



## **School Handbook**

### **Mission Statement**

*"HONORING JESUS -- SERVING OTHERS"*

### **Core Beliefs**

*We honor, praise, and worship the Triune God.  
We proclaim the gospel and make disciples for Christ.  
We love and serve one another.  
We value a high-quality, Christ-centered education.*

School Phone: (303)659-3443 ext. 3

School FAX: (303)659-2342

Early Childhood Education (Preschool & Day Care): (303) 659-3443 ext. 2

Church Office: (303)659-3443 ext. 1

**This School Handbook has been prepared to acquaint you with Zion Lutheran School and its educational program. Questions on policy should always be directed to the principal first. If the information is not clarified, the Board of Christian Education will be consulted. This School Handbook does not contractually bind the school in any way. Additionally, this School Handbook is subject to change without notice by the Board of Christian Education.**

**Contents**

Welcome Letter ..... 6

School Handbook Agreement for Parents and Students ..... 7

Philosophy..... 8

Our Purpose ..... 9

Preface ..... 9

Objectives of Christian Education ..... 10

About Us ..... 11

    Zion Lutheran Church and School ..... 11

    Lutheran Church – Missouri Synod ..... 11

Administrative Organization ..... 12

    The Rocky Mountain District ..... 12

    Pastoral Office ..... 12

    Principal ..... 12

    Early Childhood Education (ECE) Director ..... 12

    Zion’s Voters Assembly..... 13

    Board of Christian Education ..... 13

Early Childhood Education (Preschool & Daycare) and Kindergarten – Grade 8 ..... 13

    Accreditation ..... 13

    Admissions..... 13

        Standards for Evaluating Prospective Students..... 14

        Application Completion Requirements for New Students ..... 14

        Application Completion Requirements for Existing Students ..... 14

        Probationary Period..... 14

        Student Admission Priority ..... 14

Anti-Bullying Policy ..... 15

Chapel..... 16

Child Abuse Reporting..... 17

Communication, Questions, and Concerns ..... 17

Emergency Information..... 17

Extended Daycare..... 17

Fundraising ..... 17

Health & Medical Policy ..... 18

    Section 1 –Illness or Injury..... 18

    Section 2 - Immunization ..... 18

    Section 3 - Medication Administration ..... 18

Health Insurance Requirement ..... 19

Hours of Operation..... 19

Insurance ..... 19

Library.....	19
Loss or Damage to School Equipment.....	20
Lost and Found.....	20
Lunch Program.....	20
Money Sent to School.....	20
Music Program.....	21
Parent, Guardian, and Visitor Behavior Policy.....	21
Religious Instruction.....	22
Report Cards.....	22
School Fees.....	23
School Pictures.....	23
Sexual Harassment.....	23
Telephone.....	24
Transportation.....	24
Visitor Policy.....	24
Volunteer Policy.....	25
Weather.....	25
Kindergarten – Grade Eight.....	25
Academic Expectations (Grades 1-8).....	26
Attendance Policy.....	26
Attendance Recording Policy.....	27
Cell Phone Policy.....	27
Church Attendance.....	27
Curriculum.....	28
Discipline Policy.....	28
Behavioral Standards.....	29
General School Rules.....	30
Missing, Late or Incomplete Assignments Procedure (Grades 2-8).....	30
Penalties for Late Homework.....	31
Detentions, Suspensions, and Expulsions Procedure.....	31
Detention.....	32
Suspension.....	32
Expulsions.....	32
Dress Code.....	33
Electronic Devices and Toys.....	34
Extra-Curricular Athletics.....	34
Extracurricular Eligibility.....	35
Field Trips.....	35
Homework.....	36

Interscholastic Sports .....	37
Locker Policy .....	37
Lockers are School Property .....	38
Legitimate Use of School Lockers .....	38
Physical Education (PE) Lockers .....	38
Search of Locker Contents .....	38
Seizure of Locker Contents .....	38
Lutheran High Field Day .....	39
Physical Education .....	39
Technology Policy .....	39
Testing Program .....	40
Traditions (Grades 7-8).....	40
Tuition and Registration Fees .....	40
Tuition Assistance.....	41
Early Childhood Education (Preschool & Daycare) .....	41
Attendance .....	41
Belongings and Money .....	41
Bulletin Board .....	41
Complaints.....	42
Discipline .....	42
Dress Code.....	42
Fees.....	42
Field Trips / Transportation.....	42
Health and Fire Safety .....	43
Health Physicals.....	43
Late Pick-up of Any Child.....	43
Lockout, Lockdown, Evacuation .....	43
Lockout / Lockdown.....	44
Evacuation of Premises.....	44
Reuniting Students with Parents .....	44
Emergency Plan for Students with Disabilities .....	44
Lost Child .....	44
Potty Training .....	44
Record Keeping.....	44
Sign-in and Sign-out.....	44
Snacks and Meals .....	45
Staff .....	45
ECE Director .....	45
Group Leaders.....	45

Program Aides.....	46
Summer Day Care.....	46
Supervision / Student Tracking.....	46
Television.....	46

## Welcome Letter

Dear Parents and Guardians,

Thank you for your interest in our school. We have adopted an Admissions policy that opens Zion Lutheran School to families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to our school, please read this School Handbook. The School Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The first several pages of the School Handbook explain our religious purpose, mission, and beliefs. This school unashamedly believes, teaches, and practices the lordship of Jesus Christ and acknowledges the authority of God's Word, the Holy Scriptures, *without reservation*. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our beliefs, the teacher's answer may create conflict in your child's heart and mind.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you agree with the teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth

In Christ,

The Board of Christian Education

## School Handbook Agreement for Parents and Students

**Parents: Please read the following statements carefully and sign below to indicate your agreement.**

I/We hereby affirm that I/we have read the School Handbook and discussed its policies with my child(ren). I/We certify that I/we and my child(ren) consent to and will submit to all governing policies of the school, including all applicable policies in the School Handbook.

I/We and my child(ren) understand that the standards of Zion Lutheran School do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I/We and my child(ren) understand that Zion Lutheran School may use quotes, photos, or videos of this student for school-related internal purposes such as, the yearbook and classroom activities.

**Please initial one of the following**

\_\_\_\_\_ I/We approve the use of my child(ren)'s quotes, photos, or videos for school-related public  
(Initial) use, such as church and school newsletters and websites, and other external communications.

\_\_\_\_\_ I/We do NOT approve the use of my child(ren)'s quotes, photos, or videos for school-related  
(Initial) public use, such as church and school newsletters and websites, and other external communications.

I/We and my child(ren) understand that the services of Zion Lutheran School are engaged by mutual consent, and that either the school or I/we reserve the right to terminate any or all services at any time.

I/We and my child(ren) understand that the School Handbook does not contractually bind Zion Lutheran School and is subject to change without notice by decision of the Board of Christian Education.

Admission to Zion Lutheran School is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

\_\_\_\_\_  
Full Name of Mother or Guardian (PLEASE PRINT)

\_\_\_\_\_  
Full Name of Father or Guardian (PLEASE PRINT)

\_\_\_\_\_  
Signature of Mother or Guardian

\_\_\_\_\_  
Signature of Father or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Philosophy

We believe that Christian parents and the Christian Church have been given the responsibility of teaching the Word of God to children. The Bible instructs parents to bring up their children “in the discipline and instruction of the Lord” (Ephesians 6:4). We believe that parents can be the most effective in their God-given duties when working together with a Lutheran school and its teachers. God has further commissioned His church to “make disciples of all nations,” which includes children, and to “teach them to observe all that I have commanded you” (Matthew 28:19-20).

In accordance with the inerrant Word of God as found in Scripture, and as explained in the Lutheran Confessions, we believe that:

- God created all things and us (Gen. 1:1).
- God wonderfully and immutably creates each person as male or female, and these distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27).
- Everyone is God’s creation. We uphold the basic human rights of all people (no matter their sexual orientation). We are all sinners under the Law, and Christ invites all to repentance and faith (Matt. 9:13).
- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).
- God’s original plan was for all people to be His children and to live with Him eternally. However, humanity chose instead to rebel against God. Thus, children today are born into a world of trouble, pain, and death (Gen. 1:31 and 3: 1-24).
- We value a high quality, Christ-centered education (Prov. 22:6)
- We honor, Praise and worship the Triune God. (Matt. 22:37)
- It is our joyous task to proclaim the Gospel of free forgiveness in Christ to all (Matt. 28:19).
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31-36).
- The Son of Man came to seek and to save the lost (Luke 19:10).
- While all people bear the guilt of their fallen condition, God has provided a solution to humanity’s dilemma. That solution is found in the atoning work of Jesus Christ who took the punishment for all people’s sins upon Himself and died in our place. He then rose from His burial tomb victorious over sin and death. Today, He promises that same victory to all people who place their trust in Him and in His solution—the gift of eternal life (John 3:16-17)
- God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).
- God’s Spirit, by means of the Word and Sacraments, is responsible for not only calling us into that relationship, but also for keeping us in the faith and enlightening and sanctifying us in that same faith (Acts 2: 42-47).
- God calls all people into a faith relationship with Him through the Holy Spirit (Acts 10: 44-48).
- We are not angry people. We are people of hope (Rom. 5:3) and joy (Eph. 4:4).
- We love and serve one another. (Gal. 5:13)
- As people redeemed by Christ, we live as citizens of two kingdoms, acknowledging the reign of God through His Word as well as the rule of secular authorities in the nation in which we live (Phil. 3:20; 1 Peter 2:13).
- Marriage is a gift to be held in honor and kept pure (Heb. 13:4; 1 Thess. 4:2-5).

- The term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive lifelong union, as delineated in Scripture (Gen. 2:24-25, Matt. 19:5-6) and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Eph. 5:32).
- God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4).
- That any form of sexual immorality is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
- We honor and obey our Lord's command to "render to Caesar the things that are Caesar's, and to God the things that are God's" (Matt. 22:21).
- We also recognize, with Christians of every generation and under any form of government, that when there is a clear and direct conflict between what our Lord commands and what is demanded by earthly authorities, "we must obey God rather than man" (Acts 5:29)

## Our Purpose

- To provide a caring educational atmosphere for teaching God's Word and nurturing faith in Christ, where students can grow in love and self-discipline.
- To provide opportunities for students, parents, and teachers to learn of and to experience the love of Jesus in a school dedicated to seeking His will as it relates to their everyday living.
- To equip young Christians for service to God in church, community, and nation.
- To provide an educational program of solid academic excellence to challenge, train, and prepare students for a productive life.
- To provide ethical standards based on God's Word and see that such standards govern even the most practical decisions and responsibilities.

## Preface

Zion Lutheran School is dedicated to the God pleasing objective of building Christian citizens. In this educational process, we elevate Christ to the central focal position. From Him, we receive not only our aims and objectives but also the inspiration for our forward march. It is our prayer that Christ would grant us a passion for educating His lambs, and that they would grow daily in wisdom and stature and in favor with God and man.

Zion Lutheran School will admit students of any race, color, sex, or national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. In the admission of new students, preference will be given to members of Zion Lutheran Church. Children with special or behavioral needs will be evaluated individually to determine if our program is designed to meet their needs.

Further, Zion Lutheran School does not discriminate on the basis of race, color, sex, or national and ethnic origin in the administration of its programs, educational policies, scholarship and loan programs, athletic programs, or other school-administered programs.

