

ZION LUTHERAN SCHOOL

Students and School Families of Zion Lutheran School,

“Christ Through Me” based on Ephesians 4:32 is our theme for the 2017-2018 academic school year. God has richly blessed us and we as God’s Children are to be an imitator of Christ. He equips and walks with us in this endeavor. He also forgives us when we falter.

We look forward to another year of working together with you as parents to provide a Christian environment for your child to not only grow but to thrive. “Tell, Teach and Involve” so each of us can develop and grow in our Christian faith and Christian character as well as striving for academic excellence.

We realize you have a choice in your child’s education and we’re glad that you have chosen Zion Lutheran School. This Parent/Student Handbook is provided so we may all live in harmony, joy and service to one another.

There is a form that we ask you to return indicating that you and your child have gone over the handbook, understand the reasons for the policies and endeavor to uphold them.

Feel free to call the school office if you have any questions regarding the information in this handbook. Also, know that all year long you are welcome to call or stop by and visit the office regarding any concerns you may have.

May God richly bless our 2017-2018 school year!

In His Service,

Miss Sump
Zion Lutheran Principal

MISSION AND PHILOSOPHY

Mission Statement

The Mission Statement for Zion Lutheran School is:

- Tell of God's grace through Christ
- Teach quality academics
- Involve families in learning and service

Vision Statement

Zion Lutheran School provides a loving and caring environment recognizing one another as fellow members of the body of Christ valuing each person's uniqueness as a gift from the Lord.

We strive for excellence in our preschool through 8th grade by fostering spiritual, physical, academic, and social growth.

Our dedicated, Christian staff cares, disciplines, guides, and teaches each child for a successful Christian life.

Parents and teachers work together to prepare our students to be lifelong learners, who can apply their knowledge and skill in meeting life's challenges.

Zion Lutheran School is unique because it offers:

- The acceptance of each student as a child of God.
- Daily instruction in God's Word.
- Teaching and learning activities guided by the Holy Spirit.
- Guidance and love based upon the forgiveness of Jesus Christ, our Savior.
- Christian teachers who are models for Christian principles and living.
- Academic courses taught in the light of God's Word.
- The total development of a child's spiritual, emotional, academic, physical, and social needs.
- An education for now and for eternity.

Board of Christian Education

The Board of Christian Education meets every month on the second Thursday. These are open meetings, with closed sessions as needed. Check the school calendar on Sycamore for the times of these meetings. The Board has a policy manual that sets policy for Zion Lutheran School. A copy of this manual is available for review in the school office.

Nondiscrimination Policy

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

Accreditation

Zion Lutheran School is an accredited school with the National Lutheran Schools Accreditation (NLSA) which is recognized by the State of Iowa Education Department. The School Board, principal, faculty and pastors continually strive to meet and exceed these minimum educational standards in order to assure continuing accreditation and educational excellence.

Administration

Zion Lutheran School is an agency of Zion Lutheran Church. Policies and activities are controlled by that body.

The administration of the school rests with the Board of Christian Education, a group of individuals elected by the voting body of Zion Congregation. The Pastors and the Principal serve as ex officio members of the Board.

Faculty

The teachers are called by Zion Lutheran Church or contracted through the delegated responsibility to the Board of Christian Education. They are teaching ministers of the Church. Our teachers are committed to growing in their profession and to stay updated in their educational field.

Our teachers are the main strength of the school. Their instruction and guidance is the ministry to children and parents that is basic to Christian education. They teach and evaluate, plan and prepare, relate and counsel, pray and care. The communications they have with parents are keys to effective education for children. We pray for them, support their decisions, and give them our respect, love and encouragement.

Worship

God expects regular and faithful attendance of all His people. Church attendance follows from loving obedience to the Lord in the Second and Third Commandments. To ignore worship would contradict the very reason for being part of God's family. Zion expects its members to regularly attend worship services and the Lord's Supper whenever it is offered. Zion's worship services are held Saturday evenings at 6:30 p.m. and Sunday mornings at 8:00 and 10:30 a.m. Sunday school is at 9:15 AM. Regular use of the Word of God in family devotions and prayer, and faithful stewardship of their time, talents, and treasures with which God blesses them are also expected. If families have no church home of their own, we invite them to attend services at Zion Lutheran Church.

Zion members should note that the reason their tuition is less than non-members is because it is assumed that they are in worship regularly and support the church and school with their offerings.

Notice of Implied Agreement

The enrollment of students at Zion Lutheran School is deemed to be an agreement on their part, and on the part of their parents or guardians, to comply fully with all policies, rules, and regulations of the school. Zion reserves the right to make revisions in these policies, rules, and regulations when deemed necessary.

COMMUNITY RELATIONS

Office Hours

School office hours are 7:30 a.m. - 4:30 p.m. during the school year and 8:00 a.m. - 4:00 p.m. during the summer. The school office will be closed during all major holidays.

Communication

As we partner together to nurture and educate the children, let us strive to keep an open line of communication between home and school. We celebrate together and share joys as well as concerns.

Newsletter

A Zion School Newsletter is created every week. It will contain notices and reminders for parents. This will be emailed to each family on Fridays. If you don't have email you will receive a printed copy with each week's communication. Reading the school newsletter and classroom notes are one way to help keep the lines of communication open.

Sycamore

Sycamore Education is our online school wide communication system. When you log into Sycamore, you have access to the weekly newsletter, your child's grades, lunch account information, tuition account information, communication with teachers and other parents, check to see if the school has your correct contact information, and much more! If you are a new family, you will receive login information after registration. Please take some time to explore this system as it is a great communication tool for our school. If you need help with this system, please contact the school office.

Phone Use By Students

The office phone is very busy. It is important that students do not plan on using the school phones to make plans for after school. Students who absolutely need to call home will be allowed to use an office phone if they have received a phone pass from a teacher or the teacher takes them to the office. They must always get permission from the secretary or other adults who may be in the office. The phone in the basement is for use by the kitchen staff and the ladies groups. It is not for the use of the children at any time unless an adult is present and gives permission.

Cell phones

Cell phones are not to be used during the academic day and before school hours (8:05 a.m. - 3:20 p.m.) The student's respective teacher will announce their classroom cell phone procedure. If a student uses the cell phone during academic hours without permission, the cell phone will be taken away and returned to a parent at an appropriate time. The school is not responsible for cell phones being lost or stolen.

Meeting with Teachers

If you need to speak to a teacher about special concerns, it is most helpful if you schedule an appointment with the teacher. They would like to give attention to your concern and sometimes this is difficult in the morning or right after school when they may have responsibilities they need to tend

to. Teachers are to be in the building from 7:40 a.m. to 3:30 p.m. Thank you for your sensitivity to this matter.

Parent Concern Procedures

When seeking God-pleasing solutions to conflicts, concerns with an academic area/school area, or situation regarding a specific teacher/classroom procedure, Zion will follow the guidelines of Matthew 18:15-17.

