

Zion Lutheran Parent/Student Handbook

CHURCH MISSION STATEMENT

"Educating for Eternity"

SCHOOL MISSION STATEMENT

The mission of Zion Lutheran School is to provide a Christ-centered education of academic excellence which equips students for a lifetime of service to God and an eternal life with Him in heaven.

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ADMINISTRATION / STAFF

Pastor	Pastor Paul Warneke	pastorwarneke@hotmail.com
Principal	Mrs. Sara Nielsen	principal@zionhastings.org
5th - 8th Grade	Mrs. Megan Teel	mteel@zionhastings.org
3rd - 4th Grade	Mrs. Krista Novotne	knovotne@zionhastings.org
1st & 2nd Grade	Mrs. Brittany Epp	bepp@zionhastings.org
Kindergarten	Ms Beth Koepke	bkoepke@zionhastings.org
Preschool Teacher	Mrs. Staci Hueftle	shueftle@zionhastings.org
Preschool Director	Mrs. Sharon Shriver	sshriver@zionhastings.org
Lunch Program Nutritionist	Mrs. Amanda Cople	a.cople@zionhastings.org
Church/School Secretary	Mrs. Jessica Pracht	jessica.pracht@zionhastings.org
After School Care/Athletics	Ms. Kelly Pratt	kpratt@zionhastings.org
School Nurse	Merna Urwin	

BOARD OF CHRISTIAN EDUCATION

The Board of Education meets on the first Monday of the month. To present an item to the Board you must contact the Board of Education one week in advance.

Sara Nielsen	Board Member - Zion	402-984-1026	principal@zionhastings.org
	Board Member - Zion		
	Board Member - Zion		
Machelle Holliday	Board Member - Zion	402-984-3055	countrymp2003@yahoo.com
Beth Jabs	Board Member - Faith Representative	402-917-7669	dfejjabs@hotmail.com
	Board Member - Peace Lutheran Representative		

History of Zion Lutheran

The Zion congregation was organized September 4, 1900 with six charter members. The congregation has had three houses of worship - the old German Baptist church (1900-13), the old Zion church on South Denver that was built in 1913, and the present church on South Marian Road, dedicated October 24, 1971. Zion has had three former school buildings - a small frame building on South Denver, the frame church that was moved to D & St. Joseph in 1913, and the brick school at D Street & St. Joseph that was built in 1928. The current school at 465 South Marian Road was dedicated on October 24, 1971.

PHILOSOPHY

The school is an avenue to carry out Christ's Great commission to share the Gospel throughout the world. **"Go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit." (Matthew 28:19)** Through the work of the Holy Spirit, the faculty and staff are God's instruments to equip families to share Christ and the gift of salvation.

Zion Lutheran School has been established to assist parents in the Christian training of their children. **"Train up a child in the way he should go and when he is old he will not depart from it." (Proverbs 22:6)**. We recognize that the home holds the key to a successful program of Christian education. Without the example and cooperation of Christian parents, the instruction of the school could well lead to a conflict within the child. Parents are primarily responsible for the training of their children in Christian ideals and principles. The teachers in the school are assistants to, and not substitutes for, parents.

We strive to minister to the whole child: spiritual, intellectual, social, physical and emotional in the light of God's grace for each child, with proper distinction of Law and Gospel, that all may acknowledge their sinfulness and their need for a Savior. **"All have sinned and fall short of the glory of God." (Romans 3:23)**.

Our primary educational responsibility is to help each child grow in the knowledge of the Lord, to mature in this faith and respond by sharing Christ's love with others. **"Grow in the knowledge of God." (Colossians 1:10) "Keep on loving each other as brothers." (Hebrews 13:1)** We strive to accomplish this through Bible study, modeling Christ-like behavior, and the integrating of God's Word in all areas of instruction, memorizing scripture, worshipping at chapel, singing in church and at the musicals, and providing volunteer opportunities for students. These activities prepare the students for a lifetime of service to God.

As we prepare children for living as Christian citizens, it is necessary that they develop academically in the areas of language arts, math, social sciences, natural sciences and technology. We strive for the most effective means of instruction in these academic areas. **"Whatever you do, do it all to the glory of God." (1 Corinthians 10:31)**

As Christians, we believe that our bodies are the temples of the Holy Spirit. **"They will speak of the glorious splendor of your majesty and I will meditate on your wonderful works." (Psalm 145:5)**

Through music, art and drama, children learn to appreciate the beauty around them. **"He has made everything beautiful in His time." (Ecc. 3:11)** We continually strive for ways to expand their knowledge of and appreciation for the arts.

