



**Zion
Lutheran
School**

Handbook

The Purpose of Zion Lutheran School

The education of children is first and foremost the responsibility of the parents as stated in Ephesians 6:4: "Fathers...bring them up in the training and instruction of the Lord."

Zion Evangelical Lutheran Church has established Zion Lutheran School for the purpose of assisting parents in their God-given responsibility to educate their children in body, mind, and soul.

Zion Lutheran School assists parents primarily with training their children in God's Word. Through daily devotions, Bible lessons, and catechism studies, children are taught the truths of God's Word.

The goal of Zion Lutheran School is to be distinctive in its education concerning these physical, mental, and spiritual needs of the child. It must always be noted that the school exists in this capacity to assist the parents and never to remove the primary responsibility from the parents.

Statement of Educational Philosophy

Zion Evangelical Lutheran Church and School, of the Wisconsin Evangelical Lutheran Synod, is founded on the following eternal truths as revealed in God's inerrant Word, the Holy Scriptures.

The Holy Scriptures are God's inspired and inerrant Word (2 Peter 1:21, John 17:17) and are supreme in all matters of faith and life (2 Timothy 3:16,17). All truth is from God (James 1:17). Knowledge which contradicts the Scriptures is false (1 Timothy 6:3-5).

There is only one true God: Father, Son, and Holy Spirit (Matthew 28:19,20). He reveals Himself in the Holy Scriptures (Galatians 1:11,12).

The Parents

The Lord gave parents the primary responsibility for the Christian training of their children (Ephesians 6:4, Deuteronomy 6:4-7)

The Church

The Lord has also given to His church, and hence to each Christian congregation, responsibility to train all its members according to the Scriptures (Matthew 28:20.) God directs His church to nurture disciples and use the Word to reach out to the lost (Matthew 28:19,20).

Therefore the congregation with all its educational branches should have the same main objectives to nurture disciples within its membership and to reach out to the unchurched with the Word.

The Learner

God created human beings holy and righteous (Genesis 1:27, Ephesians 4:24). The fall into sin has corrupted the nature of every human being (Isaiah 64:6), and therefore all are deserving of damnation (Romans 5:12).

God, through His grace and mercy, sent His only Son, Jesus, to suffer and die to save every human being from the consequences of sin (Ephesians 2:4,5; Romans 4:25).

The two main doctrines of the scriptures are Law and Gospel. The Law curbs (1 Timothy 1:9,10), makes the sinner conscious of his sin, and is a guide for Christian living (Psalm 119:9). The Gospel "is the power of God for the salvation of everyone who believes" (Romans 1:16) and motivates the Christian to strive for holy living (2 Corinthians 5:14,15).

All, who through the work of the Holy Spirit, believe that Jesus is their Savior, receive forgiveness of sins, life, and salvation (Romans 8:1,2).

Christians have varying levels of sanctification (Romans 14:1-4), and the Lord expects them to use His Word to grow in their sanctified life from birth unto death (2 Timothy 3:14-17). The Lord, who has given varying gifts and talents to human beings, expects Christians to use and develop those talents faithfully (Romans 12:6-8).

The Educators

Although parents have the primary responsibility for the Christian training in the home, the Lord, through the congregation, extends divine calls to pastors, teachers, and lay leaders, to assist the congregation with the Christian training of its members (Ephesians 4:11,12).

The Learning Process

The Lord directs that all are to be trained in His Word and are to receive that training daily from morning to evening (Deuteronomy 6:4-9). All are to be taught the truths of God's Word so that they grow in their understanding of His will and love for them (Hebrews 5:12, Deuteronomy 6:4-9).

The Curriculum

If we are to demonstrate honor and praise to our great and glorious Lord, and if we are to be effective in making disciples in today's world, we need to be skillful in developing an educational course of study. By helping members learn the knowledge, skills, and attitudes which are part of the congregation's curriculum, we will be helping prepare our members to live a life which serves our Lord and our fellow man.

The temporal curriculum content, that is our secular course of study, will likely change as the needs of people and the needs of society change. The eternal curriculum is God's inspired and inerrant Word (2 Peter 1:21, John 17:17), and is supreme in all matters of faith and life. We will make changes in the temporal curriculum if we are convinced that the changes will help us achieve the congregation's main objective. All areas of the curriculum, both secular and religious, must be satisfactorily met for graduation.

