



# PARENT-STUDENT HANDBOOK

2025-2026



**Zion Lutheran Church and School**

8374 County Road W, Greenleaf, WI 54126-9468

*Nationally Accredited Through National Lutheran School Accreditation (NLSA) Approved*

**Approved 11/10/2025**

## **Day School Staff Directory**

2025 – 2026

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## **PHILOSOPHY**

The mission of Zion Lutheran School is to provide a Christian education to the 3K-8th grade child in our community by providing for the spiritual, academic, social, emotional, and physical development of each individual. God's Word and Lutheran Doctrine are taught throughout all curriculum areas, to raise up disciples for Jesus Christ and to expand God's Kingdom to the family, community, and the world.

## **MISSION STATEMENT**

**"Equipping Generations for Life in Christ."**

## **HANDBOOK INTRODUCTION**

As with all groups, there are rules and guidelines to live by that give privileges and responsibilities for the happiness and benefit of all. This handbook has been compiled to help you understand the guidelines that help us live together in a spirit of Christian harmony and cooperation.

Under the Gospel we will want to do all things to the glory of God. Please become familiar with this handbook so that we may live together in happiness and in a spirit of forgiveness and love.

## **CHRISTIAN EDUCATION**

A Christian school provides the best and fullest opportunity for the education of the whole child (spiritually, academically, physically, mentally, and socially) for his or her whole life. While the child studies secular subjects, he/she is still God's child who must learn that all knowledge and life are from God and must be used to glorify God. A Christian school provides the most desirable school situation by having the children under the influence of God's Word every day throughout the week, in a school in which the Christian Spirit is a part of all the relationships and instruction of the children.

## **SPIRITUAL LIFE EXPECTATIONS**

It is our belief that Christians live their lives out of love for the Lord. We show our faith and thankfulness to God through our regular worship life.

Our chapel services are generally every Monday morning at 8:30 a.m. We also have a lower grade chapel on the last Tuesday of every month. Parents and friends of Zion are welcome to join us.

Daily personal devotions also are an important activity in the life of a child of God. Please contact a teacher or a pastor if you need assistance in finding material or a procedure to follow for personal devotions.

Pledges of allegiance to the Christian flag and to the American flag will be recited.

### **WHAT IS EDUCATION IN A CHRISTIAN SCHOOL?**

In education, we are concerned with the development of knowledge, skill, ability, attitude, and character by means of teaching, training, study and experience. Christian Education has precisely the same general aims, but it is based on the Bible and has three specific goals:

1. To lead the individual to faith in Christ and to keep him in that faith.
2. To help the individual to develop into an even better and more perfect Christian in all of life's relationships, both secular and religious.
3. To keep before the individual, the goal of every child of God – eternal life in heaven.

The Lutheran School is the best agency for such Christian education because it provides for the total growth and development of the child. Five types of growth are included in the educational programs thus described: academic, mental, physical, spiritual and social development. All five types receive daily attention at Zion Lutheran School.

In this total program, the Word of God influences everything that the children learn and serves as a unifying and organizing force in the school program.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795- 3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

### **ACCIDENT AND ILLNESS**

In case of an accident in school, First-Aid will be administered by teachers. If the accident is severe, every effort will be made to contact parents and if extremely severe, the EMT units will be contacted. In case of illness, the child is made as comfortable as possible until the home has been contacted and someone is present to take the child home. The school has a current EMERGENCY PROCEDURE FORM for each child. If you are unsure whether you have filled out an EMERGENCY PROCEDURE FORM, contact the School Office.

## **ADDITIONAL ACADEMIC ACTIVITIES**

- School Productions (Christmas Service)
- Academic or Art Fair
- Spelling Bee Grades 5-8
- Knights of Columbus Contests
- Geography Bee: Grades 4-8
- Art Club

## **ADMINISTRATION**

Zion Lutheran School is operated entirely by the members of Zion Lutheran Congregation. Final authority for all decisions of policy is vested in the Voters' Assembly. The affairs of the school are administered by the Board of Christian Day School as defined in the Constitution and Bylaws of the congregation. The Board of Christian Day School shall consist of at least three members, with a pastor and the parochial school principal as advisory members. They shall organize annually and elect a chairman. The Principal is immediately responsible for the operation of the school under the direction of the Board of Christian Day School.

## **ATHLETIC DISCIPLINE CODE (See Appendix #1)**

## **ATHLETIC POLICY (See Appendix #2)**

## **ATTENDANCE**

Children who will be absent for part or all of the school day (doctor or dentist appointment, etc.) must be excused in advance with a written note from their parents. Students absent for more than 1.5 hours in a half day of class time will be considered absent for one-half day.

Parents should call the school office before 8:00 am if your child is ill and won't be at school. If there is no one to answer the phone, please leave a message. The secretary will call all parents who have NOT called the school when their child is absent. Teachers should be consulted about any work that has been missed during the absence.

Please contact the office, NOT the teacher, with all changes to pick up or drop off of your child. In case of extended illness or other absence, parents are requested to notify the teacher after the first day of absence.

Students will NOT be marked absent due to bus transportation problems.

## **BUS TRANSPORTATION**

Free bus transportation is available to all Reedsville, Wrightstown, and select De Pere & Denmark school district students. Families not in the Reedsville district, must check with

the district they reside in. Students must conform to rules of conduct while they are riders. Drivers cannot allow children to be dropped off at any place other than home unless a written note from the parents indicates differently. Students are required to ride the bus home unless the parent has made contact with the school.

**Families are responsible to contact the bus companies and comply with their requirements.**

The school does NOT provide transportation for school events not held on school premises unless otherwise stated. We are thankful that parents and friends of the school are volunteering to provide transportation for these events by private auto.

## **CALENDAR**

An annual school calendar will be published for parents.

## **CHAPEL**

Most Monday mornings at 8:30 am, the students will assemble in the house of God for a special Children's Service. **Lower Grade chapel services occur the last Tuesday of every month.** Chapel Talks by the pastors and teachers, and the hymns selected are especially designed to meet the needs and desires of the children. The offerings are used to help support mission projects. Everyone is invited to attend these services also.

## **CHILDREN'S CHOIRS**

Music and music appreciation are integrated into all grades. The Bell Choir for students in grades 7th-8th is part of their music curriculum. The students perform regularly in the church services during the school year. All children are expected to participate.

## **CHURCH ATTENDANCE**

Religion in school during the week is no substitute for Sunday worship. It is expected that children will attend services regularly with their parents. We expect our member families to faithfully worship here at Zion. Our school is founded for those who take Christianity seriously and demonstrate an active Christian faith and life in many ways, including regular worship.

## **COMMUNICABLE DISEASES/ILLNESS**

When your child comes down with a communicable disease or illness:

1. Keep the child home for the time allotted by the County Health Department.
2. Children with a fever or flu should be kept home until they are without fever or flu symptoms for 24 hours (naturally, not reduced with medication).
3. Notify the teacher so that they can be observant for other symptoms of the disease.

## **CURRICULUM**

In keeping with the purpose of Zion Lutheran School, the curriculum is based on the Word of God. Subjects are selected with the view of enabling every child to develop himself into a “whole child”. Religion is not a segregated subject in the day’s work; rather its influence permeates and gives substance to all subject areas taught.