INTRODUCTION - ZION LUTHERAN SCHOOL & YOU!

As parents whose children attend Zion Lutheran School, whether as a member of the congregation or as an associate family with a devout interest and concern for Christian education, please consider the following:

1. Pray for the support and cooperation necessary to maintain and promote a quality Christian education at Zion Lutheran School.
2. Support the program of Zion Lutheran School as the Lord has blessed you.
3. Be involved in the activities of your church, faithfully and meaningfully attend worship services with your children, and make use of the various agencies of the church.
4. Be a witness for Christian education in the community by your actions and conversation. Use every opportunity to spread the Gospel and the news of the school. By sending your children to Zion you show a true desire for a Christian education.
5. Be concerned through involvement in Parent Teachers United (PTU) and by volunteering at school.
6. **BECOME INVOLVED!** This small statement is so short, yet it can mean so much, it also involves action. Not only do conversations show interest and support, but also deeds show commitment to a goal.
7. Be concerned to learn what is happening and be a part of the happenings as often as possible.
8. **NEVER** consider an item too trivial to discuss with the staff. The cooperation and exchange of ideas often leads to new and innovative programs. Feel a part of the program as your children are a part of the program.
9. **SPREAD THE NEWS!** Satisfied and enthusiastic parents telling others of the good of a school means more than any number of brochures or visits by the staff. Our parents and families are our strongest and most reliable source of public relations.
10. Finally, once again pray for the school, its staff, its student body, its program and all connected with it, that the Lord may shower His blessings upon Zion Lutheran School during the school term, so that all successes and gains may be to the glory of God and for the promotion of Christian education.

**REMEMBER, A SCHOOL IS MADE UP OF MORE THAN BLOCKS AND MORTAR:
A SCHOOL IS PEOPLE, DEDICATED CHRISTIAN PEOPLE,
DEDICATED TO THE CAUSE OF CHRISTIAN EDUCATION.
THIS IS ZION LUTHERAN SCHOOL!**

ADMISSION POLICY

The Board of Christian Education will review applications for all admissions and make appropriate recommendations. It is the objective of Zion School to provide full-time Christian Education to as many children as possible; however, limitations of staff and facilities dictate that a system of priorities is necessary to give the Board a guide for recommending the approval of applicants. Students will generally be accepted in the following order:

- Children of communicant members of Zion's congregation.
- Children already enrolled from previous year.
- Children in membership with the congregation by baptism, but whose parents are not communicant members.
- Children of Missouri Synod Lutheran congregations that do not have a school.
- Children of other Lutheran congregations.
- Children of parents who hold membership in other church denominations.
- Children who are not baptized and are not members of another church in the community.

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

ACCREDITATION

The school has been fully accredited by NLSA (National Lutheran School Accreditation). Zion is also approved by the State of Nebraska.

AFTER SCHOOL CARE

There is no loitering on school grounds before 7:45 a.m. or after 3:20 p.m. Students not picked up by 3:30 p.m. will report to After School Care (ASC). After School Care is available from 3:15-5:30 p.m. Monday through Thursday and 2:45-5:30pm on Friday after every full day of school unless there are extenuating circumstances (bad weather, prior notice, etc.). After School Care is not available if the students are to be dismissed prior to 3:15 p.m.

After School Care Program Rules and Procedures are:

1. All students left in the building after 3:20/2:50 p.m. will check into ASC.
2. A snack and drink will be offered at 4:00 p.m. in the cafeteria. All food/drink is to be consumed in the cafeteria.
3. The big room in the basement is the "home" for ASC (children are not allowed in any other areas of the basement). The gym and outdoor playground may also be used as play areas under the direct supervision of the care provider.
4. Students are never left alone without a care provider. Students must obey caregivers.
5. Students must sign in each day and those picking up students must sign student out. **They must be authorized to pick up students before being released (names on information/ emergency sheet)**

AFTER SCHOOL CARE BILLING/PAYMENT POLICY

Billing statements will be sent home bi-monthly and can be viewed through Sycamore account. Zion Lutheran charges \$.05 per/minute. Student will check in with ASC personal and authorized pick up person will check out child through Sycamore Check In/Out.