General School Objectives of Zion Lutheran Elementary School

The Christian education of Zion Lutheran School strives to provide faithfully for the eternal welfare of each child and to guide him in the maximum development of his spiritual, physical, and mental abilities given to him by God. The objectives of Zion are:

1. To nurture and strengthen the faith of each child;
2. To provide systematic and thorough instructions of God's Word;
3. To teach all secular subjects in the light of God's Word;
4. To strive for excellence in teaching the basic elementary curriculum;
5. To provide children with a Christian school community in which God's Word rules supreme;
6. To give pupils an opportunity to live their faith in daily Christian fellowship;
7. To provide a rich devotional life centered in God's Word;
8. To support Christian parenthood and home life centered in God's Word;
9. To teach children to use their time, talents, and treasures to glorify God in a life of faithful service;
10. To encourage pupils to live as obedient citizens of their country; and
11. To strengthen the congregation and the church-at-large through the training of their future members.

Accreditation of Zion Lutheran School

Zion Lutheran School is a registered charter school with the State of Ohio. We operate under the guidelines for private independent schools in Ohio, and continue to provide our students with the highest quality of education for body, mind, and spirit.

Faculty Qualifications

The faculty of Zion Lutheran School consists of Wisconsin Evangelical Lutheran Synod (WELS) certified elementary school teachers, who have received divine calls by Zion Lutheran Church to teach at Zion Lutheran School. All teachers are certified and licensed through the State of Ohio. They wholeheartedly accept and are committed to the Lutheran faith and to the principles of education contained in this handbook.

Acceptance Policy

1. Children whose parent(s) are members of Zion Lutheran Church;
2. Children whose parent(s) are members of another Wisconsin Lutheran Synod (WELS) or Evangelical Lutheran Synod (ELS) congregation;
3. Children whose parent(s) desire to become members of Zion Lutheran Church or who currently have no church home of their own;
4. Children whose parent(s) belong to other churches will be considered.

Non-Discrimination Policy

Zion Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions, policies, and athletic or other school administered programs.

Enrollment Policy for New Families

Parents of new students who are not members of the Wisconsin Evangelical Lutheran Synod or the Evangelical Lutheran Synod are encouraged to attend an adult information course given by Zion Lutheran Church in the fall of the year. The purpose of this course is to familiarize new families with the religious instruction that their children will be receiving at Zion Lutheran School. Classes will meet once a week for approximately ten weeks. Class times will be arranged in the fall of the year by the pastor. Adults who have completed the information course are welcome, but not required, to become members of Zion Lutheran Church upon recommendation of the pastor.

Support of the School

Zion Lutheran School, as an agency of Zion Lutheran Church, is supported by the contributions of the congregation. The church contributions of Zion members, in effect, subsidize all students enrolled at the school. Tuition fees charged to families are established to assist Zion Lutheran Church in support of its school.

Tuition Rates for Grades K-8

Members of WELS or ELS Churches	
Number of Children	Tuition
1	\$1,765.00
2	\$2,800.00
3 or more	\$3,650.00
Non-Members of a WELS or ELS Church	
Number of Children	Tuition
Per Child	\$4,250.00

Grades K-8 Tuition Policy

Zion Lutheran School, in part, is funded by the tuition fees charged to its students. The tuition fees are established by the Board of Finance on the basis of family church membership and on the number of children in the family that attend the school. All families will be required to make a **\$100 per family non-refundable** registration fee. This is due with all student applications. Families may choose from the following payment options:

For members of Zion Lutheran Church or another WELS or ELS congregation:

1. **Payment in Full.** Payment will be due on or before the final August registration date for the upcoming school year.
2. **Monthly Payment Plan.** Monthly payments will be established. Other arrangements must be discussed with the Board of Finance on or before the final August registration date for the upcoming school year.

For families who are not members of a WELS or ELS congregation:

1. **Payment in Full.** Payment will be due on or before the final August registration date for the upcoming school year.
2. **Quarterly Payments.** The first payment is due in full on or before the final August registration date for the upcoming school year. Each successive payment is due in full ten days before the next school quarter begins. Students whose tuition payments have not been paid in full will not be allowed to start the new quarter until the balance has been paid.

The Board of Finance of Zion Lutheran School is responsible to make sure all tuition fees are paid promptly. Delinquent tuition accounts will be handled at the discretion of the board, and may result in termination of enrollment.

Preschool Tuition

(Preschool is currently unavailable)

Preschool students are to be enrolled on or before the final registration date in August of the upcoming school year. A non-refundable registration fee of \$30 and payment of the first month's tuition are required at that time. All subsequent monthly payments are to be paid prior to the first of the month for the next month of preschool. Preschool tuition for the 2006-2007 school year is \$200 per month for the five half-day program.

The Board of Finance of Zion Lutheran School is responsible to make sure all tuition fees are paid promptly. Delinquent tuition accounts will be handled at the discretion of the board, and may result in termination of enrollment.

Enrollment Requirements

1. All applicants entering kindergarten and first grade must have attained the age of five and six respectively by September 30, in compliance with the Ohio Revised Code.
2. All new students are required to be current with their immunizations before attending the school, as required by the State of Ohio. All new students are required to have a complete medical examination before attending the school.

