified on the enrollment and emergency forms.

## **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 sign your child out in the school office utilizing the sign in/sign out form.

## **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

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.

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 reflect 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.

A weekly check by the administration and the opportunity to improve grades and complete assignments will allow students to participate the following week. If a student has a core curriculum grade lower than a C-,

he/she will not be allowed to participate in extra-curricular activities or athletics until the following Monday when grades will be checked again. The procedure for determining eligibility is outlined in the notes which follow.

1. Grades will be calculated every Monday for the previous week. The ineligibility period will be Monday through the following Sunday.
2. Should a student have a cumulative GPA lower than a "C-" or have an average grade lower than a "C-" in any one core subject area, the student will become ineligible to participate in any extracurricular activities/sports until the following Monday, providing the cumulative GPA has been raised to a minimum of "C-" average with no overall grade lower than a "C-" in any core subject. In consultation with the faculty, the administrator will have the discretion to alter the eligibility decision.
3. During the week of ineligibility, the student may sit on the bench for that week's activities. This includes tournaments, games, practices, or activities held on the weekdays and weekend of ineligibility. The decision to sit on the bench, not dressed in uniform, will be left up to the coaches.
4. Should any student be absent from school (full day), he/she is not allowed to participate in any after-school activities on the day of absence.
5. On Monday, administration will notify the athletic director and coaches with the names of the students who are not eligible to participate in a sport/activity for the upcoming week. The Administrator will communicate with parents and with the athletic director when a student is not eligible to play from Monday – Sunday.

## **BOOKS**

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

## **CHAPEL SERVICES**

Our weekly chapel service takes place in the church on Wednesday mornings. All students from Pre-4 through 8<sup>th</sup> grade attend. Our chapel services are led by our teaching staff as well as Pastor Baerwolf along with special guest speakers. 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. Parents and guardians are encouraged to attend chapel each week as we grow in Christ and are drawn closer to all that the Savior has done for us.

## **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 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 or Zion Lutheran Church.

On occasion, our students will sing for worship services at Zion Lutheran Church. These dates will be shared in the school calendar and participation in these worship services will be counted as part of the music grade a student receives at the end of each quarter.

We invite you to worship regularly at Zion and participate in church activities. Over the years, Zion has created a supportive community rooted in the Word of God. May the Lord continue to bless us as we grow and worship together! 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 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 one 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 Christ-centered and comfortable environment for children to learn.

## **CHRISTIAN CHARACTER AND DISCIPLINE**

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(ren) 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 has added responsibilities. As Christians, we are responsible to our community and country, family, and the rest of the world, but also to God. All 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 because 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 encompasses.

Maintaining a safe school and classroom-learning environment is top priority at Zion Lutheran School. Students are expected to always conduct themselves in a Christ-like manner. 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 administrator 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 administrator, 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 CDSC.
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 a 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 administrator 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 3	Tier 5
<p><b>Warning</b>-A student may be given redirection and guidance from the administrator, 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><b>Detention</b>-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><b>Automatic Suspension</b> - Misconduct, which is determined by the administrator, 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 administrator 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>
Tier 2	Tier 4	Tier 6
<p><b>Separation from the class or activity</b>-A student can be separated for a period from the class determined by teacher or administrators. Students may be asked to complete work in another classroom, with the administrator, having a time-out at recess.</p> <p><b>Teacher consequences</b>-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><b>In-School Suspension</b> – The student is suspended from classes but remains in the building under supervision. The parent(s) is notified.</p> <p><b>Out-of- School Suspension</b> – The student is removed from class for the balance of the school day, and the student shall, after a decision by the administrator, 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 administrator 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 administrator solely shall decide 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><b>Expulsion</b> – Defined as the removal of a student from the school for a minimum of the remainder of the school year. The administrator 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 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><b>Law Enforcement</b> – 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 administrator; 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 CDSC, 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 resolving conflict. Sometimes "practicing the pause", waiting for a few hours or a day, might be beneficial unless the concern is an emergency which must be dealt with immediately.

The steps to conflict resolution include:

- Personally go and talk with the person.
- If you cannot agree, take another person along (Administrator) to listen to both sides and attempt to come to some conclusion.
- If one still is not satisfied, tell it to the church (CDSC) 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 **ADMINISTRATOR**
- 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 **ADMINISTRATOR**

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

## CONFIRMATION CLASSES

Confirmation classes reaffirm the Christian faith shared at Zion. Confirmation classes are provided for our upper grade students. 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 Administrator 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 always cover the midriff and back, 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 always worn. 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 administrator; 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 administrator 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.