The After School Care payment policies are:

- **If the balance of your account is not paid in full after 15 days, After School Care services will not be available for your family until the balance is paid in full.**
- **Families carrying a balance from the prior school year will not be allowed to participate in After School Care until their previous balance is paid in full.**
- **A pre-payment plan may be required by Zion Lutheran for those families who have allowed their After School Care account to go into arrears.**

ANTI-BULLYING POLICY

Zion Lutheran Church and School supports a secure environment, conducive to teaching and learning in an environment free from threat, harassment, and any type of bullying behavior while on the school grounds, during school functions, and while being transported by staff/parents to and from school activities.

Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender based verbal put-downs and extortion of money or possessions. Succinctly stated: A person is being bullied or victimized when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. We acknowledge that bullying activities could take place outside of the school limits. This is a family issue that parents need to address in a manner that they feel is appropriate because Zion Lutheran School has no jurisdiction over interactions outside of the school.

Students who are caught in the act of bullying will be subject to the following discipline process as summarized below:

- A. Warning – When an incident occurs, the teacher will take the opportunity to help students define bullying and to express the inappropriateness of bullying, referencing Jesus example of reaching out in love and kindness and practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, self control (Galatians 5:22-23). The student will issue a verbal apology.
- B. A second occurrence would require the teacher to inform the parents of their child's actions and the principal. A written apology would be needed (if age applicable).
- C. A third incident mandates a parent meeting with teacher(s) and administration and a plan for positive behavior needs to be developed by the student and parent.
- D. A fourth episode would mandate a suspension from class from 1 – 3 days and a behavioral contract between home and school.

- E. When every effort to correct the inappropriate behavior has been exhausted, and after consultation with the parents, teachers, and The Board Education, the student may face expulsion.

Law enforcement will be notified when criminal intent is obvious. Each incident is unique. Should the incident be of such severity, steps A – C or A – D could be omitted.

Conflict is normal. Bullying is not normal conflict.

<u>Normal Conflict</u>	<u>Bullying</u>
Equal power between friends	Display of power, not in friendship
Occasional	Frequent
Accidental	Purposeful
Demonstrates concern	Demonstrates pleasure
Takes responsibility	Blames others
Tries to solve problem	No effort to resolve issue
Occurs anywhere	Occurs where bully is safe

DISCIPLINE POLICY

Our goal is to teach students to make good choices, be accountable for their choices and live under God's grace and forgiveness. In order to provide a safe and orderly learning environment, Zion will implement the following discipline policy.

1st warning - Signal or verbal warning

2nd warning - Time out, out of recess, or not able to participate in other fun activities. A "safe seat" in another room may be utilized to provide another area for a student to reflect on his/her behavior.

3rd warning - Extended time out and think sheet and Walking Ticket. At this step the student receives an extended time out and a {Think Sheet worksheet} that asks the student questions to reflect on their actions and what they can do in the future to help them to make better choices. The worksheet is signed by the teacher, student, and parent and returned the next day. The parent is contacted either during the day or after school to discuss the student's behavior that day. The child spends the rest of the day in the principal's office or designated area. The Walking Ticket gives the student time to walk with a staff member and talk about what they could do next time they are receiving a 3rd warning.

4th warning - The teacher, principal, parents, and student will meet to discuss the problem and the actions to be taken. The student will receive in-school suspension and/ or other consequences.

In-school suspension will be determined by the teacher and principal. In-school suspension will take place in a designated location with supervision by administration. See attachment for procedures rules and procedures.

Some decisions or actions may result in more than one step being administered due to the severity of the offense or by the number of times the offense has occurred with the particular student.

Detention serves two purposes:

1. For remediation of academic deficiencies.
2. For misbehavior consequences.

SUSPENSION AND EXPULSION

Serious infractions that could lead to suspension and expulsion include but are not limited to:

- Stealing, vandalism, or defacing or damaging school property
- Use of obscene, profane or vulgar language, gestures or items
- Insubordination toward any staff member, teacher, substitute or student teacher
- Forging or using forged notes
- Verbal abuse, threats, intimidation, assault, or any actions that hurt another person
- Sexual harassment or sexual assault
- Use of illegal substances, controlled substances, alcohol, or tobacco
- Possession or use of knives, guns, weapons, matches, explosives, and dangerous objects
- Disruption of school on all school/church properties or at school/church events

Depending on the severity of the infraction, students may be suspended immediately for a period not to exceed six school days if the principal determines that the student's presence in the regular classroom presents a danger of physical harm to the students or others, or consistently disrupts the learning/teaching process.