3. All previous school records of new students must be provided to Zion Lutheran School prior to enrollment.
4. An appointment will be made for the parents and student to visit Zion Lutheran School and the prospective classroom.
5. The homes of all new students will be visited by the pastor or principal, and the corresponding classroom teacher.
6. All new students will be accepted on the probationary period set by the Board of Education.
7. All students who are accepted for enrollment must conform to all the rules, regulations, and course of study as established by Zion Lutheran School.
8. All applications for enrollment for both new and returning students should be completed and submitted by the end of the current school year. Late applications will be evaluated at the discretion of the faculty and Board of Education.

All new applicants and parents will be interviewed prior to enrollment by the principal and the corresponding teacher. The Board of Education will make the final decision on all applicants for admission.

Withdrawal From School

Withdrawal of a child from Zion Lutheran School requires a two week advanced notice. Please provide this in writing. When a student withdraws, all books and school owned materials must be returned on the final day the student is in school. Also, all personal materials for the student should also be removed on the final day the student is in school. Transfer of records will be delayed until these requirements are met.

Exclusions

Zion Lutheran School is not conducted as a private school, nor for children who have been removed from other schools for disciplinary or scholastic problems. The administration reserves the right to reject any applications in which parent or student information has been withheld or falsified.

Home and School Cooperation

The Lord, through His work, has bound the home and the school together as a unit with one and the same aim or purpose when He said, "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." (Deuteronomy 6:6-7). Christian parents dare not give up this God-given responsibility when they send their children to our school. The Christian home and the Christian school are the most effective agencies for the training of our children. However, in point of the importance and responsibility, the home stands first. Parents may not neglect the Christian training at home because their children attend a Christian school. It is the parent's child, and therefore first the duty of parents to give that child a Christian education. This privilege no one may take from them, nor may they forego it voluntarily.

The teacher's part is to give additional training so that the work of making our children "wise unto salvation" may continue unhindered and uninterrupted. Parents and teachers must join hands so that nothing may rob our children of the crown of glory laid up for them in heaven.

School Policy Relating to Questions and Concerns

So that the Christian principles are followed as outlined in Matthew 18, whenever a question or concern arises, the following procedures are to be followed:

1. Questions and concerns are to be first directed to the person or teacher involved in the matter, individually and not via group action, outside of school hours.
2. Questions and concerns are to be brought in a spirit of Christian patience and understanding with a desire for quick resolution of the matter at hand.
3. In extreme cases, or where the question or concern has not been satisfied, the matter may be brought to the

- attention of the principal.
4. The matter will be handled in a discussion during a scheduled consultation or meeting, and an attempt will be made to arrive at a God-pleasing solution to the problem.
 5. In the event that the matter is still not resolved, it may be brought before the pastor and the Board of Education, respectively.

Parents are strongly encouraged to adhere to these procedures in dealing with all questions and concerns in order that they may be dealt with in the most efficient manner possible, for the benefit of all involved.

School Hours

The normal school hours for Zion Lutheran School are 8:00 am to 3:00 pm, and preschool hours are from 8:00 am to 11:30 am. Doors will be opened at 7:30 am for those students who arrive early. Students are expected to be in their classrooms, at their desks, and preparing for the school day, prior to the 8:00 start.

Parents are expected to have their children picked up promptly after dismissal. All students should be gone from school grounds by 3:15 pm. Individual arrangements should be made in advance with the school if students are not able to be picked up on time.

Books and Supplies

Each child must purchase their own religious books, such as a Bible, Catechism, and Hymnal, depending of the requirements of the appropriate classroom. Religious books will be available to purchase from the school at registration. All other textbooks are provided by Zion Lutheran School.

A list of general school supplies needed for each classroom will be provided prior to the beginning of the new school year. Students are expected to have those basic supplies available to use at school at all times.

Zion Lutheran School will provide students the opportunity to purchase extra school supplies from the school store throughout the school year.

Lunches

Students are expected to provide their own lunches from home. Microwaves are available in the classrooms for student use; however, meals requiring more than two minutes of cooking time are discouraged.

Students should bring their lunches to school at the beginning of the day. Please remind your student to have their lunch in the morning. Lunches arriving during the day disrupt the school day.

Milk, juice drinks, and water may be brought in plastic containers. Students are not allowed to bring glass containers to school.

Visitors

All visitors to the school must report to the principal first. Parents are requested to visit only after school, unless an appointment is made. Please make arrangements to visit your child's classroom ahead of time with the teacher. Your interest in your child's education is welcome and will encourage them as well.

