

ZION LUTHERAN SCHOOL

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STUDENT HANDBOOK

2020-2021

MISSION STATEMENT

Zion Lutheran School exists to offer a Christ-centered, child-focused, quality Lutheran education to all children and families, empowering them to be bold disciples of Jesus.

STATEMENT OF PHILOSOPHY

Our philosophy of education at Zion Lutheran School starts with the Triune God who has created us, who has saved us from the destruction of our sins, and who keeps us in the one true faith. We are all sinners who have been redeemed by the blood of Jesus Christ. We believe the Scriptures to be the Holy, inerrant, and inspired Word of God. We adhere to the doctrines of the Bible as expressed in the Lutheran Confessions and by the Lutheran Church-Missouri Synod.

Since God has commanded us to “make disciples of all nations” Zion Lutheran Church has established a school that stands ready, with the help of God, to provide Christian training for the children of Zion and the children of the community. We believe in providing a Christ-centered atmosphere for the education of all students. Although the primary responsibility rests with the parents, our Lutheran school serves as an aid to parents in the Christian up-bringing of their children. Therefore, it is important for parents and trained Christian teachers to work together in the spiritual and educational growth of each child.

Every child is special to God and a witness in His kingdom on earth. As witnesses, children need to grow in their:

1. Realization of their own dependence on God.
2. Ability to share God’s love and concern for the entire world.
3. Ability to understand the world from a biblical point of view so that they are able to carry out God’s purposes in their lives.

The objectives of Zion Lutheran School are:

1. To assist the home in carrying out its responsibility of Christian education.
2. To help the child grow in the knowledge of the true God and in his/her faith in Jesus Christ as his/her Lord and Savior.
3. To help the children and their families to grow spiritually, mentally, physically, socially, emotionally, and creatively.
4. To guide the child into an awareness of his Christian responsibility toward home, church, school, community, nation, and world.
5. To teach all subjects with a Lutheran viewpoint.
6. To provide a quality Christ-centered education founded in God’s Word and guided by the Holy Spirit.
7. To strive to maintain the highest standards in the entire educational program.

The administration of Zion Lutheran School begins with the Voters' Assembly of the congregation, which executes its will through the Board of Christian Education. The Pastor and Principal are advisory members of this board. The calling and appointment of teachers and major changes in the school are carried out only with the approval of the Board of Christian Education and the Board of Directors of Zion Lutheran Church. Immediate supervision of the school rests with the Principal.

**QUESTIONS & ANSWERS REGARDING OUR CHURCH ATTENDANCE POLICY (updated
by the Board of Education in the spring of 2018)**

Zion Lutheran Church has developed the following policy for church attendance. The Boards of Elders/Education, the principal and the Pastor will attempt to answer a number of common questions. If you have additional questions, please talk to a member of the Board of Education, the principal or the Pastor.

1. **Why do we have an attendance policy?** We need to balance an understanding of Law and Gospel. As a member of Zion, we promise to be faithful in our attendance. Zion has a long history of providing Christian education to its member children.
2. **What are the basic requirements of the attendance policy?** Member families are considered eligible for the member tuition discount at Zion Lutheran School if they attend 50 % of services during the school year. Attendance at a service is considered to be one (1) member parent and child/children who is/are (a) student(s) at Zion Lutheran School. Member families with multiple children attending Zion Lutheran School are considered eligible for the member registration fee rate when **each child** meets this attendance requirement. Attendance at special services (e.g. Advent and Lenten Midweek services, festival weekday services, etc.) **will** count toward meeting the services attended. Only one service per day will count toward meeting the service attendance requirement. Weddings, funerals and Zion Chapel **will not** count toward meeting the service attendance requirement.
3. **How is church attendance recorded?** All families are asked to fill out the church attendance cards in each pew. This information is entered into the church's computer program that tracks attendance and other member information. If an individual does not fill out the attendance book we will not be able to track individual attendance.
4. **What if we attend another church on a given Sunday?** We understand that families do travel and visit other churches during the year. Bring back a copy of the service bulletin, write the names of all those who attended from your family, and give the bulletin to the school office.
5. **What if I only have my child(ren) every other weekend or other schedule?** Your church attendance is based on the attendance of both you and your child(ren); not just on weekends with your child. Parents should encourage your child to attend church services if they are away from their parents.
6. **Do all services count for the policy?** Yes, Midweek and Saturday services can be substituted for Sunday mornings.
7. **What happens if we fall below the needed 50% attendance?** The attendance requirement is tracked annually. If a family falls below 50% attendance over the course of a school year, they

may not be eligible for the discounted tuition benefit in the following school year. Families will be contacted throughout the school year if attendance falls below 50%. It is our prayer that, with this intervention, the family will get their attendance back up to the minimum of 50%.

If a family has unusual circumstances, they may direct these to the Board of Education. Special circumstances may be used to set aside the 50% attendance policy.

CHAPEL SERVICES

Each week Zion holds a chapel service for all students in preschool-grade 8. All students take part in the service, which is held in the church. Offerings brought by the children to these services are given to specific charities. Students participate in the chapel services by singing, praying, listening to the chapel talk, and sometimes by giving the presentation itself. Chapel provides a valuable opportunity for the children to join together in worship.