- 60 degrees and above; no coats or sweatshirts unless a student chooses to wear.
- 50 degrees and below; sweatshirts or long sleeves; especially in windy conditions.
- 40 degrees and below; coats.
- 30 degrees and below, coats with hood, or coats and hats; especially in windy conditions.
- 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 electronic devices to school, but they are to be powered down during the school day and kept in the locker or backpack. Backpacks will be placed in lockers unless a student is entering or exiting the building. Devices can be powered up and used once the student has left school property. They are not to be used before the school day begins or after it ends while the student is still in the school or while waiting in the car line or hallway for pick up. Phones/devices should also be put away during and 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 parents 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 administrator 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.

### **Weather Related and Emergency Closings**

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 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 and where 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 all individuals that you authorize to pick up your child. 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 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 \$13 a day and per session. The Child Care director is the designated direct authority of the teacher and Extended Care program.

#### **Before Care**

6:30AM-7:40AM-**The daily fee is \$13 a day.**

One teacher will be assigned to supervise the students in one classroom.

#### **After Care**

3:10 PM-5:30 PM-**The daily fee is \$13 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**

Students not picked up by 3:20PM with no prior notification from parents will be sent to the Extended Care program, if they have previously registered with after care and space permits. 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.

### **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).

## **FACTS**

Zion Lutheran School uses a web-based program for the purpose of communicating with parent. The FACTS program will keep track of a student's attendance, hot lunch records, report cards and financial records. FACTS provides constant and updated access to these records. The program also provides a means for parent and teacher communication. Log-in and 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 administrator and pastor. The worship service will be held close to the end of the school year.

## **GYM/CAFETERIA RENTAL**

Please check with the office for cost and availability. If the facilities are available, then appropriate paperwork should be completed, payment collected, and keys may be issued. Keys are to be returned to the office the next business day.

## **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. ALWAYS WALK 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 quietly 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 CDSC 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. Parents can aid the student by providing encouragement, materials, and a quiet place for study.

## **HOT LUNCH**

Zion Lutheran School has a hot lunch program for 2024-2025 at a rate of \$4.25 per day per student. Payments may be made on FACTS. Invoices will be sent via once per month. Hot lunch balances are available for viewing on FACTS after the monthly statement has been sent. After this, if parents inquire in the school office for a hot lunch balance, the secretary can share this information. 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) requires 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 the parents. If parents are unable to be reached, the office will call the individuals listed as emergency contact on 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.

## 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. All prescription medication must come in the labeled containers provided. All over the counter medications must be kept in the original labeled container with dosage and frequency of administration. This form will detail the teacher and administrator 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.**

An adult must supervise the administration of any medication permitted only with a signed medical form. First aid supplies are stored in the school office.

## **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-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 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 and the school calendar 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 administrator should be arranged.

Our teachers have lives and responsibilities outside of the classroom. Email makes 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) after 5:00 p.m. on weekdays or on the weekends.

## **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 administrator. 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. Due to severe food allergies in the school, these treats must 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 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 at 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 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 qualitative (teacher observation, teacher input, parent input) and quantitative data measures (chapter and unit tests, rubrics, standardized testing, learning software). 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, 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 their highest potential.

If a parent or teacher feels there is a lack of progress for a child/student and might necessitate being retained in the current grade, communication is key. Proper procedures will be followed, including teacher, administrator and parent review of current successes and needs of the child. The CDSC will be informed of the proposed retention. Appeals to decisions can be made to the CDSC.

## **RAISE RIGHT (Formerly Scrip)**

Raise Right is a voluntary tuition assistance program. Raise Right involves purchasing gift cards in specific dollar denominations. Each company such as Applebee's or Speedway has their own percentage that they reward individuals for using their cards. For example: If you buy a Raise Right card that has a 10% return and you buy it in a \$100 denomination, \$10.00 is returned to Zion. Of that \$10, 85% goes into an account with your name on it and 15% stays in the account for Raise Right expenses. You may use the money you save from your usage of Raise Right cards toward your tuition or your child's registration.

The Raise Right program runs from February to January. Each year with your registration packet, you will receive the amount you have in your Raise Right 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 Raise Right you use, the more "free money" you will get. Any questions about Raise Right may be directed to the administrator or school secretary.

## **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 students should review report cards together as this gives the opportunity to provide praise, encouragement, and direction in their child's education. We will also share midterm progress reports and at any time, parents can utilize the FACTS portal to access their student grades. Please talk to teachers immediately if there is something you do not understand or if you cannot find a certain grade for your child.

## **SECURITY**

For security and safety purposes, the school doors are locked. To enter the building at any time, please push the call button. All visitors must report to the office upon arrival.

## **SNACK**

Each teacher creates their own snack schedule for their classroom under the following general guidelines:

- 1.) Snacks can be eaten 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.

## **STANDARDIZED TESTING**

All students in grades K-8 participate in annual academic testing per year using the North West Education Assessment (NWEA). 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.

## **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.

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.

## **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 adequate time for students to eat lunch.

**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.*

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Parent signature

Date

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Parent signature

Date