School Sponsored Activities

Many school sponsored activities are held away from Zion Lutheran School. It must be understood by pupils and parents alike that the pupils owe implicit obedience and respect to their teacher, staff member, or adult advisors, under the Fourth Commandment in all circumstances.

Physical Education

Physical Education classes are a regular part of every child's schedule. These classes are held outside or in the multi-purpose room with some instruction being carried out in the classroom. Supervised recesses also provide some physical exercise and relaxation.

Athletics

Both boys and girls are encouraged to participate in the athletic program of our school. In order to participate in any phase of the athletic program, each student must maintain a scholastic average in accordance with his individual ability. The faculty and the Board of Education will review and prepare eligibility lists for the school in all sports, based on the mid-term and quarter grading reports. Players and cheerleaders not in school on the day of an event may not participate in that event. In the event of any un-Christian-like behavior at an athletic event or at an athletic practice, the student may be suspended from the team, and other disciplinary actions may follow.

Zion Lutheran School does require a physical for all sports our school offers. These physicals are to be on file in the school office prior to any student's practicing for a sport. A physical need not be updated for three years after the physical. Physical forms are available from the school office.

Excuses for Recess or Physical Education

If, during the course of the year, a parent would like to have their child stay in for recess or be excused from physical education class for a cold or some other valid reason, a note should be written to the teacher. If no note is presented to the teacher, the child will be expected to go outside for recess or participate in the P.E. class. Children will not be expected to go outside for recess or P.E. class in inclement weather.

Emergency School Closings

Refer to the school calendar for when school is not in session. If severe weather conditions or other unforeseen circumstances should make it necessary to close school early or for the day, an announcement will be made on the local television and radio stations.

Students who are delayed due to travel conditions should contact the school so they are informed the student is on the way.

In the event that Zion Lutheran School has a delayed start, preschool will be canceled for that day, if applicable.

Attendance

By state law, all children are required to attend school every day that the school is in session. Regular attendance is important to the progress of the child and the maintenance of school standards. Students of Zion Lutheran School are expected to be punctual and regular in their attendance.

All absences, unless pre-approved, require that a parent or guardian complete a *School Absence Form* and return it to the child's teacher. Absences will be categorized as either excused or unexcused by the teacher depending upon the circumstances, and reflected as such on the child's permanent record. Excused absences include, but are not limited to: illness, bereavement, and pre-approved absences. Failure to return a *School Absence Form* will result in an unexcused absence.

A child is not to exceed five unexcused absences or ten total absences within each of the four quarters of the school year. In the case of a child who has exceeded the maximum allowable absences for the quarter, the matter will be brought before the Board of Education to determine the status of enrollment of the child and the grade placement of that child for the next school year.

In the event that a child will be absent from school, **messages must be left with the school office prior to the start of the school day.** If a child is absent and the teacher has not be notified, attempts will be made to contact a parent or guardian regarding the whereabouts of that child.

Illness

In the event that a child would become ill and is unable to attend school for that day, a parent or guardian must notify the school office regarding the child's absence, preferably prior to the start of school for that day. If possible, arrangements should be made with the teacher to have assignments for that day picked up or sent home with another student. Upon the child's return to school, a *School Absence Form* must be completed by a parent or guardian in order to excuse the absence. Please refer to the Communicable Diseases section of the school hand-book regarding questions about whether a child should attend school if there are signs of illness.

Students will have two school days per day absent (due to illness) to complete assignments not finished as a result of being absent. Work not finished within this time period will be considered late and will fall under the guidelines of the Late Word Policy. Students may be granted extensions to this deadline at the discretion of the teacher.

Tardies

Children are expected to be in their desks and ready to begin the school day by the scheduled start of classes. Those children who are not will be considered tardy for that day.

Excused tardies include doctor appointments, weather problems, or events at the discretion of the administration. Tardies will be categorized as either excused or unexcused by the administration depending on the circumstances and reflected on the child's permanent record. In order for a tardy to be marked excused, a signed note from parent (or physician) must be given to the classroom teacher within one day of the tardy.

Parents and guardians are advised to have their children at school ten minutes prior to the start of classes to give their children ample opportunity to prepare for that day. When a child is tardy, it creates a problem. The child misses important beginning-of-day instructions and this interrupts the teacher from the lesson as she/he has to address the child and get them up to speed so the class can continue. Additionally, we feel that children are embarrassed walking in late to school as it creates undue attention towards them. They often spend a lot of the day trying to catch up on their work.