### **Early Childhood Education (Preschool & Daycare)**

Zion Lutheran Early Childhood Education Program seeks to meet the needs of the child through a well-balanced curriculum. The needs of the child include his or her physical/motor development, cognitive/language development, social/emotional development, as well as enhancing the child's creative self-expression.

In addition, we seek to meet each child's health, safety, and nutritional needs, enhance the family and community relations, and promote the spiritual development of each child. We want to help parents bring their children to Jesus so they may better know His love and example.

### **Kindergarten – Grade 8**

Accordingly, our school is concerned that children should read intelligently, write clearly, think critically, and perform the mathematics necessary in everyday living. We are concerned that our young people can face realistically and deal wisely with the problems of the world in which they live. We also realize that in today's complex world a person must develop and possess qualities which are founded upon Christ's Word, such as self-discipline, high moral and spiritual values, proper motivations, good human relations, sound judgment, and many other skills of living over and above the mastery of the "three R's." Therefore, at every grade level we are interested in the intellectual, emotional, and spiritual development of each boy and girl.

To achieve these purposes, our curriculum endeavors to meet the maximum educational standards. Lasting educational strength is accomplished through our distinctive approach of placing Christ in the center of our education process.

### **Objectives of Christian Education**

The basic objective of the Christian education at Zion Lutheran School is to equip the members for growth in wisdom and stature and in favor with God and man. As the child grows in these areas, important relationships and inter-relationships are established.

- I. The child grows in his or her relationship to God by:
  - A. Accepting God as the Creator.
    1. Recognizing his or her identity as a created child of God.
    2. Developing a growing responsibility to conserve, control, and use wisely the creation of God.
  - B. Acknowledging his or her sinfulness.
    1. Confessing his or her sins to a living God.
    2. Receiving forgiveness through the grace of God.
  - C. Developing an increased understanding, greater appreciation, and regular use of God's means of grace, the Word, and sacraments.
  - D. Accepting and trusting in Jesus Christ as his or her personal Savior.
  - E. Recognizing the presence and the power of the Holy Spirit in his or her life.
  - F. Responding in worship and service to the Triune God.
    1. Utilizing his or her individual talents and resources.
    2. Expressing love to God.
- II. The child grows in relationship to himself or herself by:
  - A. Living the sanctified life of the Christian.
  - B. Accepting and understanding his or her body and using it responsibly in service to God.
  - C. Developing logical, critical, and creative thinking skills.
  - D. Increasing in social awareness.
  - E. Becoming cognizant of emotional needs and attempting to direct emotions positively.
- III. The child grows in relation to his or her environment by:

- A. Perceiving a realistic picture of the world as a Christian in this world.
  - 1. Recognizing the identity of all children as created by God and showing consideration for their rights and well-being.
  - 2. Expressing love through acts of kindness to others in the community and throughout the world.
- B. Developing communication skills to live and relate to others.
  - 1. Respecting all authority as a God-given aspect of life and acting responsively as a member of the earthly family.
  - 2. Witnessing the love of God to others.
- C. Gaining knowledge of his or her American and Christian heritage and accepting privileges and responsibilities as a citizen of the community, nation, and world.
  - 1. Transmitting and transforming the culture and government.
  - 2. Living in the Christian hope of life everlasting.

## About Us

### Zion Lutheran Church and School

In speaking of Zion Lutheran Church and Zion Lutheran School, one must always remember that these two are not separate organizations. We are one. Church and school are separated purely for operational procedures.

Zion Lutheran Church owns all properties currently being utilized by the school or for its program. It is our sincere belief that the strength of the school depends on the continued financial as well as spiritual support of our mother body.

Tuition is charged to all parents with children attending the school. Because of its commitment to Lutheran Education, Zion congregation underwrites a sizable portion of the per pupil costs for all students. Because members of Zion Lutheran Church support the church and school through their Sunday offerings, the tuition rate of Zion members is less than for non-members. Because everyone's financial situation is unique, member families are encouraged to be good stewards of the resources with which God has blessed them.

In addition, registration fees are charged for all children attending the school. These charges are reviewed annually by the Board of Christian Education and updated in time for registration for the next school year.

### Lutheran Church – Missouri Synod

Zion Lutheran Church and School is part of The Lutheran Church—Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe *without reservation* that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts *without reservation* the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

Zion is pledged to support and promote the purposes of the synodical organization by word, deed, and in accordance with ability, financial support. Thus, we honor all rules, regulations, and resolutions of the Synod in accordance with the word of God, recognizing the congregation's right to judge the expediency of any directive in its application in the local condition. As a member of the Synod, the congregation participates in all synodical decisions. In keeping with the objectives of the Synod to further Christian education through parochial schools, Zion Lutheran Church operates a Christian Day School.

## **Administrative Organization**

### **The Rocky Mountain District**

The Lutheran Church Missouri Synod is divided geographically into districts, which carry out the resolutions of the Synod. Zion Lutheran Church is a member of the Rocky Mountain District. The Rocky Mountain District office is in Aurora, CO.

### **Pastoral Office**

As shepherd of the entire congregation, the Pastor of Zion is the spiritual counselor and religious leader of our school. The prime responsibility of the Pastoral office is to set the spiritual tone and give inspiration to the staff of the school.

### **Principal**

The Principal is directly responsible to the Board of Christian Education and has been delegated responsibility for the entire school program. It is the function of the principal to provide leadership for the educational program of the school and is, therefore, responsible for the curriculum, methods of instruction, schedule and supervision of activities, and supervision and improvement of instruction. The Principal has been charged with the supervision of all personnel necessary to maintain the educational program of Zion Lutheran School. The Principal is also delegated the responsibility of procuring new personnel when and wherever they are needed. The decisions concerning additional personnel are to be discussed and approved by the Board of Christian Education.

### **Early Childhood Education (ECE) Director**

The ECE Director is directly responsible to the Principal. The ECE Director has been given the responsibility for the entire preschool/daycare program. It is the function of the ECE Director to provide leadership for the preschool/daycare educational program and is, therefore, responsible for the curriculum, methods of instruction, schedule and supervision of activities, and supervision and improvement of instruction. The ECE Director, along with the Principal, has been charged with the supervision of all personnel necessary to maintain the educational program of Zion Lutheran School's

preschool/daycare. The ECE Director is responsible for preschool / daycare personnel decisions, subject to final approval by the principal.

### **Zion's Voters Assembly**

The voters of the congregation are the governing body of Zion Lutheran Church. They, by the grace of God, have come to recognize Christian education as one of the primary functions of the congregation's existence and have, therefore, given wholehearted support to this program.

The Chairperson of the Board of Christian Education gives a report of the activities and plans of the Board and Faculty. The Principal may be called upon by the Board Chairperson to explain in greater detail a specific item of the report. Members of the faculty who are members of Zion Lutheran Church are encouraged to become voting members of our congregation.

### **Board of Christian Education**

The Board of Christian Education meets monthly and can, when there is need, call special meetings. The Board consists of 7 members elected by the Voters' assembly. One of those 7 members will be elected to the position of Chairperson. The Principal serves on the Board as an ex-officio member.

The following are some of the duties assigned to the Board of Christian Education:

1. They are responsible for all educational activities of Zion Lutheran School.
2. They will inform, educate, and encourage congregation members, parents, and students to participate fully in the total Lutheran Educational Ministry.
3. The main concerns of the Board will be policymaking and supervising the enactment of approved policy.

The Board shall have the right and/or responsibility to

- Contract teachers for the Christian Day School.
- Recommend to Zion Lutheran Church's Voters' Assembly, candidates to be called for teaching positions.

All decisions by the Board of Christian Education are final.

## **Early Childhood Education (Preschool & Daycare) and Kindergarten – Grade 8**

### **Accreditation**

Zion Lutheran School is accredited by the National Lutheran School Accreditation. Such approval denotes that a quality educational experience for all students is available at this school. Copies of the accreditation reports are available for review by parents in the school office.

### **Admissions**

The required entrance age for Zion Lutheran School is as follows:

- **Daycare:** 3 years 0 months to 14 years 0 months of age
- **Preschool:** Three years before the first day of school
- **Kindergarten:** Five years before September 15
- **Grades 1 – 8:** Successful completion of the previous grade and/or results of student evaluation

## **Standards for Evaluating Prospective Students**

### **A. Spiritual Considerations**

1. Personal Christian commitment of parents and student.
2. Willingness of parents and student to be supportive of the school's Christian philosophy of education.
3. Willingness of parents and student to support the administration and faculty in carrying out the goals and programs of the school.

### **B. Behavioral Considerations**

1. History of acceptable citizenship in previous school experience.
2. Agreement of parents and student to abide by the behavior standards established by the school.

### **C. Academic Considerations**

1. Documented record of acceptable grades in previous school experience.
2. Acceptable scores on achievement tests.

### **D. Personal Considerations**

1. Student's special interests, talents, and skills.
2. Zion Lutheran School makes no distinction in its admission policy on the basis of race, color, sex, or national and ethnic origin.

If denied admission, prospective families and students will receive a written notice.

## **Application Completion Requirements for New Students**

Application for admission will not be considered complete until:

1. Parents / guardians have met with the principal or his/her designee.
2. All records have been received from the previous school, and/or the applicant has been tested and scored appropriately on our Placement Tests.
3. A copy of the student's birth certificate and immunization records have been provided to the office.
4. Parents / guardians have signed and returned the "School Handbook Agreement for Parents and Students."
5. Registration fees have been paid.

## **Application Completion Requirements for Existing Students**

Application for re-admission will not be considered complete until:

1. All applicable re-enrollment forms have been completed.
2. Registration fees have been paid.

## **Probationary Period**

Students who are accepted are subject to nine weeks' probationary period during which time a student's attitude and performance are measured against the school's philosophy and expectation. Any time during this probationary period a student may be dismissed from the program if efforts between staff and parents to resolve a given problem are unsuccessful. Any action of this nature is subject to Board approval.

## **Student Admission Priority**

The following order of priority for admission of new students is used on an as-room-is-available basis.

1. Children whose parents are members of Zion Lutheran Church with students currently enrolled
2. Children of non-member families with children already enrolled

3. Children whose parents are members of Zion Lutheran Church with no children currently enrolled
4. Children whose parents are members of a sister congregation (LCMS)
5. Children of un-churched parents
6. Children whose parents are members of another Christian congregation (non-LCMS)

### **Anti-Bullying Policy**

Zion Lutheran School is committed to creating a safe, caring, and respectful Christ-centered learning environment for all students. Acts of harassment, intimidation or bullying are prohibited and will not be tolerated. A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. School administration and staff will investigate reported incidents of bullying promptly and thoroughly.

#### **Definition**

Bullying is a pattern of aggressive, intentional, or deliberately hostile behavior that occurs repeatedly and over time. Bullying means any gesture, or written, verbal or physical act that takes place on school property, at any school-sponsored function or over the phone / internet that

- Is it motivated by any actual or perceived characteristic, such as but not limited to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability;

OR

- By any other distinguishing characteristic

AND

- A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property

OR

- Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school, or by the victim's participation in school.

#### **Examples**

Examples of bullying may include:

- Assault
- Cyber-bullying
- Extortion
- False accusations
- Harassment
- Hazing
- Intimidation
- Name-calling
- Oral or written threats
- Putdowns
- Rumors
- Social isolation

- Teasing
- Threatening looks, gestures, or actions

Acts of bullying may also be a student exercising power and control over another student.

