

# ZION LUTHERAN CHURCH & SCHOOL

## Student/Parent Handbook

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2011-12 School Year



“Stand Firm for Jesus” - Ephesians 6:11

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# Mission Statement of Zion Lutheran Church & School

Connect...Grow...Serve



## Vision Statement of Zion Lutheran Church & School

Creating Christ-centered ministries around a process that **CONNECTS** people to God and others; that **GROWS** people in faith and knowledge of God and His Word, and **SERVES** others in the name of Jesus Christ.

### Philosophy of Zion Lutheran School

In order to achieve our mission, our ministry team strives to:

#### **Nurture in each child a faith based relationship with Jesus Christ by: (Ephesians 2:8-9)**

- ❖ Teaching God's Word and Lutheran Confessions
- ❖ Nurturing faith through daily instruction in God's Word including both Law and Gospel
- ❖ Encouraging growth in a lifestyle of worship and prayer
- ❖ Accepting one another in Christian love and fellowship
- ❖ Encouraging families in their responsibilities to Christian living and education

#### **Instill knowledge of all God created by:**

- ❖ Striving for excellence by using developmentally appropriate curriculum, technology and materials
- ❖ Encouraging students to achieve their God-given potential in an atmosphere of grace
- ❖ Preparing students to be Christian leaders
- ❖ Developing Christ-like character, thinking, and life skills
- ❖ Instilling a lifelong joy of learning
- ❖ Encouraging students to share their faith in Christ with others
- ❖ Encouraging service in the Church, to the community and the world
- ❖ Sharing Jesus Christ with others

#### **Serve others to God's glory by committing to a lifestyle that:**

- ❖ Shares faith in Jesus Christ with others
- ❖ Serves to the community and the world in Jesus' name
- ❖ Demonstrates Christ-centered leadership and living

## **Purpose of Zion Lutheran School**

The purposes of Zion Lutheran School are to:

- ❖ Preserve and extend the kingdom of God.
- ❖ Proclaim the life and teachings, death, and resurrection of Jesus Christ.
- ❖ Apply God's Law and Gospel to all aspects of life and learning.
- ❖ Assist Zion Lutheran Church in fulfilling its five congregational functions: education, worship, evangelism, fellowship and service.
- ❖ Provide an academically sound Christian Education for the children of Zion Lutheran School and community.
- ❖ Provide support for families in developing positive, healthy Christian relationships.

### **GENERAL INFORMATION**

#### **ADMINISTRATION**

The administration of Zion Lutheran School rests primarily with the voting membership of Zion Lutheran Church, Missouri Synod. The congregation executes its will through the School Board which has a chairperson elected by members of that board. The principal, the executive officer of the school, works with the pastor and staff. The principal is directly responsible to the School Board, who in turn is accountable to the Voters Assembly. The calling and hiring of teachers, the establishment of the curriculum, and all major changes, are carried out only with the approval of the Voters Assembly and/or School Board upon the recommendation of the principal. Zion Lutheran School is the Church at work.

#### **FACULTY**

Our teachers are trained in elementary/secondary education. They are Christian teaching ministers, called by the Lord's Church to assist parents in the responsibility of teaching their children God's Word and about His world through academic studies. Our helpers also care about our children, helping them to reach their God-given potential.

#### **NON-DISCRIMINATORY ENROLLMENT POLICY**

Zion Lutheran School admits students of any race, color, national origin, age, sex, disability, political beliefs, or religion to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, age, sex, disability, political beliefs, or religion in administration of its educational policies, scholarship, and loan programs, and athletic and other school administrated programs.

#### **ENROLLMENT/ADMISSIONS**

Zion Lutheran School is open to all who desire a Christian education for their children. Zion Lutheran School follows the beginning age standards applicable to the State of Texas.

- ❖ Children enrolling in Pre-School must be four (4) years of age before September 1<sup>st</sup> **and potty trained.**
- ❖ Children enrolling in kindergarten must meet one of the following requirements:
  1. Successfully complete preschool at Zion Lutheran School.

2. Turn five before September 1<sup>st</sup> and successfully complete a readiness test administered by a member of the Zion Lutheran School staff.
- ❖ Children enrolling first grade must meet one of the following requirements:
    1. Successful completion of kindergarten at Zion Lutheran School.
    2. Turned six (6) years of age before September 1<sup>st</sup>.
    3. If not six (6) years of age before September 1<sup>st</sup> a written recommendation from their kindergarten teacher must be submitted and successful completion of a readiness test administered by a member of the Zion Lutheran School staff is required.
  - ❖ Children enrolling in second through eighth grade must meet one of the following requirements:
    1. Successful completion of the prior grade level at Zion Lutheran School.
    2. Children who have not attended Zion Lutheran School during the previous school year must show evidence of successful completion of the prior grade level and successfully complete the Wide Range Achievement Test (WRAT) administered by a member of the Zion Lutheran School staff.

## ENROLLMENT PRIORITIES

Zion Lutheran School is maintained primarily for the children of Zion Lutheran Church. Enrollment for the fall term begins each year in January. School families have until January 31<sup>st</sup> to receive their re-enrollment priority status.

The priority list is as follows:

- Currently enrolled Zion Lutheran School (Preschool through 8<sup>th</sup> grade) students
- Siblings of currently enrolled Zion Lutheran School (Preschool – 8<sup>th</sup> grade) students
- Zion Lutheran Church members
- Those having a Christian church membership other than Zion Lutheran Church
- Those with no Christian church membership

## NEW ENROLLEES

Parents wishing to enroll their child(ren) in Zion Lutheran School must complete an on-line application form via Zion's website. The completed application form must be submitted to the principal with copies of the previous academic records (report cards and standardized tests) and the non-refundable registration fee\*. Students entering preschool, kindergarten, and 1<sup>st</sup> grade must present a birth certificate. Some prospective 1<sup>st</sup> graders may be asked to submit a written letter of recommendation (see section on enrollment/admission).

Children enrolling in kindergarten and 1<sup>st</sup> grade will be required to take a readiness test administered by a member of the Zion Lutheran School staff. Children enrolling in 2<sup>nd</sup> through 8<sup>th</sup> grade will be required to take the Wide Range Achievement Test administered by a member of the Zion Lutheran School staff. In addition, an interview with the principal is required. The principal makes the decision on acceptance or denial of enrollment. If the application is accepted, the family will be notified. The family will then need to provide copies of the child's immunization records. If the application is not accepted, the family will be notified and the registration fee will be returned. **\*PLEASE NOTE: The registration fee is refunded only if the student's application is not accepted.**

## RE-ENROLLEES

Parents wishing to re-enroll their child (ren) in Zion Lutheran School must complete a re-enrollment form through RenWeb. This must be submitted with the non-refundable registration fee. This will hold a place for your child. **PLEASE NOTE: In order to hold a place for your child for the next school year, families must be current with all tuition and fees.**

## ENROLLMENT TIMETABLE

January 1 <sup>st</sup> to January 31 <sup>st</sup>	Existing school families*
February 1 <sup>st</sup> to February 15 <sup>th</sup>	Zion Lutheran Church members
After February 15 <sup>th</sup>	Open Enrollment**

\*Existing families are those with at least one student currently attending Zion Lutheran School. Additional family members can register at this time. These families can be members or non-members of Zion Lutheran Church. If necessary, priority is given to those students who are members of Zion Lutheran Church.