All tardies are counted within each quarterly marking period. The discipline policy regarding unexcused tardies is as follows:

1 st Tardy	Warning
2 nd Tardy	Warning
3 rd Tardy	30 minute detention
4 th Tardy	Warning
5 th Tardy	60 minute detention
6 th Tardy	Warning
7 th Tardy	60 minute detention
8 th Tardy	Warning
9 th Tardy	60 minute detention
10 th Tardy	One day in-school suspension
11 th Tardy	Warning
12 th Tardy	60 minute detention
13 th Tardy	Warning
14 th Tardy	60 minute detention
15 th Tardy	One day out-of-school suspension

Further discipline is at the discretion of Zion Lutheran School's administration.

We appreciate your support of this policy as we are trying to assist your child with developing good educational

habits as well as a life-long attitude of the importance of being on time for school, interviews, games, work and events. Please discuss this policy with your child and establish a morning routine that allows you to arrive to school on time. We would hope that you try to make any appointments outside of school hours; however, if this is not possible, please request a doctor's note to bring to school with your child. Again, thank you for your support of this policy as we are trying to ensure the education of all the students at Zion Lutheran School.

Pre-Approved Absences

When it is known in advance that a child will be absent from school because of a medical appointment, vacation, or any other planned absence, a parent or guardian must complete a *Pre-Approved Absence Form*. This form must be turned in to the school office one week or more in advance in order for the absences to be approved. Unapproved planned absences will be regarded as unexcused.

The student will be provided with all available assignments missed during the time they will be absent. All assignments will be due the first day the student returns to school. In the case of a medical appointment, the teacher should be informed as to when the child should be excused from classes and when, if at all, the child will return that day to class. Absences due to medical appointments will not be considered as such unless the child is absent for more than half of the school day. Every effort should be made to schedule medical appointments outside of school hours. If unable to do so, parents should notify the school at least one week in advance, if possible, by way of a *Pre-Approved Absence Form*.

Worship Service Attendance

In keeping with God's command to "Remember the Sabbath Day..." the school staff will be encouraging the children to attend church services faithfully. Since the leading of the children to Christ can only be carried out by our school with the support of the parents, and since a "vacuum" would exist if the child neglected their Savior on Sunday, it is expected that parents and children attend church regularly. Parents who claim to be Christian and yet despise God and His Word, also despise every blessing God offers through His Word and are an offence to their children and to their church.

Homework Policy

It is understood that Christian students will want to do their work to the best of their abilities and to the glory of God. This will necessitate the completion of some assignments at home. A suitable place for study, as well as sufficient time to complete the assignments should be provided. It is suggested that children are encouraged to develop consistent study habits.

There will naturally be a greater amount of homework as the student progresses into the higher grades. An excessive amount of homework should not be necessary unless the student has been absent, willfully neglects their work while at school, or is not working up to the grade level for other reasons. A certain amount of homework, however, is necessary and will be assigned as determined by the teacher. Oral reading at home is especially helpful in the lower grades and for those having reading difficulties.

Parents should not do the child's work but should check their child's work regularly for the child's benefit to see that it has been completed. Parents should also make sure that their child's corrected daily papers are brought home so they will know how their child is progressing. Parents should regularly check with the classroom teacher with questions regarding homework. Should homework not be completed by the appropriate deadline, it will be dealt with according to the procedures of the Late Work Policy.

In the event that a student is caught in the act of cheating, a *Disciplinary Notice* will be sent home, the child will receive a failing grade for the work, and it will be redone properly. In severe cases, cheating may result in a detention or suspension.

Grading System

The following grading system will be used in grades three through eight:

100% A+	99-97% A	96-94% A-
93-91% B+	90-88% B	87-85% B-
84-82% C+	81-79% C	78-76% C-
75-73% D+	72-70% D	69-67% D-
	66-0% F	

The kindergarten through grade two will not receive percentage based grades. Instead, letter grades and evaluation marks will be given based upon ability and performance at that level.

Students are expected to use their gifts and talents as God has given them. Students with academic problems, as determined by the teacher and principal, will be placed on academic probation and parents will be notified. Academic standing will be evaluated in consideration of continued enrollment.

Late Work Policy

All classroom assignments are due by the beginning of the next available class period, unless otherwise specified by the classroom teacher, or as a result of an illness or pre-approved absence. An assignment that is not available to be turned in at the appropriate time will be considered late. In the event that an assignment is late, the following procedures will be followed:

1. Each student will receive one excused late assignment per quarter without penalty. The teacher will keep record of the late assignment but will not send home a *Late Work Notice*.
2. Beginning with the second late assignment in the quarter, a *Late Work Notice* will be sent home to notify parents of the failure to complete the assignment. This slip is to be completed as instructed and returned with the student the next day. The assignment will need to be completed and the resulting grade will be averaged with a failing grade.
3. A student who has received two late assignments in one calendar week will receive a detention (see [Detention Policy](#)).
4. Should a student total five late assignments in a quarter, a meeting will be scheduled with the student, teacher, and parents to discuss the issue.
5. A student totaling ten or more late assignments in a quarter will be required to appear with the parents before the Board of Education to discuss the issue. The board will review the case and make recommendations as necessary.