If the above methods of discipline do not change the child's behavior pattern, the parents will be invited to meet with the Board, principal/director, and teacher. If solution or significant change is not evident, the child will be expelled from school.

In-School Suspension Rules & Procedures

Each student assigned to the In-School Suspension (ISS) and their parents must read these rules and procedures. The parent(s) and student must sign and return the In-School Suspension (ISS) Rules and Procedure Acknowledgement Statement to the principal.

ISS PROCEDURE

1. Student must report to the Principal by 8:15am
2. Only school related materials are allowed with the student while in ISS.
3. Student will take all textbooks with them each day they are in ISS, unless they have been given permission by Principal.
4. Student will be assigned a desk inside the office where ISS will be taking place.
5. Lunch will be given to the student at regular scheduled lunch hour in the office with Principal or secretary.
6. Scheduled restroom breaks will be allowed when appropriate.

ISS RULES

1. Upon arrival to school, student will begin immediately on their assignments.
2. Student must follow all directions from the Principal.
3. Student will not be allowed to have recess/PE or any free time as if they were in regular class.
4. Principal will dismiss student from ISS and determine if 2nd day of ISS is needed.
5. Students will not be allowed to lay heads on desk, leaning on walls, slouching in chair or closing of eyes.
6. No gum will be allowed.
7. Be respectful to persons and property while in ISS.

ZION LUTHERAN SCHOOL

IN-SCHOOL SUSPENSION (ISS) RULES and PROCEDURES

ACKNOWLEDGEMENT STATEMENT

I have read the In-School Suspension (ISS) Rules and Procedures and understand what is expected of me during my assignment to ISS.

ONLY SIGNED WHEN STUDENT IS IN ISS

STUDENT SIGNATURE

ONLY SIGNED WHEN STUDENT IS IN ISS

PARENTS(S) SIGNATURE

APPROPRIATE USE OF IMAGES (AUDIO AND/OR VISUAL)

During the course of academic, musical, and extra-curricular activities and events of Zion Lutheran School, audio, video, or still photograph recordings may be made. Parents and/or guardians give permission for the school and its authorized agencies to use these recordings for promotional, academic, or other purposes subject to the following limitations:

- Students' images or voices will not be altered or presented in a demeaning manner.
- Material included as a part of the recording will not lead to a stranger's ability to identify a child's last name, home address, or the like.
- Student safety will receive the highest priority in recording or disseminating the recording.

Parents may, upon advanced written notice, request that their child's image or voice not be included in any such recordings.

ASBESTOS MANAGEMENT PLAN

The management plan has been filed with the Nebraska Department of Health and is on file in the school office. The plan is available for public inspection during office hours. Copies of the management plan will be provided to requesting parties for the cost of reproduction. For further information please contact the Trustees.

ATHLETICS

Through a student's participation in interscholastic sports sixth through eighth grade, it is hoped that the student will further develop spiritually, mentally, emotionally, physically, and socially with love for other human beings and a deeper faith in Jesus Christ. Students will be encouraged to be the best that they can be to the glory of God with the Athletic Director, coaches, and parents providing positive role models to facilitate each student's growth and development. Practices and games are usually after school hours so parents are responsible to make arrangements to pick up their student.

Nebraska State Regulations Title 92 004.02B4

No student in grades seven or eight participates in interscholastic athletic contest between schools within a school system or between school systems which exceed six games in football, fourteen matches in volleyball, twelve games in basketball, eight meets in wrestling, eight meets in track and field, and eight contests in all other activities. Contest limits shall be based upon the total number of contests played. Each game, match, or meet played in a tournament setting shall count as one of the contests permitted within these contest limits. Pupils in kindergarten through sixth grade within a school system or between school systems, except that nonpublic elementary school system having seventh and eighth grade athletics may include sixth grade boys and girls when combined enrollment for seventh and eighth grade becomes fewer than 12 boys and 12 girls and if the local governing body has a policy regulating participation for sixth graders. Annual field and play days are excluded from this regulation.