CHAPEL FAMILIES

The “Chapel Family” program of Zion Lutheran School is designed to promote school unity by matching older and younger students in both worship and classroom settings. Students attend chapel together as well as participate in special activities.

THE EDUCATIONAL PROGRAM

Students receive instruction in the following areas:

RELIGION	Bible study, biblical concepts, doctrine, church and Bible history, worship, missions, memorization and Christian living
LANGUAGE ARTS	Reading, phonetics, spelling, writing, English grammar, and literature
MATHEMATICS	Basic functions of arithmetic, algebra, geometry, and related areas; pre-algebra and algebra instruction at the middle school level
SOCIAL STUDIES	Geography, history, civics, current events, map study
GENERAL SCIENCE	Concepts in biological and physical science, health, safety, and environmental education with simple equipment and experiments
MUSIC	Singing, music appreciation, music notation and choir
ART	Exploration in various media, art appreciation and basic principles of art
PHYSICAL EDUCATION	Bodily strength and skills, rhythm, coordination, recreation, and physical fitness

COMPUTER EDUCATION Keyboarding, word processing, tutorial use in subject areas

FACULTY

We are staffed with Christian teachers who have degrees in education whose primary concern is the growth of the whole child by developing a healthy attitude towards learning, a positive relationship with others, a good self-concept as a child of God and a continuing growth in God's grace.

ACCREDITATION

Zion Lutheran School is fully accredited by the National Lutheran School Accreditation Commission.

FULL NONDISCRIMINATION STATEMENT

A USDA required nondiscrimination statement must be included on ALL forms of communication and program materials related to receipt of free or reduced-price child nutrition program benefits, including all materials for public information, education, or distribution that mention USDA programs.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) *mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- (2) *fax: (202) 690-7442; or*
- (3) *email: program.intake@usda.gov.*

This institution is an equal opportunity provider.

FEES & TUITION

Payments for registration fees and tuition take place prior to the beginning of school. The registration fee is due at registration.

The amount of tuition is determined by the Board of Education. This amount may be paid in two ways. Parents may pay the full amount at registration or arrange for nine monthly payments from September-May (due the 15th of the month). Scrip is applied to accounts in August only.

Tuition Fees

Receipt of the discounted **Member Tuition** rate is strictly conditioned up on **Regular Attendance** (as defined in the Church Attendance Policy on page 3) at Zion Lutheran Church, Decatur

All book, tuition, and athletic fees must be paid in full before the close of the school year or enrollment will be denied for the following school year.

REGISTRATION

Parents should be prepared to update the registration information forms with phone numbers of relatives, friends, and doctors who should be contacted in the event of injury. Parents are also asked to update health records at this time by supplying information about immunizations, etc. which may have occurred since the beginning of the previous school year. This is also a good time to let your child's teacher know about any health or emotional problems your child might be having.

ENROLLMENT

Although Zion Lutheran School is primarily a school for training the children of members of the congregation, it also admits students of any race, color, or national/ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national/ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

Children of sister congregations and of the community are welcome. Non-Lutheran families are also welcome. All students will receive religious instruction as taught in the Lutheran Church Missouri Synod.

Children who have reached the age of five by August 1st may be enrolled in kindergarten.

There is mandatory testing for kindergarten readiness for all incoming kindergarteners. Students must successfully pass this screening process in order to enter kindergarten at Zion. A date will be announced ahead of time. Failure to submit to testing or call for a reschedule date before the start of the school year could result in the student not being able to start the school year on time or possibly not being accepted at all.

We (ZION) will only accept new students after receiving records from previous school as verified by the previous school's policy on releasing records.

We must have a letter of recommendation from a previous school or pastor, faxed or mailed directly to us to be considered for a mid-year transfer of a student.

There will be a six week probationary period for all new students pre-k -8th grades.

All children entering Zion for the first time, regardless of age, will be required to furnish state-required health records prior to the first day of school. Enrollment forms and information on state-required health records may be obtained from the North Adams administration office.

DAILY SCHEDULE

7:45 a.m.	Students arrive
8:00 a.m.	Classes begin
11:00 a.m.	Preschool classes dismissed
11:00 a.m.	Lunch period begins
12:00 p.m.	Classes resume
2:40 p.m.	Classes dismissed
3:00 p.m.	All students should be gone from the school

No student should arrive before 7:45 a.m. unless riding a bus. Children brought to school by car must not arrive prior to 7:45 a.m. unless the parents have made arrangements with the teacher and principal. All children should be off school grounds no later than 3:00 p.m. unless there is a transportation problem and the parents have made arrangements with the teacher and principal. All children on school grounds before 7:45am or after 3:00pm will be sent to Latch Key and parents will be billed accordingly.

SCHOOL SUPPLIES

A supply list will be available at registration. If your child runs out of any of these items during the year, please be sure to send more. These supplies include items such as: paper, glue, pencils, etc.

BUS

North Adams Community Schools provide transportation to and from school where possible. Information about bus schedules may be obtained by calling the bus garage at 724-7088. Students are reminded of their responsibility to conduct themselves courteously and safely on the bus and to abide by

the guidelines adopted by North Adams Community Schools for all bus passengers. Failure to comply with these guidelines may result in the loss of the privilege of riding the bus.