Incomplete Work

Any assignment(s) not turned in by the last day of the midterm or quarter will result in an incomplete for that subject. A grade will not be given for that subject until all work has been completed and turned in to the teacher. Work not completed in a reasonable amount of time may have its grade lowered, as seen fit at the discretion of the classroom teacher and principal.

In the event that a student is incomplete in a subject at the end of the final quarter of the school year, no report card will be issued until all work has been completed. As a result, the student will not be promoted to the next grade, if eligible, and all academic records will be withheld until such work is completed and graded by the appropriate teacher.

Christian Discipline Policy

The ultimate behavioral goal for children in a Lutheran school is that of self-discipline, motivated by the love of Jesus. All discipline is attempted to be carried out in a positive and constructive Christian matter. The welfare of the school demands that the Christian disciplinary measures aim to develop pupil self-control, self-direction, and self-subordination.

Every attempt is made to maintain Christian discipline at all times in accordance with God's Word. It must be understood by pupils and parents alike that the pupils owe implicit obedience and respect to their teachers and staff members under the Fourth Commandment. In the event that a child does not follow the rules and procedures for the classroom, the following steps will be taken:

1. The teacher will keep a daily record of the number of infractions that each child incurs. Each teacher will establish his or her own consequences as a result of each infraction.
2. Should a student incur five or more infractions in one day, or be sent to the principal's office for disciplinary reasons, a *Disciplinary Notice* will be sent home to be signed by a parent or guardian and returned the next school day the child is in attendance.
3. A student who has received two *Disciplinary Notices* in one calendar week will receive a detention (see Detention Policy).

In the case of more serious offenses, Zion Lutheran School reserves the right to bypass the first steps of this process and proceed directly to more serious forms of discipline including detentions, suspensions, or expulsions.

Detention Policy

In the event a student receives a detention, a *Detention Notice* will be sent home and a call will be made by the appropriate teacher to inform parents that a detention has been given. Each detention will be an hour in length, from 3:15 to 4:15 pm, on those days designated as detention days. The student will be required to serve the detention during the time specified by the teacher on the *Detention Notice*.

A student who has incurred five detentions in the course of one quarter will receive a one day in-school suspension. A student who has incurred ten detentions in the course of one quarter will receive a one day out-of school suspension (see Suspension Policy).

Suspension Policy

In-School Suspension: The student will serve the suspension at school in a room other than the child's normal classroom for the specified duration of the punishment. A meeting will be held with the student, parents, teacher, principal, and pastor to discuss the child's behavior. A record of the suspension will be included in the student's permanent academic file.

Out-Of School Suspension: The student will serve the suspension at home for the specified duration of the punishment. A meeting will be held with the student, parents, and the Board of Education to review the case and to consider further action. A record of the suspension will be included in the student's permanent file.

Disciplinary Notices and Late Work Notices

Disciplinary notices and late work notices are used by the school to inform parents of situations where their children have not met specific behavioral or academic policies. In both cases, these notes are to be completed as specified and returned to school the next school day the child is in attendance.

If a note is not returned, a phone call will be made by the appropriate teacher to notify the parents or guardians of the situation. Should the note not be returned, or another note signed by a parent or guardian in its place, the following school day, the student will receive a detention (see Detention Policy). Parents are asked to abide by this policy and not withhold signing and returning a note to incur further punishment.

Extracurricular Academic and Disciplinary Policy

Extracurricular activities provide opportunities for students to participate in activities outside of the regular school day. Extracurricular activities involved with this policy include, but are not limited to the following: soccer, basketball, cheerleading, track and field, and academic competitions.

Students may become academically or behaviorally ineligible to participate in extracurricular activities. Upon becoming ineligible, a student may not participate in any and all designated extracurricular activities until that student has been declared eligible.

A student becomes academically ineligible if any of the following occurs:

- An Incomplete is given for a subject at the midterm or quarter.
- A student has received one F or two or more D's at the midterm or quarter.

A student becomes behaviorally ineligible if the following occurs:

- The student has received a suspension.

Academically ineligible students will remain so for a minimum of thirteen days from when a midterm or quarter report has been sent home. A student who received an incomplete will remain ineligible for thirteen days after all missing assignments have been turned in to the appropriate teacher. A student who received one F or two or more D's will come up for review two weeks from the day the midterm or quarter report was sent home. If still ineligible, that student must wait an additional two weeks before coming up again for review.

Behaviorally ineligible students will remain so until the first day of the beginning of the new quarter, at which time the student will be declared eligible.