\*\* Families joining Zion Lutheran Church after February 15<sup>th</sup> will have priority on any waiting list. They will not replace any accepted student.

## REGISTRATION FEE (Non-refundable)

The Board of Christian Education sets the registration fee. The registration fee for the 2011-12 school year is **\$350 if paid before March 15<sup>th</sup>, \$450 if paid from March 16<sup>th</sup> to May 31<sup>st</sup>, and \$500 if paid after May 31<sup>st</sup>.** The registration fee is non refundable and due at the time of enrollment.

## TUITION

All families are charged an annual tuition fee that is set by the Board of Christian Education. Tuition is payable over 10 months (August – May) or 12 months (June – May)

## TUITION RATES FOR 2011-12

### Member Students

3-Day Preschool      \$2,700.00

### Kindergarten – 8<sup>th</sup> grade

1<sup>st</sup> Child              \$3,000.00  
2<sup>nd</sup> Child              \$2,000.00  
3<sup>rd</sup> Child              \$1,400.00

### Community Students

3-Day Preschool      \$3,500.00

### Kindergarten – 8<sup>th</sup> grade

1<sup>st</sup> Child              \$4,900.00  
2<sup>nd</sup> Child              \$4,200.00  
3<sup>rd</sup> Child              \$3,700.00

## TUITION ASSISTANCE PROGRAM

Zion Lutheran School does have some funds available for families that may need assistance with their tuition payments for their children. The final decision regarding the amount of assistance is made by Principal, Pastor and Chairperson of the Board of Christian Education. If you feel you have a need, please contact the principal for the necessary application paperwork.

## **POLICIES FOR TUITION COLLECTION AND PAST DUE ACCOUNTS**

### **Tuition Collection**

After the payment of registration fee, tuition is broken down into ten (10) or twelve (12) payments. Beginning in June or August, the payment is due on the first of each month and is considered late after the 20<sup>th</sup> of each month. No statements are sent out for each month's tuition but a reminder is mailed if payment is not received by the 15<sup>th</sup> of the month.

### **Past Due Accounts**

The Board of Christian Education has established firm tuition collection policies to be equally applied to all parents. The board should always prayerfully consider special cases.

Past due accounts will be handled in the following manner:

Tuition is due on the first day of each month beginning in June or August. If the payment is not received by the 20<sup>th</sup> of the month, the account is considered past due. A reminder letter will be mailed.

If the account is behind for two months or more, the account will be turned over to the Board of Christian Education for further action.

The full year's tuition must be received by the end of May of the enrolled year. Report cards, diplomas, transcripts will not be released and re-enrollment will not be accepted until all fees (tuition and any other outstanding fees) are paid in full.

Registration fees for the following school year will only be accepted from families who are current in their tuition.

### **WAITING LIST**

In the event that the number of enrolled students reaches the limit placed on class size a waiting list will be created. As space becomes available, the families will be contacted in the order they are on the waiting list. Families joining Zion Lutheran Church after February 15<sup>th</sup> will have priority on the waiting list.

### **CHANGE OF STATUS**

Families that begin the school year in the "non-member tuition" category will be assessed the non-member rate throughout the school year, even if the parents become members of Zion Lutheran Church during the school year.

### **ASSIGNMENT TO MULTIPLE CLASSES**

In the event that there are multiple classes of the same grade the class assignments will be divided in consultation with the classroom teachers and the principal. This will be a final decision. No special requests will be honored. The classroom lists will be released by August 1<sup>st</sup>.

## **CHURCH ATTENDANCE POLICY FOR MEMBER FAMILIES**

At the January 2010, Board of Christian Education meeting, the Board instituted a new policy whereby all Zion church members who have students enrolled in our school must now attend Sunday services at Zion at least 50% of the time. Families who do not meet this requirement will be charged the Community Student's Tuition rate for the next semester.

For example, in order to receive the Member Student's Tuition rate for the first semester of the 2011-2012 school year, member families must attend 50% of the services starting in January 2011 through June 2011. In order to receive Member rate for the second semester of the 2011-2012 school year, member families must follow the same practice during the months of July 2011 through December 2011. Members will need to complete and submit the weekly attendance card on the Sundays of their attendance.

Please note, the reason Member Students receive a tuition discount is due to the fact that the congregation anticipates and encourages all member families to financially support the congregation and school through regular giving on Sunday mornings.

## **BOOK AND SUPPLIES**

Books and materials used in the classes at Zion are carefully selected and frequently analyzed by the Staff and Board of Christian Day School to best provide the modern teaching tools and aids.

Each student will receive the appropriate books and materials from the classroom teacher. Pupils are to supply their own pencils, writing paper, crayons and any other supplies designated by the teacher.

When books or supplies are lost or abused, fees will be assessed to replace or repair those items. Any loss or damage should be reported to the principal. The student and or parents will be notified of the loss or damage and the assessed fee. Fees that are not set will be based on the loss or damage to the property and determined by the principal.

There will be certain fees assessed by teachers. A teacher will tell the student about the fee only after the administration has been notified.

### **Sample Fees:**

Lost library books will be assessed at replacement cost.

The cost of damages to textbooks or lost textbooks will be assessed based upon the value.

Damaged property desks, lockers, chairs, bathrooms, etc. that belong to the school will be evaluated for fee assessment.

All fees and outstanding bills must be paid prior to the last day of school in order to receive the report card or to have records transferred.

## **CURRICULUM**

We must emphasize that the reason for the existence of Zion Lutheran School apart from the public school system is a spiritual one. The Christian instruction through the use of God's Word is given in all grades. Each day opens and closes with a short devotion and prayer. But, just as our Lord cannot be accused of neglecting the physical and mental needs of His followers, neither can we afford to neglect them. We have a double challenge in providing a solid education in all basic areas of learning within the Christian framework.

A copy of the curriculum is available in the school office and new materials are available for parent review.

The textbooks used are the same as those found in public schools or in other private schools.