The rules for pupil safety for students being transported by North Adams Community Schools are as follows:

1. The student should be waiting at his/her loading station when the bus arrives.
2. Each pupil shall be seated immediately upon entering the bus. In some instances it may be necessary for the driver to assign seats.
3. No pupils shall stand or move from place to place during the trip.
4. Loud, boisterous, profane language or indecent conduct shall not be tolerated.
5. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in an objectionable manner.
6. No windows or doors will be opened or closed except by permission of the bus driver.
7. There will be no use or possession of tobacco, alcohol or unlawful drugs.
8. No student will knowingly possess, handle, or transmit any objects that can be reasonably considered a weapon.
9. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.

Upon recommendation of the bus driver, school authorities may deny the privilege of riding the school bus to any pupil who refuses to conduct him or herself in a gentlemanly or lady-like manner or abide by the rules listed above. The student and parent or guardian will be responsible for any damage incurred.

STUDENT SAFETY

Zion Lutheran School regularly practices fire, tornado, and active shooter drills. In case of an emergency during school hours, students will be under the school's care and supervision until released to the parent. As telephone lines must be kept open for emergency use, please do not call the school unless absolutely necessary. Parents are responsible for keeping emergency card information current.

NUT ALLERGIES

Nut allergies will be handled on a case-by-case basis. If there is a student with a nut allergy, the classroom will have a letter sent home on the first day of class. It will include classroom and lunchroom rules for that specific grade only.

EMERGENCY RECORDS

A current registration form is kept on file for each student in Zion Lutheran School. It lists the student's name, address, and telephone number as well as other phone numbers to contact should we not be able to reach you at home. **IT IS IMPORTANT THAT YOU NOTIFY THE OFFICE SHOULD YOUR HOME OR WORK TELEPHONE NUMBER CHANGE.**

ATTENDANCE

Regular daily attendance is an important aspect of every child's school success as it establishes a good habit to carry over into adulthood. It makes for uninterrupted school learning, which is usually reflected in quality school work. It develops sound Christian responsibility in a child.

Personal illness of the child, doctor's appointments and the death of a family member constitutes excused absences.

Send a note, email or call in by 8:30 a.m. If neither is received, a call will be placed to check on the child.

An absence for illness of more than five (5) school days will require a statement from the child's physician. Doctor appointments scheduled during the school hours will require a written note from the parent. If a student is ill, the parent must call the office each day that the student is absent. If a student has had a temperature, they should be temperature-free for 24 hours before returning to school. A student will be counted as present if they are in attendance from the beginning of the school day until lunch or from lunch until the end of the school day.

Students will receive the same number of days to make up school work as the excused absence. All work must be completed or an F will be given for the incomplete work. Any tests that a student missed will be made up at the convenience of the teacher.

TARDY POLICY

(Adopted by the Board of Christian Education: May, 2017)

Students in Kindergarten-Grade 8 are to be in their respective classrooms and ready to begin the day by 8:00 a.m. Students who are not in the classroom at the appointed time will be considered tardy, with the exception of a pre-approved medical, dental and/or educational excuse.

A tardy is considered **excused** if there is a written medical, dental, and/or educational note explaining the reason for being late. All other tardies will be considered **unexcused**.

If students in Kindergarten-Grade 8 receive an unexcused tardy, their work will be considered late according to the respective classroom policy (i.e. deduction of points/grade).

All unexcused tardies will be recorded on the report card as a tardy. Any unexcused tardies will exempt a student from receiving perfect attendance recognition/awards.

Students are allowed up to 3 tardies per class in a quarter. The 4th tardy will result in a recess detention. The 5th tardy will result in 2 recess detentions. Consequences will continue to build in this pattern and parents will be contacted after the 4th tardy and beyond.

ABSENCE FOR REASONS OTHER THAN ILLNESS

We urge all students to attend school regularly and refrain from being absent from school for non-illness reasons. Prolonged and/or frequent absence is detrimental to a child's learning and progress. Except in emergency situations, doctor, dentist, and orthodontist appointments should be scheduled for after

school hours. When such absences are necessary, a written statement must be given to the student's teacher prior to the absence and a note must be provided upon returning to school.

Parents are encouraged not to schedule either day trips or vacations during the school year. If such absences are necessary, a written statement must be approved by the principal at least one (1) week in advance. When possible, we ask that the school work be completed in advance and returned to the teacher upon the return to school. All work must be made up and completed when the student returns or an F will be given for the incomplete work. Failure to follow this procedure will result in an unexcused absence for the student. An unexcused absence will result in a failing grade for the work missed during that absence.

SCHOOL CANCELATION/WEATHER EMERGENCY

When North Adams Community Schools delay or close because of weather, Zion will do the same. Announcements are usually made over WZBD 92.7 FM.