### **Consequences**

Reports of bullying are taken seriously and shall be dealt with quickly, effectively and confidentially. The following factors will be considered in determining the appropriate response to students who commit one or more acts of bullying:

- The developmental and maturity levels of the parties involved
- The levels of harm
- The surrounding circumstances
- The nature of the behavior(s)
- Past incidences or continuing patterns of behavior
- The relationships between the parties involved
- The context in which the incidents occurred

Concluding whether an action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

If a student is found guilty of bullying behavior, the consequences shall depend on both the results of the investigation and meaningful consideration of these factors. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement.

### **Retaliation Prohibited**

Reprisal or retaliation against any person who reports an act of bullying is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting bullying. This policy or Zion Lutheran School's Discipline Policy will govern the consequence and remedial actions, as appropriate.

### **Consequences for False Accusation**

It is also a violation of this policy to report false allegations of bullying knowingly. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. This policy or Zion Lutheran School's Discipline Policy will govern the consequence and remedial actions, as appropriate.

### **Chapel**

Chapel services, held weekly on Wednesdays, are an important part of our program at Zion. Chapel serves as a source of spiritual growth and provides an opportunity for joint worship by all who are part of the Zion school family. Parents and guests are encouraged to attend.

Students are encouraged to worship God through Chapel offerings. The offerings will be forwarded to various mission projects through the year. The aim is to help teach the children at an early age to share with others what God has first given them.

## Child Abuse Reporting

Staff members who have reasonable cause to know or suspect that a child has been subjected to abuse or neglect shall immediately report such fact to the Adams County Department of Social Services. Investigators from the Department of Social Services shall be given the right to interview staff and children and to obtain names, addresses, and telephone numbers of parents of children enrolled in Zion Lutheran School (including the Early Childhood Program and Daycare). Department of Social Services: 7190 Colorado Blvd. Commerce City, CO 80022 (303) 412-8121 (day) or (303) 412-5327 (night).

## Communication, Questions, and Concerns

If you have any questions, no matter how small, in areas of school work, discipline, or any other related concerns, PLEASE contact your student's teacher or group leader as soon as possible.

Many "problems" are simply a lack of communication.

If you have a concern with a teacher or other staff member of Zion, you are required to proceed in the following ways to ensure proper communication and resolution of issue(s):

1. Talk directly to the teacher / group leader or appropriate staff member about the concern.
2. If the concern is not resolved, schedule a meeting with the principal. The principal will ensure that all involved meet to discuss the concern.
3. After the above two steps have been followed, and if you feel the concern is still not properly addressed, **you may appeal your concern to the Board of Christian Education by submitting your request in writing to the principal.** In consultation with the Board chair, you may attend the necessary Board meeting.

In our daily activities, let us remember the Lord's words in Matthew 18:15-16, "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." The primary goal of the staff of Zion Lutheran School is to assist parents in raising Christian children. Our dealings with each other are examples of the Christian life we are trying to teach them.

## Emergency Information

Teachers will report sickness or accidents during the school day to parents and the school office as soon as possible. Be sure your child's emergency information is up to date. Report immediately to the school office any change in names, addresses, phone numbers, or doctors. Information on parent's health insurance must also be included on the emergency information form.

## Extended Daycare

Zion offers full Day Care as well as before and after school care for children ages 3-14. Before school hours begin at 6:30 A.M. and after school hours are 3:00 - 6:00 P.M.. Parents may register for this program on a "regular" or "drop-in" basis by making arrangements with the director. Students may not participate in the program unless they are properly registered.

## Fundraising

During the school term, children may be given the opportunity to participate in a fundraising project sponsored by the Parent Teacher League (PTL). The funds earned from these sales are used for selected projects for the school.

## **Health & Medical Policy**

The following Health & Medical Policy for Zion Lutheran School complies with state immunization laws, medication administration, and health physicals.

### **Section 1 –Illness or Injury**

When accidents or signs of illness occur and the child cannot take part in program activities, he/she will be isolated from the group until someone can take him/her home. The principal, ECE director, teacher, school secretary or other responsible adult in charge shall notify the parent or guardian of the child or call the doctor or medical facility, as instructed in writing by the parent.

- When communicable diseases occur, parents and staff members shall be notified of protective measures indicated for the disease. The Health Department will also be contacted as required.
- Minimum first aid equipment shall be maintained and properly stored away from children's access.

### **Early Childhood Education & Daycare Program-specific Policy**

- In the case of an ongoing illness or medical need, the nurse consultant will be contacted to write and maintain a care plan for that child.
- The ECE Director and all group leaders shall maintain current first aid certification.
- For less serious accidents, an accident report form will be completed to inform parents of the minor injury. These forms are to be signed by the parent or guardian and left at the ECE program.

### **Section 2 - Immunization**

The State of Colorado has mandated Rules from the Colorado Board of Health Pertaining to the Immunization of Students Attending School CRS 1989, 23-4-904 (1) that all children shall be immunized against several contagious diseases. The Colorado Department of Public Health and Environment (CDPHE) regulates schools and provide for changes in requirements. CDPHE sends out updates in the immunization requirements to all Colorado schools yearly and as needed. Zion Lutheran School will comply with all changes as they are issued.

All students will comply with mandatory immunizations by the first day of each new school year. Students will not be allowed to attend class until they comply. Those students who file an exemption in the school office in advance will be admitted. However, in the event of an outbreak, those students with exemptions will be suspended from school until they obtain the proper immunization. Those students who are new to the state or country must obtain the minimum immunization as outlined by CDPHE and brought into compliance with state requirements.

Immunization records must be on file in the school office on the first day of class. The parents of students without an immunization record on file in the school office will be issued a record of non-compliance and given thirty days to obtain the proper immunizations. If after the thirty-day grace period, the parents have not complied, and Immunization Referral Form will be filed with the state.

### **Section 3 - Medication Administration**

- All distribution of medication administered at the school will be recorded in a log book and kept on file at the school.
- Medication shall be given only on a **written order** or prescription from a physician.

- Medicines to be administered by the Zion Lutheran School (including Early Childhood Education and Daycare) staff must be in their **original container**, with:
  - Prescription Medication: **Prescription number, name of medication, date filled, name of physician, child's name, and directions for dosage.**
  - Over-the-Counter (this includes aspirin, cough drops, etc.): **Name of medication, date filled, name of physician, child's name, and directions for dosage.**
- Parents and doctor must complete an annual medication form for medications that must be administered while at Zion Lutheran School (including Early Childhood Education and Daycare). It is essential that a medication measuring spoon or other device be sent with the child's medicine to assure proper dosage.
- Appropriate staff members will attend a class on medication administration yearly.
- All medication administered by the trained staff shall be kept per State of Colorado regulations. All medications that are “scheduled controlled substances” must be kept in a locked cabinet.

### Health Insurance Requirement

All students are required to be covered by health and hospital insurance. It will be the responsibility of the parents to provide this coverage and furnish the needed information on the child’s emergency form.

### Hours of Operation

- Daycare: 6:30 A.M. to 6:00 P.M. Monday through Friday *except where noted below*
- Morning Preschool: 8:00 – 11:00 A.M., Monday through Friday *except where noted below*
- Afternoon Preschool: 12:00 – 3:00 P.M., Monday through Friday *except where noted below*
- Kindergarten – Grade 8: 8:00 – 3:00 P.M., Monday through Friday *except where noted below*

### Early Childhood Education (Daycare)

The director will poll the parents before non-school days to determine the number of students needing care. A \$20.00 penalty will be charged for each child signed up for a non-school day who does not show up, or a child who shows up and is not signed up. If fewer than ten children are signed up for a non-school day, daycare will be closed. As much notice will be given to parents as possible. Sign-up sheets are found in the student’s classroom.

The daycare program will be closed on the following holidays: Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, the day after Christmas Day, New Year's Day, Memorial Day, President's Day, Easter Monday, the 4th of July, Faith Development Workshop Day, and Staff Development Workshop Day

### Preschool – Grade 8

Refer to the school calendar that is published at the start of every year.

### Insurance

The Zion Lutheran School (including Early Childhood Education and Daycare) has insurance through Lutheran Benevolent Insurance. The basic policy includes coverage for building and liability coverage for students. The policy owner is Zion Lutheran Church and School.

### Library

The library is available for student use during scheduled school hours. The library staff will enforce the following rules:

1. A fine of 10 cents per day is charged on late books or magazines; lost or damaged books must be replaced. If your child is sick on the day the book is due, please, send the book and a note to the librarian and no fine will be charged. We will charge 25 cents per day for overdue videos.
2. The librarian may refuse to check books out to a student if he/she has overdue books or fines.
3. No more than two students from each class may be in the library at one time unless the teacher and the librarian have granted special permission.
4. Students are not to use the library when it is not staffed unless a teacher supervises them.
5. Students will not loiter or talk in the library as it is intended to be a quiet place for study.
6. The librarian may remove any student from the library at his/her discretion and, upon doing so, will escort the student to his/her classroom and give the teacher the reason for the student's return.
7. Report cards may be held quarterly for fines and overdue fees that are past due for two or more weeks.

### **Loss or Damage to School Equipment**

Students and/or their parents are responsible for damage or loss of textbooks or other similar materials, willful damage to desks or chairs, replacement of athletic team uniforms, and so forth. The school office will issue statements for any such assessed fees.

### **Lost and Found**

During each school year, many students "misplace" various items of clothing and other personal items. While some losses are understandable, lack of a responsible attitude on the part of some Zion students creates many problems for our custodians, who are all too often forced to pick up before they can clean up. Such negligent behavior is not consistent with the school's goal of developing good Christian stewardship habits in its students. Furthermore, many of these lost items remain unclaimed in the lost-and-found area simply because pupils do not bother to look for them.

This situation could be assisted if, first, parents would become much more alert to their youngster's missing items and, secondly, see to it that their children's clothing is marked or otherwise labeled. Periodically, unmarked, or unclaimed articles will be given to charity.

### **Lunch Program**

We encourage all students to eat the school lunch. Please do not send soda with a lunch. Individual milk may be purchased. Lunch personnel should be informed in writing regarding any medical problems or allergies.

Students may order a lunch each day. We will bill the family at the beginning of the following month for the meals charged. Additionally, students may purchase milk for break time. The break milk can be paid in advance by August 1st. Families may also choose to be billed per month per child for one break milk per day. Costs are available through the school office.

### **Money Sent to School**

Any money sent to the school should always be enclosed in an envelope, with the child's name, grade level, and purpose stated. Please make checks payable to Zion Lutheran School.

## Music Program

The purpose of our general music program is to prepare students to praise God through song, using their voice and physical instruments. Students learn performance techniques such as ensemble and solo performance utilizing music reading and theory through sacred and secular, modern, and classic, and folk and popular songs.

**All students in grades Kindergarten through Grade 5 will participate in Zion's music program.** This could include singing or playing of instruments during worship services, school musicals, and other school or church activities.

In an ensemble, it is important for the student to learn that blending, balance and effort is important to the group. With the expectation that each child is present and prepared, it is important that the student is present at each performance, or that a minimum of 2 weeks' notice is given to the director if a student is going to be absent. **Performances are a culmination of classroom preparation; therefore, attendance will significantly affect their overall grade. Students who are involved with these groups are expected to be on time to every scheduled performance.**

## Hand Bells

Hand bells is an elective that all students in Grades 6-8 must take for at least one semester during those three years.