## **STUDENT COUNCIL**

Student Council is a volunteer service organization of students who have been elected by their peers and teachers to serve as student leaders on the campus. Student Council members are responsible for several student-led activities throughout the school year including organizing activities for planning a food drive to benefit local food pantries, organizing activities for Lutheran School's Week, hosting a school-wide talent show, recycling duties, book drive and serving as a voice for students to administration and school board. Student Council elections will be held during the month of September and will include students in grades 3<sup>rd</sup>-8<sup>th</sup>.

## **NATIONAL JUNIOR HONOR SOCIETY**

The National Honor Society (NHS) and National Junior Honor Society (NJHS) are the nation's premier organizations established to recognize outstanding high school and middle level students. More than just an honor roll, NHS and NJHS serve to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character (and Citizenship for NJHS). These characteristics have been associated with membership in the organization since their beginnings in 1921 and 1929.

Today, it is estimated that more than one million students participate in activities of the NHS and NJHS. NHS and NJHS chapters are found in all 50 states, the District of Columbia, Puerto Rico, many U.S. Territories, and Canada. Chapter membership not only recognizes students for their accomplishments, but challenges them to develop further through active involvement in school activities and community service.

In 1921, National Association of Secondary School Principals (NASSP) officially established the National Honor Society. Four main purposes have guided chapters of NHS from the beginning: "To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools." In 1929, the NASSP turned its attention to middle level schools and expanded the scope of its concern for recognizing outstanding students by establishing the National Junior Honor Society (NJHS).

In May of 2010, the NASSP Board of Directors granted Zion Lutheran Church & School a charter membership to the National Junior Honor Society. Under the direction and leadership of seventh grade teacher, Miss Stephanie Sauls, Zion students are learning and developing key leadership skills which will enhance their ability to make a significant impact in the world in which we live.

For more information on the National Junior Honor Society, please visit their website at:

[www.nhs.us](http://www.nhs.us)

## **ELIGIBILITY FOR CO-CURRICULAR PARTICIPATION**

In order to participate in co-curricular activities (volleyball, football, basketball, soccer, softball, or cheerleading) at Zion, a student must have a 70 percent or satisfactory or above in every subject at the end of each nine-week grading period during the course of that activity. Students not meeting this requirement will be declared ineligible for a period of three weeks following the nine week grading period. Ineligible means not being at after-school practice or competing in games or scrimmages. If a student does not meet the 70 average at the end of the fourth quarter, that student will be ineligible the first three weeks of the first quarter of the following school year. After this three week period, a student must have an average of 70 or above in that/those subject(s) in order to regain sport eligibility. An athlete who has a full day absence at school may not participate in a game or practice that day.

## **GRADING POLICY**

The education of the child is a team effort between the home and the school. Grades are one way of communicating a child's progress in school.

### *Kindergarten*

The following report system is used to communicate a student's progress in kindergarten.

**E** - Excellent

**S** - Satisfactory

**I** - Improving

**N** - Needs improvement

### *Grades One through Four*

The following report system is used to communicate grades in first through fourth grades for the following subjects: religion, memory, math, science, spelling, reading/literature, language, social studies, computer, and physical education.

**A** 90 to 100 percent

**B** 80 to 89 percent

**C** 70 to 79 percent

F 0 to 69 percent

*Grades Five through Eight:*

The following report system is used to communicate grades in fifth through eighth grades for all subjects:

A 90 to 100 percent

B 80 to 89 percent

C 70 to 79 percent

F 0 to 69 percent

*The following report system is used to grade the following subjects:*

Physical Education: Percent grade for grades 1-8

Computer: Percent grade for grades 1-8

Art: Letter grade (E, S, I, N) for grades 1-4 and percent grade for 5-8

Music: Letter grade (E, S, I, N) for grades 1-4 and percent grade for grades 5-8

Handwriting: Letter grade (E, S, I, N) for grades 1-4

Spanish Letter grade (E, S, I, N) for 1-5 and percent grade for grades 6-8

## **HOMEWORK**

Homework is required when necessary for a student's successful progress in school. Homework may include work for practice, review, or completion of daily work. Ten minutes per grade level is suggested. For example, third graders should spend approximately thirty minutes on homework each evening.

## **HONOR ROLL**

Students in grades 3 through 8 are recognized for academic achievement.

1. Recognition will be given using the GPA (Grade Point Average) for all subjects. The GPA for the last quarter will be calculated using the grades as of the last Friday of the school year.
2. The following subjects are defined as core subjects and will be counted twice in the average:

Religion	Science
Math (includes pre-algebra and algebra)	Spelling
English/Reading	
History/Social Studies	
3. These subjects are non-core subjects and are counted once in the average:

Physical Education	Computer	Spanish (6- 8)
Art	Music/Band	Memory (3 & 4)
4. To be eligible for high honor roll each quarter, the GPA must be 95% or higher with no grade for the quarter below 85%.
5. To be eligible for the honor roll each quarter, the GPA must be 90% or higher with no grade for the quarter below 80%.
6. At the end of the year, students on the high honor roll all four quarters will receive high honor roll recognition for the school year. Students on the high honor roll or honor roll all four quarters will receive honor roll recognition for the school year.



for the next level of math, this average must be a minimum of 92. Students who take algebra will receive an additional 10 per cent on each quarter grade since algebra is a high school level course.

Students who qualify will receive a letter at the end of the school year explaining that they qualified for an advanced math level the next year. Each student will need to sign the letter and return to the principal by a given date. If students fulfill this obligation by the given date, they will be admitted into the course.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are available at the end of the first grading period. A note is sent home giving parents the option to prioritize conference times; a master schedule sheet is compiled through the school office.

A second parent-teacher conference is available at the midway point in the third quarter. The conference may be called at the request of the parent or the teacher. Notes will be sent home giving the parents the option of requesting a conference and prioritizing their conference times. A master schedule sheet is compiled through the school office.

Additional conferences may be called by the parent or teacher. Parents are encouraged to arrange for an appointment with the teacher to discuss progress or concerns. However, to allow teachers to prepare for the school day, please do not ask to speak with the teacher before school. The "Parent-Teacher Conference/ Visitation Form" (see appendix) should be used to summarize the meeting if needed. Informal discussions are also encouraged to discuss the student's welfare.

## **QUESTIONS, PROBLEMS AND COMPLAINTS**

Parents are encouraged to work closely with the teacher and to ask questions whenever problems occur. A child's version of a classroom situation may be quite different than that of an adult. It also may be possible that a teacher may not be aware of an existing problem.

Whenever a parent has a question, problem, or complaint, the following procedure based on Matthew 18 should be followed:

1. Contact the teacher first.
2. If the problem is not resolved, involve the principal.
3. If the problem continues to exist, ask the pastor or a Board of Education member to be present at a conference.

If this Christian procedure is followed, problems can be resolved before the situation becomes a matter of gossip and a sin against the 8<sup>th</sup> commandment.