NORTH ADAMS COMMUNITY SCHOOLS—DELAYS/CLOSING PROCEDURE

The North Adams Community Schools' plan, should it be necessary to delay school due to fog or other adverse weather conditions, is as follows:

1. School delays or closing will be reported on most area radio and television channels. North Adams would suggest that parents and students listen to the radio station WZBD 92.7 FM. This local station allows North Adams to submit details regarding special cancellations. Delays will be reported to area media between the hours of 6:00 a.m. and 6:30 a.m. or as soon as a decision can be made based on available information.
2. In most cases, school will be delayed for two hours but could be delayed for one hour or three hours. There will be no four-hour delays.
3. With any delay, lunch will be served.

FIELD TRIPS

To help students learn about their world, it is necessary to leave the classroom at times for experiences that further learning. In some cases, parents will be asked to accompany and to provide transportation. Field trips are considered to be part of the required curriculum of the school and all students in a class will be expected to take part. Teachers will send home field trip information prior to each field trip.

OUTDOOR EDUCATION

On alternating years our fifth and sixth graders visit Camp Lutherhaven in Albion, Indiana to take part in outdoor education. We expect all students to take part, as outdoor education is vital to learning about nature and the world we live in.

HOT LUNCH – SCHOOL MILK

Zion is able to take part in the hot lunch program of North Adams via a “satellite” system. Lunch money is to be brought in on the first school day of each week (usually Monday). **Checks should be made payable to Zion in the exact amount for the week, month or year. Please do not combine lunch money with any other money.**

Reduced or free lunches are available to qualifying families. A letter indicating this is distributed to all families at registration. Questions regarding the reduced or free lunch program, please contact the principal. All information submitted for the program and forms completed by parents remain confidential.

(Adopted by the Board of Christian Education: May, 2017)

The state of Indiana requires schools to adopt a policy on how to handle overdue lunch accounts. The Board of Education passed a policy stating that students with \$15 or more overdue on their lunch accounts will not be able to eat hot lunch until the balance is paid.

LIBRARY

Our computerized library is available to all students of Zion Lutheran School. Each child may check out two items from the library. Books may be borrowed for two weeks. Magazines must be returned after one week. They should be returned in good condition on or before the due date. Parents should be on the look out for books that belong to the school library and should encourage their children to use the books carefully and return them undamaged. Children will be charged for damaged or lost books.

Most of the classrooms have their own small libraries, usually paperbacks, which the children are encouraged to use.

ACCELERATED READER PROGRAM

Accelerated Reader is a computer-facilitated reading program designed to encourage students to read more and better quality books, and to practice reading skills. The student reads an *Accelerated Reader* book at his/her own pace and reading level. The student then takes a test on the computer. Reading points are awarded based on the book’s reading level, length, and the number of correct answers. As the student’s reading skills improve, he/she is more able to focus on the book itself, and develop a true love of reading that will continue through adulthood.

ELETRONIC DEVICES

Students with cell phones should turn them off and safely stored in lockers when on school property and/or during school hours. The use of the phone during school hours should only be allowed by the classroom teacher or the principal. E-readers are allowed for students in grades 5 – 8 and only with written permission.

DISPENSATION OF MEDICINE TO STUDENTS

(Adopted by the Board of Christian Education: July, 2005)

PRESCRIPTION MEDICATION—Prescription medication may be dispensed by school personnel only when all of the following criteria are met:

1. The medicine is prescribed by a physician. (Name of physician on label.)
2. The medicine comes in a prescription container with the doctor’s instructions regarding dosage and time. (Name of recipient clearly noted on label.)
3. There is a note from the parent giving permission for dispensation of the medicine.

NON-PRESCRIPTION MEDICATION—Non-prescription medication such as cough medicine, Advil, Tylenol and aspirin must be dispensed by school personnel. Medication must be brought to school in its original container with a note signed by a parent or guardian.

HEALTH

Weather permitting; all pupils will be playing outdoors at recess. If your child must, for health reasons, remain indoors, a note from home must be presented each time.

No child should be sent to school ill. Any child showing signs of illness (for example, a temperature exceeding 100 degrees) will be required to go home at once. If a parent cannot be reached, the person listed on the Emergency Card will be contacted. Any child who has thrown up or has a fever needs to be symptom-free for 24 hours before returning to school.

If a child is being treated for an acute illness, he/she should not return to school without the approval of a physician. In the exceptional case when a child is being treated for a chronic condition, the child may return to school, providing the parents or physician clarify the situation for the teacher and principal.

No medication of any kind will be administered to students without written instructions from parents. All medication must be sent by parents with specific information as to its dosage, etc. Verbal permission will not be sufficient.

In the event of an injury, first aid will be administered to the injured student. Such first aid will be limited to cleaning of wounds and application of a bandage. If the injury is serious or doubtful in nature, the parents will be contacted immediately, or EMS called.

Hearing and vision tests are given by North Adams Community Schools’ staff members. Not all tests are administered to all grades. Children are also tested at the request of the staff if hearing or vision difficulties are suspected.

GUIDANCE PROGRAM

Students in kindergarten through grade 8 are given a benchmark assessment three times each year to determine his/her progress, as well as scholastic strengths or weaknesses. In some instances, when a child is experiencing special difficulties, he/she may be referred to his/her local public school district for possible testing.