ATTENDANCE

Regular school attendance is vital to the student and their educational progress so parents are asked to cooperate with the school by having their children attend regularly. Numerous absences cause definite problems in school work and will be reflected in the child's progress in school.

A student may be granted an excused absence for student illness, medical or dental appointments, bereavement, or sickness quarantining. Absences for any other reason are not acceptable. Children will be expected to make up any work missed during an absence.

If the child is sick or unable to attend school, parents must telephone the school office (402-462-5012) PRIOR to 8:30 a.m. each day that their child will be absent. A parent will be contacted if the school is not notified by 10:00 a.m. This procedure is to help ensure the safety of our students. When returning to school following an absence, the student **MUST** present a note written by a parent, guardian, or doctor to the teacher. The note must include the reason for the absence. If parents know in advance that a student will be absent, arrangements should be made with the teacher for the assignments. The work may be handed in before the absence or upon the student's return as agreed upon by the teacher.

If a student has accumulated ten or more absences in a semester, a doctor's release may be required before the student continues classes. Twenty or more absences per school year may result in retaining the student in the same grade.

We are required to report to the STARS program any student who exceeds the allowed number of absences. Information follows from, Amy Swayze Case Manager for the Strategic Targeted Attendance Reporting System (STARS):

"Nebraska law states that students can not be absent more than 5 days a quarter, 10 a semester or 20 a year. If students reach 20 absences in a year they are referred to the county attorney. STARS is a community based program which is an alternative to court action. Students are referred in to STARS when they are approaching or have met the threshold for excessive absences (per semester or year). When a student is referred to STARS the parents will receive a letter from the county attorney asking them to contact the STARS case manager to do an intervention plan. This is called STARS tier 2. At that time the parents contact me and I meet with them to discuss absences and ways to prevent absences. I then monitor the students attendance. If the students attendance improves this is the extent of the intervention. If the attendance does not improve in tier 2 the student will then be referred in to tier 3. In tier 3 the student and parents meet with me and we complete contracts. The student (if age appropriate) and parent then meet with the STARS team weekly to work on the students attendance. This can last at minimum 3 months. STARS is a voluntary program. If a family chooses not to participate in STARS the county attorney will then determine if further court action is needed."

A brochure explaining more details about the STARS program is available in the office. Amy Swayze can be reached at 402-469-5744.

BAND

The school offers an instrumental music program to students in grades 3 through 8. The program is designed for both beginners and advanced students.

BICYCLES / SKATEBOARDS / SKATES / ROLLER BLADES

Students may ride bicycles to school provided they obey all regular traffic laws. Bicycles are to be walked on the school and church property. Bicycles are not to be borrowed, even with the owner's permission, and they are never to be used during the school day. Bicycle racks are not provided so the owner assumes all risk of loss or damage. Biking privileges may be suspended if the above regulations are not respected.

Skateboards, scooters, skates, shoe skates, and roller blades are not to be ridden on church or school property unless there is a special function on campus allowing their use.

BOARD OF CHRISTIAN EDUCATION

The Zion Lutheran School Board of Christian Education is responsible for establishing and maintaining policies involving the school and preschool. The Board of Education meets the first Monday of the month. To present an item to the Board you must contact the Board of Education Chairman a week in advance to be put on the agenda.

BOOKMOBILE

The Hastings Public Library visits Zion Lutheran School every two weeks. Students are allowed to check out no more than two books at a time. Kindergarten through second grade teachers will have a classroom library card and keep track of books students have checked out. Students third through eighth grade will be required to have their own Hastings Public Library card to check out books and they will be responsible for any late or lost fees of Hastings Public Library property.

CHILD ABUSE REPORTING OBLIGATIONS

Abuse or neglect is statutorily defined as knowingly, intentionally, or negligently permitting a child to be:

- Placed in a situation that endangers his or her life or physical or mental health.
- Cruelly confined or cruelly punished.
- Deprived of necessary food, clothing, shelter, or care.
- Left unattended in motor vehicle, if the child is six years of age or younger.
- Sexually abused

Any employee of Zion Lutheran School and any person serving the school by special agreement who has reasonable cause to believe a child has been or is being subjected to abuse and/or neglect or is being subjected to conditions which would result in abuse and/or neglect shall, after conferring with the principal, report same to the State Department of Health & Human Services by calling 402-462-1800. The Health & Human Services worker will advise the Zion Lutheran School caller about the current procedure including if the local law enforcement agency should be contacted. All cases of suspected abuse and/or neglect shall also be reported to the School Nurse. The Principal shall have procedures established to ensure that the name of any person reporting suspected child abuse and/or neglect to a Zion Lutheran employee or representative shall remain confidential.