## **PARENT / TEACHER CONFERENCE FORM AND PROCEDURE**

It is the intent of this form to help keep the parent(s), teacher, principal and School Board informed about Parent/Teacher conferences. This is not to invade privacy but it is a method of documenting any areas of compliments, concerns and/or problems regarding the student, teacher and/or principal. This form shall be filled out by the parent(s) and teacher at each conference. A copy will be retained by each participant as well as a copy given to the principal. If a conference is held with the parent and principal,

this form shall be filled out. Copies will be retained by each participant. Copies of this form are available in the school office.

### **TESTING PROGRAM**

In the spring, achievement tests will be administered to all pupils in the school. Some special tests are given from time to time at the request of the Principal, Teacher, or Parent.

### **PARENT VISITATION**

All parents are welcome to visit the school at any time. To prevent an untimely visit, such as the morning of testing, etc... PLEASE notify the school office or the teacher, prior to the visit.

### **OUTSIDE VISITING CHILDREN**

Any child who wishes to visit Zion Lutheran School must obtain permission from the Principal before he or she will be allowed to visit.

### **LEAVING SCHOOL GROUNDS**

Leaving the school grounds cannot be permitted unless the parent provides a signed permission note to do so.

### **SCHOOL HOURS**

School begins at 8:00 a.m. and dismisses at 3:15 a.m. If, however, it is necessary that children must be dropped at school prior to 8:00 a.m., the door at the pick-up/drop-off spot will open no earlier than 7:30 a.m. Children must proceed to the gym with no loitering in the halls. Students will be supervised by a staff member.

### **AFTER SCHOOL CARE**

After-school care will be provided on a fee basis from 3:15 -6:00 p.m. on school days only. The program will be staffed by two paid care-givers. A schedule of fees is available in the school office.

### **BAD WEATHER**

Zion Lutheran Church & School will plan to follow the same schedule as that of the Georgetown Independent School District.

However, because of the location of our campus, we will reserve the right to make our own decision if the circumstances present themselves to us. If GISD calls off school, dismisses early or starts late, we will follow that same plan. With that said, Zion Lutheran may close school even though GISD does not make that same decision. We also may make a determination prior to their decision.

RenWeb and/or email announcements will be given, when possible, if our school will be closed or dismissed early due to ice or snow storms. Also, as a friendly reminder, in order to be aware of the latest information coming from Zion, please try to make it a practice of checking your email or RenWeb

on a daily basis. Please feel free to call the school office if you do not have internet access on the days of severe weather.

In the event of the need for early school dismissal due to weather conditions, all school-related activities (including After School Care) will be cancelled. There will be school personnel remaining on campus until all students are picked up.

## **BUS SERVICE**

Zion Lutheran School provides the bus as a service. The bus route is drawn up by the Board prior to the opening of school. These are the rules posted in the bus for the safety of all the passengers.

1. Follow the directions of the bus driver.
2. Sit in your assigned seat and face the front of the bus.
3. Stay in your seat until the bus has completely stopped.
4. Keep hands, head, and feet inside the bus at all times.
5. No food, drink, or gum is allowed on the bus.
6. No loud talking or shouting is allowed.

Failure to follow these rules will warrant a written warning from the bus driver to the principal. The principal will notify the parents. After 3 written warnings, the student will be suspended from riding the bus for one week. If the behavior continues and the student receives another 2 written warnings, he/she will not be allowed to ride the bus for the rest of the school year.

Your responsibility as parents is to see that your children are at the stops on time and you make provisions to pick them up immediately upon delivery. The driver cannot wait and the property owners cannot provide shelter for your child; nor are they liable for accidents and injury to your child while on their property. Please give this your utmost attention.

Please be patient for the first days while times are firmly established. The bus will leave school at 3:20 p.m. You can figure approximate return times accordingly.

## **DROPOFF/PICKUP PROCEDURES**

See the map for specific directions on pickup and drop off procedures.

**In order to maximize the safety for all students, the following procedures will be strictly followed.**

### **Drop off before school**

The safest way to drop off your child(ren) is the left drop off lane near the gym. If you are walking with your child(ren) into the building, park next to the church and enter the building through the covered entrance near the church. Do not park under the trees and walk across the pick up/drop off lanes.

### **Pick up after school:**

Use the two lanes designated for pick up.

Remain in your car.

The teachers will escort the children to the cars. As the cars move forward the children will be taken to the first two cars in the line.

### **Do not park under the trees and walk across the pick up/drop off lanes.**

Students walking into or out of the building with their parents must use the brown doors or the covered entrance near the church. Children leaving with their parents will only be released through the building.

## **ABSENCES AND TARDIES/LEFT EARLIES**

Attendance does affect a student's academic achievement. Students who attend school regularly perform better in class. Students are expected to be in school every day. If a student is absent from school for any reason, the parents must notify the school either by e-mail, a phone call, or a written note, stating the date(s) and cause of the absence(s). Teachers also maintain a record of tardies/left earlies. Five tardies/left earlies are equal to one day of absence. A tardy/left early is defined as any time a student arrives late or misses a part of the day for any reason.

Absence from the classroom for more than 120 minutes counts as a half day absence if the student is present at any time for that day.

An absence warning notice will be sent to the parents when a student has accumulated 10 or more absences in the academic year. When the parent or guardian returns the signed copy the principal is notified.

An excessive absence notice will be sent to the parents once 16 days of absence have been accumulated. When the parent or guardian returns the signed copy, the principal is notified. The principal will review the explanations for the absences. A review committee, consisting of the principal, teacher, and board of education member may meet to review the explanations and make recommendations. Refer to the section on POLICY REGARDING ILL CHILDREN for additional information regarding patterns of excessive absences.

At the end of the year, perfect school attendance will be awarded to students with no absences and 3 or less tardies/left earlies.

## **MAKE UP WORK**

All work missed during an absence or tardy must be made up. A student is allotted a day for each day absent to complete the work. Teachers are encouraged to assist students who have been ill or who were absent due to an emergency to make up any school that is missed. So that the student receives credit for work that is missed during a planned absence, please inform the teacher in writing prior to the absence.

## **LUNCHES**

The school provides a hot lunch and milk program for those wishing to use it. All food is to be eaten in the lunchroom. The menu is printed in the weekly edition of school newsletter. Students are not allowed to bring carbonated beverages with their lunches.

## **LIBRARY**

Students Pre-kindergarten through Grade 8 are encouraged to check out books from the school library. Each class has an opportunity to visit the library on a weekly basis. Parents serve as volunteers in the use of this valuable resource. Students are expected to return the book(s) on the due date; failure to do so will result in the child not being allowed to check out additional book(s). Students who lose or severely damage books will be assessed the amount equal to the replacement cost of the book. Teachers and students are also encouraged to make use of the public library.