## Band

Students in grades 4-8 are eligible for band through Zion's extra-curricular Band Program. Cost and details will be available in the school office in late August. Parents will be charged an additional fee for cost of instruction. Also, parents are responsible for providing their child with the necessary instrument. Arrangements are made through a regional supplier for the convenience of families who wish to take advantage of that service.

## Parent, Guardian, and Visitor Behavior Policy

At Zion Lutheran School, we believe strongly in developing positive relationships with our students' parent(s) and guardian(s). The purpose of this policy is to remind all parents, guardians, and visitors to our school about expected conduct so that we can work together to ensure a safe and positive environment for our children. Behavior that causes disruption to the school community is contrary to the goals of the school. "School Community" is defined as all parents, guardians, visitors and employees of Zion Lutheran Church and School.

## Respect and concern for others and their rights

We expect parents, guardians, and visitors to show respect and concern for others by:

- Supporting the respectful culture of the school by setting a good example in their own speech and behavior towards all members of the school community
- Maintaining positive lines of communication and working together with staff for the benefit of children.
- Resolving issues of concern per Matthew 18:15, "If a brother sins against you, go and show him his fault, just between the two of you. If he listens, 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."

- Correcting own child’s behavior, especially on the school premises where it could otherwise lead to conflict, aggressive or unsafe behavior.
- Respecting the school environment

**To support a peaceful and safe school environment, the following behaviors by parents, guardians or visitors will not be tolerated at or related to Zion Lutheran Church and School:**

- Abusive or threatening emails, phone, or social network messages
- Consumption of alcohol or other intoxicating substances on the premises or accessing the premises while intoxicated
- Creating a nuisance or disturbance on school premises
- Pushing or hitting (e.g. slapping, punching, or kicking)
- Inappropriate posting on Social Networking sites
- Physical threats or intimidation (e.g. standing very close, aggressive gestures, shaking a fist at another person, etc.)
- Racist, sexist, or derogatory comments
- Shouting, either in person or over the telephone
- Gossip or slanderous comments about incidents or alleged incidents relating to Zion Lutheran School, the staff, or other families
- Smoking on our premises and grounds
- Threatening harm or the use of physical aggression towards staff or other members of the school community
- Use of disruptive behavior that interferes with the operation of the school
- Use of loud, aggressive, threatening and/or offensive temper, tone, or language.

The school reserves the right to take any necessary actions to address violations of this policy, including but not limited to student suspension, student expulsion or denial of re-enrollment.

The principal or staff may ask anyone to leave the school premises at any time. Further, the principal has the right to suspend parents, guardians or visitors from school premises pending review by the Board of Christian Education. Parents, guardians, and visitors are reminded that school premises are private property and parents, guardians and visitors have been granted permission from the school to be on school premises.

### **Religious Instruction**

As a Christian school, all students receive religious instruction. Religion classes that expose students to an in-depth study of Holy Scriptures and their moral and ethical implications form an essential part of each school day at Zion. Our goal is to prepare young people for a life of Christian living in Jesus Christ. Classes for grades PK-6 are devoted to Bible stories, Bible teachings and their application to Christian living. In grades 7 & 8, the traditional “Confirmation” years, religion class discusses the chief Biblical doctrines as summarized in Luther’s Small Catechism. All students are expected to participate in religion classes, as they do in other curricular areas, but no requirement is made concerning Lutheran Church membership.

### **Report Cards**

Zion’s Report Cards are issued approximately every nine weeks. Two scheduled parent-teacher conferences are held each year. Please consult your calendar for these dates. Conferences may be set up at any other time mutually agreeable to the parent(s) and teacher(s) involved.

## School Fees

The registration fee per student is set by the Board of Christian Education annually and must be paid at the time of registration. This fee includes the art, test, textbook rental, special materials, and workbook package fees.

There is a supported tuition rate for members, excluding the Preschool tuition, of Zion Lutheran Church. Members are expected to contribute towards the financial expenses of the Day School operation by their regular church offerings, being aware that the annual cost per pupil continues to increase annually. The current cost is noted on applications for enrollment.

Applicable tuition and registration charges are available at the school office or online at [www.brightonzionlutheran.org](http://www.brightonzionlutheran.org).

All invoices are mailed or emailed by the first of the month. Payments are due in full by the 15th of the month and a late fee of \$25.00 for amounts due greater than \$100 will be assessed on all accounts not paid in full. **If payment is not paid in full by month's end your student may not be able to return to school until payment has been made.** Please keep your monthly invoices as these serve as your record of tuition, daycare, and lunch expenses. We will not be able to duplicate these records for you at the end of the year for tax purposes.

Tuition payments are payable monthly in advance. Failure to maintain a regular remittance without written notice to the Board by way of a signed contract as to when and how finance obligations will be met may be considered as cause for terminating enrollment. Space for the following school term will not be reserved for students with outstanding fees.

Reimbursement of one-half month's tuition will be made if the student leaves during the first two weeks of the month. No reimbursement will be made if the student leaves during the last two weeks of the month.

**Upon acceptance, any withdrawal after registration for the new school year will forfeit the applicable registration fees.**

## School Pictures

Early in the school year, pictures are taken of students. Parents may purchase pictures under a "prepay" plan but are under no obligation to accept the picture package the student receives; simply return it to the classroom teacher. Zion always schedules a make-up day for students who were absent or for parents who are not satisfied with the original pictures.

## Sexual Harassment

Sexual harassment is recognized as a form of sexual discrimination and thus a violation of the laws, which prohibit sex discrimination. Zion Lutheran School shall follow, to the extent feasible, the guidelines set forth in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

A learning and working environment that is free from sexual harassment shall be maintained. Staff members or students who sexually harass other staff members or students or who retaliate against anyone who reports sexual harassment shall be subject to disciplinary action.

### Telephone

The school telephone lines are reserved for school business and are to be used by students in emergency situations only. Permission to use the school phones must be obtained from a member of the teaching staff.

Messages received in the office during school hours will be relayed to the pupils and teachers as necessary. Teachers will return calls when they are free from class or supervisory assignment. Students may respond to calls during classes only in case of emergency.

### Transportation

Zion does not operate a school bus. Please, contact the school office if you need assistance in joining or forming a driving pool. Teachers and the school office should always be made aware of a change in plans regarding pick-up of students.

Drivers transporting students in grades PK - 8 are to pick-up and drop-off students at the east-facing parking area. To facilitate the flow of traffic in the east-facing parking area, please use the southeast-facing driveway for entrance and exit. The northeast-facing driveway (closest to the church) is not available during school hours. A traffic flow diagram is available on the school's website.

All bikes should be parked and locked in the bike racks south of the school building.

### Visitor Policy

#### A. General Requirements for Visitors:

1. A visitor is defined as any person seeking to enter the school building who is not an employee of the school or a student currently enrolled in that building.
2. All visitors (including delivery personnel) shall check in/out at the school office and provide requested information. This includes dropping off and picking up of all students, the only exception will be the preschool/daycare parents that have an assigned pass key. All visitors will wear an appropriate form of identification when on school premises.
  - All preschool/daycare parents/guardians will need to sign their student in/out at the ECE designated location per the State of Colorado regulations.
  - If an assigned pass key is lost, the parent/guardian must immediately notify the school office. Parents/guardians will be charged a replacement fee for the lost card.
3. Whenever possible, visitors should obtain authorization from the Principal in advance. At the discretion of the Principal or ECE Director, such prior authorization may be required.
4. Visits may be prohibited at certain times, such as during standardized testing, lockdowns, lockouts, or any other times deemed necessary by the Principal or ECE Director.
5. If conflicts occur because of the number of visitor requests or other circumstances, parents of currently enrolled students will be given preference.

6. All school visitors must comply with Board of Christian Education policies, administrative rules, and school regulations.

#### **B. Special Situations**

1. Both custodial and non-custodial parents of Zion student have rights to visit the child's school unless a court order exists restricting such contact. If a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.
2. When a Zion family experiences divorce or separation, it is necessary for the Principal and/or ECE director to obtain a copy of the court orders regarding custody and visitation in any case that restricts one parent's rights to see or be in contact with the student. Without legal paperwork in hand, the school has no authority to remove a parent from the premises or to refuse a parent's access to his or her child. If any conflict arises, the Brighton Police Department will be contacted immediately.
3. The Principal and ECE Director have the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the education program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

#### **Volunteer Policy**

To preserve the function and integrity of Zion Lutheran School as the local Body of Christ, and to give a biblical role model to Zion Lutheran School's members and the community, it is imperative that all persons who serve as volunteers, agree to, and abide by our Philosophy.

All individuals who wish to volunteer on Zion Lutheran School's campus during school hours must submit to a federal and state background check prior to volunteering. Once the background check has come back stating the volunteer has no felonies, and is not registered on the sex offender registry list can he/she begin their volunteer service to Zion Lutheran School.

Those who are found to be listed on the sex offense registry are never to be allowed to volunteer at Zion Lutheran School. All other criminal offenses listed must be at least 5 years prior to background check, and the decision to allow such person(s) to volunteer at Zion Lutheran School will be at the discretion of the principal or ECE director.

#### **Weather**

We follow the Brighton Public Schools in deciding whether to close school due to bad weather. If it is necessary to close school because of bad weather or other emergency, this information will be given to Channel 9/KUSA for repeated broadcasting.

When weather is bad or doubtful and we decide to stay open, the final decision for bringing your child to school or keeping him/her home is yours. **Non-attendance when school is in session is an absence unless school is cancelled.**

#### **Kindergarten – Grade Eight**

### Academic Expectations (Grades 1-8)

Since the administration and faculty of Zion Lutheran School have high academic expectations for our students, a grade of an “F” (failure) on a quarterly report card is unacceptable. Below is a list of steps that will be taken in response to a failing quarter grade.

- If a child receives an “F” on a quarterly report card, he/she is placed on “Academic Probation.” A meeting between the teacher, parent(s), and principal will take place to design a plan for the student to improve.
  - If at midterm of the following quarter the student once again has an “F” in that same subject, the student will be required to seek supplemental instructions (e.g., acquire a tutor, attend Sylvan, or other approved supplemental instruction).
- If a child fails the same subject twice during one academic school year, they will be required to attend and complete a summer school session or approved tutoring for that subject matter before they will be promoted to the next grade level. The summer school must be approved by Zion prior to attending.

### Attendance Policy

Because we feel attendance is very important, we encourage all parents to establish prompt and regular habits of attendance for their child when health permits. **If a student is going to be absent, please notify the school office between 7:30 A.M. and 8:00 A.M.** We discourage parents from taking their child(ren) out of school except when necessary. If parents know of an absence in advance, their child’s teacher should be informed so make-up work can be arranged. Excessive absenteeism from school tends to cause problems with proper instruction and learning; therefore, any student absent for more than 20 days may be considered for retention.

### Procedure

The secretary will provide the principal an attendance report at the end of each quarter of school for students in grades K-8. The parents or guardians of students with:

- 10 or more absences prior to the end of the 3rd quarter will receive a letter from the school notifying them of their student’s absences.
- 15 absences prior to the end of the 3rd quarter will be scheduled to meet with their student’s teacher and the principal to discuss steps necessary to prevent further absences.
- 20 or more absences prior to the end of the school year may be asked, at the principal’s discretion, to meet with the Board of Christian Education to discuss the student’s retention.