Counseling services for spiritual and emotional needs will initially be addressed by teachers, the principal and the pastor. If needed, services are available to students and their immediate families through Crosswinds and Cross Connections. Students cannot receive counseling without prior written permission from their parents. More information can be obtained about this service through the pastor or principal.

STUDENT PHOTOGRAPHS

Both candid and formal photos are used in the classroom, and on the church and school web site, as well as in the local media and for marketing brochures. If parents/guardians do not want their child(ren) to be photographed or do not want the photos used in the classroom or outside the school, the administrator should be notified in writing.

REPORTING TO PARENTS **GRADING SCALE**

100+	A+	77-79	C+
93-99	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
		59-below	F

The above grading scale will be used to determine grades at Zion Lutheran School.

REPORT CARDS

Report cards are issued at the end of every quarter. Parents are urged to give these reports their careful attention. The school can be effective only when it has the cooperation of the home. At

the end of first quarter, a parent/teacher conference is scheduled for the purpose of discussing the child's progress. The overall objective of this program is to create a better working relationship between the home and the school.

HONOR ROLL

(Revised by the Board of Christian Education: June, 2005)

Students in grades 5 *through* 8 will be recognized on a quarterly Honor Roll. These awards recognize students for academic work in all curriculum areas. *Music, physical education, computers, and art classes will be weighted according to the number of times they are taught per week.*

The Honor Roll will be published at the end of each grading period. It will be based on the following criteria:

1. All A's DISTINCTION
2. All A's and B's (with more A's than B's) . . . HIGH HONORS
3. All A's and B's HONORS

HOMEWORK

Often children will not complete assignments during school time. This work then becomes "homework". This is an excellent opportunity for parents to become familiar with the material their children are learning and to see the progress their children are making. Your child's teacher will be happy to answer questions you might have about such work.

In general, children who are using their time wisely will be able to complete most of their work at school. Parents should keep in mind that older children will usually have more homework than younger children. In fact, in the upper grades, homework is to be expected regularly to help establish good study habits for high school. However, if your child is consistently bringing large quantities of work home, please contact the child's teacher to discuss the reason for this.

PHILOSOPHY/ DISCIPLINE

Discipline should normally be self-imposed by the pupil who is living as a follower of Christ. However, all Christians are sinful beings, and we, as a Christian school, must help the student when he/she fails to apply self-discipline. Because of this, the following procedure in discipline will be used:

1. When small problems occur, the teacher will ask the student to correct his or her behavior.

2. If small problems persist, the teacher will refer the student to the principal and he/she will discuss the behaviors with the student.
3. For above infractions, the teacher or principal may:
 - a. simply discuss the infraction with the student
 - b. student may lose recess/recesses
 - c. student will write an apology to others involved and may read it to them personally.

STUDENT CODE OF CONDUCT

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - B. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - C. Setting fire to or damaging any school building or property.
 - D. Prevention or attempting to prevent by the physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property.
 - E. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury, or intentionally behaving in such a way as could reasonably cause physical injury to any person.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.

7. Knowingly possessing, using, transmitting, or being under the influence of any illegal substance.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with the directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function (IC 20-33-8-15; as hereinafter amended).
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law.
12. Possession of firearms, deadly weapons, or destructive devices. The penalty for possession of a firearm:
 - 10-day Out of School Suspension pending expulsion from school for one calendar year.
 - The grounds for suspension or expulsion listed above apply when a student is:
 - a. On school grounds
 - b. Off school grounds at a school activity, function or event
 - c. Traveling to or from school or a school activity, function or event
13. Any other rule violations that the administration determines to be reasonably serious enough to warrant a suspension or expulsion

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

PROBLEMS AND COMPLAINTS

Complaints and problems originating from the parents are to be received and dealt with only outside the regular school hours and should be directed to the teacher involved. If no satisfaction is received, the principal or designee should then be contacted. In case a settlement is not brought about, the Board of Christian Education should in turn be appealed to for a solution. Matthew 18 is used as our guide. Parents are to utilize email, the school phone number and written notes to express complaints. Face-to-face meetings can be scheduled as well.

SCHOOL RULES

1. Walk on the right side of the hallway
2. Use a quiet voice in the school
3. No toys are allowed to be brought in to school unless approved by the teacher. No playground or athletic equipment should be brought to school without teacher permission.
4. Respect school property and property of others
5. Listen to those in authority—adults
6. No loitering in the halls
7. No gum or candy is allowed in the building unless proclaimed to be a special day.
8. No snowballs or overly aggressive games
9. No cheating or fighting
10. No foul language