## **CHURCH AND SUNDAY SCHOOL ATTENDANCE**

Each student is expected to attend weekend worship services. A record of church and Sunday School attendance is taken each week in preschool through eighth grade. The attendance is recorded on the student's record and report card. Perfect church and Sunday School attendance will be recognized each quarter. Awards are presented at the end of the school year for perfect church and Sunday School attendance for the entire school year.

## **CHILDREN'S' CHAPEL**

Weekly children's' Chapel Services are conducted every Wednesday of each month at 8:15 a.m. for all the students of our school. Parents and friends are welcome to attend these services.

These services are designed to draw the children closer to their Savior and to strengthen their faith in Him as their only hope for salvation. They demonstrate that worship is not just a Sunday experience for adults. Worship is a part of the school life and daily living.

These chapel messages are prepared on the level of the child. They present lessons and problems related to the child's life and offer counsel, guidance, comfort, and strength to suit the child's needs. They touch on the needs and problems of the hearer, on sin and grace, faith and love, and on justice and sanctification.

Little Lambs' Chapel is held for PK and kindergarten on the second Wednesday of the month at 8:15 a.m.

The offerings taken at these services are designated for various missions.

## **OUTDOOR PLAY**

The children play outdoors every day, weather permitting. Under normal conditions all children are expected to go outside. If parents have a special health concern regarding their child, they must contact the staff member or administrator to make arrangements for the child to remain inside for the day.

Christian sportsmanship and fair play will prevail at all times. Children must obey and respect adults supervising the playground.

## **DRESS CODE**

### **Policy**

The faculty, staff, and principal will operate within written dress code guidelines that are published and available to every student, parent, and teacher. The dress code guidelines will recognize that cleanliness, personal appearance, and appropriate dress are important in setting the pattern of Christian conduct at school.

## **Purpose**

In 1 Corinthians 6:19 it states that our bodies are temples of the Holy Spirit. As temples of God, we must adorn our bodies accordingly. It is recognized at Zion Lutheran School that cleanliness, personal appearance, and appropriate dress are important in setting the pattern of Christian conduct at school. The goal is to encourage positive attitudes, support proper behavior, exhibit good taste, and emphasize comfort, health, and safety. It is also recognized that the students need the opportunity to express themselves as unique creations of God. Understanding that appropriate dress for a small child and an older child may be different; the dress code is presented for early childhood (PK, K and 1<sup>st</sup> grades) and grades 2-8.

## **General Guidelines**

- Hats or sunglasses may not be worn in the building.
- Hair is not to be colored in unnatural colors. Any hairstyle that becomes a distraction or disturbing influence in the classroom will not be permitted.
- Girls may wear earrings.
- No more than two earrings are to be worn in each ear.
- Permanent tattoos are not permitted.
- Modest makeup is permitted for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade girls.
- Sandals/open-toe shoes can be worn by students in grades 6, 7, and 8
- Flip-flops are not permitted at any age level.
- Undergarments are not to be exposed.

Specific situations will be dealt with on a case-by-case basis by the principal. School administration, faculty, and staff will strive to be consistent in the enforcement of the dress code guidelines.

### **Guidelines for Early Childhood (Pre-Kindergarten, Kindergarten and 1<sup>st</sup> Grade)**

#### **Pants**

Pants are to be fitted, hemmed, and not frayed or cut in any way. Pajama pants and breakaway pants are not acceptable. Sweatpants and wind pants may be worn by students in Pre-kindergarten, Kindergarten and 1<sup>st</sup> grade.

#### **Walking Shorts/Skirts**

Walking shorts are to be fitted, hemmed, and not frayed or cut in any way. Girls must wear shorts under skirts and dresses. Athletic shorts (gym or running), spandex, and bike shorts are not acceptable at any grade level.

#### **Shirts/T-shirts/skirts/dresses**

Shirts and T-shirts should not have emblems or writings that negate Christian values (e.g. beer, alcohol, drug, satanic related symbols, **such as skulls and cross bones**, or anything suggestive or profane). Dresses and shirts must cover the shoulder entirely. Students are not to wear halter-tops, see-through

clothing, low cut tops, tank tops, or spaghetti straps. Certain tops or outfits that are designed to be worn long and not tucked in are acceptable provided no skin from the midriff is showing during normal classroom activities (Hands up/Hands down). All shirts and T-shirts are to fit appropriately and not be tight-fitting or oversized.

### **Shoes**

Students in Pre-kindergarten, Kindergarten and 1<sup>st</sup> grade are not to wear boots or sandals, due to safety concerns for physical education and playground activities. Footwear must be worn with socks, hose, or tights. Flip-flops are not permitted at any age level.

## **Guidelines for Grades 2-8**

### **Pants**

Pants are to be fitted, hemmed, and not frayed or cut in any way. Tight-fitting pants are considered in poor taste and are not to be worn. Wind pants, pajama pants, breakaway pants, and sweatpants are not acceptable.

### **Walking Shorts**

Walking shorts are to be fitted, hemmed, and not frayed or cut in any way. Walking shorts are to be no shorter than the tips of the fingers with hands extended down (Hands up/Hands down). Athletic shorts (gym or running), spandex, and bike shorts are not acceptable at any grade level.

### **Shirts/T-shirts**

Shirts and T-shirts should not have emblems or writings that negate Christian values (e.g. beer, alcohol, drugs, and satanic related symbols, **such as skulls and cross bones** or anything suggestive or profane). Shirts and T-shirts must cover the shoulder entirely. Halter-tops, see-through clothing, low cut tops, tank tops, or spaghetti straps are not to be worn. All shirts and T-shirts are to fit appropriately and not be tight-fitting or oversized (Hands up/Hands down).

### **Skirts/Dresses**

Skirts and dresses are to be no shorter than the tips of the fingers with hands extended downward (Hands up/Hands down). Halter-tops, see-through clothing, low cut tops, tank tops, or spaghetti straps are not to be worn. All dresses must cover the shoulders entirely.

## **Shoes**

Students in grades 2-5 are to wear tennis shoes or any closed-toe shoe or loafer. Sandals/open-toe shoes are permitted for students in grades 6, 7, and 8 only. Flip-flops are not permitted at any age level. Footwear (except sandals for grades 6, 7, and 8) must be worn with socks, hose, or tights.

### **Guidelines for all students (Pre-Kindergarten through Grade 8)**

## **Outer Wear**

During cooler weather, students are encouraged to wear jackets, coats, or other items of warmer clothing to school. Heavy outerwear should be hung up in the classroom or locker. If a student needs extra warmth during the day, the student should wear an appropriate sweater or sweatshirt.

## **UNIFORMS FOR PHYSICAL EDUCATION**

The P.E. uniform for grades 5-8 will consist of a T-shirt and shorts which will be purchased from the school. Athletic shoes are also part of required uniform.