Tardiness is very disruptive, inconsiderate to the teacher and the rest of the class, and impolite. Students are to be in their classrooms by 7:55 A.M. and are counted tardy at 8:00 A.M. The third unexcused tardy will result in an after-school detention and for every tardy thereafter. Detention begins at 3:00 P.M. and ends at 4:00 P.M. Students who fail to attend detention or who show up late may be given another detention. Every tardy will be recorded, even if a parent excuses it.

Any child who arrives at school after 8:00 A.M., or who leaves before 3:00 P.M. must be “signed in” or “signed out” by his or her parent or guardian.

Pupils are not permitted to leave the school premises during school hours without the knowledge and permission of the teacher, principal and the parent.

## Attendance Recording Policy

Attendance will be tracked by one of the following ways:

- Full Day Attendance: Students who attend school from 8:00 A.M. – 3:00 P.M.
- Full Day Absence: Students who miss the entire school day
- ½ Day Absence: Students who miss more than two hours of school
- ¼ Day Absence: Students who miss less than two hours of school
- Tardy: Students who arrive to school after the 8:00 A.M. bell, but arrive prior to 8:30 A.M.

Students who arrive to school prior to 7:25 A.M. will be sent to daycare and charged accordingly. Students who are not picked up by 3:15p.m. will be sent to daycare and charged accordingly. The exception to this rule is those students who are signed up for a school sport or club. Siblings of these students must be supervised by a parent or picked up by 3:15p.m. Students may not stay on campus to wait for scheduled events, unless the principal or teacher approves it.

A student athlete and their siblings who leave school early to participate in a Zion sponsored sporting event will not be counted absent.

A student will be considered tardy if he/she arrives to their classroom after the 8:00 A.M. bell, but prior to 8:30 A.M. If a student arrives to their classroom after 8:30 A.M., they will be considered absent for either ¼ or ½ of the day, depending on time of arrival. The third unexcused tardy will result in an after-school detention and for every tardy thereafter. **Each detention a student serves because of 3 or more tardies, the family's account will be charged \$10.00.** The tardy detention fee will be charged to the monthly tuition invoice. Tardy notices will not count toward academic/behavioral suspensions.

## Cell Phone Policy

We discourage bringing cell phones to school. Students and parents may use or call our school office phone for communication. Student cell phones must be turned off (silent and vibrate modes will not be tolerated) and remain in the student's backpack and may not be used anywhere on the school premises between 7:45 A.M.-3 P.M. and/or daycare hours (before school 6:30 A.M.- 7:45 A.M.; after school 3 P.M.-6:00 P.M.). Inappropriate use will result in...

- **1st offense:** Cell phone will be taken by staff member and a parent must pick it up in the school office. Student will receive a detention!
- **2nd offense:** Cell phone will be taken again by staff member and parent must pick it up in the school office. Student will receive an in-school suspension. Student will also lose the privilege of having a cell phone at school for the remainder of school year.

Zion Lutheran School will not be responsible for any lost, stolen, or damage cell phone.

## Church Attendance

Zion church members, because we believe that your family's worship habits have a major impact on your child's spiritual development, our Board of Christian Education adopted a plan assuring your active involvement in worship at Zion Lutheran Church. The policy includes an expectation that Zion families will attend worship at least 50% of the Sundays each semester. This modeling demonstrates to your children the high level of importance God has in your life.

However, Zion families who fail to meet this expectation will be given notice and will then lose their privileged, subsidized tuition rate. While this may seem like harsh action to take, the spiritual growth of

our students and their families is a priority. We cannot fully minister to a family when they are not attending worship regularly. Our relationship with God is a 24 hour-a-day commitment. When a family attends less than two times every four weeks, the parents are sending a message to their children that their religious education is not important. That attitude carries over to the classroom, and is a handicap to their child's walk with God.

To provide quality, Christian education, we must charge tuition. However, to support our families, the congregation will subsidize the tuition of members who meet our expectation for church attendance. As you are aware, there is a price reduction in tuition costs for our members. **We believe the difference between the two rates is compensated through the member's weekly offering.** The Board of Christian Education, in conjunction with the Board of Elders, our Pastor, and Principal, has adopted the following guidelines. Please, review the following statements:

1. The student and his/her parent(s) (or legal guardian) who is/are a member of Zion Lutheran Church must worship at Zion Lutheran Church 50% of the Sunday mornings or Saturday evenings in each of the fall and spring semesters.
2. Attendance will be determined by the parent's signature in the "Rite of Friendship" folders each week. The parent and student's name must both appear.
3. At the end of the semester all parents who have maintained a 50% or better attendance will remain eligible for "subsidized tuition rate."
4. Those who did not maintain at least a 50% attendance in Saturday or Sunday worship services will be moved to non-subsidized tuition rates for the following semester. (Note: The second semester of each school year will affect the first semester of the following year.)
5. To regain the subsidized rate, the parent(s) and student(s) must return to a 50% or better attendance during the new semester. The rates will be changed at the beginning of the following semester.

We understand that there may be special circumstances which prevent you from meeting these requirements. It is our desire that you make these issues known to us so that provisions might be made. We would be happy to speak to you personally about this expectation. Please, contact a member of the Board of Elders or the Pastor. Together, under God's grace, may we strive to serve Him and walk in His ways, to the glory of His most holy name.

## Curriculum

All subjects taught are related to the Christian and his/her relationship to God. The teachers tie all subjects into the realm of Christian living. Our main purpose, regardless of the subject being taught, is to prepare the children spiritually, mentally, physically, emotionally, and socially for their place in this world and God's kingdom.

Our curriculum includes religion, memory work, reading, mathematics, social studies, science, English, spelling, handwriting, music, art, physical education, health, and Spanish.

## Discipline Policy

Forgiveness should be normal procedure among us where wrong has been done. We should ask for it and grant it to each other. However, this does not necessarily replace the need for training through discipline. Our God is a forgiving God, but He chastens to teach us the seriousness of our sin and to help correct our behavior. The core responsibility for discipline and behavior remains with the parents within the home. The faculty and staff of Zion Lutheran School are not surrogate parents. Their core

responsibility is to educate the child. However, behavior and discipline must be maintained to achieve this.

This policy provides guidance and consistency in the handling of discipline throughout the school. All staff members (not just teachers) can handle misbehavior.

This policy is designed for:

1. The Christian growth of each child.
2. The safety and well-being of all.
3. A measure of consistency, in that all students and teachers will observe the rules.
4. Timely communication with parents.
5. The recognition of good behavior.
6. A systematic way of dealing with habitual or chronic misbehavior.
7. All staff members (not just teachers) can handle misbehavior.

### **Behavioral Standards**

The behavioral standards listed below are the overarching expectations that govern our school. These standards are derived from God's 10 Commandments and other Biblical passages that reflect the love of Christ. They set the tone for the school and the classroom environment. These standards are broad statements that express Zion's value system and are an extension of our mission, purpose, and philosophy. Our standards apply to everyone: principal, teacher, parent, student, and visitor. When the principal, teacher, and parent models the standards, the student will learn to apply them to his/her life as well.

We value:

- **Compassion:** acts of kindness, sharing, caring, empathy, service, and love.
- **Courage:** acting upon the opportunities to witness our faith, telling someone they are doing wrong, and bravely doing what we feel we are unable to do.
- **Faith:** placing our love and trust in Jesus Christ, who died so that we might live.
- **Forgiveness:** drawing on the power of God, when someone sins against us, honestly forgiving him or her because Christ first forgave us.
- **Friendship:** when we love our neighbor as our self, friendship leads us to compassion, kindness and loyalty.
- **Helpfulness:** because Jesus first loved us, we can show others love by being helpful.
- **Honesty:** truth is important. It leads to the trust relationship we all seek with others.
- **Kindness:** like helpfulness, our Lord's example leads us to be kind to one another.
- **Loyalty:** we place our allegiance and trust first in God, then our parents, country, and school.
- **Patience:** success does not always come on the first try. A willingness to try and to try again is important.
- **Perseverance:** when nothing goes easily, we are tempted to quit. Perseverance grows out of patience.
- **Responsibility:** demonstrating accountability for actions, stewardship of God's gifts, self-reliance, and good citizenship.
- **Self-discipline:** keeping one's hands to one's self, following classroom rules, getting daily assignments completed, and so on.

At Zion Lutheran School, we can learn to know the Lord Jesus and live lives that please Him. Students and teachers should encourage each other to this end. A practical guideline for our thoughts, words and actions is found in God's Word – love God and our neighbor. This is God's prescription for our behavior.

## **Rules and Procedures**

### **General School Rules**

1. Students will show love and respect toward the Triune God.
2. Students will show love and respect toward others.
3. Students will show respect toward other people's property.
4. Students will honor the 10 Commandments of the Bible.
5. Students will have assignments completed and turned in on time.
6. Students will respect and honor teacher classroom rules and expectations.
7. Students will not chew gum while on campus.
8. Students will not run or jump in the school halls or play in the restrooms.
9. Students will not bring personal items to school unless their teacher has granted permission in advance.
10. Students will not bring electronic devices to school or into the classroom without the teacher's prior approval. Zion will not be responsible for lost, stolen, or damaged devices brought to school.
  - Cell phones are exempt from this rule but they are governed by Zion's Cell Phone Policy. Please refer to this policy for further information.
11. Drugs, alcohol, tobacco products, and pornography are forbidden at school, on the school grounds, or at any school function.
12. No guns, weapons, or any illegal device (including toys and replicas) may be brought to school at any time. Threats about or possession of these items on school grounds can lead to immediate suspension, possible legal action, and may result in expulsion. Law enforcement personnel are excepted from this rule.
13. Students will not:
  - a) Engage in acts of bullying
  - b) Retaliate against any person who reports an act of bullying
  - c) Make a false allegation of bullying at school or on property, at any school-sponsored function or over the phone/internet.Please review the Anti-Bullying Policy on page 15 for more information

### **Missing, Late or Incomplete Assignments Procedure (Grades 2-8)**

The following procedures will be used for grades 2-8 when a student fails to have an assignment satisfactorily completed and available when due:

- The teacher will:
  1. Issue a Missing Assignment Notice (blue slip) to inform the parent of the missing, late, or incomplete assignment.
  2. Work with the student to help him/her overcome the problem and become more responsible for his/her learning.
  3. Once the student satisfactorily completes the assignment and returns it with the Missing Assignment Notice the teacher will grade it and enter the grade earned into the grade book.
  4. Issue a detention if the student fails to return the properly signed Missing Assignment Notice and the satisfactorily completed assignment the next school day.

- a. A detention will automatically be issued after the third missing assignment in any one quarter.
- The student will:
    1. Take the Missing Assignment Notice home and give it to a parent. Return the properly signed Missing Assignment Notice and the satisfactorily completed assignment to the teacher by the 8 A.M. bell on the next school day.
  - The parent will:
    1. Sign the Missing Assignment Notice to confirm it has been received.
    2. Contact the teacher if there are questions about the missing assignment.
    3. Work with the student to help him/her understand and complete the assignment.
  - The principal will:
    1. Issue an in-school suspension to any student receiving more than three detentions in a quarter.
    2. Work with the student to help him/her learn the importance of sincere and faithful effort on assignments.
    3. Work with parents and teachers, as necessary, to search for ways to overcome the problem.