Arrange a meeting between that person and yourself. Explain your grievance and seek mutual agreement. If an agreement is reached, the conflict is resolved in a manner pleasing to God and no further action is needed.

If upon meeting, an agreement is not reached, request another meeting together with one or two independent witnesses so that everything can be brought out in the open. Remember that the goal is to seek agreement and resolution to the conflict. If an agreement is reached at this meeting, again, the conflict has been resolved in a God pleasing way and no further action is needed.

If after these two meetings, a resolution or an agreement still cannot be reached, request a meeting with the school Principal and the other party. At this meeting, the Principal will advise and guide both parties to seek agreement and resolve the issue amicably. If agreement is reached, all parties benefit and God is credited and please. No further action is needed.

If, however, agreement still cannot be reached, the Principal will take the conflict to the School Board. The decisions of the School Board are final and binding on all parties.

Process for Formal Hearing

The Board of Christian Education reserves the right to insist upon the immediate withdrawal of any student whose presence is considered detrimental to the school. If all other avenues of communication have not worked in a satisfactory manner to solve the problems, the following procedure, a Process for a Formal Hearing, may be followed:

1. Make a written request to the Principal.
2. A hearing will be held within two weeks before the Board of Christian Education. The person requesting the hearing will be notified at least 5 days prior to the date of the hearing.
3. The requesting party shall be afforded a full and fair opportunity to present relevant evidence.
4. Within one week from the date of the hearing, the Board of Christian Education shall render a written decision.

Visitors

Anyone not employed by Zion Lutheran School is a guest, including parents. All guests must first report to the school office to receive a visitor's pass. We extend an open invitation to all parents to visit our school. As a courtesy, parents wishing to visit the classroom should let the teacher know in advance if possible.

Lost and Found

All students are expected to be responsible for their personal belongings. However, things do get lost. If this happens, an effort will be made to find the lost item. Labeling items with the child's name helps in this effort. A tub in the hallway by the school entrance is designated the Lost and Found Area. Periodically, unclaimed items are donated to charity.

School Closings

In cases of inclement weather or other emergencies, Zion will follow the Denison Community School District decision. Announcements concerning school closings are broadcast over KDSN Denison 107.1 FM or 1530 AM, TV Cable Channel 13 and text alerts through Sycamore. If you would rather not receive those text alerts, please notify the school office. However, we reserve the right to make our own decision concerning school closings and make up days.

ADMISSIONS

Enrollment Policies

Zion Lutheran School is a parochial school for the children of Zion congregation and other children whose parents are interested in securing a Christian education for their children. Zion School maintains an "open door" policy. We invite all parents who are interested in enrolling their children to contact the Principal for further information. Enrollment is accepted in the following order:

- Currently enrolled students
- Members of Zion
- Members of other L.C.M.S churches
- Others

All enrollments are for one school term only, and must be renewed annually. All enrollments are conditional. The Board of Christian Education reserves the right to accept or reject any application or discontinue a student's enrollment at any time.

Entrance Requirements

All children enrolling for the first time in our school must present a certificate of birth or other suitable evidence of date of birth. Also, they must provide an up-to-date health and immunization record in accordance with state and local requirements. All children who are members of Zion have birth information already on file in the office. Age of admission:

- PK3 - 3 years old before September 15
- PK4 - 4 years old before September 15
- Kindergarten - 5 years old before September 15

Children with advanced standing must present a transcript from their previous school at the time of enrollment.

Re-enrollment

Zion Lutheran School will re-enroll students during the spring of the respective school year.

Class Sizes

The following maximum enrollments apply:

- PK3 – 16 students
- PK4 – 20 students
- K – 8th grade – 25 students

The School Board will consider an aid being available for each class when the enrollment amount reaches: PK3 – 8, PK4 – 10, K – 18, 1st & 2nd – 20, 3rd – 8th – 25 (5th – 8th Grade will share an aide at 25)

SCHOOL FINANCE

Tuition

Zion Lutheran School is supported financially by the members of Zion Lutheran Church, whether they have children enrolled or not. The school is an integral part of the congregation's mission and ministry and is a major portion of the congregation's operational budget. Therefore, less tuition fees are charged to pupils who are members of Zion, because members of Zion are expected to generously support the school through their financial support of the entire congregational ministry. This support is expected to begin before their children enroll in school and to continue after their children leave school.

Tuition is reviewed and established annually by the School Board in accordance with the Budget. All families are charged tuition for each of their children who attend Zion Lutheran School. Full tuition is charged for the first child in grades K-8. Subsequent discounts are made for the 2nd, 3rd, and 4th child from the same family. These discounts do not apply to preschool children.

Tuition payments for transferees must be arranged prior to the first day of attendance. Children who enroll after the beginning of a semester or families who transfer their membership after the beginning of a semester will be charged tuition for the current semester. Limited exceptions to this transferee tuition policy may be made upon approval by the principal.

For the 2017-2018 school year the estimated cost for Zion Lutheran Church to educate each student is \$6500. The following fee schedule has been adopted by the Zion Board of Christian Education.

ZION TUITION SCHEDULE 2017 – 2018

| <u>Member</u> | <u>Year Term</u> |
|-----------------------|------------------|
| 1 st Child | \$1400.00 |
| 2 nd Child | \$1350.00 |
| 3 rd Child | \$1300.00 |
| 4 th Child | \$1250.00 |

| <u>Non-member</u> | <u>Year Term</u> |
|-----------------------|------------------|
| 1 st Child | \$2,450.00 |
| 2 nd Child | \$2,400.00 |
| 3 rd Child | \$2,350.00 |
| 4 th Child | \$2,300.00 |

Monthly tuition payments can be made with a 10 month or 12 month plan. The 10 month plan begins August 10th and the 12 month plan begins June 10th. All payments are due by the 10th of each month. The last payment will be in May. A \$5.00 late fee is charged if the school office has not received the payment by the 10th. If the 10th falls on a weekend or holiday, the late fee will not be applied until after the next school day. Automatic monthly payments can be made through Joyful Response form.

*An Early-Payment discount will apply only to those who pay in full by August 10th (no exceptions). Zion members will receive a \$50 discount for each child and Zion non-members will receive a \$75 discount for each child.

NOTE: Members of Our Savior Lutheran Church, Denison, Iowa pay member tuition and Our Savior Lutheran Church provides the balance of non-member tuition. Our Savior members are not eligible for the Early-Payment discount. Parents, however, assume the final responsibility for all tuition payments.

All grades have a small fee for PTL. Grades 3–8 have a small fee for their planners. Grades K–2 have a small fee for communicator folders. All fees need to be paid at registration or by August 10th.

Financial Aid

Families seeking financial aid must apply each school year. This is done by first filling out and sending in an application for ILSTO (Iowa Lutheran School Tuition Organization) before March 15. Then families can apply for financial assistance through Zion Lutheran Church Endowment Tuition Assistance Fund. Both financial assistance application forms can be found in the School Office. The School Board and Principal make the final decision regarding financial aid based on the amount of funds available.