Any employee who reports suspected child abuse and/or neglect or participates in an investigation or judicial proceeding is statutorily immune (Section 770 et al, chapter 28, Section 707, Chapter 27, Nebraska Statutes) from any civil or criminal liability that might otherwise be imposed unless he or she made maliciously false statements.

CHAPEL

Chapel services are held at Zion Lutheran School every Wednesday at 8:30 a.m. during the school year. Parents and friends are invited to attend these worship services with the students while they are in their chapel family groups. The Principal will designate mission projects throughout the school year and an offering will be collected during each chapel service.

CHOIR

All students in grades K-8 will be members of the school choirs. The choir will meet once a week for 30 minutes during the school day. The choir will be required to sing during worship services once a semester. Members of the school choir are encouraged to be present for worship services when the choir is singing. Special musical programs may be presented during the school year.

CHURCH ATTENDANCE

Since the religious instruction and program of the school is an integral part of congregational life, it is expected that all students and parents attend worship service regularly. Attendance at worship services is a testimony to the importance we place on God's Word in our lives. Parents and other family members and friends are invited to attend the weekly school chapel services and other special services held at other times of the year.

CLASSROOM VISITS

We invite and encourage parents to visit the classroom, thus enhancing the understanding of the child's progress and the nature of the activities in which he/she participates. ***Please do not plan to visit the first two weeks of school or the last two weeks of school.*** The following helpful hints will aid you in observing:

1. Arrange your visit with the teacher/principal in advance. It is sometimes possible to plan the work so that the teacher can show you the situation in which you want to see your child.
2. Choose a day other than just before a school holiday or school program.
3. Come at the time of day when the work you want to see is most likely to be happening.
4. Small children should be left at home when visiting.
5. The teacher will be occupied with the class. If you wish a personal conference, the teacher can arrange one after school hours.
6. Try to come for several visits rather than one long one. A 15-30 minute visit is generally best. When you leave, a smile and a nod is all that is needed.

WHEN YOU ARE COMING TO OBSERVE, LOOK FOR THESE INDICATIONS OF YOUR CHILD'S SUCCESS IN SCHOOL:

- ability to listen
- independent work habits
- success while working with others in group activities
- ability to follow directions
- interest and enthusiasm for the assigned tasks
- attitude toward suggestions or comments by the teacher

Visitors and friends of students are only allowed with certain conditions. ALL visitors to the campus must sign in at the school office and notify the staff of their presence and their purpose for being here.

CLOSED CAMPUS

At all times while school is in session, Zion Lutheran School will operate as a "Closed Campus" with all doors locked. **LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION MAY BE GROUNDS FOR SUSPENSION.** Students will be released during the school day only when the parent or the designee arrives for the child and signs the student out in the school office. Any other arrangements are to be made through school office staff. Once a student has left campus for the day, he/she may not return unless accompanied by a parent or guardian or designee. When returning during the school day, students are to be signed in through the school office.

CORRESPONDENCE/NOTIFICATIONS

All parent-generated notes must be approved by the principal **prior** to being distributed in the school. This includes, **BUT IS NOT LIMITED TO**, sports, meetings, and invitations. See additional invitation information under "PARTIES."

CURRICULUM

The curriculum of Zion Lutheran School is consistent with, or higher than, the standards prescribed by the State of Nebraska. At all times an appropriate balance is maintained between formal Christian training and secular instruction. The school curriculum includes the following:

Religion	Bible Study, Mission Life, Worship, Bible Stories, Doctrine, Church History, and Memory Work.
Language Arts	Phonics, Reading, English, Grammar, Speech, Spelling, Literature, Handwriting, and Creative Writing.
Mathematics	Basic Math Skills, Metric System, General Number Concepts, Opportunity for Individualization.
Art	Art Appreciation, Drawing, Sculpture, Painting, Crafts, Design.
Social Studies	Geography, History, Government, Nebraska History, Current Events, Citizenship, Map Skills, Multicultural Studies.
Music	Vocal, Music Notation, Music Appreciation, Band.
Science	General Science, Biology, Physical Science, Health & Safety.
Physical Education	Physical Fitness, Skills, Coordination, Games, Rhythm, Recreation, Competition, After School Extra Curricular Opportunities.