#### **Penalties for Late Homework**

- 1st late assignment = 1st blue slip to be signed and returned with assignment.
- 2nd late assignment = 2nd blue slip to be signed and returned with assignment.
- 3rd late assignment = 3rd blue slip to be signed and returned with assignment.
- 4th late assignment = 4th blue slip to be signed AND 1st detention (pink slip).
- 5th late assignment = 5th blue slip to be signed AND 2nd detention (pink slip).
- 6th late assignment = 6th blue slip to be signed AND 3rd detention (pink slip).
- 7th late assignment = 7th blue slip to be signed and 4th detention which results in an automatic suspension for one day with mandatory parent, student, and teacher conference. The principal's presence may be requested. After the first suspension in a quarter, the student goes back to "3rd late assignment status," which will result in a detention for any further late assignments until the student reaches the 7th late assignment status resulting in another suspension. If a student receives a 2nd suspension in any one quarter of school, the principal may schedule a Board of Christian Education hearing.

#### **Detentions, Suspensions, and Expulsions Procedure**

The following procedures will be used when behavior standards and general school rules for grades K-8 are not met at Zion Lutheran School:

1. Prior to issuing a detention, staff may use other means to teach and correct misbehavior. Consequences may include verbal admonishment, sitting out in the hallway, and loss of recess time. When needed, parents will be informed of their child's misbehavior.
2. A detention will be issued when misbehavior becomes repetitive and is not easily corrected with admonishment or loss of recess. Additionally, per the above section, detentions may be issued for missing, late, or incomplete assignments. Behavioral detentions may be issued immediately if warranted.
3. After three behavioral detentions have been issued in a school year, the fourth offense will result in a suspension. All suspensions must have the principal's prior approval. Detentions may be skipped, and immediate suspension given if the principal deems overt act(s) warrant it.

### **Detention**

Detention periods will be held after school on Tuesdays, Wednesdays, and Thursdays, starting as close to 3:00 p.m. as possible and last until 4:00 p.m.

- When a student receives a Detention Notice, it must be taken home and signed by a parent. If the slip is not properly signed and returned the next school day, the student will not be admitted to his/her classroom until the parent has been contacted and the matter resolved.
- If a student causes any disruption during the detention period or is not working diligently on assigned work, the teacher may not sign the notice, and the student must serve another detention. While serving a detention, reading material (for enjoyment purposes) will not be allowed.

### **Suspension**

The following behaviors will result in a suspension:

- A fourth academic detention in any one quarter.
- A fourth behavioral detention has been issued in a school year.
- Severe/ overt disrespect for any staff member.
- Setting off a false fire alarm.
- Physical harm towards another student.
- Willful destruction of school property.

Suspensions may be either in-school or out-of-school at the discretion of the principal.

A suspension means that a student is not permitted to be in the classroom or to rely on a teacher for help in learning. These opportunities have been forfeited by the student's misbehavior and lack of cooperation while in the classroom. The principal, with input from the teacher, will direct the student's activities during the suspension. Activities for in-school suspensions will include one of the following:

- Completing late or missed assignments due prior to suspension date.
- Sitting quietly.
- Sweeping sidewalks, hallways, and gym.
- Assisting custodians in cleaning up after lunch (wipe down tables, sweep floor and take trash to dumpster).
- Pulling weeds, with permission from parent. Gloves will be given to student.

Assignments assigned during the day of an in-school suspension or out-of-school suspension will be given to child or parent after 3 P.M.

The principal will specify the date when the student is to return to the classroom. At that time, we will eagerly welcome the student back if:

1. There has been a parent/teacher conference regarding the suspension.
2. The student has fully completed every assignment due during the absence and for the day he or she returns.
3. The student can demonstrate a more willing and cooperative spirit toward the school and toward his or her work.

Our hope and prayer is always to help a child develop more Christ-like behavior. A suspension is intended to serve this goal.

### **Expulsions**

Expulsion hearings will be conducted by the Board of Christian Education after in-depth investigation by Zion's staff. Causes for expulsion include but are not limited to:

- Two behavioral or academic suspensions in a school year.
- Possession or use of tobacco products, alcohol, drugs, pornography, or any other illegal or forbidden products.
- Bringing, possessing, or using weapons or any dangerous material(s) of any kind.
- Serious and/or willful destruction of property.
- Threats of harm to students or staff and/or their families.
- Continual disruption of the educational process.
- Habitual behavior problems.
- Excessive tardiness and/or unexcused absences.

**To protect the safety of our students and staff the principal may issue an immediate out-of-school suspension with scheduled expulsion hearing for acts deemed severe and damaging to one's physical and emotional well-being.**

### Dress Code

To convey our image of a Christian school, being committed to excellence and providing a positive, Christ-centered learning environment, the following dress guide has been established. This guide applies to physical education classes and school-sponsored extra-curricular activities, on and off-site, as well as the classroom.

- Shorts may be worn during the entire school year but must be of a respectable length. Decisions on inappropriate shorts will be left at the discretion of the principal.
- Skirts may be worn all year and MUST be no more than 4 inches above the knee.
- Because we have chapel on Wednesdays, as a sign of respect we encourage students to dress up.
- Strapless/backless dresses or blouses, halter tops, tube tops, and bare midriffs are not allowed.
- Fishnet, and mesh shirts are not allowed, unless part of an approved uniform.
- Items that counteract the Christian principles of the school are not considered proper dress, and therefore are not allowed.
- Hats and sunglasses may not be worn in the building.
- No "spaghetti-strap" shoulders on shirts or dresses. Straps must be at least "3 fingers" in width.
- Safe footwear should be worn always so students are not prone to tripping or falling.
- Hair must be neatly groomed, and cut or combed away from the child's eyes. Any unusual hairstyles or colors will not be tolerated. Decisions on inappropriate hairstyles or colors will be left at the discretion of the principal.

If any of the above dress code requirements are broken, consequences are:

- **1st Offense:** Student will receive a warning and a dress code slip, which will need to be signed by a parent and returned to the school office.
- **2nd Offense:** Student will receive a detention and a dress code slip, which will need to be signed by parent and returned to the school office.
- **3rd Offense:** Student will receive an in-school suspension and a dress code slip, which will need to be signed by a parent and returned to the school office.
- **4th Offense:** Student will receive a dress code slip, and parents will need to appear before the Board of Christian Education regarding possible expulsion. The Board of Christian Education decision is final.

## Electronic Devices and Toys

Electronic devices or toys (including trading cards) from home are not allowed at school, unless requested by the teacher for a specific educational function. Cell phones (see cell phone policy) are not considered a part of this policy. However, each parent must sign the cell phone policy form.

## Extra-Curricular Athletics

### Purpose:

1. To develop and promote growth physically, intellectually, emotionally, socially, and spiritually.
2. To provide instruction in the basic skills and techniques of the game.
3. To provide a setting for promoting Christian attitudes about teamwork, leadership, competition, sportsmanship, cooperation, and sacrifice.
4. To instill in all our athletes a feeling of self-worth.

It is our belief that to carry out this purpose the following needs to be kept in mind:

- All students shall be provided the opportunity to play in game situations regardless of their ability. However, at the Varsity level, we do not prescribe an allotted amount of playing time. Playing time is based on several factors: participation in practices, ability, attitude, and size of teams.
- Winning games is not our primary purpose. However, this is a worthy goal.

With this purpose stated and with the above statements in mind the following expectations have been adopted.

- **Students will:**
  1. Keep their priorities in order ---- God first, family second, schoolwork third, and then sports.
  2. Pledge themselves to the highest attitudes and habits of Christian sportsmanship.
  3. Return a permission form and sports fee to the office before practicing with the team.
  4. Maintain eligibility as stated in the eligibility policy.
  5. Attend all classes on the day of a game. In regards to special circumstances the athletic director and principal will confer and make a final decision.
  6. If eligible, sit with the team at all games, regardless of playing status for that game.
- **Coaches will:**
  1. Provide a positive example in Christian living, including regular church attendance.
  2. Provide Christian training in the areas of teamwork, leadership, cooperation, sportsmanship, competition, and sacrifice.
  3. Encourage athletes to put their best into their efforts and notify them of their failure to do so.
  4. Provide athletes and parents with written rules and regulations for the sport.
  5. Throughout the season, ensure that each athlete participate in enough meaningful game experience to accomplish the purpose of the athletic program. At the Junior Varsity level, each athlete will play in every regular game and in at least one game of every tournament.
  6. In cooperation with the principal, suspend athletes when deemed necessary for disciplinary reasons, which could include lack of effort at practices. The length of the suspension will be left to the discretion of the coach and principal. Parents will be notified of all suspensions.

7. Communicate all scheduling and transportation details to parents in writing. This information will be provided in as timely a fashion as possible. Directions to each site are also posted on the school website.
  8. Because a coach is responsible for his/her athletes, he/she will provide supervision of athletes at all practices and games and will arrive at games prior to the athletes' announced arrival time.
  9. Keep track of all equipment, making sure it arrives at games on time and is returned to school promptly.
  10. After practice, check the building before leaving to see that all students have been picked up and that the building is secure.
  11. Attend the sport's meeting for parents and athletes at the beginning of the sport season to explain sports policies and their expectations as coach.
- **Parents will:**
    1. Know and support the policies which affect their child's athletic participation and support the coach's implementation of these policies.
    2. Encourage their child to put their best effort into their work and will show an interest by attending games when possible.
    3. Privately discuss with the coach any concerns which may arise.
    4. Provide athletes with a good model of Christian sportsmanship.
    5. Provide transportation to away games when possible.

### **Extracurricular Eligibility**

At mid-term and the end of the quarter, a student's grades will be assessed in regards to extracurricular eligibility. If a student receives a grade lower than a "C-" in any one subject, he/she will be ineligible for a period of two weeks. The student will be notified in person of the ineligibility period, which will go into effect as soon as the report cards are sent home.

During this two-week period, the student may not observe or participate in practices. However, he/she may sit with the team during games.

At the end of the two-week period of ineligibility, all the student's subjects will be reevaluated to determine if grades have been raised to eligibility standards. If grades are acceptable, the student may again practice. If grades remain unacceptable, the student will be ineligible for the remainder of the season for athletics, and until the next marking period for other extracurricular activities.

### **Field Trips**

At various times during the year, classes will take field trips. These trips are planned, educational excursions into the community and surrounding area. It is our endeavor to broaden the classroom situation with first-hand experience and observation. No child will be permitted to leave school for a planned class trip without a parent's written permission. Parent volunteer drivers are used on most school trips. All drivers must have an approved transportation form on file in the school office. All pupils transported by parents will be required to wear seat belts and/or appropriate booster seats that are required by current state law. Pupils will be expected to share in the expense involved. Participants in school-related activities, such as field trips, must have attended classes on the day of that activity.

## Homework

Students are given opportunities to complete most of their assignments at school. A certain amount of homework is valuable, but a child is not to spend every waking hour on assignments. If your child seems to bring home unusually large homework assignments or ones he does not understand, arrange to discuss the matter with the teacher(s) involved.

Homework is to be done by each student. Parents are not to do their child's homework. A purpose of homework is to aid the child in developing a sense of responsibility for his or her own actions. Parents are not expected to explain or "teach" homework; children should know what they are to do (occasional questions may be expected). It is important that you show interest and concern by frequently checking or discussing schoolwork with your child. Children should prepare this work neatly and accurately and submit their assignments on time.

Students who are absent are responsible for getting their assignments and completing them in a timely fashion. Students will be given one day for each day of absence to complete their missed assignments. (Example: Student is absent on Monday, homework missed that day is due Wednesday morning.) Parents may call by 9 A.M. the day of absence to request homework to be picked up after school no earlier than 3:15 P.M.