In keeping with a Christian philosophy of education and in regard to the requirements of the State of Wisconsin, children receive a thorough education in the following areas:

Art Appreciation 3K-8

Current Events 4K-8

Computer/Technology Education 4K-8

Handwriting 3K-4

Language Arts (Phonics, Reading, Writing, Spelling) 3K-8

Mathematics 3K-8

Memory Work K-8

Music 3K-8

Physical Education 3K-8

Religion 3K-8

Science/Health 3K-8

Social Studies 3K-8

NOTE: The above subjects are scheduled so that not all are taught each day.

Departmentalization and some team teaching are part of these programs.

Teachers in grades 3K-8 teach formal religion classes. The pastors serve as the spiritual guidance counselors and teach Confirmation to the 7th – 8th grade students.

Confirmation is an educational ministry of the Church, which helps the baptized child through Word and Sacrament to identify more deeply with the Christian community and participate more fully in its mission. If, at the time of Confirmation, a child wishes to become a confirmed member of the Lutheran Church, we trust parents will permit him to do so.

Regularly scheduled curriculum meetings are held by the faculty to continually study and make changes in the curriculum. The faculty’s goal is to continually review and update the curriculum. This project is ongoing. The 5-year curriculum review and update is necessary to maintain our National Accreditation.

## **DISCIPLINE POLICY (See appendix #3)**

## **EDUCATIONAL GRANT FUND (See page 18)**

## **EMERGENCY SCHOOL CLOSING**

In the event that school is closed or delayed due to bad weather this will be announced on Radio & TV stations. Our school is included in the Reedsville School District announcement even though Zion Wayside may not be mentioned by name. Also, parents will receive a Sycamore notice and a text on their Remind app. (Our school will NOT be in session on days that the Reedsville Public Schools are closed due to bad weather conditions.) 3K is included in any closing/delay.

## **ENROLLMENT POLICY**

There is no discrimination because of race, color, or national origin. Students transferring from another school should have a Record of Transfer or other documentation from the school previously attended.

## **ENTERTAINMENT POLICY**

The mission of Zion Lutheran School is to have every student walk closer to their Lord and Savior daily. He wants us to do all things for the glory of God according to 1 Corinthians 10:31. With this being a part of our mission, Zion Lutheran School will promote only music and entertainment, which does not offend God. Entertainment includes such items as videos played, music used for listening purposes, routines, or productions, or any other entertainment venue. Those planning to select entertainment choices should avoid those items that use or promote humanism, profanity, immorality, unethical values, and the like. Consideration should also be given to the artists as to whether or not they are good, Christian role models.

## **FIELD TRIPS (See appendix #9)**

Students of all grades participate in field trips each year. Places of educational interest are visited. The school relies on parents to furnish transportation for most activities away from the school premises. **Parents/guardians willing to drive on these occasions must have complete and adequate insurance coverage on their automobiles, and complete a background check form provided in the office, a copy of their insurance and a copy of their driver's license.** Seat belts must be available for ALL students (See Appendix #9 for State regulations on safety seats & booster seats). Parents will not bring any other children outside of the class. Parents/Drivers will NOT bring young children or children outside of the school along on the field trip. Parents/Drivers can NOT bring extra treats or stop for treats for their car loads that are not planned by the teacher.

## **FIRST AID**

All the Zion staff have their CPR certification. In all cases of injury, parents will be contacted. In case of major injury, "911" will be contacted first.

## **FIRE DRILLS**

Fire drills are held monthly in our school. All children know which doors to exit and where to gather as a class outside the building. Attendance is taken to ensure that everyone is out of the building. A fire exit plan is posted in each classroom.

## **GRADING SYSTEM**

All grades are to be letter grades with the following exceptions for all grades

E Excellent    S Satisfactory    P Progressing    N Needs Improvement

|                                                |    |          |    |
|------------------------------------------------|----|----------|----|
| 100                                            | A+ | 84-83    | C+ |
| 99-95                                          | A  | 82-77    | C  |
| 94-93                                          | A- | 76-75    | C- |
| 92-91                                          | B+ | 74-73    | D+ |
| 90-87                                          | B  | 72-67    | D  |
| 86-85                                          | B- | 66-65    | D- |
|                                                |    | 64-Below | F  |
| <b>Honor Roll: 3.7-3.3 *no D's or F's</b>      |    |          |    |
| <b>High Honor Roll: 4.3-3.8 *no D's or F's</b> |    |          |    |

## **GUIDELINES FOR SCHOOL BEHAVIOR (See Appendix #4)**

### **HALLOWEEN RESOLUTION**

Resolved that in light of Halloween's historical position as a pagan holiday associated with many satanic practices, in the light of the growing presence of the occult in our society, and in light of the scriptures admonition to stay away from all that is demonic (Deut. 18: 9-14), as well as our baptismal vow to "renounce the devil and all his works and all his ways"; Zion Lutheran Church and School is committed to avoiding any celebration of Halloween, including the usage of those symbols generally thought of as being a part of it.

### **HARASSMENT/BULLYING POLICY (See Appendix #5)**

## HOME AND SCHOOL COOPERATION

Working together, both the Christian home and the Christian school can best achieve their goal of guiding the lambs of Jesus. To this end, Zion affords a number of specific helps:

- Parents use Sycamore to monitor their child's progress throughout the Quarter. Formal reports will no longer be sent home at Mid-quarter. **Physical report cards will only be sent home in the last Quarter. Physical copies are available upon request.**
- The first quarter report cards are supplemented with scheduled parent/teacher conferences. Here the home-school life of the child is discussed, weaknesses and abilities studied, and plans for cooperative action proposed.
- Parent/teacher conferences may be scheduled as requested by parent or teacher throughout the year.
- Information pertaining to the child's performance on standardized tests administered during the year will be sent home when available.
- Parents are invited to visit classes and to make appointments with the teacher or principal to discuss any matter pertaining to the child's welfare. It is only ethical to assume that parents will, first of all, discuss these matters with the classroom teacher.

## HOMEWORK

The challenging program at Zion has always required that some study be done at home. This is not only necessary for accomplishing the immediate goals, but also a helpful habit for future education, which is becoming more and more demanding. The amount of homework depends on the grade level and upon the ability and study habits of the child. Parents can help by providing encouragement and a quiet place for study. Providing too much help is to be avoided. If your child is unable to complete his/her assignments for any reason, kindly send an explanatory note so that they may make up the work at a later date. If assignments are consistently burdensome, please notify your child's teacher so that adjustment can be made.

Teachers will assign all make-up work before or after the child returns from an extended illness or a special vacation. Contact your student's teacher to make other homework arrangements.

## HONOR ROLLS

Honor Roll recognition is offered to students in grades 5-8.

**Honor Roll: 3.7-3.3 \*no D's or F's**

**High Honor Roll: 4.3-3.8 \*no D's or F's**

## **HOT LUNCH**

A noon meal is available to all students at a reasonable cost, presently \$4.00 per meal, which includes milk. Additional entree is available for an additional \$1.00, side salad is available for cold lunch students for \$2. Hot Lunches are prepared daily at Zion by our Hot Lunch Manager and Kitchen staff. Milk is available through the Hot Lunch Program. Milk is included in the cost of a Hot Lunch. Milk is available at a separate fee, presently \$.50 per carton, for students bringing a bag lunch, or wanting an extra carton of milk. We do not participate in the National School Lunch Program.