Receiving financial aid does not always constitute that no school fees need to be paid. Upon approval, a portion of a family's school fees may be waived. The resulting remainder of the fees shall be billed to the family. In that case, the "tuition payment guidelines" set forth in the policy handbook would pertain. If financial aid is approved, families receiving aid must comply with all fee requirements. The remaining balance due must be set up for a payment plan, to be paid off by the end of the school year. The present school year's fees must be kept in a current status and not become delinquent.

Outstanding Debt

All outstanding school, tuition, lunch, book damage, and library books fees due from the previous school year must be paid in full before students are allowed to be register for the upcoming school year unless an alternative payment plan is approved by the principal. The remaining balance must be set up in a payment plan, to be paid by the end of the school year. The present school year's fees must be kept in a current status and not become delinquent. Report cards will be held at the end of the school year, or if you leave Zion, until all financial obligations are paid in full.

Parent Responsibility

Parents are financially responsible for property and/or books damaged by their children. Prior to the time textbooks are issued to students, the teachers inspect them and their condition is recorded. Upon issuance, the student becomes responsible for the textbook and the condition it is in when it is returned. If, for some reason the textbook is lost or returned in poor condition, the student will be assessed a fee. The fee will depend on the extent of the damage and the value of the book. Fees for damaged books will need to be paid before a child will receive their report card at the end of the school year.

ATTENDANCE

School Attendance

The development of good attendance habits is a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who missed a day of school missed a day of education that cannot be retrieved in its entirety.

Parents are expected to see to it that their children attend school regularly and that they arrive on time. Excuses for absences are: Illness, Funeral, or Doctor/Dental appointment. Zion appreciates your willingness to keep your child home from school when they are ill. When parents exercise this good judgment, it prevents the illness from being spread throughout the school. **Parents are expected to leave a message with the school office before 8:20 A.M. on the morning the student is absent stating the reason.** Prolonged absences will require a written notification by a parent or doctor explaining the circumstances of the absence. Office personnel will attempt to contact the parent of absent children (those parents who have not called in a reason for the absence). More than 15 absences in one year may be cause for grade retention. The Board of Education will make this decision. In cases of prolonged medical treatment, arrangements may be made like individual tutoring, summer school, or other to allow the student to meet the requirements of his/her grade level.

The school is not open to the students until 7:30 a.m. Students coming at this time must go to the gym where they will be supervised by a teacher until they are allowed in the classrooms starting at 8:05 a.m.

A child remaining home with a communicable disease of any kind must remain home for the full period of isolation recommended by a physician. Students may return to class only when they no longer show any symptoms of the disease. A doctor's excuse should be brought in when the student returns to school.

A student should have a written excuse from a doctor if he/she cannot go outside for recess more than 3 days in a row.

Students arriving at school after the start of classes or leaving during school hours must check in at the school office. A parent, guardian or adult must sign the student out and in at the desk of the secretary.

All students must be out of the building by 3:30 p.m. each day, unless being kept after school by a teacher or sporting event. Please try and contact the school office before the school day's end to leave a message for your children if you will pick them up. If a student is picked up before the end of the day, the student must be picked up and signed out in the school office.

Students will be considered half-day absent if they arrive at 10:15 a.m. or later, or leave before 1:15 p.m. If a student is out of the building 2 or more hours during the day, it will be counted as a half-day absent.

Students who leave school grounds must have written parental/guardian permission and the permission of their teacher or activity sponsor. When such permission has been given, full responsibility for behavior and any injury/accident lies with the student and parent/guardian. If a student does not have written parental/guardian permission, he/she will not be allowed to leave school grounds.

Truancy is not tolerated and is punishable by suspension or expulsion upon review.

If students are not present at school for the last half of a school day they are not allowed to participate in any practice, game, or school event that same day.

Questions regarding clarification of the attendance policy should be directed to the Principal or a member of the Board of Christian Education.

Tardiness

Tardiness causes undue commotion, embarrassment, and loss of class time. **Students are marked tardy if they are not in their seats in their classrooms at 8:20 a.m. Students arriving after 8:20 a.m. and before 10:10 a.m. will be recorded as tardy.** Students coming to school late will need to go to the office and get an admit slip before being allowed into the classroom. The accumulation of six tardies in a quarter term will result in a one-day absence. After 5 tardies are recorded, a note will be sent home to remind the family that the 6th tardy is approaching. If a student reaches 8 tardies in a quarter, there may be a meeting between the family, teacher, and principal.

Family Vacation/Trip

As a matter of sound educational practice, the faculty of Zion Lutheran School highly discourages the removal of students from class for vacations, outings, or reason other than family illness or emergency. This causes a disruption of the child's classroom learning. If it is absolutely necessary and parents do choose to remove their child from class for a vacation, the following stipulations must be adhered to: Request for homework must be submitted to each of the child's teachers at least one week in advance of absence. Parents are responsible for supervising the completion of all studies and assignments that are missed during the student's absence. Any homework assigned prior to leaving must be submitted the day the student returns. It is the responsibility of the student to check with all teachers when they return to ensure that all assignments have been received.

ACADEMICS

Standards

Zion Lutheran School has high expectations of all students. The students, with the care and guidance provided by the teaching staff, are expected to pass all classes at the conclusion of the academic year. Every effort is made to provide the academic support needed for a successful classroom experience.

Curriculum

The subjects taught in our school are in accordance with those required by the State of Iowa Department of Public Instruction. In addition to these requirements, our pupils receive daily instruction in God's Word following the teachings and doctrines of the Lutheran Church-Missouri Synod.

In our school there is no separation of subjects as to religious or secular. All subjects are taught in the light of God's revealed Word. At all levels of the school program we are concerned with the child's total development...spiritual, social, academic, emotional and physical.

Curriculum evaluation and improvement are ongoing. The faculty conducts a thorough evaluation of each curricular area on a six-year cycle. The faculty studies each curricular area. This study keeps each faculty member cognizant of the scope and sequence of needs and programs throughout the grades. It also helps the faculty stay up-to-date on current research relative to the curriculum area under study. At the conclusion of the study, the faculty identifies the major goals of the curriculum and the instructional materials that are recommended to meet the goals. The School Board then approves the major goals and textbook adoption.

The following is the curriculum evaluation cycle:

| | |
|--------------|----------------------------|
| 2017 – 2018 | Religion/Memory/Technology |
| 2018 – 2019 | Math/Music |
| 2019 – 2020 | Reading |
| 2020 – 2021 | English/Spelling/Writing |
| 2021 – 2022 | Social Studies/Art |
| 2022 -- 2023 | Science/PE/Health |

Testing

Testing is a valuable component in the school's curriculum and instruction. Teachers use published and/or teacher-made tests in assessing the outcomes of classroom instruction.

The Iowa Assessments are administered each year as one method of guiding the teacher in instructional strategies to meet the individual needs of students. The Iowa Assessments measure mastery of the basic skills in vocabulary, reading, language, spelling, science, social studies, and math.