Discipline Guide

	Violation	1st Offense	2nd Offense	3rd Offense
1.	Academic Dishonesty Cheating/Plagiarism	“0” on the assignment	“F” for the 9 weeks	“F” for semester and parent conference
2.	Conduct unbecoming a student at Zion	Warning	Detention	1-3 days ISS
3.	Distribution/Possession of inappropriate subject matter	1-3 days ISS/police report	1-3 days ISS/police report	10 days OSS/possible expulsion
4.	Dress Code Violation	Student will change or be sent home	Parent/teacher conference	Possible expulsion
5.	Improper use of personal electronic devices	Confiscation and parent call	Confiscation and parent call/pick up	Previous consequences and detention
6.	Fighting	1-3 day ISS/police report	1-3 day OSS/police report Possible expulsion	10 days OSS Possible expulsion
7.	Forgery of staff/parent signature	Detention	Detention	1-3 days ISS
8.	Horseplay	Detention	Detention	1-3 days ISS
9.	Insubordination	Detention	2 Detentions	1-3 days ISS
10.	iPad/Computer Misuse	Electronic access suspended for 1 week	Detention/electronic access suspended for 1 week	1-3 days ISS Electronic access suspended for semester
11.	Minor physical contact	Detention	2 Detentions	1-3 days ISS
12.	Obscenity/Profanity directed toward staff	1-3 days ISS	1-3 days ISS	10 days OSS Possible expulsion
13.	General use of obscenity/profanity	Detention	1-3 days ISS	1-3 days ISS
14.	Possession of a firearm (gun or any other explosive items)	10 days OSS Request expulsion Police report	10 days OSS Request expulsion Police report	10 days OSS Request expulsion Police report
15.	Possession of a weapon: knife, knife-like object, club, toy weapon that can be mistaken for a real weapon, etc.	1-3 days ISS or OSS	3-5 days OSS Possible expulsion	10 days OSS Request expulsion

16.	Public display of affection	Detention	2 Detentions	1-3 days ISS
17.	Repeated classroom infractions	Detention	2 Detentions	1-3 days ISS
18.	Use or possession of tobacco, drugs, alcohol and any other related substances	3-5 days OSS Police report	10 days OSS Police report Possible expulsion	10 days OSS Police report Request expulsion
19.	Vandalism/Damage to school property	Restitution Detention	Restitution 1-3 days ISS	Restitution 10 days OSS Possible expulsion
20.	Writing on desks, lockers, walls, books, etc.	Cleanup	Cleanup Detention	Cleanup 2 Detentions
21.	Harassment	1-3 days OSS	3-5 days OSS	10 days OSS Request expulsion

*The administration reserves the right to modify any discipline action

*Bullying cases will be dealt with according to the Zion Lutheran School Anti-Bullying Policy

*This is not an exhaustive list of behaviors that could warrant discipline. This is also not an exhaustive list of possible consequences.

*Any 4th offense regardless of the violation may result in 10 days in OSS and a request for expulsion

*Violations may warrant consequences from the administration when they are committed:

- a. On school grounds
- b. Off school grounds at a school activity, function or event
- c. Traveling to or from school or a school activity, function or event

APPEARANCE & GROOMING

Personal appearance is important at school and also at school-sponsored activities. A person's dress reflects his/her self-respect, his/her fellow man and his/her creator. Parents are asked to consider the appearance standards conscientiously, remembering that everything that is fashionable is not necessarily appropriate for a Christian.

In keeping with this Christian ideal, the following guidelines have been approved by the Board of Christian Education:

1. Children are to dress neatly, modestly, and in good taste. The purpose of school is the business of education, not recreation. Student dress should reflect the fact that they and their family take education seriously.
2. Out of reverence for the Lord, students are to dress especially nice on days of chapel services. Students are to wear shirts with collars and khakis/slacks. Girls can wear dresses/skirts as long as they are fingertip length. Any Zion t-shirt can also be worn with khakis/slacks.
3. Children will be required to wear, during their time outside, their coats, hats, etc. with which they arrived in the morning. Only in the case of a sudden change in the weather will there be exceptions made. Waterproof footwear is required on rainy or snowy days.
4. It is wise to place identifying marks on all items of clothing, boots, gym shoes, etc. that the children may remove during the school day.
5. No tee shirts depicting comic strip characters with derogatory slogans, crop tops, muscle shirts, tank tops, halter tops or any items of clothing which bare the midriff when students twist, bend or stretch are to be worn.
6. Shorts, dresses, culottes and skirts must be fingertip length.

7. No items of clothing may be worn that have been cut, torn, or slit showing skin.
8. Clothing with suggestive slogans or that advocate drugs, alcohol or violence is not acceptable. Shirts which refer to professional wrestlers, inappropriate music groups, etc. are not acceptable.
9. Children are encouraged to wear gym-type shoes to school unless medical problems prohibit this. Hard-soled shoes are often difficult to play in and are much harder on the floors of the school. If your child does not wear gym shoes to school every day, a pair of gym shoes should be brought to school for wear during recess and physical education classes.
10. Heels and soles of all foot coverings may not exceed 1.5” high. Sandals must have a strap around the heel. Socks or other foot covering must be worn with all shoes.
11. Shorts are permitted from the first day of school in August until October 1st and again April 30th until the last day of school in June unless otherwise announced.
12. No un-naturally dyed hair color.
13. No piercings except for ears.

If the teacher feels a dress code violation has occurred, the teacher should send the student to the principal or designee. Students who do not abide by the dress code will face the following consequences:

1. **FIRST OFFENSE** – A warning will be given and the student will be asked to change (a parent will be contacted to bring in a change of clothes) or the student may be sent home if necessary. Class time missed will be unexcused.
2. **SECOND OFFENSE** – Parent/teacher conference
3. **THIRD OFFENSE** – Meet with the Board of Christian Education/possible expulsion.