Lunch Fees should be prepaid before the student takes a lunch – you may pay any amount to cover as long a period as you may deem necessary. You will be notified via your Sycamore email when your account balance is low and more funds are needed to cover future meals. You can access your family's lunch account using Sycamore.

## **IMMUNIZATION**

It is recommended that every student entering school for the first time, either in 3K/4K or Kindergarten, or transferring from another state, must have his/her immunization program brought up to date. This record has to be reported to the school. Schools are required to ask this of parents, and children will be excused from this only when parents sign a waiver as defined in the law.

## **INAPPROPRIATE ITEMS/ELECTRONIC DEVICES**

Electronic devices may only be used for instructional purposes when designated and allowed by the teacher. **Devices are to be turned off and kept in the classroom from 8:05 a.m. – 3:25 p.m. Use of one's device is only used by permission during the academic day.** Special rules regarding devices and field trips will be announced by the respective teacher. Devices will be confiscated if it appears to be disruptive to the academic environment.

Knives, matches and lighters, guns, gun look-alikes, weapons of any kind, alcohol, tobacco products and drugs are not to be in the possession of students at any time.

## **LEAVING SCHOOL PREMISES**

Students are not to leave the school property at any time during the school day; unless the parent has contacted the school office and signed them out.

## **LIBRARY**

The purpose of the Library is to provide opportunities for children to pursue individual interests and projects, either as a result and extension of classroom activities or on the student's initiative. A nominal fee may be charged for overdue or lost books.

## **LOST AND FOUND**

All lost and found articles are turned in and stored outside the office. If these items become too numerous, we will donate. Please keep your eye out for your child's lost items. Please write your child's name in their jackets, snow pants, sweat shirts, boots, hats, gym shoes, etc.

## **MAINTENANCE AND CUSTODIAL HELP**

Since there are numerous projects that the custodians and the Trustees of the congregation do not have the time or resources to complete, we request that parents volunteer their time for various projects throughout the year. Please encourage your children to do their best to maintain an orderly school facility. Presently we have been blessed with a full-time custodian.

## **MEDICATION**

At no time are students permitted to take medication of any kind without written permission. Medications are to be turned into the office, both over-the-counter and prescription. In the case of cough drops students will need a note from home. There are two different forms for parents to use when they request that the school staff administer medications to their children:

### **OTC MEDICATIONS (Over-the-counter):**

- **Short Term (1 – 10 days)**

Send a signed note for the first day with the child's name, medication name, amount to be taken, time to be taken, the number of days to be administered. A form will be sent home for you to fill out and send back to school the next day.

- **Kept on hand (To take as needed)**

A signed note, as above, is acceptable for the first day. A form will be sent home for you to fill out and send back to school the next day.

### **PRESCRIPTION MEDICATIONS:**

#### **Short Term and Kept on hand**

- We cannot administer a prescription medication unless the doctor signs a form and the medication is in the original prescription bottle.
- A form, found on Sycamore, must be filled out and signed by both the parent and doctor and must be on file in the school office.

## **MISSION OFFERINGS**

Money given at chapel is sent to various missions each year. These missions are pre-selected by the faculty from a list of various missions.

## **NATIONAL LUTHERAN SCHOOL ACCREDITATION**

Zion Lutheran School is NLSA accredited. National Lutheran School Accreditation (NLSA) is a nationally recognized self-evaluation process. The process has been authorized by the Board of Parish Services of the Lutheran Church Missouri Synod. This process identifies schools, which have maintained high academic standards for their schools.

## **NON-DISCRIMINATORY POLICY**

Zion Lutheran School of Wayside admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. We do not discriminate on the basis of race, color, or national and ethnic origin in the administration of our education policies, admission policies, and athletic and other school-administered programs.

## **LUNCH RECESS RESPONSIBILITY**

Parents are asked to be a part of our Lunch Recess Supervision Team. An adult is needed to monitor the recess activities of grades 3K – 8th every day. Lunch recess runs from 12:10 – 1:20.

## **OUTREACH OF ZION (OZ)**

This organization of parents and teachers is primarily concerned with bringing the home and school into a closer relationship. Parents with children at Zion are automatically members and are therefore urged to attend the scheduled events.

## **PERSONAL APPEARANCE (See appendix #4, Guidelines for School Behavior)**

## **PHYSICAL EDUCATION**

Our aim is to give every student an opportunity to participate in group games and activities according to their age level. Gym classes are a scheduled part of the school curriculum. **Gym shoes, not street shoes, are required to be worn in the gym.** **Appropriate tennis shoes are required when the weather is nice and gym class is held outdoors. Discretion of the PE teacher will be used.**

## **PICNICS**

The Year-End School picnic is held at school during the last week of school. A Church/School picnic is held in the Fall or Spring. Dates will be announced in the monthly Raiders Report, and/or the weekly note.

## **PROMOTION (See Appendix 13)**

## **PROPERTY DAMAGE**

Students responsible for careless or willful damage or destruction of any school property; parents will be billed for such damages.

## **RESOLVING A PROBLEM OR CONFLICT (See appendix #7, Line of Communication in Resolving a Problem or Conflict)**

## **ROOM PARENTS/ROOM PARTIES**

Interested volunteers sign up at the beginning of the school year. Volunteer parents /grandparents assist with parties, field trips, and the like.

## **SCHOOL BEHAVIOR (See appendix #4, Guidelines for School Behavior)**

## **SCHOOL BOARD MEETINGS**

Your School Board is the policy-making body of your school. The date and times of meetings are given on the monthly church calendar, weekly newsletter, and the Raider Report. Copies of the meeting minutes can be picked up at the school office. School parents may request to be put on the Agenda (See Appendix #8, for School Board Meeting Agenda Policy)

## **SCHOOL COMMUNICATIONS**

A weekly newsletter is sent through Sycamore updating the family on current activities. We also use Brightwheel. This app is free for parents and allows you to stay current with events, news, and information from the school.

## **SCHOOL FEES (See appendix #6)**

## **SCRIP CREDITS**

- Credits are applied to your School tuition account when you purchase scrip through our school.
- Any unused credits on your account will remain in your account and will be used to offset the next year's school fees.
- Scrip credits cannot be used for Hot Lunch.

- Any unused credits on your account after your youngest child graduates from 8th grade may be transferred once to their youth account or the Educational Grant Fund. Let the bookkeeper know of your preference. If funds are not designated to a Youth Account by September 1st, they will be placed in the Educational Grant Fund. (See Appendix #11 for School Board Policy)

## **SPORTS**

Students may participate in various sports: soccer (K-8), volleyball (grades 5-8), basketball (3-8), softball (6-8), cross-country (3-8), and cheerleading (3-8). Students in grades 3&4 will be considered “C” teams, students in grades 5&6 will be considered “B” teams and students in grades 7 & 8th will be considered “A” teams. The sports teams are coached by an adult volunteer.

## **STUDENT BEHAVIOR (see Appendix 12)**

### **STUDENT PHOTOS**

Photographs of the students are taken annually. You will be notified of the time and date. A yearbook will be provided to all students.