Computer Policy

In order to ensure the safest possible online and computer environment for minors, the proper use of school technology for the internet and email network will include only those items which have been assigned or approved by a teacher or administrator. Minors may only log onto the school network or individual computer when given permission by a teacher or administrator before, during, or after school hours. Improper use of the school computer system may result in the loss of access for the offending user. The student will first be given a warning in the form of a disciplinary note. The second offense will result in a detention, and the third offense will amount in the loss of access to the offending user. The amount of loss will be determined by the principal of the school.

Improper uses of the school computer system include the following:

1. Viewing or printing visual depictions that are (a) obscene, or (b) pornographic, or, with respect to the use of computers with Internet access by minors, (c) harmful to minors.
2. Logging on to the network or an individual computer with the user name and password other than your own.
3. Illegal actions such as downloading music or software as well as the distribution of music or software over the internet or network.
4. Sending and receiving personal email from a personal email account unless authorized by a teacher or administrator each time.
5. Giving out personal information such as name, location, phone number, or email address for yourself or any other person over the internet without first notifying and having it approved by a teacher or administrator from Zion Lutheran School each time.
6. Entering or using any type of chat room program unless authorized by a teacher or administrator each time.
7. Purposely deleting or modifying any file for any other user without their permission.

The internet safety policy in effect for Zion Lutheran School has in place filters from our Internet Service Provider and the NWOCA that will block out web material that is obscene, pornographic, or harmful to minors. Network software is in place and is administered in such a way as to remove the ability to engage in hacking or other illegal activity. The administrator does have ability to unlock these items for any user who is not a minor and needs access for research. The computer administrator and teachers have the ability to monitor internet and computer use by individual users.

Users of the Zion Lutheran School Computer Network must agree to the following guidelines and rules states above. Users must understand that failure to follow these guidelines will result in the loss of computer privileges. Users also understand that actions may be monitored at any time and give the teachers and administrators permis-

sion to perform such actions while using the school network and computers.

Medication

A child who is in need of having medication administered at school should have a *Medication Authorization Form* completed by a parent or guardian and sent with the medication to be given. All medication will be kept in a locked container in the classroom, only to be opened by the teacher. No children will be allowed to have any kind of medication, prescription or non-prescription (including pain relievers and antacids), in their desks or in their school bags. The teacher will be responsible to make sure the medication is administered properly.

A child who has medication prescribed for a mental, behavioral, or learning disorder is expected to have the proper medication in accord with the instructions of the doctor. Teachers are not responsible to administer medication if the proper dosage has not been given for the day. The school reserves the right to have a child sent home for that day who does not have the proper medication.

Communicable Diseases Policy

For the protection of our children, and in order to meet the requirements of the State of Ohio, we have established a policy regarding the management of communicable diseases:

1. The parent or guardian should NOT send a child to school if the child shows any of the following symptoms:
 - Fever of at least 100°F
 - Skin rash
 - Diarrhea or vomiting two or more times in the same day
 - Evidence of lice
2. The parent or guardian will be notified immediately and the child shall be discharged from school if any of the following symptoms are observed:
 - Diarrhea
 - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - Difficult or rapid breathing
 - Yellowing skin or eyes
 - Conjunctivitis
 - Temperature of at least 100°F taken by the auxiliary method when in combination with any symptoms of illness
 - Untreated infected skin patch(es)
 - Unusually dark urine, gray or white stools
 - Stiff neck
3. If a child shows any of the following signs or symptoms of illness at school, the child will be isolated from the other children and may rest on a sofa located in the room. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the principal, teacher, and the parent. The child, while isolated at the school, shall be carefully watched for other symptoms including:
 - Unusual spots or rashes
 - Sore throat or difficulty swallowing
 - Elevated temperature
 - Vomiting
 - Evidence of lice, scabies, or other parasitic infection.
4. A child who is mildly ill and does not exhibit any of the above mentioned symptoms may participate in regular daily activities in limited fashion and a rest area will be available.
5. The communicable disease chart found in the main office will be used by the staff to help recognize symptoms of illness and how we handle children with such symptoms.
6. If a child has been exposed to a communicable disease at school, the child's parents will receive a written notification of such exposure.
7. The parents or guardians may return the child to school only after the symptoms of the illness have been absent for at least 24 hours. Parents or guardians should speak to the teacher as the child returns to school for the

first day after being sick.

Dress Code

When in class and at school functions, students of Zion Lutheran School are expected to dress neatly and glorify their Lord in appearance. It is important to dress up rather than dress down for class. Although Zion Lutheran School firmly believes the responsibility for proper dress lies with the parents, it also recognizes the need to establish guidelines for uniformity of dress.