### **Start Daily Rituals to Avoid Hassles with Homework**

Many parents have a bedtime routine their children follow. Take a bath. Brush teeth. Tell stories. Exchange hugs and kisses. Just as this helps kids wind down and prepare for sleeping, a homework ritual helps them regroup and prepare for studying. The best rituals are simple. They are predictable and do not require kids to think. They help children get into a habit. Children will eventually take their own steps to prepare to do homework. But until then, it helps to have parents:

- Make an announcement: Let your child know homework time is about to begin. (Most kids do well with five minutes' notice. But some need as much as 30 minutes to make a smooth transition from play to work.)
- Remind your child about ending current activities. "Put your toys away." "Turn off the TV."
- Give reminders about preparing to study. "Clear the table." "Get your books."
- Ignore complaints and attempts to bargain for more free time. Be cheerily silent. Or reduce friction with a silly joke.
- Set the stage. Bring a glass of water or school supplies to the table.

**Source:** *Parents make the difference!* The Parent Institute 2002

### **Get a Great Start to Make Your Child's Year a Success**

How you start the school year will determine how well the rest of the year will go. Teachers, counselors, and parents say doing these things helps ensure children get off to a great start:

- Review safety lessons - how to walk to school safely or ride the bus; classroom and school rules for behavior.
- Provide the supplies. Let your child go with you to buy them. This will help him get excited about school.
- Put your child's name on things so they will not get lost.
- Set the scene for homework. Match the environment to your child's work style. Some children need quiet. Others are helped by a little sound - like classical music.

- Start your morning at night. Help your child choose the day's clothes. Pack lunch. Gather homework and sign school papers. Line up breakfast.
- Establish bedtime and homework routines. Pick a time that your child will do homework and go to bed, then stick to it.
- Do not over schedule your child. Give him time to unwind after school - especially during the first few weeks of adjusting. Make sure he has free time to just play every day.
- Meet your child's teacher. How can you help her? Ask about homework. How can you help your child at home?
- Teach respect by showing respect. Say "please" and "thank you" to your child.
- Be genuinely interested in your child's schoolwork. Ask about school every day. Ask him to teach you what he or she is learning.
- Say at least one positive thing to your child each day.
- Insist that your child try hard to be a good student. If school is important to you, it will be important to him.

**Source:** *Parents make the difference!* The Parent Institute 2002

### **Suggest Techniques to Help Your Child with Frustration**

"It's not that I'm so smart," Albert Einstein said. "It's just that I stay with problems longer." That's good advice for your child, too. Kids often get frustrated if they cannot find the answers right away. They want to give up. Here are some ways to help your child stick with a problem:

- Reread the directions. It is the oldest advice in the world, but it works.
- Set a timer. Tell your child, "Keep at it until the timer rings. Then you can take a little break."
- Talk it out. If your child is stuck, ask her to tell you what he or she has done. Sometimes, just by talking it out she can figure out what she must do.
- Work on something else. If your child is stuck on a math problem, have her practice the piano. The answer may come to her while he or she is thinking about something different.
- Learn some relaxation techniques with your child. Stress levels become high when we get frustrated. Closing your eyes and taking deep breaths, and slowly counting to 10 are a few that work well.

**Source:** *Parents make the difference!* The Parent Institute 2002

### **Interscholastic Sports**

Zion Lutheran School participates in both boys' and girls' athletic leagues with other Lutheran schools from the Denver area. League sports included are volleyball, basketball, and soccer. Programs in sports begin in grade five in most instances, but the major emphasis and attention is directed at the seventh and eighth grade level. Each student participating will be assessed a non-refundable fee for each sport. Prior to the beginning of each sport there will be a meeting held with the coaches, parents, and students to familiarize them with the requirements and expectations for participation. Students must have a signed parental permission slip for each sport returned to the school office prior to practicing or participating in any games.

### **Locker Policy**

### **Lockers are School Property**

All lockers assigned to pupils are the property of Zion Lutheran School. At no time does the school relinquish its exclusive control of its lockers. Pupils are prohibited from placing locks on any locker without the advance approval of the principal. Any locker that is found with a lock attached will immediately be opened without notice to the pupil.

### **Legitimate Use of School Lockers**

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the principal, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils unless authorized by the school principal or his/her designee.

### **Physical Education (PE) Lockers**

Lockers are available to students in grades 6-8 for the storage of PE and athletic team equipment only. Students will be assigned locker space (to be shared with one to three other students of the same grade level).

There are locker regulations that must be followed. Students will receive locker information early in the school term. Only locks rented from the school may be used on school lockers.

### **Search of Locker Contents**

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and offer greater safety and security for pupils and personnel. So, the board authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The school principal or his/her designee shall not be obligated, but may request the aid of a law enforcement officer in conducting a locker search. The school principal or his/her designee shall supervise the search. During a locker search, the school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

### **Seizure of Locker Contents**

When conducting locker searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are needed to report to law enforcement agencies under the State School Reporting Requirements. Any items seized by the school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of the pupil shall be notified by the school principal or his/her designee of items removed from the locker.

## Lutheran High Field Day

A field day is held each spring for all the Lutheran Schools in the area. Zion School participates, and **students are required to attend**. Classes for preschool through eighth grade will not be held on this day. **Parents are responsible for providing transportation for their child(ren) and they must supervise their child(ren) during field day**. It is not possible for teachers to supervise the students because they are helping with events.

## Physical Education

The physical development of each child is one of the goals of Zion's total educational program. Therefore, all children are expected to participate in their scheduled PE class unless excused, in writing, by a parent or doctor. Notes sent to excuse a pupil from PE class due to injury or sickness should also contain information concerning the duration of the excuse.

## Technology Policy

Technology use for students at Zion Lutheran School is a privilege. This privilege is kept by following the guidelines in this policy.

Internet access provides students with unlimited educational material for research, instructional activities, and technology skills needed for the 21st century. All student computers with internet access are filtered to protect students from potential offensive material. Access to social networks and chat rooms is blocked from student access.

Occasionally, Zion may wish to publish examples of student projects, photographs of students, and other work on the web. All student work and photos published will be anonymous, or only the student's first name will be used to keep privacy for that child.

To accommodate online collaboration between students and teachers, students may be given user accounts. Any communication on such projects will take place in a "closed community" made up of only Zion students and teachers. These accounts are only to be used for Zion educational projects.

Student cell phones and other electronic devices may be used before and after school hours. These devices must be turned off and remain in the student's backpack during school hours and may not be used anywhere on the school premises during school hours. No other electronic devices may be brought to school or into the classroom without the teacher's prior approval. Internet usage on personal devices is not allowed. Zion assumes no responsibility for damage or theft of personal devices brought to school.

Technology at Zion is to be used in a God pleasing manner. The privilege of using technology at Zion depends on the responsible use of these resources. This means that students using technology devices at Zion may not:

- Use school computers without direct teacher supervision
- Access profane, obscene, or offensive material
- Use obscene or derogatory language
- Harass, insult, defame or attack others
- Alter computer settings or networks
- Damage computers or computer systems
- Download files without permission

- Violate copyright laws
- Exchange passwords
- Give out personal information such their name, address, or phone number
- Access other users' work or files
- Use computers for personal financial or commercial gain
- Send or receive email

Parents will be held financially liable for computer damage done by their children.

Consequences for violations of this Policy may include, but are not limited to:

- Parent notification
- Withholding of computer use privileges
- In-school suspension
- Out-of-school suspension
- Expulsion

### **Testing Program**

During the year, Zion's students, in grades 2-8, participate in the Iowa Test of Basic Skills. The individual student's test results will be shared with parents.

### **Traditions (Grades 7-8)**

The seventh-grade class is responsible for providing the cookies, decorations, and the reception for graduation. These responsibilities require parental participation.

The eighth-grade class is responsible for the concession stand during all home sporting events. This responsibility requires parental participation. This stand helps them to earn funds for their class trip and their class gift.

### **Tuition and Registration Fees**

Tuition is charged to all school families. Because Zion church members are expected to provide financial support regularly to the church to support church operations of which the school is a major part, they are charged a reduced tuition. It is expected that church members will respond and contribute willingly as a matter of Christian stewardship.

It is imperative that sufficient funding be available to support the quality program of Christian education provided at Zion Lutheran School. Tuition and Registration fees, along with support from the general fund of Zion Lutheran Church, are intended to supply the need.

Tuition will be set at a rate determined by the Board of Christian Education. Since Zion Lutheran School is a ministry of our church, the tuition collected from families in no way reflects the current costs per student.

Tuition payments are payable monthly in advance. Failure to maintain a regular remittance without written notice to the Board by way of a signed contract as to when and how financial obligations will be met may be considered as cause for terminating enrollment. Space for the following school term will not be reserved for students with outstanding fees.

The due date for payment of a school invoice is the 15th of the month of billing. A late fee of \$25.00 will be added for payment after this date. If payment is not received by the last school day of the month, the student may not be allowed to attend school until the bill is paid.

Reimbursement of **one-half month's** tuition will be made if the student leaves during the first two weeks of the month. No reimbursement will be made if the student leaves during the last two weeks of the month.

***Registration fees for the next school year are due and payable at the time of registration set annually by the school office. A family may opt to split the registration cost, paying half on Registration Day, and half by June 30th.***

### **Tuition Assistance**

Enrolled school families who need tuition assistance are invited to come to the school office to learn about the process and obtain forms.

### **Early Childhood Education (Preschool & Daycare)**

Zion Lutheran's Early Childhood Education Program seeks to provide a well-balanced Christian program that is useful to and meets the needs of parents of our school and community. We want our children to grow in the areas of spiritual, physical, intellectual, emotional, and social development. Every effort will be made to maintain the Rules Regulating Child Care Centers for the State of Colorado and the Rules and Regulations Governing the Sanitation of Child Care Centers in the State of Colorado. A copy of the regulation book is available in the ECE office. Zion Lutheran School's Preschool and Daycare license qualifies us for children 3 years 0 months to 14 years 0 months of age.

### **Attendance**

Regular participants are scheduled for attendance at the time of registration. Staff is to be notified of any single or temporary changes to this schedule at least 24 hours prior to the scheduled participation date and time. Drop-in participants must call the day ECE is needed to ensure that there is room. Notification of permanent attendance status change must be requested in writing two weeks in advance. A \$10.00 status change fee will be charged to your account. Only one status change per month will be allowed.

### **Belongings and Money**

Children should not bring toys, trinkets, or money to preschool or extended care. Extended care students should bring a small blanket that parents will need to take home and launder each Friday. Parents of each preschool age child will need to provide a complete change of clothes, marked with the child's name. All coats and backpacks must be marked with the child's name. Unmarked misplaced items will be put in the school's Lost and Found.

### **Bulletin Board**

The Parent Information Bulletin Boards are located in/around each classroom. Please, check it for new information critical to parents. Updates will be posted there, as well as sign-up sheets for non-school days.

## Complaints

Complaints pertinent to Zion Lutheran Early Childhood Education Program should be directed to the ECE Director, the school principal, and/or the Colorado Department of Human Services at (303) 866-5958 or 1 800-799-5876. Address: 7190 Colorado Blvd. Commerce City, CO 80022.