### **STUDENT – TEACHER RELATIONSHIPS**

In order that we may foster a God-pleasing spirit of cooperation and willingness to work together, both students and teachers must realize that all people are sinners and full of many imperfections and shortcomings. Teachers will think of children as precious souls for whom Christ shed His blood. The teachers will love children entrusted to their care and endeavor to train, to guide, to lead, and to properly discipline them so that they will receive the best possible education.

Children will consider their teachers as gifts of God. Accordingly, they will willingly show love, respect, and obedience to their teachers as God directs in the Fourth Commandment. Students should confide in their teachers. They are there to help them with any problem.

Should students feel that they have been treated unfairly in any way, they are encouraged to discuss the matter with the teacher. Parents, who feel that there has been a misunderstanding, are urged to discuss the matter with the teacher before coming to the principal.

### **TEACHER CERTIFICATION**

All teachers at Zion are state certified.

### **TEACHER HELPERS**

Teacher-helpers are used to assist the teachers in carrying out assigned routine duties so that the teachers are free to work with individuals and groups. Volunteer helpers are needed in all grades. These helpers will need to have a background check.

### **TESTING PROGRAM**

In addition to regular subject matter testing, standardized tests are given twice a year to students in grades K-8. Individual and class results of these tests are utilized for the guidance of the individual child and for the general school and class curriculum planning.

### **TORNADO SAFETY**

The possibility of tornadoes in the Wayside area makes it necessary that all parents and students be informed of the policies we will follow in the event of a tornado WARNING. We will not alarm the students when there is a tornado WATCH, which means weather conditions are such that a tornado could develop. We will take the following precautions when we have been informed by the weather-alert system in our school office in conjunction with the County Emergency Department:

1. Students will not call home during a WARNING.
2. Students will not be dismissed from school unless accompanied by a parent or close relative.
3. Students will not be dismissed from school should a WARNING come at the regular time of dismissal. They will be dismissed as soon as the "all clear" signal has been given.
4. We ask for parents' cooperation during a WARNING and ask that they do not call the school and thereby tie up the telephone.
5. Parents must come directly to the office if they want to take their children out of school.
6. In case of extreme emergency, upon recommendation of the County Emergency Department, places of safety have been designated for your children. This procedure will be practiced by your children and their cooperation is expected.

### **TUITION (See appendix #6)**

The amount of tuition will vary depending on the number of students in your family and also whether you are a Zion Church member or community member. The cost to educate a child here at Zion is approximately \$14,882 per year. The total tuition fees will help the congregation defer some of the costs.

We are asking each family to sign up for the Electronic Funds Transfer program that our school has available. This will give our church a steady stream of income to meet the financial needs of the school. We would ask that a blue EFT form be filled out before the start of the school year. This form will be available on Sycamore.

## **VOLUNTEER HOURS**

In an effort to help educate your child we would like to ask that each family would volunteer a minimum of 10 hours or make a donation of \$100.00.

## **WATER BOTTLES**

Water bottles are allowed in classrooms as long as they are spill proof. No open beverages allowed.

## **ZION EDUCATIONAL GRANT FUND**

The Board of Christian Day School has established a fund from which assistance may be drawn. This fund is available to families who desire to have their children attend Zion Lutheran School but are unable to because of financial hardships. Families must apply for financial assistance before August 15. Exceptions may be granted in extreme cases. An application must be filled out completely for each school year.

## **APPENDIX #1**

### **ATHLETIC DISCIPLINE CODE (APPROVED Sept. 1, 1992)**

Any student whose habits and/or conduct (namely the use of alcoholic beverages, tobacco, drugs, and profanity) make them unqualified to represent the ideas, principles, and standards of Zion Lutheran School shall be suspended from interscholastic competition. Furthermore, it is a violation of this code when a student doesn't accept the responsibility for leaving any location or function whenever alcoholic beverages or drugs are being used or consumed in violation of this code or in violation of applicable state statutes. Certain periods of suspension are defined herein:

#### **I. CONCERNING ALCOHOLIC BEVERAGES, DRUGS OR TOBACCO**

1. FIRST OFFENSE: (A) Suspension of 4 GAMES of the sports season. Scrimmages are considered practice days and not games. If the violation occurs between sports seasons, the suspension will be enforced during the next sports season in which the athlete chooses to compete. If the violation occurs at the end of one sports season and not enough of the season is left, the rest of the suspension will be mathematically figured out to carry into the next sports season.

2. SECOND OFFENSE: (B) Suspension of the entire school year season of all sports. Same guidelines as above mentioned. (letter A)

#### **II. CONCERNING PROFANITY**

Students must send a letter to the school or individual he or she offended, which is to be approved by the Athletic Director.

1. FIRST OFFENSE: (C) Suspension of 2 GAMES. Same guidelines as above mentioned. (letter A)

2. SECOND OFFENSE: (D) Suspension of 3 GAMES. Same guidelines as above mentioned. (letter A)

3. THIRD OFFENSE: (E) Suspension of the rest of that sport's season. If the rest of the season does not consist of 4 games it will continue into the following season, until 4 games are missed.

\*Students under suspension will be expected at practices unless the coach dismisses them.

## **APPENDIX #2 ATHLETIC POLICY**

### **PHILOSOPHY:**

Zion Lutheran School exists to help its children and parents glorify and praise God. God is not only to be number one, but a way of life. Everything is to be done to the Glory of God.

### **References:**

1 Corinthians 6:19-20, "Don't you know that your body is the temple of the Holy Ghost, who lives in you and who was given to you by God? You do not belong to yourself but to God; He bought you for a price. So use your bodies for God's Glory".

1 Corinthians 10:31, "Well, whatever you do, whether you eat or you drink, do it all for God's Glory".

Proverbs 22:6, "Teach a child how he should live, and he will remember it all his life".

### **OBJECTIVES:**

We believe the child should grow in their relationship with God, and to that end, the child should:

- 1) Live in the confidence that God will supply their needs.
- 2) Use God's gifts in a responsible way.
- 3) Thank and praise the Lord every day.

We believe the child should grow into a Christian relationship with others, and to that end, the child should:

- 1) Work and play harmoniously with others.
- 2) Reach out to others.
- 3) Live his faith in Christian love towards others.

### **SPORTS:**

1) Emphasis is placed on the Christian in the total education program and high priority given to Christian conduct on and off the court or field.

2) Players need to be in school the day of a game or scrimmage when scheduled on school nights.

- 3) All players are to wear appropriate attire (t-shirts, shorts, socks, tennis shoes).
- 4) Players missing practice/game may mean non-playing time at the discretion of the coach.
- 5) Players are to know the practice/game schedule. They are to inform their parents when practices are over to avoid unnecessary waiting around after practice/game. Avoid phone use.
- 6) Parents are responsible for transportation of their children to and from practices and games. Car-pooling is encouraged.
- 7) Parents have sole responsibility for the health of their children and will be asked to vouch for this before a child enters a sport.
- 8) The congregation, coaches, or school have NO coverage for injuries suffered as a result of participation.
- 9) Parent permission slips are needed before a player can practice or play in a game.
- 10) Students must have a grade average of a "C" or better to be eligible to participate. Subjects used are Religion, Reading, Math, Language, Spelling, Social Studies and Science. Students in athletics who receive a D or F in any individual subject area on their weekly grade check are ineligible upon the discretion of the teacher. Students that are ineligible will not be able to participate in practices or games for two weeks and will continue to be ineligible until their grades show improvement. Incompletes are considered "F's" until work is submitted. Teachers will check grades weekly.
- \*\* Students with learning disabilities will be given special consideration.
- 11) Teachers are to notify the student, parent, and coach if a student's grades are dropping.
- 12) Students under probation, suspension or expulsion are ineligible for all practices and games.
- 13) Uniforms are to be cleaned and returned to the coach at the end of the season.