DAMAGE RESPONSIBILITY

The school is not responsible for supplies and equipment brought from home. Any child who loses or damages beyond repair any school textbooks will be required to reimburse the school for such loss. Any school furniture, equipment or property which is deliberately or carelessly marred, damaged or defaced will be paid for by the student causing the damage. School records may be withheld until payment is made. Willful damage of school property can result in suspension.

DISCIPLINE POLICY

(Rights/Responsibilities, Suspension/Expulsion)

Zion Lutheran School is committed to helping each student develop spiritually, academically, socially, physically, emotionally, and creatively. In order to accomplish this task, discipline must be maintained. Discipline is not to be thought of in terms of punishment, but rather in the development of self-control. The ultimate purpose of any discipline plan is to help students learn, relate, and grow. Our teachers are guided by the Word of God in the application of any discipline.

Basic Assumptions: Learning cannot take place in an atmosphere of disorder and disrespect. Disrespect is sin and calls for Christian guidance and correction. The student owes implicit obedience to the teacher under the Fourth Commandment.

1. Classroom/school rules will be fair, workable, consistent, and respectful of the rights of students and staff.
2. School rules will be made available to students and parents.
3. Each teacher will develop and explain his/her classroom guidelines to the students.
4. If the guidelines are not adhered to, there will be a consequence.

Teachers Responsibilities - Teachers should:

- Deal with students in Christian love and concern for their maturing faith.
- Develop and enforce a classroom management plan that is approved by the principal.
- Inform parents about academic progress and conduct of students.
- Plan and conduct an effective program to motivate the student.
- Show concern for student needs and varying levels of achievement.
- Be sensitive to the behavior of students and alert to changes that require additional assistance for the student.
- Know and enforce the rules courteously, consistently and fairly, deal with misconduct quickly, firmly and impartially.
- Report undesirable school situations to the principal promptly.
- Assist with the discipline of students outside the regular classroom, on the school grounds, in the hallways, and at school-sponsored activities both before and after school.

Teachers Rights - Teachers have the right to:

- Require a reasonable standard of orderly behavior in the classroom.
- Have the respect of students, parents, fellow staff members and the local administration.
- Support and assistance in the maintenance of control and discipline in the classroom.
- Initiate a conference with all parties involved when a student behavior problem has not been satisfactorily resolved.
- As a professional educator, teachers have the right to use his/her discretion in teaching and disciplining their students and to have their judgment respected by the student and his or her parents.

Parent Responsibilities - Parents should:

- Be responsible for their child's prompt and regular attendance.
- Promptly notify the school of absenteeism.
- Recognize that, in matters relating to the discipline and conduct of the school, the teacher stands in relation to the parent or guardian to the child.
- Talk with their child about school activities; share with their child and with teachers an active interest in report cards, and in school progress.

- Plan the time/place for homework assignments and provide the necessary supervision.
- Cooperate with the school in fulfilling recommendations made and carry out disciplinary actions taken in the best interest of their child.
- Assume financial responsibility owed to the congregation and school.

Parent Rights - Parents have the right to:

- Be granted reasonable access to school records pertaining to their child.
- Receive periodic official reports of their child's academic progress.
- Be notified of their child's violation of school rules and regulations.

Student Responsibilities - Students should:

- Come to school every day and be on time.
- Do their work.
- Ask their teachers for help.
- Help care for books, supplies and all school property.
- Obey all school rules, obey all teachers and staff both in school and at school-sponsored activities.
- Be polite to all teachers and staff.
- Not use bad words.
- Be fair and kind to other students.
- Not fight or hurt other students.
- Dress appropriately and practice habits of personal cleanliness.
- Attain the best possible level of academic achievement.
- Respect school and community property.
- Be responsible for his/her own actions.
- Take pride in school and school activities.
- Convey school messages to parents or guardians.
- Show how the love of Jesus is directing their actions.