STAR Assessment for Early Literacy, Reading, and Math is another assessment that is administered throughout each year to K - 8th Graders. This assessment is used to evaluate the progress of students in Reading and Math.

Individual student evaluations for academic, social, or psychological reasons may be requested by the parent. Such evaluations are referred to the school district of the child's residence and are performed by public school personnel. Assessment of students shall be performed only with the expressed, written consent of the parent. The results of these evaluations are shared with the parents. Normally the child's classroom teacher is invited to hear the results of the evaluation. It is expected that the parent will share the results of any outside evaluations with the school.

Evaluations of physical development (e.g. speech, hearing, vision, dental, scoliosis, etc.) are entirely the responsibility of the parent. A written record of the results of such test shall be forwarded to the school for inclusion in the child's health record.

Homework

Research proves that students can profit by developing the habit of doing homework. It is difficult to establish a fixed, rigid policy for the amount of homework that children should have each night. Some children like to do homework; others do not. We have found that some will complete an assignment in short periods of time while others may take much longer. Generally, homework is work that has not been completed at school or work done to further solidify concepts on an individual basis. When children find work difficult, or need additional study time, work at home can be helpful. Students are normally given the opportunity to work on their assignments at school. Those who take advantage of the time will benefit from the teacher's assistance if a problem should arise. You can help by urging your child to do the work at school and checking neatness and accuracy at home. Students in the upper grades will be required to do more work outside of the classroom than students in the lower grades. Generally, the amount of homework children should have is equivalent to 10 minutes for each grade level. (Ex: 2nd grade - 20 minutes, 4th grade - 40 minutes, etc.). All students (3rd - 8th grade) must purchase an assignment notebook from the school at the beginning of the year. The assignment notebooks are to be used to record assignments for all classes. All students must have their assignment notebook with them in each class period.

The following are guidelines to help with homework:

1. Make homework a priority.
2. Provide suitable conditions for home study. Establish a consistent time and place to finish work.
3. Promote independent study.
4. Communicate and cooperate with the classroom teachers.

Students will be given the opportunity to make-up missed work due to excused absences. One day of make-up time for each day of absence will be given to complete makeup work. Discuss this with your teacher for any special considerations or assignments. Students are responsible for getting the missed assignments and completing them.

Report Cards

Parents have the opportunity to view their child's grades on a regular basis through Sycamore online grade book. This is a great communication tool to monitor a child's academic progress. Teachers update grades each week.

Report cards are issued quarterly. Progress reports will be issued at mid-quarter. Check these dates on the school calendar. Students in grades 3 – 8 will be given a grade based on the following percentages:

| | | | |
|----|----------|----|---------------|
| A | 94%-100% | C | 73%-76% |
| A- | 90%-93% | C- | 70%-72% |
| B+ | 87%-89% | D+ | 67%-69% |
| B | 83%-86% | D | 63%-66% |
| B- | 80%-82% | D- | 60%-62% |
| C+ | 77%-79% | F | 59% and below |

Conferences

Conferences are scheduled twice yearly—at the end of the first quarter and in the middle of the third quarter. Conferences are not limited to the particular quarter; rather, they are encouraged whenever the parent or teacher feels it necessary.

The purpose of the conference held at the end of the first quarter is to:

1. provide an opportunity for a special meeting of parents and teacher to discuss academic and personal successes.
2. set goals and methods to achieve them.
3. show samples of work accomplished.
4. express possible concerns.
5. answer any questions about the student or progress.

The purpose of the conference held in the third quarter is similar to the first quarter conferences with the addition of reviewing the results from the Iowa Assessments and other assessments of progress..

Accelerated Reader

The curriculum of Zion Lutheran School includes the use of the Accelerated Reader (AR) program as a supplemental program of the Reading area. This web-based program encourages and monitors independent reading. When students complete a book from the AR list they take a comprehension test on the material they have read. AR tests may only be taken during the school day. Look online at <http://www.arbookfind.com/> to determine if a book is an AR book or to monitor your child's AR reading.

Promotion/Retention

Promotion and retention decisions fall under the teacher's professional responsibilities. Each decision should be based on the student's progress during the school year and his/her potential to successfully participate in the next grade level. In the event that the teacher is considering the retention of a student, the teacher should hold a conference with the parents as early in the school year as possible, certainly by the end of the third quarter. The teacher will notify the Principal of all possible retentions. A decision to retain a student will be made in cooperation with the parents, teacher, and principal. Retention should not be viewed as a negative experience, rather it is an opportunity to help the student to be successful at his/her grade level over a two-year period

The authority to suspend a student is that of the principal. The principal and the School Board will make the decision to expel a student if necessary. The principal will meet with the parents before recommending expulsion. The parents will be notified in writing if their child is expelled. Students being considered for expulsion may be suspended pending action by the School Board.

Chapel

We hold chapel service weekly during the school year on Wednesday mornings at 8:30 a.m. unless stated in the newsletter. This allows our school family to meet together as a community of believers to worship our Savior. We divide our student body into "families." Each "family" will have students

from every grade if possible. These family units will sit together during chapel and do other things throughout the year as family units. We do this to further create a feeling of unity and togetherness. We cordially invite our parents and friends to come and worship with the students as often as possible. An offering is taken during the weekly chapel services. These offerings are used for various mission endeavors.

Physical Education

Zion has a well-rounded program of physical education in accordance with the state education standards. Regular gym periods make up our Physical Education program which strives to develop each child physically, emotionally, mentally and in the manner of a true Christian sports person.

We require that all students wear some kind of athletic footwear, such as sneakers or tennis shoes, when participating in P.E. classes. We also request that boys and girls in grades 5-8 wear a recognized P.E uniform, which will consist of a separate pair of shorts, a separate appropriate T-shirt, or a sweatshirt and supportive undergarments. Students in these grades are also expected to practice good hygiene habits and are urged to shower after strenuous activities. All towels and toiletry articles are to be supplied by the individual students.

Each student in grades 5-8 is provided a locker in the locker room for the storage of P.E. clothing, towels and toiletry items. Each student is asked to supply his/her own combination padlock and is responsible for any articles stolen or left unattended. It should also be noted, however, that even though the lockers are assigned to students, they remain the property of Zion Lutheran School. The school retains the continuing right of examination and search without notice and may charge the student a fine for any damages inflicted upon the locker.

Books and Supplies

We strive to use the latest and best textbooks at Zion Lutheran School. Books provided:

- Textbooks
- Workbooks
- Art Materials
- Audiovisual Materials
- Scholastic Magazines
- Penmanship paper
- Bibles are given to students in the third grade (from Zion's Sunday School)
- Catechisms are given or loaned to those in the sixth grade (from Zion's Sunday School)

A list of supplies that need to be purchased is given to each family. Different grade levels will require different supplies. Please see that your child has the supplies requested by their teacher. Throughout the year, the child's teacher may request additional supplies as needed.