### **POLICIES FOR BASKETBALL PRACTICE:**

Basketball practice may begin on a date determined by the Lakeshore Lutheran League. In the event that a fall sport has not concluded its season, the basketball season may start one week after the conclusion of that season.

### **POLICIES FOR BASKETBALL:**

- 1) We will remain in the Lakeshore Lutheran League and follow their schedule.
- 2) Lakeshore League basketball games must have at least one W.I.A.A. referee.
- 3) The first quarter report card grades determine eligibility for basketball.
- 4) A-teams may participate in at least 3 tournaments and B-teams in 2 tournaments. These would include the League tournaments.
- 5) We encourage players to participate in local summer camp programs.

## **POLICIES FOR THE SPORT OF VOLLEYBALL**

1) Volleyball practice may begin on or anytime after August 15th. The team may participate in a total of 3 practices per week before the season and 2 after the season begins.

## **CONDUCT & RULES**

Emphasis is placed on the Christian in the total education program and high priority given to Christian conduct on and off the court or field.

Players need to be in school the day of a game or scrimmage when scheduled on school nights.

All players are to wear appropriate attire (t-shirts, shorts, socks, tennis shoes).

Players missing practices/games may mean non-playing time for a while at the discretion of the coach.

## **APPENDIX #3**

## **ZION LUTHERAN SCHOOL-WAYSIDE DISCIPLINE POLICY**

Zion Lutheran School is a Christian community that functions in partnership. In this partnership, our teachers and pastor help parents with their God-given responsibility for training their children in the ways of the Lord. Training includes instruction and discipline. In the school setting, the teachers and principal carry the God-given authority for disciplining students. Discipline will be administered out of Christian love, applying Christian principles for the welfare of the students and the school community. The teachers and principal will act with firmness, but with respect for the child and his/her sense of self - worth. Corporal punishment will not be administered. When normal disciplinary means prove ineffective in altering a student's unacceptable behavior, the student shows any disrespect toward fellow students, faculty members or any other adult, or a student continues to misbehave after being corrected, a detention will be given to help the student realize the behavior must change. The detention system follows these guidelines:

- The detention must be served on the detention day following the day the detention was given unless the child is absent on the detention day. Failure to do so may result in an additional detention.
- The student must be in the detention room at the beginning of the period, must remain silent in the detention room and must abide by the rules to serve a detention. The student will not be allowed to participate in any extra curricular activities on a detention day.
- The detention system will be used during any supervised school activity and any time a student is on school property.

#### **DISCIPLINARY STEPS:**

1. When a student receives a detention, a detention form will be given which is to be signed by a parent or guardian and returned the following day to the faculty member assigning the detention. The signed detention form will be on file in the School office.
  2. Upon the receipt of the third detention during the school year a conference with the student, the parent(s) or guardian(s), the homeroom teacher and the principal will be held.
  3. If NO positive results are evident from the above steps, the child may be suspended for one to three days. When suspension occurs, the parent(s) or guardian(s), teacher, principal, and the chairman of the Board of Christian Day School will meet in an attempt to resolve the matter.
  4. If little or no positive results are evident after suspension, procedures for expulsion will follow. This is obviously an extreme measure and can only be taken by the School Board. The student has the right of appeal in such cases.
- As Christians we look to the Law as the norm for behavior and find that the power of the Gospel motivates us to Christ-like actions. Scriptural principles govern the conduct of students and teachers, according to Matthew 18, the purpose of discipline is to solve

the problem and win back the erring brother or sister. Please support the faculty in the exercise of their duties.

“Train up a child in the way he should go, and when he is old he will not depart from it”.

Proverbs 22:6 23

The Bible is very clear about the importance of discipline in a person’s life. The Lord always disciplines out of love “My son, do not make light of the Lord’s discipline, and do not lose heart when he rebukes you, because the Lord disciplines those he loves, and he punishes everyone he accepts as a son.” Heb. 12:5-6. It is our goal at Zion Lutheran School to discipline out of love. The Bible says that out of a loving relationship will flow obedience to what we are called and expected to do. “If you **love** me, you will **obey** what I command.” John 14:15

Disciplinary action will be taken after prayerful consideration of what the most appropriate impactful response to the student’s misconduct should be. Each student is created differently by God, and our goal is not to take a cookie cutter approach to discipline. **Parents will be informed on any and all decisions made regarding their student’s behavior no later than 48 hours after the infraction.**

**All disciplinary action is at the discretion of the principal. Please follow the 24 hour rule before contacting the principal, teacher, or school board.**

## **APPENDIX #4**

### **Guidelines for School Behavior**

### **A. School Rules**

1. Respect and obey all teachers at all times.
2. Respect the rights of fellow classmates.
3. Interfering with fellow classmates and other intrusive behavior is prohibited.
4. Administrative office area is off limits to students

### **B. Building and Playground**

1. Enter and leave the building in an orderly manner.
2. No swearing or foul language.
3. No activity that could cause injury to others.
4. No fighting.
5. No snowball throwing.
6. All children are expected to cooperate in keeping the school and school grounds neat and clean.
7. Children are allowed to bring toys, stuffed animals, trading cards, etc. to school. These items are allowed to be used at recess only.
8. Cell phones, gaming devices, or any personal electronics are not to be used in the school building during the school day, they are to be kept in the classroom and turned off. They can be confiscated if not following the teacher's instructions.
9. There will be a zero tolerance policy regarding any weapons brought to school, which includes guns, toy guns, knives, toy knives or any other items considered a weapon.
10. No student will be allowed to have gum within Zion school or on the school grounds; the cooperation of all is necessary and valuable.

### **C. Dress Code Policy**

The Lord has not prescribed a specific style or mode of dress for His people to wear. He has, however, given us a general principle to follow. The Christian realizes that His life is not his own. It has been bought by Jesus Christ at a very dear price - His death. Christ has made the Christian's body a dwelling place for the Holy Spirit. Therefore, it follows that the Christian will honor God with his body (1 Corinthians 6:19-20). This honoring includes the Christian's appearance and dress. Students are reminded that their attire must be neat, clean, and God-pleasing at all times.

As a Christian Day School, our student body should reflect the will of our Lord by what we wear as well as how we conduct ourselves in our school and our community. Please remember that dress can influence conduct. Our dress code is designed to have our students represent themselves as fine young Christians to each other and to all who cross their paths in their mission field. Our Lord has also given parents the responsibility

to bring up their children in the nurture and instruction of the Lord (Ephesians 6:4). Our dress code is not only the responsibility of our students but also our parents.