Due to constantly changing variety or apparel styles, the administration has the authority to determine if a clothing item or accessory not specifically covered in this dress code is, in fact, appropriate for school attire.

ATHLETICS

Zion provides athletic opportunities. We encourage sportsmanship and teamwork as well as skill development. Extra-curricular sports offered at Zion include girls volleyball, and girls and boys basketball (as long as numbers allow). Students at Zion may be able to join the soccer team at nearby Wyneken Memorial Lutheran School. Meetings will be held prior to each season to coordinate and organize.

MUSIC

Music is an important part of an individual’s worship experience as well as an enjoyment for daily living. In addition to singing for classroom devotions, music is taught as a skill. To provide further experience and service, classes sing in church under the direction of their teacher. When possible, special choirs are formed to provide a deeper experience and incentive to those interested in music. This also provides added opportunities for service to the church.

Since singing in worship services is considered part of their music and religious education, the children are expected to participate fully in this. Parents are asked to cooperate by encouraging their children to attend faithfully and by bringing the children to their classroom 15-20 minutes before the start of the service so the children may practice with their class. Those children who are members of other churches are also encouraged to sing with their classes if at all possible.

NEWSLETTER

The weekly school newsletter is designed to keep our families informed of the schedule of activities for each week and the various activities of the school throughout the year. Parents are urged to remind their children to bring this weekly newsletter home and to read it carefully each week. Any announcements, articles, requests and other related information by parents should be submitted to the office by 8:30 a.m. on Monday prior to publication. Any materials for distribution to students must receive prior approval from the administration.

CLASSROOM PARTIES

Room mothers will be selected at the beginning of the school year. The room mothers are responsible for supervising the class parties, including games and refreshments. Room mothers are requested not to bring younger siblings when assisting with school activities.

There will be four parties during the year, including a Harvest Party, Christmas, Valentine's (K-6 only), and New Life (Easter). Parties are held at the end of the day.

Children's birthdays may also be celebrated in the classroom by bringing a treat or snack for the class. Please keep the treat simple! Notify the teacher ahead of time if your child will be bringing a treat to class.

Party invitations may be passed out at school only if all children (or all girls or all boys) in the class are receiving an invitation. This is to help alleviate hurt feelings if not all the children have been invited and also to ease confusion if a child is absent and does not receive the invitation in time.

INSURANCE

Zion Lutheran Church has an insurance policy that covers your child if he/she is injured during the school day. If an injury occurs, the principal will supply you with information needed.

LOST-AND-FOUND

Each year there is an accumulation of lost-and-found items which are turned into the office. Much of this can be prevented by labeling garments and supplies. Students are discouraged from bringing personal items as the school cannot be responsible for their loss or damage. **MONEY SHOULD BE BROUGHT TO SCHOOL ONLY WHEN NECESSARY.** Lost-and-found items

can be claimed in the school office. At the end of the year all remaining items will be donated to a charitable organization.

TIPS FOR YOUR CHILD'S SUCCESS IN SCHOOL

1. Make certain your child gets a good night's sleep of 8-10 hours.
2. Have your child eat a balanced breakfast each day.
3. Give prompt attention to health concerns—illness, vision, teeth, etc.—as required by your child.
4. Ask about school and remain involved with your child's schoolwork. Show an interest, and be open to comments, resources, and suggestions from teacher and school. Assist with memory work and other assignments where needed or appropriate. Arrange conferences.
5. Listen to the concerns expressed by you child carefully and with sensitivity
6. Attend school functions.
7. Call the school or your child's teacher if your child is experiencing difficulties at school, but do not jump to conclusions, make off-hand remarks or take hasty actions.
8. Request help from your pastor, principal or someone knowledgeable when faced with a family crisis that is affecting your child. Furthermore, even though you may not need help, please inform the school of such a matter, if at all possible. It may be helpful.
9. Take your children to places of interest. Talk about things with them. Do things with your child—interact, share, interrelate.
10. Encourage your child to get involved with school activities; as parents, participate whenever possible.
11. Praise your child when he/she make improvements or displays a positive action in behavior/attitude.
12. Be concerned with the character and attitude development of your child rather than merely his/her grades.
13. Put the best understanding and interpretation on incidents your child may tell you about.

14. Set aside a definite time period and suitable quiet place for doing or reviewing lessons assigned. Try to stick to a schedule during the school week.

SUGGESTIONS FOR RELATING TO TEACHERS

The strength of Zion Lutheran School lies in its families and the strong parent-teacher relationship we enjoy. This strength is to be guarded and nurtured so it will be a growing relationship resulting in great benefit to the students. This is something which can be uplifting and beautiful to experience for the parent, the teacher, and the student.

The seven suggestions which follow are defined through research. They come from responses to a particular question which was completed by Christian school personnel from different sections of the country. Of the seven, the first one listed was easily ranked as number one, while the other six were on an even par with one another.

1. **WHEN SOMETHING COMES UP, GO TO THE TEACHER FIRST.**

Over a period of a year, or a few years, something is bound to come up at a Lutheran school which will cause you to wonder and to question. When this occurs, go directly to the teacher and express your concern and your question to him or her. Experience indicates that about 90% of the matters which come up can be solved quickly at this level by following this simple procedure. Failure to follow this causes problems for everyone—teacher, parent, principal, and board.