## **POLICY REGARDING ILL CHILDREN**

If a child has a temperature of 100 degrees or more, or displays symptoms of illness, the parent(s) will be called to pick up their child. Until the parent(s) arrive, the ill child will be removed from the classroom and considered absent from class for that period of time. Children must be free from fever for at least 24 hours before returning to school.

When a student's absence for personal illness exceeds four consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school.

If the student has established a pattern of absences, the attendance committee may also require a physician's or clinic's statement of illness or condition after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

## **ACCIDENT INSURANCE**

Zion Lutheran School does not provide any health/accident insurance for your child in the event your child is injured at school or in any school-related event. Parents must provide adequate insurance for their student through the parents' group or individual health insurance plan.

## **HEALTH AND MEDICAL TREATMENT**

Sickness and accidents that occur at school are reported to the parent(s) as soon as possible. In event that a pupil comes to school with a contagious or infectious disease, the parent(s) are notified and the child will remain in the office until parents arrive.

All pupils are to be immunized as required by law. These laws must be enforced.

If parents request that their child remain indoors during recess, or if a child has another health problem, the teacher and/or principal should be informed in writing.

## **MEDICATION POLICY**

The regulations are as follows:

If prescription medication is administered-- Record must be kept for 3 months and include:

- Name of children to whom it is given
- Name of medication
- Date, time, and amount of medication given, and
- Name (not initials) of staff member who administers the medication.

Medications will be accepted from parents or adults, and must:

1. Include a "permission to give medication" form (see following page for example of form)
2. Be in original container
3. Be labeled with child's name
4. Be labeled with date
5. Include directions for administering medication
6. Include the physician's name
7. Be a prescription drug (no over-the-counter drugs will be accepted)

Storage:

1. If refrigeration is required, the medication must be kept inside a covered, leak-proof container that is labeled as containing medication.
2. The medication must be located away from food and inaccessible to children.
3. Un-refrigerated medication must also be kept out of reach of children in locked storage containers.
4. All prescription medication will be kept in the school office and administered by the school secretary.

Disposal:

All medication must be disposed of or returned to the parents when the child withdraws from the school or when the medication is out of date. Medications must not be administered after the expiration date.

## **PERMISSION TO GIVE MEDICATION**

Families are encouraged to administer medication to children at home. When it is necessary to administer medication at school, the form below must be completed and brought to the school office.

Prescription medication must be administered in accordance with the physician's current orders. It must be prescribed for the child who is to receive medication.

All prescription medication brought for staff to administer must be in original container with prescription attached and legible, labeled with the child's name, a date, directions, the physician's name, and brought to the office by an adult.

## INFORMATION

_____	_____	_____	_____
Child's first and last name	Teacher	Date of birth	Age
Reason for medication			
_____	_____	_____	
Medication	Duration of order (end of school year, number of days, etc...)	Dosage	
We cannot guarantee administration of medication at a specific time, but will make every effort to administer at the requested time.			
Prior to lunch _____		After lunch _____	
When necessary, at what specific time? _____			

## FIRE PREVENTION & SAFETY AND SAFETY DRILLS

During the first week of school, the children in all grades will be taught the rules of fire safety and tornado safety. They will experience fire drills and tornado drills frequently, not only from their classrooms, but also from other parts of the building.

## TELEPHONE

BECAUSE OF THE WORKLOAD AND SIZE OF STUDENT BODY, PLEASE LIMIT YOUR PHONE CALLS TO STUDENTS FOR EMERGENCIES ONLY. If a message must reach a student, a phone at the school is available; the number is 863-5345. Children are permitted to use the phone only with the teacher's or principal's approval. If you must call your child, please do so before 8:00 a.m. Once classes begin, you will only be able to talk to your child in an emergency. If you wish to speak to a teacher, please call only before or after school. It is difficult for the teacher to leave the classroom and talk on the phone. The phones in the Sunday School Room and lunch room are NOT to be used by students.

## LOST AND FOUND

Students may misplace various items of clothing and other personal items. To prevent these losses parents should be alert to their child's missing items and should mark personal items. Students should

not leave items in places where they may be mistakenly taken by another person. The lost and found area should be checked if an item is missing. Please return items that are mistakenly taken.

## **“THE BLAZE” SCHOOL NEWSLETTER**

A weekly newsletter entitled, “The Blaze” is a publication that contains informational articles concerning the school and church activities, and the weekly lunch menu. Frequently, extra information will be attached to the newsletter. On Thursday afternoon the newsletter is emailed to parents and also placed on the web site: [www.zionwalburg.org](http://www.zionwalburg.org). Articles for inclusion should be turned into the school office by noon the Wednesday before publication. If you should need a paper copy, please let the school office know.

## **SCHOOL PICTURES**

Individual pictures will be taken in the fall. These pictures will be sent home with the pupils as soon as they are available.

## **FIELD TRIPS**

During the school year, field trips may be taken. These trips are meant to enhance classroom learning. The teacher is in charge of organizing and planning the details for these field trips. Parents may be invited to go on field trips as supervisors who help the teacher. All children are expected to participate as this is a part of the educational program. The only children allowed to attend are the students in the class. Students are required to wear the red Zion polo shirt for field trips.

## **FIELD DAYS**

Concordia University - Texas and St. Paul Lutheran School in Thorndale sponsor two separate field day events for students. Concordia’s field day is for students in grades 6-8. St. Paul’s is for qualifying students in grades 3-8. Both are regular school days and attendance is required. These events occur during the school day. Details are announced prior to the scheduled event.

## **PARENT-TEACHER LEAGUE (PTL)**

Parent-Teacher League is an organization for all parents of Zion Lutheran School, Pre-school thru 8th grade. We do expect and encourage all parents to take part and learn more about the school. Meetings and activities are held regularly.

## **CHEERLEADING GUIDELINES**

### **Philosophy**

Cheerleading is offered to incoming 8<sup>th</sup> graders at Zion Lutheran School. Our philosophy is to provide a Christian environment to these students so they are provided an opportunity to participate in cheerleading where leadership, commitment and teamwork are present. Our program strives to develop cheerleading skills, improve abilities and increase the enjoyment of the sport within the Christian environment. The support of parents and students is imperative to uphold this philosophy.

## **Eligibility**

If 10 or fewer incoming 8<sup>th</sup> graders are interested in making a commitment to serve as a cheerleader for their 8<sup>th</sup> grade year, there will be no tryout. If more than 10 are interested and eligible, a tryout may be held, as determined by the current cheerleading coach and the principal. Orders for uniforms and reservations for summer camp will be made prior to the end of the 7<sup>th</sup> grade year. Once the squad has been formed, either by tryout or letter of commitment, no additions will be made to the squad. The cheer coach will encourage other 8<sup>th</sup> graders to become involved in school spirit in other ways, such as participation in pep rally skits.