All clothing must be neat, clean, and in good repair. It is not appropriate to wear clothing that is frayed, torn, or sloppy for school dress. If a child violates the dress code, they will be asked to call home for a parent to bring a change of clothing.

### **Bottoms (Dress Pants, Capris, Shorts, Skirts, Skorts, Dresses, Jeans, Khakis, Wind Pants, Sweat Pants)**

All shorts or skirts should not be overly tight and should be appropriate in length longer than the shirt or sweatshirt on top. It must cover any undergarments at all times, when standing or seated. Students may wear shorts from April 15<sup>th</sup>- October 15<sup>th</sup>. Bottoms should not contain any large print wording on the backside. No pajama pants except on designated dress up days.

### **Tops**

Modest sleeveless tops are allowed for grades 3K-2. Sleeveless tops are not allowed for grades 3-8. No tops exposing bare midriffs during the course of normal school activities (sitting, leaning, reaching etc.). No low-cut necklines and must appropriately cover the chest. No logos or slogans advertising or promoting items inappropriate for the Christian setting (Alcohol, Cigarettes, Drugs, Offensive Language or Pictures).

### **Shoes**

New indoor athletic shoes are required for use ONLY in the gym. A different pair of athletic shoes are needed for outside gym classes, recess, and lunch help.

### **Hair/Hats**

Hair is to be neat, clean, and free of extremes in style or unnatural coloring. (Specific requests for specific causes or events can be discussed with school staff in advance).

Lunch helpers will need to keep hair back away from face and shoulders when helping serve lunch. Hats (including hoods) are to be removed once inside the building and should not be worn during the school day. Bandanas or sweatbands should not be worn during the school day (headbands for girls can be worn). \*\*These items may be allowed during school fun or specific activities days\*\*

### **Jewelry/Piercings**

Boys should not wear earrings to school or school functions. Girls should not have piercings other than ears. Students should not have designs or other markings, permanent or temporary, on their skin.

### **Winter Attire**

Appropriate winter attire including a warm coat, snow pants, boots, hat, and gloves or mittens are required to play on snow mounds or in the snow. Students without boots or snow pants will be restricted to the cleared asphalt areas. We do have outside recess during the winter. Appropriate winter wear is a must. Jackets and other outer apparel are not to be worn in the classroom during the school day. If a classroom teacher feels wearing a coat or jacket is necessary, it will be permissible only in that classroom, on that occasion. On cold days, it would be wise to send along a sweatshirt or sweater with the students.

### **Chapel /Worship Attire**

We require students to dress up for chapel and for special occasions. Collared shirts (i.e. polos), dressy shirts (shirts that are free from writing, images, or anything beyond a small logo), sweaters and 1/4 zips can be worn if the weather is cold. Students need to wear nice jeans, dress pants, or dress leggings. We ask that no t-shirts, athletic sweatshirts/athletic hoodies, athletic shorts, athletic pants, athletic leggings, sweatpants, or flip flops be worn at chapel or other special occasions. Please check with the principal or assistant principal beforehand if you have a question in regard to dress and/or appearance. The school reserves the right to make final decisions on what is and what is not acceptable to be worn at school.

We will be using Chapel shirts this year. Each Chapel family will have their own color and should wear this shirt on Chapel days.

## **APPENDIX #5**

## **HARASSMENT/BULLYING POLICY**

### **PHILOSOPHY OF ZION LUTHERAN SCHOOL - WAYSIDE**

Zion Lutheran School is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere, which promotes equality and is free from harassment or discrimination in any form.

Harassment/Bullying of any student or employee by any other student or employee is prohibited. The School will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. The school encourages the prompt reporting of all incidents of harassment/bullying regardless of whom the offender may be or the offender's relationship to the church or school. The school assures that an individual who reports an incident of harassment/bullying will not be subject to retaliation and that the school will make every effort to keep the matter as confidential as possible.

The school recognizes the degree of complexity and emotional turmoil often involved in the confrontation between a harasser/bully and the victim of harassment/bullying. However if possible, we encourage the individuals who believe they are being harassed/bullied to promptly notify the offender that his or her behavior is unwelcome. If such a confrontation is impossible or ineffective for any reason, individuals should then promptly follow the steps as outlined in this policy.

A charge of sexual harassment will not in and of itself create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students or employees found to have made false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

## **DEFINITIONS OF HARASSMENT & BULLYING**

### **Harassment**

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment can occur any time during school related activities. It includes, but is not limited to, any of the following:

1. Verbal harassment: Derogatory comments and jokes with the intent to harass; threatening or obscene words spoken to another person.
2. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
3. Visual Harassment: Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning, or inflammatory posters, cartoons, written works, or drawings.

4. Sexual Harassment: Includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

### **Bullying**

A student is bullied when he or she is repeatedly exposed to negative actions on the part of one or more students causing emotional, psychological, and/or physical harm. These negative actions are intentional and hurtful. Bullying involves an imbalance of power, and creates fear. It can be:

(Definition of Bullying continued)

- Emotional – being unfriendly, excluding, tormenting (i.e. hiding books, threatening gestures, etc.)
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Verbal – name-calling, sarcasm, spreading rumors, teasing
- Cyber – all areas of the Internet such as emails or Internet chat room misuse; text messaging and calls; misuse of associated technology, camera, video, etc.

### **Impact of Bullying**

The presence of bullying has a broad range of effects on the learning environment and on relationships. We acknowledge the effects of bullying and are committed to providing a safe learning environment for Zion Lutheran School students by discouraging and holding accountable those who engage in counterproductive behaviors such as bullying.

### **Procedures for Addressing Bullying**

1. Zion Lutheran School will actively deal with bullying. Teachers will actively and consistently teach and model positive behavior, and deal with aggressive or harassing behavior.
2. 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.)
  - C. Visit the principal's office
  - D. Inform parents
  - E. Parent/Teacher/Principal/Student conference
  - F. Referral: counseling as recommended
  - G. Suspension-due to repeated bullying or refusal of counseling
  - H. Dismissal- to an alternative education program that is best suited to meet the student's individual needs.

- I. Proper authorities will be notified when criminal intent is obvious or when the situation warrants such action.

### **Strategies for Teachers**

1. Make expectations clear.
2. Consistently confront inappropriate behaviors and consistently recognize appropriate conduct.
3. Model good behavior by using good communication, anger management and conflict resolution skills.
4. Help students learn how to express themselves in positive ways.
5. Recognize the importance of supervision in reducing bullying behavior(s).
6. Listen, validate, and intervene when bullying occurs.
7. Report bullying when it occurs. ( report forms are available in school office, for both students and teachers )
8. Consistently enforce consequences for bullying behavior(s).
9. Help the student take ownership for his/her behavior(s) by helping him/her accept responsibility, by fostering growth in self-discipline, by encouraging a Christian model of repentance and forgiveness.
10. Review strategies with the students- Bully, Target, and Witness.

### **Strategies for Students**

Each classroom teacher will discuss with his/her class the strategies as put forth by the school. A copy of these strategies are available in the school office.