If the matter is not resolved at the teacher level, it should be taken to the principal by the parent. If still unresolved, it should be taken to the Board of Education. Each step is to be taken with prayer and with the right spirit with which Jesus faced problems. Any by-pass in following this chain of command is a serious breach. For example, to talk to other parents without going to a teacher first, or to go directly to a board member or the chairman without first going to the teacher and the principal, hurts the school. The Matthew 18 principle (please read) must be operative.

2. **RECOGNIZE THAT TEACHERS ARE PROFESSIONAL EDUCATORS.**

Lutheran school teachers are professionals who are worthy of respect and confidence. They are often humble and usually understate their background and capabilities. Please feel free to call upon them when you need assistance or have questions regarding your child.

3. **VIEW EACH TEACHER AS AN INDIVIDUAL.**

See the teachers as individuals, not just a group of employees. Teachers are human. They make mistakes. They have feelings. Be friendly.

4. **SUPPORT THE TEACHER WITH ENCOURAGEMENT AND HELP.**

The Bible talks about encouraging one another in the Lord. Teachers need that. Their ministry is not easy. Assume the best on their behalf and give them the benefit of the doubt. They are not out to hurt or hinder your child.

5. **BE HONEST WITH THE TEACHER.**

Discuss matters factually, thoroughly, and patiently. Do not withhold pertinent information.

6. **KEEP THE LINES OF COMMUNICATION OPEN.**

Face-to-face contact is better than the telephone or a note. Communicate frequently, not just when there is a problem.

7. **DO NOT ACCEPT ALL THAT THE CHILD SAYS.**

This is not to imply that your child is a liar. There is great wisdom in withholding your judgment in a matter until you listen to both sides. It is a serious mistake to prejudge the teacher. Always remember that Satan seeks to confuse the Lord's work at the school by getting people to jump to conclusions.

Please take these suggestions to heart for they are sincere and they are valid. They will bring blessings to you, your children, and Zion Lutheran School!

STUDENT ACTIVITIES

Accelerated Reader	Students read books from designated lists to achieve reading goals.
Athletic Teams	Volleyball and basketball are offered. Middle school students may participate in sports at Belmont Middle School, Wyneken, and SPI that are not offered at Zion.
Awards	Awards are presented after the closing chapel service on the last day of school. Awards for church and Sunday school attendance are for Sundays from mid-August to the end of May.
Birthday Book Club	A book for the library may be purchased in honor of your birthday (or any other occasion). The suggested donation is \$5.00. Students who are members of the Birthday Book Club will be invited to celebrate at our Birthday Book Club Party in May.
Boxtops for Education	Save box tops from specially marked boxes of General Mills products. A collection box is located in the school office.
Camp Lutherhaven	A Lutheran camp located in Albion, IN. Students in grades 5-6 participate in an outdoor education experience.
Chapel	Chapel is held on Wednesday mornings at 8:15 a.m. Parents are welcome to attend. Offerings are designated to different missions.

Chapel Families	Students from all grades are divided to make a family group. They sit together in chapel and participate in different school activities with their group.
Field Trips	Field trips are offered for all grade levels throughout the year.
VIP Day	Grandparents and other guests are invited to attend school. Typically held in October.
Honor Roll	Students in grades 5-8 are recognized for their academic achievement.
National Lutheran Schools Week	Special activities take place to highlight Lutheran education.
Newsletter	Our school newsletter is distributed to students every Tuesday. The deadline to submit an article is Monday at 8:30 a.m.
Recycling	There is a PaperGator across the street from school for Newspaper recycling
Scholastic Book Fair	A Book Fair is held in September/October.
School Closings and Snow Days	Follow North Adams schedule. Listen to 92.7fm WZBD Adams County Radio for North Adams weather-related school announcements.
SCRIP	Purchase gift cards at face value through Zion. Merchants donate a portion of all purchases to our school. Each family will receive credit on their school account based on their purchases. Family members, friends, or anyone can designate their purchases to your child(ren).
Spelling Bee	Grades 5-8 participate in the Zion School Spelling Bee. The winner represents Zion at the Adams County Spelling Bee. Grades 3-8 participate in the Northeast Indiana Area Lutheran Schools Spelling Contest.
Carnival	Food and games for children of all ages.
Yearbooks	School yearbooks are produced by the seventh and eighth graders. Yearbooks may be purchased.

ZION LUTHERAN SCHOOL
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The student handbook is designed to inform you of the policies of Zion Lutheran School. Please take some time to carefully review these policies and procedures with your child. If you have any questions please do not hesitate to contact the school office at any time.

Please sign and return this form to the school office by the first day of school.

We have reviewed and discussed the 2019-2020 student handbook.

_____ SIGNATURE OF PARENT/GUARDIAN	_____ DATE
_____ SIGNATURE OF STUDENT	_____ DATE
_____ SIGNATURE OF STUDENT	_____ DATE
_____ SIGNATURE OF STUDENT	_____ DATE