AWARDS/RECOGNITIONS

Honor Roll

The Zion Board of Christian Education and the faculty of Zion Lutheran School have established an honor roll for the students attending Zion Lutheran School.

Students Qualifications

- Fourth through eighth grades are eligible.
- Composite grade point average of 3.0 or above during a quarter.
- Blue Honor Roll award will be given to students who attain a 3.5 – 4.0 average per quarter.
- White Honor Roll award will be given to students who attain a 3.0 – 3.499 average per quarter.
- The first time a student is on the honor roll all four quarters they will receive a “Z” if they haven’t already received one. Every year thereafter that they maintain a 3.0 or higher all year long they will receive a pin to place on their letter.
- Yearly Blue Honor Roll Certificate recognition requires a student to be on the Blue Honor Roll for each quarter during this school year.
- Yearly White Honor Roll Certificate recognition requires a student to be on the White or Blue Honor Roll for each quarter during this school year.
- If a student has an “F” they are not eligible to make honor roll.

“Z” award

Starting in 4th Grade a student can earn a “Z” for either being on one of the honor rolls all year or for participating in sports. If the award is not won in 4th grade, it can be won in any future grades. Also, if a new student comes in after 4th grade, he or she would get the award for honor roll or sports.

Perfect School Attendance

Students who have not missed any days of school or have not been tardy will receive this award.

Perfect Church and Sunday School Attendance

Students who have not missed any Church or Sunday School will receive this award. Students will be recognized each quarter and year end.

Presidential Academic Excellence

Students in Grades 4 - 8 qualify for this award if they are on the Blue Honor Roll all 4 quarters and score in the 85 percentile or higher in Math or Science on their Iowa Assessment scores.

Presidential Educational Achievement

This award is at the teacher’s discretion. It can be given to someone who has only 1 of the above, or it can be given to someone who has shown a lot of improvement over the year.

Principal's Award

In order to recognize the achievements of the graduating eighth grade class, the Board of Christian Education and the Principal of Zion Lutheran School have established the Zion

Lutheran School Principal Award. This award will be presented at the graduation service to an eighth grader who has displayed high excellence in the areas of scholarship, leadership, citizenship, service involvement and an active faith life displaying their Christian character.

All eighth grade students will be asked to prepare a 2 – 4 minute speech to be presented to teachers of Zion Lutheran School and the Board of Education. The Middle School Language Arts teacher will help guide the students in the speech preparation and presentation. A well-defined outline of what the speech should contain will be provided for the students. In addition to the outline, an evaluation sheet will be given to the students so they know what the Board of Education and the teachers will be looking for in the speeches.

One evening, a few weeks prior to graduation, the students will be asked to present their speeches to the School Board and Faculty.

HEALTH AND SAFETY

School Day

Arrival

- Students should arrive by 8:05 a.m. to ensure that there is ample time for students to be prepared and in their seats and ready for the day to start at 8:20 a.m.
- Children should not be dropped off before 7:30 a.m.
- A teacher will be on duty in the gym from 7:30 a.m. until 8:05 a.m. when students are dismissed to their classes. Students will not be allowed to go to their classroom early unless special arrangements have been made with the teacher ahead of time.
- Students are not allowed to play on the playground before school starts

During the Day

No child will be permitted to leave the school grounds during the school hours without being checked out in the school office and accompanied by an adult. **Students must be checked out and signed in by an adult.** Special arrangements must be cleared with the Principal/Teacher.

Dismissal

- School is dismissed at 3:20 p.m.
- Bus riders, pick up riders and walkers will all exit from the north entrance.
- Parents may come in and pick up their son/daughter from the classroom and exit from the south entrance.
- Students are expected to leave the school grounds unless they are involved in a sport, have a detention or have made special arrangements with a teacher.
- Students are not allowed to play on the playground or in the gym after school ends unless chaperoned by parents or involved in a school activity under the direction of a teacher/adult.
- At times during the school year, we will have early dismissals for various reasons. These early dismissals will be announced in the weekly school newsletter when we are aware of them ahead of time. Early dismissals are also scheduled on the school calendar that you received at registration.

Emergency Information

It is critical that we have current accurate information regarding places of employment, phone numbers, and addresses. In case of an emergency, we need to be certain that someone can be contacted for assistance and information. All information you provide for us will be kept confidential. It is very important that we be notified of any changes in addresses, phone numbers, places of employment, and custodial rights situations, so that our records are current.

Lunch Routine

Zion Lutheran School participates in the Federal School Lunch Program. Nutritious meals are served each day in accordance with Federal Lunch Guidelines. Children may order a hot lunch or they may bring a lunch from home. Students eat lunch together in the school dining room. Each hot lunch prepared includes a half pint of milk.

Students and adults wishing to take part in the Hot Lunch Program will observe the following procedures:

- Student lunches may be purchased at \$2.45 per day. Adult lunches may be purchased at \$3.55. All lunches include one milk. Students have their choice of Chocolate Fat Free, White 1% and Skim milk. Extra individual milks may be purchased for \$0.35 per carton with a limit of 2 extra milks. These prices are subject to change as program costs change.
- Free and reduced priced meals are available for families that qualify. Applications for free and reduced priced lunches will be distributed at the time of registration or anytime during the school year. Application information and names of students who qualify are kept confidential. Reduced priced meals are \$0.40 per day.
- Each family of students will have a lunch account. Money designated for lunch and milk will be placed in your lunch account. You may put any amount into the lunch account and the amount will decrease each day that your child(ren) eat a lunch or take an extra milk. When a family's lunch account is down to a negative balance, weekly balance notices are sent home with your student until the account has a positive balance. It is important that parents get in the habit of looking in the school bag every night for these reminders and other notices. You can monitor the amount in the account through Sycamore. If the balance reaches -\$15.00 your child will need to bring a sack lunch to school until the account has a positive balance. It is the parent's and student's responsibility to know when lunch and milk money is needed. If a child is allergic to milk, the school will provide an alternative drink (with doctor's written order).
- According to federal regulations, final lunch count must be taken at the lunch line so hot lunches will be recorded there.
- According to federal regulations, there will be no soda pop served or consumed in the lunchroom.

Please become familiar with these procedures and cooperate in all aspects so that proper bookkeeping can be maintained. If you would like to know more about your child's lunch account, you may login to Sycamore Education.

Electronic Devices

All electronic devices (ex: i-pods, MP3 players, cameras, electronic games, etc.) are not to be brought to school unless they are used for an educational purpose as announced by the teacher.

Unnecessary Items

The following is not to be brought to school: toys, pop, laser pointers, trading cards, CDs, magazines, other personal items brought from home which could be distracting to the educational environment. These items are not to be brought to school or teacher-monitored school functions, and may be confiscated. If they are taken away they will be returned at an appropriate time. The school is not responsible for the loss or damage of these items brought to school. **No gum chewing is allowed anywhere on the school premise.**

Safety

The safety of students is the responsibility of the school staff: in the buildings, on the playground, and during trips off campus. The staff shall instruct students about proper safety procedures and provide adequate supervision. The Crisis Management Plan for Zion Lutheran School is available for examination in the school office.