### **Strategies for Parents**

1. Model good behavior by using good communication, anger management and conflict resolution skills.
2. Help your own children learn how to express themselves in positive ways.
3. Make expectations clear. Consistently confront inappropriate comments, jokes, and gestures.
4. When children are present, recognize the importance of supervision in reducing bullying behavior(s).
5. Respond immediately to incidences of bullying by first visiting the appropriate staff person. Follow up with the administrator if necessary.
6. Help children take ownership for their behavior.
7. Empower children to report bullying.
8. Differentiate between “reporting” and “gossiping”. Reporting is necessary for conflict resolution. Gossiping prevents conflict resolution.

## **RESPONSIBILITY/ Addressing Harassment/Bullying Issues Board of Christian Day School**

1. Implement this policy through regular meetings with the administrator to ensure that they understand the policy and its importance.
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discrimination, intimidation, harassment or bullying.

### **Staff, Students, and Parents**

1. Conduct himself or herself in a manner that contributes to a positive school atmosphere.
2. Avoid any activity that may be considered discriminatory, intimidating, harassing, or bullying.
3. Consider immediately informing anyone harassing/bullying him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination harassment or bullying to school officials.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing, bullying or unwelcome conduct to discontinue that conduct immediately.

## **COMPLAINT PROCEDURE**

### **Step One:**

Staff or students who feel aggrieved because of the conduct that may constitute harassment /bullying should directly inform the person engaging in such conduct that the conduct is offensive and must stop. If staff or students do not feel comfortable doing this or are unable to do so, they shall direct their complaint to the Principal. Those persons that have been designated to assist in resolving harassment/bullying complaints (Principal and Board of Christian Day School) will exercise a high degree of confidentiality. The person receiving the complaint will inform the alleged harasser/bully that the offensive behavior must stop.

### **Step Two:**

If the complaint is not resolved by action taken in Step One, staff or students may appeal to the Principal by filing a written complaint. Complaint forms are available in the Principal's office. The staff/student must file the complaint in the office of the Principal. The Principal or designee shall hear the appeal within ten (10) working days. Both parties shall be afforded a full and fair opportunity to present their side of the issue in a

hearing before the Principal or their designee. Within five (5) working days after the hearing, the Principal or their designee shall render a decision in writing, which shall be sent to both parties. This decision shall include the findings and the disposition of the complaint, the rationale for the decision and a recommended course of action, if any.

### **Step Three:**

Both parties shall have the right to appeal the Principal's or designee's decision to the Zion Lutheran Board of Christian Day School by filing a written notice thereof. Appeal forms are available to staff/students in the School Office. The appeal should be directed to the Chairman of the Board and must be filed within twenty (20) days of the date upon which the Principal or designee issued a written decision.

### **BOARD REVIEW**

The Board of Christian Day School shall, upon receipt of the appeal notice, review the prior proceedings and the action taken. The Board may, within its discretion, conduct further investigation. The Board may, upon such review, make its determination and shall have the right to:

1. affirm the action reviewed, or
2. reverse the action reviewed, and/or
3. modify the action taken, and/or
4. modify the penalties imposed, if any.

The decision of the Board of Christian Day School shall be made within sixty (60) working days from the receipt of the appeal and shall be in writing and sent to each of the parties. The findings and disposition of the complaint, the rationale for the disposition, and corrective action, if any. Such action shall be the final action of Zion Lutheran School-Wayside. The Board's written decision shall advise the complainant of the right to appeal the decision by filing a civil action

## **APPENDIX 6**

## **Zion Lutheran School – Wayside TUITION SCHEDULE 4K – 8**

### **Zion Wayside Members:**

| <b>2025-2026</b>             | <b>Actual cost to educate children<br/>3K-8</b> |                    |                    |                    |
|------------------------------|-------------------------------------------------|--------------------|--------------------|--------------------|
|                              | <b>\$10,237.00</b>                              | <b>\$20,474.00</b> | <b>\$30,711.00</b> | <b>\$40,948.00</b> |
| <b>Tuition per<br/>child</b> | 1st Child                                       | 2nd Child          | 3rd Child          | 4th Child          |
|                              | \$1,500.00                                      | \$1,400.00         | \$1,300.00         | \$1,200.00         |

### **Community Members:**

| <b>2025-2026</b>             | <b>Actual cost to educate children<br/>3K-8</b> |                    |                    |                    |
|------------------------------|-------------------------------------------------|--------------------|--------------------|--------------------|
|                              | <b>\$10,237.00</b>                              | <b>\$20,474.00</b> | <b>\$30,711.00</b> | <b>\$40,948.00</b> |
| <b>Tuition per<br/>child</b> | 1st Child                                       | 2nd Child          | 3rd Child          | 4th Child          |
|                              | \$1,950.00                                      | \$1,850.00         | \$1,750.00         | \$1,650.00         |

**By purchasing Scrip from Zion Wayside any school family can accumulate Scrip credit that can be used for Tuition.**

**Registration Fee for 3K-8th is \$25 per child for new registrations.**

### **PAID IN FULL \$50 off TUITION**

Each family who pays their tuition in full at Raider Ready Day in August will have their total tuition bill reduced by \$50.

## **APPENDIX 7**

### **Line of Communication in Resolving a Problem or Conflict**

Matthew 18:15-20 “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven. Again I say to you, if two of you agree on earth about anything they ask, it will be done for them by my Father in heaven. For where two or three are gathered in my name, there am I among them.”

#### **Step 1**

Meet with the teacher or staff person who is directly involved with the situation.

#### **Step 2**

Meet with the Principal

#### **Step 3**

Meet with the School Board

NOTE: While the Board welcomes input from the parents it is recommended that the above procedure of contacting the teacher and the principal be followed to assure timely action.

- In most cases an issue that has not been brought to the attention of the teacher and principal will be reverted back to them for attention before the Board would act.
- If you prefer, an individual Zion School Board member may attend the parent/teacher or parent/principal conference with you at your request. The individual Board member must inform the Board Chairperson about the parents' concerns.
- In order to give your concern a place on the Agenda of a Zion Lutheran School Board meeting the Zion board chairperson must be contacted at least one week in advance of the scheduled School Board meeting. The Zion Lutheran School Board chairperson must be sure that the Lines of Communication policy has been followed.

### **APPENDIX #8**

## **School Board Meeting**

### **1) Opening Devotion**

### **2) Presentation by non-board members**

- During this period, persons who have made a prior request to the School Board chairperson and the school Principal may address the Board for a period of time up to 5 minutes.
- Board members are to listen to the person(s) addressing them and to ask clarifying questions, but not to workshop their ideas and try to solve their problem or concern at the meeting.
- The Board Chairperson and the Principal will determine the time and place to discuss the issue.
- School Board meetings can not be recorded via voice or video.

### **3) Regular Board Agenda**

- During this period all normal Board business will be conducted.
- This portion of the meeting is open for guests. Guests may observe the workings of the meeting but may not speak without advance notice.
- These sessions will be held as necessary.
- During such sessions, matters such as discipline problems, tuition delinquencies, staff evaluations and other matters of a personal or sensitive nature will be discussed.
- This portion of the meeting will be closed to visitors.