1. General Appearance

- The appearance of the student should be neat and clean, in Christian taste, including the hair.
- School clothing should be adaptable for recess activities.
- Shoes with laces should be tied.
- Jackets and coats which are not part of an outfit are not to be worn in the classroom.
- Hats, head scarves, or hoods of any design for both boys or girls are not to be worn in the classroom.
- Hemmed shorts of mid-thigh length are permissible to be worn from May 1 to September 30. Shorts must be longer than fingers when standing straight.
- Earrings are acceptable for both girls and boys.

2. Unacceptable Dress

- Any provocative style of dress (tight fitting, low-cut, open-back, mini-length, midriff-revealing), Spandex, and other similar exercise clothing will not be permitted.
- Any kind of baggy pants that would not conceal undergarments such as boxers or shorts.
- Any apparel depicting musical groups, professional wrestling, skulls and skeletons, tobacco, alcohol, gang related apparel, or anything else whether in words or in pictures, that represents unchristian values.
- Shorts, except for the provisions given above according to the season.
- Any clothing with un-patched holes, or that is torn, tattered, or grayed, including cut-off shorts and t-shirts.
- Any kind of pajama-like clothing, shirts, or pants.
- Sweat pants, warm-up pants, wind pants or fleece pants.
- Tank-tops or sleeveless shirts, mesh shirts, or muscle shirts.
- Any type of body piercing other than earrings.
- Hair coloring of unnatural colors.
- Non-prescription glasses.

During the winter when snow is on the ground, students are expected to have appropriate dress including hats, gloves, boots, and snow-pants for use during recess or physical education times.

The teachers and the principal reserve the right to restrict other types of clothing not covered under the dress code if they are deemed inappropriate.

In the event that a student is in violation of the dress code, one warning will be given per quarter. Each additional violation in the quarter will result in a detention.

Cellular Phones

Cell phones are a major problem on school campuses across the country. The use of cell phones at school is detrimental to the academic climate because it takes valuable time away from instruction and creates disciplinary problems.

All cell phones must be turned off and kept in the student's locker or backpack or handed in to the classroom teacher. They must not be visible. Students may not use their cell phones while on school grounds. This includes the use in hallways, restrooms, offices or any other place on campus. Use is interpreted as using any cell phone function or feature, not just the sending or receiving calls. This does include the receiving of text messages. Using

a cell phone as a clock or saying that it "fell out of my pocket" is not an excuse to have a cell phone out.

If a student chooses to use or have the cell phone in sight **for any reason** while on school grounds, the following consequences will be imposed:

- Phone will be confiscated from the student
- Progressive discipline will take place (warning, detention, detention, suspension)
- The cell phone will be returned **ONLY** to the Parent/Guardian of the student. The student, sibling, neighbor or relative other than the parent/guardian, may not pick up the phone.

THERE WILL BE NO EXCEPTIONS TO THIS POLICY

Students who have cell phones confiscated more than three times will be suspended from school for one day for continued defiance.

We realize that having to pick up a student's phone may be inconvenient and therefore we recommend you discuss this policy with your student in order to avoid this problem. We also ask you to keep in mind that the use of cell phones are not only disruptive in class, they are an inconvenience to teachers and staff that must stop what they are doing to correct the problem, label the phone and be responsible for its safe keeping. Confiscated phones will be labeled with the students name and given to the Principal until the parent takes possession. Zion Lutheran School will not take any financial responsibility for the cell phone or cell phone charges.

Any inappropriate use of cell phones, including but not limited to, inappropriate photographs, text messaging, and recording/video taping may result in possible police referral. Such use may be in violation of the criminal code. Zion Lutheran School maintains the right to access internal phone records to check school day phone usage.

ZION LUTHERAN SCHOOL, ITS FACULTY AND STAFF ARE NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED CELL PHONES. Due to the enormous time spent on stolen cell phones, the school will NOT investigate stolen cell phones. Students bring these devices to school at their own risk. Their security is the sole responsibility of the student.

We request your cooperation in limiting classroom disruptions to emergencies only. Because classroom time is valuable, we like to minimize disruption. A phone will be made available in the office for students who need to inform parents of a last minute change in after school ride arrangements, to stay for school-related activities or study. Permission to accompany a friend home from school should be arranged before this time. Parents should continue to call the school for any emergency situation. We will contact or inform your son/daughter. Please do not try to contact them by cell phone.

School Phone Number: 419-531-1507

Forbidden Articles

For the sake of good order, cleanliness, and the safety of the school, articles such as knives, matches, laser-pointing devices, or other weapons or weapon related devices are prohibited on school property. Toys, radios, CD players, MP3 players, and other items not related to specific classroom projects are also prohibited. Gum chewing is not permitted in school or on school grounds during the school day.

Such items will be confiscated by the teacher and disposed of or returned to the student or parents at the discretion of the teacher.

Revised June 2010