## Discipline

The Staff will provide a constructive and educational program of discipline, which shall include such measures as diversion, separation from the problem, talking with the child about the situation, or praise for appropriate behavior. The ECE program is provided as a service to parents. The cooperation of students registered in the program and the support of their parents is expected. An Incident Report form will notify parents, in writing, if a problem occurs where parent input is requested. Problems of repeated misbehavior will be referred to the school principal for further action. The Board of Christian Education must act upon a recommendation for removal from the program.

## Dress Code

Please dress your preschool child(ren) appropriately for the weather and preschool activities. Dress code issues and decisions are at the discretion of the ECE Director.

## Fees

Registration and weekly fees charged for the program are shown on the registration form. Registration is not prorated or refundable. Full-time participants will be charged for each week the ECE program is open, whether they are in attendance or not. A sign-up sheet will be posted for children to attend day care for those days the school is closed, but the extended care is open. An additional \$20 fee will be charged for children who are signed up for those days but do not show up -or- for those children who show up but are not signed up. Drop-in participants will be charged by the quarter-hour or any portion thereof, based on the hourly rate.

If you wish to change the attendance status of your child, notify the ECE office in writing at least two weeks in advance of the necessary change. There will be a status change charge of \$10. ECE payments are due on the first day of each week for that week. Please make your payment at the ECE office drop box or the school office drop box. **Failure to pay your bill on time or non-payment may be considered cause to terminate enrollment.** A \$25.00 late fee will be added to any account that carries over into the following month. Please keep your ECE invoices each month. We are not able to reproduce ECE totals for tax purposes. A \$25.00 non-sufficient fund fee will be assessed on all returned checks.

If you are withdrawing your child from our program, a completed withdrawal form must be submitted and may not be backdated. Billing will continue until the main office receives the form. If you are withdrawing your child between the first and the fifteenth of the month, it is a half-month of tuition. If you are withdrawing your child between the sixteenth of the month and the last day of the month, a full month's tuition is due. The month is not prorated in a daily basis but by fifty percent of your monthly tuition.

## Field Trips / Transportation

In the event a trip away from the school is planned, a note explaining the details of the trip will be posted prior to the trip and parental permission obtained before the student can participate. If volunteers provide transportation, each child shall be restrained in an individual seat belt. All drivers shall provide proof of adequate insurance and shall make a good faith effort to ensure each child is

restrained in a seat belt for the duration of the trip. When School District 27J buses are utilized to provide transportation for field trips, seat belts are not required. The Staff will provide adequate supervision during the field trip. No child will be permitted to remain unattended in a vehicle. In the case of an emergency on the road, one staff member will go for help, and the remaining staff members will care for the children.

Adequate notification will be given concerning the time of departure for field trips. If a child arrives after this time, Staff will not be present to provide supervision. For this reason, it would be necessary for other childcare arrangements to be made by the parent.

### **Health and Fire Safety**

The ECE Director will insure that all applicable fire safety standards are met and maintained. The director will schedule a periodic facility review with the Brighton Fire Department and Tri-County Health Department. All deficiencies noted in the review will be immediately brought to the attention of the school principal. The ECE Director shall set up periodic fire drills and will maintain a record of each drill.

During a tornado alert, if there is ample time, children will go to Room 40., where they will shelter in place. If time does not permit, children will go into restrooms.

### **Health Physicals**

The Colorado Department of Human Services regulates childcare. In the Rules Regulating Child Care Centers, all children in a childcare center (as in our Day Care) are required to have a yearly physical.

At the time of admission, parents/guardians shall provide current health information for each student. A statement of health status, signed by an approved health care professional who has seen the child within the last twelve months, must be made yearly for children from three years old through second grade and every three years for children having completed second grade and older. Statement of health status forms may be obtained from the ECE office.

Compliance with this requirement is mandatory for all children participating in our Day Care.

### **Inclement Weather / Excessively Hot Weather**

Children will not be forced to be outside for long periods of time when the weather is excessively cold or hot. Please, bring a change of clothes with your child everyday as well as a coat (marked with your child's name) during colder weather. Children may get drinks of water at any time.

### **Late Pick-up of Any Child**

Beginning at 6:05 P.M., there will be a \$5.00 per child late charge for the first fifteen minutes. After that, the charge is \$5.00 for every five minutes, or portion thereof, for children still in care. **Payment is due to the attending staff when the child is picked up.** At 6:05 P.M., an effort will be made to contact the parent or other persons responsible for picking up the child.

Staff, until 7:00 p.m., will make efforts to contact parents and other adults listed to pick up the child. If no response is heard by 7:00P.M., the local police will be contacted to help locate parents.

### **Lockout, Lockdown, Evacuation**

### **Lockout / Lockdown**

During a lockout, the teacher will keep exterior doors locked and maintain class as usual. If there is a lockdown all classes will lock exterior and interior doors, turn out lights and shelter in an out of sight place. Lockout and lockdown will end when safety by police is confirmed. Lockdown procedures will be followed in the event of an active shooter on premises. As of August 2016, parents will be responsible for providing at least 32oz of water and a day's worth of non-perishable provisions for their child to be stored in the classroom.

### **Evacuation of Premises**

In case of emergency when evacuation from the program is necessary, students will walk to Southeast Elementary located at 1595 E. Southern St. If Southeast Elementary is also evacuating, students will walk to the Bomgaars parking lot, 2350 E. Bridge Street, where parents will be contacted by phone call and allowed to pick up their students at that time. The teachers will be responsible for bringing their sign in/out sheets and parent/guardian contact information.

### **Reuniting Students with Parents**

Parents will be contacted by phone in the event of an evacuation of the premises. Parents will need to bring identification to the evacuation sight. If a disaster results in a lockdown/shelter in place parents will be contacted by school wide email when police give confirmation that it is safe for students to be picked up. Teachers are responsible for bringing "Homer" buckets from the classroom that include the parent's contact information.

### **Emergency Plan for Students with Disabilities**

It is the parent's responsibility to supply the teachers with the resources needed for their student's safety in case of emergencies including but not limited to evacuation of premises, shelter in place, lockdown, fire, tornado, and flooding.

### **Lost Child**

When a child is lost, group leaders/ program leaders will immediately contact the ECE Director and/or the school principal. They will institute a full building and grounds search for the lost child. If not successful, the parent and police will be contacted for help in finding the lost child.

### **Potty Training**

We realize that some children will have special needs. We ask that every child bring a change of clothes with him/her. We have limited diapering facilities. We ask that parents work with your children and our staff to ensure that potty training will be a success for your child.

### **Record Keeping**

Records will be maintained in accordance with the requirements of the Department of Social Services and readily available to the Board of Christian Education, the school principal, and authorized state licensing personnel. Confidentiality of records shall be maintained.

### **Sign-in and Sign-out**

Parents of students participating in morning sessions will be required to bring the student to the program room and sign the student in on the roster. Children are counted before leaving a room, after leaving a room, and upon entering a room. The children are also counted several times during class as to assure safety of all children.

Extended Care Students in the morning session will be directed to their classrooms at the beginning of the school day by Staff (7:45 A.M. for grades PK-8; 11:45 A.M. for afternoon Pre-K)

Students participating in the afternoon (after school) session will be required to report directly to the program once dismissed from their classrooms. If a child has detention, he/she must report to ECE first, then go to detention. The parents of all students will be required to sign-out the student on the roster. If a parent does not sign his/her child in, charges will begin at 6:30 A.M.; if a child is not signed out, charges will accumulate until closing time at 6:00 P.M. **On the registration form, parents must provide Staff with a list of adults who have permission to pick up their child(ren). These adults must show proof of identification when picking up the children. Only authorized adults will be allowed to pick up children.**

### **Snacks and Meals**

All children participating in the program will be provided with a nutritious food and beverage snack. The ECE Director will take the necessary steps to provide for the healthy and safe selection, preparation, and service of these food items. A nutritious lunch will be provided to all daycare students. Sack lunches will be needed for days the school is closed, other than these times. (i.e., teacher conferences, staff development, etc.)

### **Staff**

#### **ECE Director**

The director shall be 21 years of age or older, will demonstrate mature judgment, and will have prior adult leadership experience with groups of children. The director will hold a current letter of approval for director qualifications from the Department of Human Services.

The ECE Director is under the direct supervision of the school principal. The director is responsible for carrying out a viable program of ECE within the framework of the prescribed policies of Zion Lutheran Church and School and the Colorado Department of Social Services.

The primary duties of the ECE Director include:

- 1) Develop goals and objectives for the ECE program.
- 2) Develop plans and implement the necessary procedures by which the goals and objectives will be achieved.
- 3) Work closely with the school principal to enhance the total educational program at Zion.
- 4) Encourage and nurture the children involved in the ECE program.
- 5) Maintain discipline conducive to effective interaction between children and staff.
- 6) Supervise and evaluate all staff in the ECE program.
- 7) Assure that all regulations, policies, rules, and operation of the program are followed.

#### **Group Leaders**

All group leaders will be 18 years of age or older and will have previous experience working with children in a group setting. All group leaders are under the direct supervision of the ECE Director and are responsible for the following:

- 1) Provide basic supervision of all children in the program.
- 2) Perform those duties as delegated to them by the ECE Director.

- 3) Evaluate, on a continuous basis, those aspects of the program in which they are involved and recommend any modifications, improvements, or changes necessary to the ECE Director.
- 4) Work with the director to schedule program activities, such as themes, art projects, etc.

### **Program Aides**

All program aides shall be at least 16 years of age. Program aides are under the direct supervision of the program director or a group leader and are responsible for the following:

- 1) Provide basic supervision of children under his/her care.
- 2) Perform those duties as delegated to them by the program director or group leader.

### **Summer Day Care**

School year policies and procedures apply to the summer ECE program. Please, have your child wear comfortable walking shoes or sandals. Your child will need a backpack to hold all his/her activities. Please provide your child with a water bottle to leave in his/her cubby to prevent dehydration. Zion Lutheran ECE uses Rocky Mountain Sunscreen. Parents will be informed of all field trips and offsite activities. A schedule of events will be provided.

### **Supervision / Student Tracking**

Children will, at no time, be left without competent supervision. Each activity will be supervised by a qualified staff member (as specified in the Rules Regulating Child Care Centers of the State of Colorado) at a ratio of not less than one staff member for every fifteen (15) students in grades K-8, one staff member for every twelve (12) four-year olds, and one staff member for every ten (10) three-year old students.

To ensure that all children have been picked up at the end of the day, the staff member in charge will consult the sign-out sheet to verify that all students have been signed out.

Children in grades K-8 who have not been picked up are to report to the appropriate daycare room, no later than 3:15 P.M. If a child who is registered for that day's program is not there by 3:15 P.M., efforts will be made to locate him/her in the detention room or the classroom. A call to the school office may be made to check if a child was absent. If the child was not absent and efforts fail to locate him/her, a call will be made to parents and Brighton Police Department, if necessary, in that order.

On occasion, a parent may request that his/her child report later to the ECE program due to participation in the sports program, to get assistance from a teacher, or other reason. The Staff must have written notice from parents prior to the day of the need for late arrival. This notice is to include where the child will be and when he/she will be expected to arrive at Extended Care. If a child does not arrive by the expected time, efforts will be made to locate the child and parents will be called.

### **Television**

Children will not watch TV unless it is an educational program. Occasionally, the children in ECE will watch a movie. This may occur during inclement weather or the movie may pertain to a specific theme that is being followed. Any video shown must be "G" rated for preschoolers and "PG" for K-8 and have ECE Director approval. Most videos will be of Christian content and will be shown in conjunction with a devotion during class time.