## **APPENDIX #9**

### **State of Wisconsin Child Safety Restraints, Booster Seats and Safety Belt Requirements (Effective June 1, 2006)**

1. A child who is at least one year old and weighs at least 20 lbs. but is less than four years old or weighs less than 40 lbs. must be properly restrained in a forward-facing child safety seat in the back seat of the vehicle.
2. A child who is at least four years old but less than eight-year old, weighs at least 40 but not more than 80 lbs., and is no more than 57 inches tall must be properly restrained in a "child booster seat".
3. A child who is under the age of eight who exceeds the weight or height limits specified in item 2 above must be properly restrained in a seat belt.

## **APPENDIX #10**

### **Internet Access policies of Zion Lutheran School**

The students are:

1. To use the Internet access in support of education and research, consistent with the educational objectives of Zion Lutheran School;
2. To use the internet only with the permission of the responsible teacher, not to, knowingly, degrade or disrupt the Internet services or equipment, as such activity is considered a crime under state and federal law; this includes, but is not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, violating copyright laws;
3. Not to knowingly try to gain access into any part of the Internet, deemed inappropriate, by the Zion Lutheran School Board or by the supervising teacher;
4. To immediately report problems of breaches of these responsibilities to the responsible teacher.

## **APPENDIX #11**

### **Scrip Credit Use Policy**

The Scrip program was set up with the intention and purpose to give our families a source of funding to help with their tuition, if there is tuition at the school. The funds from this program may be used to cover expenses for tuition only. The fees may not be used for hot lunch, field trips, or any other school expenses. The generated funds will also not be available for a cash withdrawal. When the last child of that family graduates and if there is still a balance in their account then the balance may be transferred to their church Youth Account or be put into the Educational Grant Fund account.

## **APPENDIX #12 Student Behavior and Rules**

### **BEFORE SCHOOL**

Students should **NOT** be at school before 8:05 am. When students enter the building they need to report to their classroom. Students need to be in your classroom by 8:15. **Parents should give prior notice to the school if there is a reason to arrive before this time.**

### **AFTER SCHOOL**

- Students not going home on a bus because of sports practice or a game should be enrolled in Daycare if the practice or game will start later than 3:30 pm.
- Students staying for piano lessons must wait for their lesson time in the Church Atrium only.

### **HALLWAYS**

- Eating in the hallways is prohibited.
- Running in the halls is strictly forbidden.
- Pupils in the halls during class time must have teacher permission.
- Lockers must not be slammed.
- A “QUIET” hallway is necessary at all times.

### **RESTROOMS**

- The restrooms are NOT a meeting area.
- Waste paper goes in wastebaskets.
- Flush toilets after each use.

### **SCHOOL-CHURCH BUILDING**

- No one is to be in the church building without adult supervision or faculty permission.
- The Commons/lunchroom is not to be used unless a teacher designates its use for a special purpose.

### **SCHOOL BUS SAFETY**

The bus companies, along with the Reedsville School District, are anxious to provide safe, comfortable, and pleasant transportation of every child who is entitled under law to be carried to Zion Wayside at public expense.

Accordingly, all riders must be thoroughly familiar with some of the significant policies affecting their transportation as outlined in the statements below:

1. Every rider is expected to conduct himself in a manner that will not distract a driver from his job of operating the bus.
2. State regulations demand that pupils be seated while the bus is in motion.
3. Bus drivers are in charge of the bus, including student discipline.

**All students are to go to their assigned area immediately after school is dismissed.**

The bus would like to remind you that any time your child is going home with another child he/she must have a note to that effect and call the bus company letting them know of the change. **Please call the office to inform us of any changes.** The note needs to be signed by the school principal and given to the driver of the bus your child wishes to ride that day.

### **OUTSIDE PLAYGROUND**

The outside playground is to be restricted to the play area only. Walking around the church should only be done with the supervision of an adult.

The dirt in the field may only be played on when it is dry enough so dirt does not accumulate on shoes.

### **OFF-LIMITS**

Dirt piles are off-limits to all students.

The cemetery, front lawn, shrubs, and fence line trees are off-limits to all students.

The Child Care Center yard is off-limits to all students 4K and older.

Keep off the lawns in front of the school and church at all times.

### **PLAYGROUND EQUIPMENT**

No walking or climbing up the slide and only one person going down the slide at a time.

No running or chasing around equipment in the wood chip area when young children are present.

### **PLAYGROUND BOUNDARIES**

- Trees on the South
- Evergreen trees on the West.
- Invisible line extended from the church on the North
- Do not play behind the garage in the west parking lot

### **PLAYGROUND RULES**

Fighting and roughhousing is NOT permitted at any time.

NO “tackling”, “capture” or “wrestling” games allowed.

NO playing in school doorways or on the sidewalk.

During recess, a student must have permission from the outdoor supervisor to re-enter the building to use the restroom. When finished, the student must return outside if recess is still in session.

### **WINTER RULES**

Children who play in the snow are encouraged to wear boots and snow pants.

Students without boots must stay in dry areas of sidewalks or blacktop.

NO standing in doorways.

Children may play on snow hills west of the parking lot only.

NO snow throwing or kicking of ANY kind whether intended for a person or not.

Destruction of any snow creations or structures is NOT allowed. **All other rules apply.**

### **GYMNASIUM PLAYING DURING RECESS PERIODS**

Games and activities using balls must stay on the East half of the gym floor.

All other games and activities use the West half of the gym.

Basketballs are allowed, all other balls must be soft playground balls or Nerf-type balls.

Footballs are limited to Nerf Footballs ONLY.

NO kicking any balls (football and kick-balls included).

NO ball tag.

NO throwing balls against walls or across the length of the court.

ONLY equipment found on the **recess supply rack** may be used for recess.

STAY OFF the mats.

NO “tackling”, “capture” or “wrestling” games.

Students must ask permission when leaving the gym during recess.

- The Athletic Room is to be locked and used only by teachers, pastors, or coaches.

**PLEASE RETURN ALL EQUIPMENT  
TO THE PROPER STORAGE AREA.**

## **Appendix 13**

### **Promotion Standards**

Zion Lutheran School strives for academic excellence. We want to ensure all students are ready to move to the next grade level. Promotion decisions are based on a student's readiness as noted on the report cards, test scores, attendance, developmental readiness, and other measures.

### **Academic Standards**

At Zion we strive to have students be on grade level or above grade level in all subject matter. Students who perform at 2 or more grade levels below will be evaluated and possibly held back to better prepare them for their future years as a student.

### **Standardized Testing**

Zion utilizes NWEA MAP testing to help evaluate our learners and their levels of learning. Besides the MAP testing we also assess the students with the STAR reading comprehension test every quarter from 1-8.

### **Attendance**

Students missing 10 or more days of a school year may be retained. It is crucial that students be in school on time consistently to obtain the necessary skills to move to the next grade level. We continue to encourage you to keep your children home when they are sick.

### **Developmental Readiness**

Some students are not ready for the curriculum or challenges faced socially in the next grade level. This will be determined by their organizational skills, social skills, and emotional readiness in current grade level. The teacher and principal will promote students based on observations in these areas throughout the year.

### **Retention**

The teacher will notify parents of students who are having academic difficulties and efforts will be made to help the student. In some cases extra summer work, special tutoring, or other help may be recommended before advancement to the next grade. In some cases students will be recommended to be retained in their current grade level. This is done with thorough evaluation by the teacher and principal. The parents will also be involved in this process.