In the event that a tryout is necessary, the following procedure will be followed:

Candidates will be given an evaluation form for their teachers to fill out showing their approximate current grade point average along with an evaluation on their class behavior, leadership and attitude. The students will then attend a tryout clinic to learn a cheer, jumps and a cheer dance. They will also benefit from participating in a mock tryout. A real tryout will be held before a panel of qualified judges with no ties to ZLS or our students and results will be tabulated by a committee of faculty members other than the cheer coach. Results will then be posted. The current cheer coach will determine whether spectators will be allowed at the tryout.

## **Events**

ZLS cheerleaders will cheer at home games, pep rallies, selected away games and community events as determined by the cheer coach. A calendar will be given to each squad member every month, by the cheer coach, detailing all cheerleading events. ZLS cheerleaders must attend games and practices, showing cooperation with the squad and the cheer coach. If a cheerleader is unable to make a practice, pep rally or game and the cheerleader was in attendance at school, the coach must be notified before the practice or the event. If not, it will be considered an unexcused absence and the cheerleader will not cheer at the next event. Practice times will be determined by the cheerleading coach and the squad.

## **ROOM PARENTS**

Functions:

Room parents shall coordinate the following school celebrations: Christmas, Valentine's Day.

Organizational Chart: Each classroom will have:

1. A head room parent.
2. Several room parents.

Responsibilities:

1. The head room parent shall:
  - a. Have a master list of the class.
  - b. Notify room parents at least one to two weeks in advance of an event.
  - c. Select a coordinator for each party.
  - d. Disperse money for each party.
  - e. Be in charge of organizing class quilt (if class participates).
  - f. Purchase teacher's Christmas and birthday gifts.
2. A room parent shall:

- a. Be responsible for planning details with the other parents assigned to serve at that particular party.
- b. Make an effort to have at least two parents present at each party.
- c. Consult with teacher for starting time, time allotted and activities.
- d. Try to keep party cost to a minimum.
- e. Be responsible for all items at the party and will assist children in cleaning up after the party.

#### Refreshments and Activities:

Refreshments for parties should include some wholesome items such as fruit (fresh or dried), juices, vegetable finger foods, cheeses, breads, chips, and the like. Keep sweets to a minimum. Please do not bring RED DRINKS. Only relaxing indoor games should be played in the classroom.

### **SCHOOL DISCIPLINE**

As a Christian institution for the education of children, every attempt is made to maintain Christian discipline at all times. Teachers make every effort to treat all children justly in accordance with God's Word. Teachers are the parent's representatives in the school and should be respected as outlined in the fourth commandment.

At Zion Lutheran School, we do not think of discipline as being a form of punishment but rather as the teaching of self-control, Christian attitudes, orderliness, and efficient management of time and abilities so that maximum learning may take place. The students are expected to conduct themselves in a manner that will give glory to God and create an atmosphere of harmony with others. The staff will ensure that discipline and guidance are consistently based on an understanding of individual needs and development, and promote self-discipline and acceptable behavior.

A pupil is considered as having a discipline problem when his/her actions are detrimental to the routine management of the classroom and school and to the educational process. These student actions shall be reported to the parents and the principal so that home and school can work together to correct the pupil's misconduct.

The discipline in the classroom is based on *Assertive Discipline* by Lee Canter. Assertive discipline is a behavior management model that is based on consistency, follow through, and positive relationship building. Teachers and students must work together in order to prevent behavior problems from occurring and to teach children to make responsible decisions regarding their behavior,

### **Procedures**

Procedures are routine actions that occur within the school. They are directed at accomplishing tasks and provide for order within the school. Classroom teachers will establish procedures appropriate for their rooms. In addition, some procedures apply to all students within the school and are listed within this handbook or are posted in the school.

## Rules

The classroom rules define the specific behavior expected while carrying out the procedures. Classroom teachers establish rules specific to procedures within their classrooms. The rules are on display in the classroom. Copies of the classroom rules are also sent home with a letter of explanation. In addition, a copy of the classroom rules is on file in the principal's office.

School-wide rules include:

- Walk quietly in the school building.
- Keep hands, feet, and objects to yourself.
- Items deemed a distraction by school personnel should not be in school.
- Gum chewing is not permitted.

Follow directions of those in authority the first time they are given.

## Bullying

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. An individual who is being bullied has a hard time defending himself or herself.

Bullying can take many forms:

- Physical bullying (such as hitting or punching)
- Verbal bullying (such as teasing or name calling)
- Nonverbal bullying or emotional bullying (such as intimidation using gestures or social exclusion)
- Cyber-bullying or bullying through note writing (such as sending insulting messages by e-mail or sending insulting notes to others in the classroom)

Zion Lutheran Church and School faculty and staff will work toward the goal of acceptance by and for all persons on the campus, with no tolerance for bullying behavior. Teachers will actively and consistently teach and model positive behavior(s), and address immediately any aggressive or harassing behavior(s).

Students demonstrating bullying behaviors will be subject to the discipline process as summarized below.\*

- A. Address the situation with appropriate apologies given
- B. Loss of privileges: (recess, free time, etc.) or time out
- C. Inform parents
- D. Visit to the principal's office for a student visit
- E. Parent/ Teacher/ Principal/ Student conference
- F. Referral: counseling as recommended by the principal and teacher (Refusal to seek counseling may result in suspension from school.)
- G. Dismissal- to an alternative education program that is better suited to meet the student's individual needs.
- H. Proper authorities will be notified if criminal intent is obvious or when the situation warrants such action.

\* If the situation is deemed to be of a severe nature, the principal may omit one or more steps in the process.

Staff members demonstrating bullying behaviors will be subject to a conference and review with the principal with an action plan given to address needed behavior changes. Follow up review(s) will take place at intervals determined by the principal and board of education. Severe instances of staff bullying action may result in immediate dismissal.

### **Cell Phones/Electronic Devices**

Students may have cell phones/electronic devices in their book bags provided the cell phones/electronic devices: a.) are turned off during the school day, b.) are kept in the students' book bags, and c.) are used only with expressed permission of a faculty or staff person. Any cell phone/electronic devices that are taken from the book bag by any student without permission will be confiscated and kept by the faculty/staff person until picked up by a parent/guardian.

### **Classroom Discipline Policy**

Matters of everyday classroom and playground management will be handled immediately by the staff member in charge.

If the child's inappropriate behavior persists, the teacher and/or principal will make an appointment with the parent(s)/guardian(s) to discuss the matter. This meeting will be documented using the parent/teacher conference/visitation form. This will be completed, signed, and returned to the teacher within three days. If not returned an additional contact will be required.