If a parent or authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While the school cannot legally withhold a child from the legal parent/guardian, staff personnel will not hesitate to call the local authorities if they feel the child is in danger.

Emergency Drills

In accordance with the state regulations, fire drills are conducted at least four times per school year. The students are prepared to evacuate the building in a safe, orderly, and rapid way. The teacher leads his/her class from the building according to the evacuation procedures and accounts for each student by name. Students must remain quiet and calm while they are exiting the building and waiting outside. All persons leave the building during a drill. All members of the staff know the location and proper use of alarm boxes and fire extinguishers. Fire extinguishers are tested and recharged each year. Exit routes are posted in all rooms.

In accordance with state regulations, the principal conducts tornado drills. The drill is signaled over the intercom system. The teachers will direct their students in a safe, orderly, and rapid movement to designated shelter areas. The teacher will account for each student by name. Once in the area, students are to sit on the floor close together with their hands over their heads until the "all clear" is announced. All persons in the building will go to the assigned shelter area(s). Safe areas are posted in all rooms. Lock down drills will also be conducted during the school year.

Immunization Requirements

The state law requires all students to have an up-to-date immunization information card on file in the school office. All information regarding updated immunizations must be given to the school office.

First Aid/Medication

Minor injuries occurring during the school day will be treated by the teachers with the use of available first-aid materials. In cases of severe injury or illness, the following steps will be followed:

1. Every attempt will be made to contact the parents.

2. If the parents cannot be reached, the emergency persons listed on the emergency form will be contacted.
3. If the parents or emergency persons cannot be reached, the next contact will be to the family doctor listed on the form.
4. As the final step we will contact local emergency assistance. These steps will occur only after every attempt has been made to contact parents or other known relatives.

The steps will be determined by the seriousness of the illness or injury.

All medication must be turned into the office where proper procedures will be followed. Certain personnel have been trained according to accepted legal methods. If over the counter medication is taken on a regular basis, please supply the office with your own medication. All medication whether over the counter or prescription drugs that are sent to school must be in their original container with a note from the parents. The school will only administer medications that are provided by the parents.

If a child becomes ill during the school day, the parents will be contacted to come and pick up the child. For the sake of the child's safety, no child will be allowed to leave the school grounds during the day unless they are in the company of an adult member of the family, an adult given permission by the parents, or they are in the care of emergency personnel.

Pupil accident insurance will be made available to each student on a voluntary basis. The information on these policies will be made available on registration day. The fifth through eighth grade students who wish to participate in sports will be required to have a complete physical examination and carry some kind of accident insurance prior to participation.

PLEASE NOTIFY THE OFFICE IF THERE IS A CHANGE OF ADDRESS, PHONE NUMBER, EMERGENCY PEOPLE, ETC.!

Custody Notification

Parents/guardians with legal custody, except those who have been denied periods of physical placement under state statutes, have the right to view the child's school records, receive school program reports and all school mailings, attend parent teacher conferences, attend school functions, and visit the child briefly at school. It is the responsibility of the parent who does not have regular physical placement of the student to inform the school office of his/her name, address, and phone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school mailing list.

School procedure provides that only custodial parents with the right of physical placement have the right to remove the child from school. If more than one parent/guardian has the right of physical placement, it is the responsibility of such parent/guardians to provide the school with written documentation (court order or agreement signed by both parents) explaining the arrangement for physical placement.

STUDENT LIFE

Zion Discipline Policy

Christian training is a part of the learning process at Zion Lutheran School. All actions of students are expected to be a witness to the Christian faith. Just as there are consequences for sin, there will be consequences for misbehavior in our school. However, there is forgiveness from sin through Christ, and there will be forgiveness at Zion. Each student will be assured of the love that Jesus and the faculty have for him or her as a Child of God.

Zion Lutheran School students should be respectful, responsible and do the right thing.

Zion School wants students to:

1. Be responsible for owning and solving their own problems with God's guidance.
2. Learn to make decisions and then accept the logical consequences of those decisions.
3. Learn that problems are an opportunity to grow and follow God's will.
4. See authority figures as God given helpers, not judges.

These are the unchanging core around which all activity, all change, and all behavior in our school takes place.

Expectations for Our School

1. Treat self and others with dignity and respect according to God's will.
2. Your actions, words, dress, possessions, etc., should not cause a problem for anyone.
 - Problem actions include, but are not limited to: class disruption, leaving a supervised area without permission, choosing to not follow the directions given, destruction of property.
 - Problem words include, but are not limited to: name calling, insults, cursing, talking back, lying.
 - Problems related to dress include, but are not limited to: undergarments visible, out of dress code, inappropriate footwear, personal accessories.
 - Problems related to possessions include, but are not limited to: personal possessions creating distraction or disturbance or the possession of items that do not belong to the individual without permission.

Consequences

- If your actions, words, dress, or possessions cause a problem for anyone, you will be asked to solve that problem.
- If you cannot or choose not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
- If the situation warrants, the student will be sent to a designated Recovery Station. A Recovery Station is a supervised place where students have the opportunity to collect themselves and reflect on the situation. Students are able to return to class when they feel they are ready.

- If the situation warrants, consequences may include: lunch detention, loss of recess, after school detention, parent meeting, in-school suspension, out-of-school suspension, or expulsion.

If students and/or parents feel that the consequences do not appear to be fair, they may request a meeting with school personnel involved. The meeting is a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

Off Campus Student Behavior

When it is brought to the attention of the school that a student has engaged in inappropriate conduct off-campus, the principal shall conduct such investigation as felt necessary and proper under the circumstances and may initiate disciplinary action, up to and including suspension or expulsion, in same fashion as if the action had occurred on campus. In conducting such investigation, the principal or his/her representative may cooperate with law enforcement authorities. This policy is not limited to school-sponsored or school-related events.

Grounds for Suspension and Expulsion

The following are actions that may lead to short term or long term suspension or permanent expulsion from Zion Lutheran School.

- Repeated violation of any rules or school policies.
- Possession of drugs, tobacco, alcohol, or weapons.
- Repeated disrespect toward teacher, other staff or other students.
- Continuing willful disobedience or other conduct unbecoming a Christian.

God has given all our students certain talents and abilities. He rightfully then expects the students to use their talents, and he blesses their efforts. Any expulsion procedures should be done under the Christian care and guidance of our Pastoral staff. In evaluating a student's progress, it is certainly fair to ask:

- Is the student using his or her talents, as he or she should?
- Is the student interfering with the education of the other students?