After this meeting, if the situation does not improve, the parent, child, teacher, and principal will meet to review the situation as well as establish another plan of corrective action. This meeting will be documented using the parent/teacher conference/visitation form. This will be completed, signed, and returned to the teacher within three days. If not returned an additional contact will be required.

### **Detentions**

- Detentions are one form of consequence for inappropriate decisions or behavior while on campus or at any school related function.
- Detentions may be assigned by teachers or administrators.
- Detentions will be held after school on designated days of the week beginning at 3:20 p.m. and ending at 4:20 p.m. The sessions will be monitored by teachers or administrators.
- When assigned a detention, the administrator will provide the student with a form which will indicate the reason for the decision. This form must be taken home and signed by a parent.
- On the assigned detention day, the student must present his/her signed detention form.
- Failure to present the form or to be in attendance on the assigned detention day, arriving late or leaving early, will result in additional detentions or other appropriate consequences.

- There is no option out of detentions unless it is approved by the administration. In this case a student must serve the detention on the contracted time and date.

## **Suspension**

Suspension from school will be imposed on any student for any of the following reasons:

- Leaving the school grounds without permission
- Skipping school
- Fighting
- Possession of tobacco on school grounds
- Stealing
- Possession of a weapon
- Sexual exposure
- Continuous misbehavior and disrespect
- Causing bodily injury to another person

All work or assignments missed during the suspension must be completed but a grade of zero will be given. Before a suspended student may return to school or the classroom, this work must be completed and the student will be required to attend a conference with the parent(s) or guardian and the principal and teacher to discuss the behavioral problem and ways to correct the behavior. This meeting will be documented using the parent/teacher conference form. This will be completed, signed, and returned to the teacher within three days.

First Offense: A minimum of one-day suspension

Second Offense: A minimum of three-day suspension

Third Offense: A minimum of five-day suspension

Fourth Offense: An automatic expulsion.

## **Expulsion**

Zion Lutheran School is not equipped to serve children having specialized educational problems, nor is it an institution for disciplinary cases. The following procedures will be used in dismissal of a pupil:

1. When previous team effort and suspension have failed to improve the discipline problem, the principal will consider the documentation, consult with the chairman of the Board of Christian Education and cooperatively make the decision to expel the student. The chairman of the Board of Christian Education will call a meeting of the Board of Christian Education and the recommendation for expulsion will be made to the board. The board will then act on the recommendation (Refer to Parent's and Student's Rights).
2. Upon reasonable cause to suspect illegal behavior(s), the principal will call the Williamson County Sheriff, the parents, the Board chairman, and the pastor.

In extreme cases of misbehavior, #1 procedure will be applied.

The Board of Christian Education reserves the right to dismiss any pupil for persistent and unacceptable behavior, continued lack of progress or lack of home support. It should likewise be noted that situations involving inappropriate language or disrespectful behavior would warrant sending the child home during

the school day. Persistent or repeated misbehavior would warrant dismissal of the child from Zion Lutheran School.

## **Weapons**

Weapons are not permitted at or near the school. "Weapons" include any object, material or substance which in the manner it is used, designed to be used, or intended to be used, is capable of producing death or serious bodily injury. This also includes any object which is generally used for non-violent or non-dangerous purposes but which can be considered a weapon under this policy as a result of its use or intended use. A replica or facsimile of a weapon is also considered under this policy.

Examples of objects that can be considered a weapon under this policy are:

Firearms, rocks, ball bats, cigarette lighters, knives, bottles, ropes, brass knuckles  
Sling shots, cans, water pistols, chains, and cap guns

The possession or use of any "weapon" as defined, on or near the school grounds or at a school-sanctioned event will result in immediate suspension and/or expulsion of the student involved. This will be initiated by the principal with final disposition decided by the Board of Christian Education.

## **Possession/Use of Illegal Drugs**

The following policy for possession or use of any illegal drug will be used:

First Offense: Automatic five-day suspension with the stipulation that the offender be enrolled in a counseling program.

Second Offense: Automatic school year expulsion. Upon approval of the Board of Christian Education the offender could enter Zion Lutheran School the following year.

## **Parent's and Student's Rights**

If parents have questions concerning the education of their child, a classroom procedure of a discipline matter they should contact the child's teacher. If an unsatisfactory situation continues, parents are to make an appointment to meet with the teacher and the principal. If the problem continues to exist, parents should ask the pastor or chairperson of the Board of Christian Education to be present at a conference including the teacher and the principal.

Lastly, an unresolved situation may be brought to the Board of Christian Education using the following procedure:

1. Contact the chairperson of the Board of Christian Education in writing requesting to be placed on the agenda of the next regularly scheduled board meeting.
2. The board chairperson will contact the parent to confirm that the issue is on the agenda of the board meeting.
3. The chairperson of the board will follow-up with the parent after the board meeting concerning the issue that was brought to the board.

## **Due Process**

Students may be suspended not to exceed six school days in a semester if the principal determines either:

- a) The student's presence in the regular classroom presents a danger of physical harm to the student or others, or
- b) The student has engaged in serious or persistent misbehavior that violates the previously communicated code of student conduct.

Before suspending a student, the principal will consider reasonable alternatives, including appropriate discipline management techniques, which may include detention and /or phone call to the parents. If the principal determines a suspension is the most appropriate alternative, no other disciplinary action need precede the suspension. The principal shall determine the length of suspension.

Before suspending a student, the principal shall conduct an informal hearing at which:

- a) The student is advised of the conduct with which he or she is charged.
- b) The student is given an opportunity to explain his or her version of the incident.

A student's parent shall be notified of the suspension immediately via telephone. A written summary will also be sent to the parent and the student. Parents of a student who has been suspended will be advised that it is their responsibility to provide adequate supervision for the student during the period of suspension.

A student may be expelled for repeated violations of the rules, breaking a civil law, and/or/ after other avenues of discipline have been tried. When a student is expelled the parent has the right to a full and fair hearing before the Board of Christian Education.

## **HOW PARENTS CAN HELP**

1. Set a good example of Christian living.
2. Encourage Christian living by regular use of prayer and family devotions.
3. Show a genuine interest in the school life of your child.
4. Encourage clean and healthful living.
5. Encourage your child to do his work neatly, correctly, and to the best of his ability.
6. Provide training in helpfulness and courtesy.
7. Make reference and library books available to your child.
8. Provide a quiet place for your child to work on his homework assignments.
9. Maintain contact with the school by being present at the Parent-Teacher Conferences and by visiting school (staying in contact with your child's teacher.)
10. Be aware of school activities. See the school newsletter for information.

# Parent/Student Verification Form

I/We have read and discussed this handbook with my/our child/children.

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Parent Signature

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Parent Signature

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Child/Children's Signature

**Return to school office by Wednesday, August 31, 2011**