It may be necessary, in light of the above, that a child could be expelled from our school. Possible conditions for expulsion could be, but are not limited to:

- Severe or repeated instances of disciplinary problems.
- Repeated instances of refusal to complete assigned activities.
- Repeated instances of refusal to follow school policies as set down by the school board.
- Repeated receipt of behavioral detentions.
- Being a harm to themselves and/or others
- Intentional destruction of school property.
- Lack of parent cooperation in complying with policies and procedures.
- Alcohol/drugs/weapon violations

Termination or expulsion can only be done by the School Board. The following steps are followed for school expulsion:

- Teacher and Principal consultation with parent(s).
- Parent/Principal/Pastor consultation.
- School board chairman notified by Principal of possible expulsion.
- Written notification from the Principal to the parent(s) that possible expulsion may occur. This notification will include an invitation to the parent(s) to come to a meeting with the School Board at which expulsion will be discussed and possibly acted upon.
- Notification from Principal to parents when the school board will act on possible expulsion (date of meeting, etc.)
- Action taken by board on expulsion with a Pastor present.
- Appeal or action by parents at a later meeting of the school board or at meeting where expulsion occurs.

After the appeal process has been initiated, the student will not be allowed in school.

Harassment and Bullying

Jesus answered: “ ‘Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind’, and ‘Love your neighbor as yourself.’ ” Luke 10:27

Believing that Zion Lutheran School is a Christian community and desiring to continue to build and maintain such a community, the school board has adopted the following policy regarding how we are to treat and respect each other as Christians and how we are to use the gifts and abilities God has given us.

A. Statement of Policy.

1. Zion Lutheran School shall provide a safe and civil school environment in which students and staff are treated with dignity and respect pursuant to Iowa Code Section 280.28
2. School employees, volunteers, and students in school, on school property, or at any school function or school-sponsored activity shall not engage in harassing or bullying behavior.
3. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.
4. School employees, volunteers, parents or guardians, and students are expected to act in a timely and responsible manner to prevent, report, and facilitate investigation of suspected harassment and bullying.

B. Definitions.

1. Harassment and Bullying are defined as any electronic, written, verbal, sexual, or physical act or conduct toward a student/staff which is:
 - a. Based on any actual or perceived trait or characteristic of the student including but not limited to color, race, socioeconomic status, sex, physical attributes, age, national origin, physical or mental ability or disability, sexual orientation, gender identity, religion, or creed.

- b. Creates an objectively hostile school environment that meets one or more of the following conditions:
 - 1. Places the student in reasonable fear of harm to the student's person or property.
 - 2. Has a substantially detrimental effect on the student's physical or mental health.
 - 3. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- 2. The following activities do not constitute Harassment or Bullying:
 - a. Instruction and participation in lessons and worship services.
 - b. Discussions and debate concerning issues important to Christian faith.
 - c. Electronic, written, verbal, and physical interpretation of Biblical scripture, and religious text, music, and opinions.
 - d. Witnessing and faith-sharing.

C. Reporting.

Suspected incidents of harassment and bullying should be reported to a teacher or to the Principal within 24 hours. The Principal is responsible for receiving reports and ensuring the Anti-Harassment/Anti-Bullying Policy is implemented.

D. Investigation.

Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the Principal or his/her designee. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.

E. Consequences for Violators.

Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action.

Student Use Of, Or Possession Of Drugs, Alcohol And Tobacco

The use or possession of drugs, alcohol, smoking or chewing tobacco by a student is a very sensitive and difficult area of student control. Whenever teachers have any suspicion that any students are involved illicitly with drugs, this information must be reported to the school principal immediately. Since the use of any of these items is illegal for any person who is under the age of 18, appropriate action must be taken. The action that will be taken is for the safety and wellbeing of all the students of the school, especially the student involved or suspected of being involved. The following steps will be taken:

1. Parents will be notified that the student's behavior and/or appearance is not normal, or that the student has been seen using or carrying any of the above mentioned items.
2. Because of the legality of this issue today, the police department may be contacted, since minors are not allowed to use any of these items.

3. Incidents involving any criminal mischief off campus will result in the student serving 5 hours of community service to the church and school. Subsequent offenses will result in doubling service hours.

Weapons

There is a state law concerning weapons at school. The Iowa law states that “a student who brings a weapon to school shall be expelled from school for the term of at least one year and shall not be allowed to enroll into another school during that period of time.” Zion has adopted this as a policy.

Dress Code

It is a helpful daily practice for parents to check their child’s attire prior to leaving home for school. Please note this dress code applies to all school events.

The following dress code has been set in place by the faculty and Board of Education of Zion Lutheran School.

1. Clothing that is torn or ripped, not hemmed or cut off will not be accepted. Jeans should be worn at waist level. Please use a belt to keep clothing in its proper place. Undergarments or skin must not be visible.
2. No head coverings.
3. Clothing that advertises tobacco, alcohol, questionable bands, negative attitudes or writing on the seat of pants is not acceptable.
4. Clothing that does not appropriately cover the body, causing health or injury concerns or detracts from the learning process are inappropriate (i.e. spaghetti straps). Skirts should be no more than 4 inches from the floor when in a kneeling position. Shorts should be no more than 6 inches from the floor when in a kneeling position. Straps should be at least 1 inch in width.
5. Other than ears, no body piercing is acceptable by anyone.
6. Shoes with wheels are not allowed. Shoes need to be tied or velcroed to the foot to ensure safety for all students.
7. Shoes with backs are required for students to participate in Physical Education and recess.
8. Shorts can only be worn during the warmer weather months: August, September, October, April, and May.

Wearing of improper clothing may result in a phone call to the parents to request that more appropriate clothing be brought to school.

The principal will serve as the final authority on difficult decisions regarding violations of the dress code.

Proper Dress for Cold Days

Temperature and wind chill are potential hazards for the safety of children during the winter months. Children will not go outside if the temperature or wind chill is 0 degrees or below.

On days when children are permitted to go outside during the winter months, parents must make sure children wear gloves (mittens), hats, boots and any other clothing that will help them stay warm and healthy. When there is snow, children will need snow pants to be allowed to play in the snow.

Field Trips

Field trips are an important component of the curriculum. They provide instructional activities that assist the teacher in accomplishing the objectives of the curriculum. All field trips are approved by the principal. The teacher is responsible for making all arrangements and for supervising the students in a way that assures their safety.

When there is a cost, field trips will be paid for by the student. At the beginning of every year parents sign a general field trip permission form authorizing the school to take children away from the school premises for each field trip experience. This permission form is used if classes are walking to a local place. Parents will receive a specific permission form if the trip requires drivers to transport children to the field trip. Parents must watch the weekly newsletter or notes from the teachers for details regarding these trips. When there is a cost involved, parents are to send that amount to school with their child prior to the date of the field trip. It is recommended to send money in a sealed envelope and clearly marked with the child's name, amount enclosed, and purpose. If submitting a check, please make the check payable to Zion Lutheran School.

We depend on many volunteers throughout our program. Teachers may contact parents to volunteer as field trip chaperones. Chaperones are not to bring young children on field trips. The cost of the field trip, if there is any, will be the responsibility of the chaperone.

Parents are often asked to help drive students to a field trip due to the high cost of renting a bus. As protection for the driver and the students, each passenger must wear a seatbelt or be in a car seat/booster seat as required by the State of Iowa while traveling. Each driver must have proof of liability insurance coverage. A current insurance card as well as your driver's license must be on file in the school office before students will be allowed to travel with a parent.

All school rules apply on a field trip. Behavioral expectations shall be clearly defined and applied consistently. Field trips are a privilege not a right.

Software and Internet Policies

Individual students and teachers are not permitted to install, copy or remove software programs without prior approval from the Computer Coordinator. The Computer Coordinator has been given the authority to remove at any time, any software program on any computer in the school for which the school does not have a license.

Internet access is available to all students at Zion Lutheran School. The internet offers diverse and unique resources to students and teachers. Our goal in providing this service is to facilitate resource sharing, innovation and communication.

With access to computers all over the world comes not only the benefits of such a resource but also the risk of availability of material that may not be considered to be of educational value in the context of the school setting. Zion Lutheran School has taken precautions to restrict access to controversial materials, and teachers will closely supervise all student work on the internet.

Additionally, students will be advised of acceptable uses and the responsibilities they have when using the system. If an Internet user violates any of these provisions, his or her access will be terminated, future access could possibly be denied and other disciplinary action may be taken. Proper Internet usage can greatly enhance the educational process for every student.

Co-curricular Activities

Zion Lutheran School offers a wide variety of co-curricular activities. These activities are in the area of academics, athletics and fine arts. We are constantly striving to add to and enhance the programs that we offer because we feel that these activities add to a child's complete education.

Academics

Whenever possible, we encourage and assist students to be part of speech and drama contests, spelling bees, mathletics, academic bowls, Geography/History contests, Art, Writing and other contests and competitions which will enhance their educational program and encourage their self-esteem and development.

Music

Zion Lutheran School offers a full music curriculum in all grades. Students are taught music appreciation and history, and they are instructed in writing, reading and performance. Our students have the opportunity to share their musical gifts with others as they perform in school programs, Gathering of the Talents, singing at the nursing homes, etc. Each class sings for several church services. There is also a school Christmas Service. In addition, special music is prepared for special occasions such as Lutheran Schools Week and the spring school program.

Band

Students in grades 6-8 may take part in the Denison Middle School band program. They are excused from class at Zion to attend practices at Middle School and to participate in performances. Transportation is supplied by the Public School System. Students are responsible for any academic work in the class that they miss as well as the homework if they are in Band.

Athletics

Because of the relatively small size of Zion classes, students have an opportunity to participate in a sport's program at the grades 5-8 level. Coed soccer is offered in the Fall, boys and girls basketball is offered in the Winter, cheerleading is offered during the basketball season, boys and girls volleyball is offered in the Spring and at least one track and field day for the entire school is held each Spring. Arrangements are made to allow students to participate with students of their own age whenever possible. Students in grades 7 & 8 are allowed to participate in some sports, such as tackle football, volleyball, wrestling and track at the Denison Middle School. Students who participate in sports at Zion will receive an athletic handbook that outlines the responsibilities of the athlete, parent and coach.

OTHER

Parent/Teacher League

The Zion Lutheran School Parent/Teacher League (P.T.L.) meets throughout the year. The objectives of the organization are:

- To bring parents and teachers into closer cooperation.
- To acquaint parents and friends with the work of the school and the field of education in general so as to assist the parents in training of the children in the home.
- To create in the parents and others a greater consciousness that Zion Lutheran School is THEIR school.
- P.T.L. is also an arena for parents to share positive ideas that would be a benefit to Zion Lutheran School and their children.

All teachers of Zion Lutheran School and all parents/guardians of children attending the school are considered members and are encouraged to participate in all league activities.

Parents are also encouraged to volunteer to help plan room parties, which are under teacher supervision, for the students at holiday times. There are also many other ways in which the parents may assist with the various school programs. If you are interested, please contact your student's teacher, the principal or complete the Volunteer Helper form at registration.

Transportation

Please park and lock bicycles and mopeds during the school day. Racks are provided on the north side of the building. Bus transportation is provided for our students by the Denison Community School bus system. Stops and schedules are given annually to the parents of children riding. This includes children who may wish to ride the in-town buses. If you have any questions about routes or schedules, please contact the school office or the Bus Barn at 263.6404. Information is provided in the Denison Newspapers.

Party Invitations

Parents are to make all party arrangements outside the school so no child feels left out. Please do not have your child(ren) distribute invitations at school.

Pictures and Yearbooks

A picture of each student is taken every school year. The family has the option of choosing from a variety of packages to buy or may elect not to purchase any pictures. In addition, teachers will take pictures of events happening in the classroom and may display them around the school as well as publicize them in the yearbook.

Directory

Zion Lutheran Church & School Personnel

Miss Merrilee Sump.....712-370-3766
merrilee.sump@ziondenison.org
Principal.....located in office complex, south entrance

Mrs. Shari Bruck.....712-267-3759
shari.bruck@ziondenison.org
7th/8th Grade Homeroom.....located in upper level, education wing

Mrs. Elizabeth Kempfert.....712-898-1361
liz.kempfert@ziondenison.org
6th Grade Homeroom.....located in upper level, education wing

Mrs. Amber Bissen.....712-269-1437
amber.bissen@ziondenison.org
5th Grade.....located in upper level, education wing

Mrs Julie Meneough.....712-269-3349
julie.meneough@ziondenison.org
4th Grade.....located in upper level, education wing

Mrs. Terra Winey.....712-263-0325
terra.winey@ziondenison.org
3rd Grade.....located in upper level, education wing

Miss Heather Hoffman.....308-250-2405
heather.hoffman2@ziondenison.org
2nd Grade.....located in lower level, education wing

Mrs. Gretchen Gosch.....712-269-1370
gretchen.gosch@ziondenison.org
1st Grade.....located in lower level, education wing

Mrs. Victoria Stamm.....712-592-5049
kayla.ronfeldt@ziondenison.org
Kindergarten.....located in lower level, education wing

Mrs. Mindy Neve.....712-579-9395
mindy.neve@ziondenison.org
Preschool.....located in lower level, education wing

Pastor Joshua Keinath, Senior Pastor.....928-919-6681
 Pastor Kurt Kaiser, Pastor.....712-269-8452
 Mrs. Val Reimers.....Preschool Aide
 Mr. David Gosch.....Preschool Aide
 Mrs. Carol Fink.....Secretary/Bookkeeper
 Mrs. Michelle Friedrichsen.....Church Secretary
 Mrs. Melissa Boeck.....School Secretary
 Marcella Schneller.....Head Cook
 Mrs. Lori Asmus.....Cook
 Mrs. Lyla Johnston.....Church Custodian

Lunches are served in the Church Basement.
 The Library, Music and Art Rooms are located on the basement level.

School Board Members

Aaron Gress – Chairman
 Scott Meyer
 Mike Earl
 Janine Keim
 Rachel Desy
 Ashley Brown
 Tami McCollough