Student Rights - Students have the right to:

- A meaningful learning experience with an appropriate and challenging curriculum.
- Protection from physical or verbal abuse in a school climate free of violence and disruption.
- The opportunity to practice decision-making within the democratic process.
- Be disciplined in private whenever possible. Be disciplined in a humane and appropriate manner with knowledge of the reasons for the discipline and the knowledge that Jesus forgives all of our sins daily.
- The freedom to try out for school and extracurricular activities if qualified.

DRESS CODE

1 Corinthians 6:19-20 Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were brought with a price. Therefore, honor God with your bodies.

The clothing students wear to school should at all times reflect Christian decency and modesty. Students reflect pride in themselves and their school by how they dress and act. It is generally observed that the way a child is dressed influences his or her general attitude and behavior. Those who dress neat and clean seem to exhibit a more positive standard of attitude and behavior. It is generally understood that parents will require their students to leave home dressed in accordance with these regulations. The administration reserves the right to interpret the dress code. In order to provide a quality Christian education and a classroom environment that encourages Christian values, attitudes and discipline, the Board of Education, taking in considerations modesty and age appropriate dress, had adopted the following dress code for the students of Zion Lutheran School.

Pre-school - 3rd grade:

- Neat, size appropriate jeans, slacks, dresses, skirts, capris, shorts and sweatpants may be worn
- Shorts, finger length tip length, may be worn **ONLY** during August, September, October, April, May

4th- 8th grade:

- Neat, size appropriate jeans, slacks, dresses, skirts, capris, shorts and sweatpants may be worn
- Shorts, finger length tip length, may be worn **ONLY** during August, September, October, April, May
- Tights and leggings may **ONLY** be worn under dresses and skirts.

T-shirts, sweatshirts and blouses are allowed. Shirts and other attire with wording should reflect Christian values.

Footwear must be worn at all times. **NO** flip-flops or wheelies are allowed.

Hair and nails should be kept neat and clean.

K-8th grade must wear gym shoes during P.E. class or recess in the gym or students will not be allowed to participate. This needs to be a pair that is not to be worn outside. Students 6th-8th grade may bring gym shorts and a t-shirt to change for gym class, but must change back to regular school clothes before returning to class.

NOT ACCEPTABLE: midriff tops, crop tops, low-cut tops, spaghetti straps, off the shoulder tops, tank tops, loose fitting cut offs, lounge pants, pajama pants, yoga pants, low-rise pants, and slippers. It is inappropriate to wear clothing advertising alcohol or cigarettes, encouraging gambling, displaying put-downs or pictures of demonic symbols, (devil, skulls, etc.), or wearing gang related attire. No hats, bandannas, or sunglasses will be allowed in the classroom. No visible tattoos, permanent or removable, are allowed. No nail polish bottles may be brought to school.

Students at school wearing inappropriate clothing (as stated above) will receive a verbal warning with an explanation of the problem. A written warning may be sent home the second time the dress code is violated. Parents may be contacted by phone the third time with student removed from class until the inappropriate clothing situation is addressed, or appropriate clothing may be given to students to wear.

If you have any questions regarding this policy, please contact the Zion Lutheran School Principal for clarification. The Principal will be the final authority in determining whether or not a specific article of clothing is acceptable.

EARLY ARRIVALS

There is no loitering on school grounds before 7:30 a.m. or after 3:20 p.m. Students arriving early will enter through Gym Enter/Student Drop Off and report to the gym and are expected to participate in the morning activity. They are to remain in the gym unless they are given permission to leave by a member of the staff. Students will be dismissed from gym to classrooms at 8:05 am.

EDUCATION SERVICE UNIT #9

The school is a member of the Nebraska Educational Service Unit #9. The service unit provides us with weekly film deliveries, special testing services, and the loaning of teaching aids. These services are provided at a cost that has been included in the registration fee.

EMERGENCY FORMS

Each student is required to have a completed emergency treatment/release form on file in the office that includes emergency phone numbers for contacting parents or guardians.

ENROLLMENT/REENROLLMENT REQUIREMENTS

With the law that went into effect in 2012, children who are five on or before July 31, may enter Kindergarten. If your child is at least three years old and not yet ready to enter Kindergarten, he or she is eligible to enroll in Zion Lutheran Preschool.

Application Date: Registration applications for the fall semester that begins in August will be accepted by the school office beginning February 1st of that year and will be considered in the order received. When the enrollment of any grade reaches the maximum number as determined by the Board of Christian Education, applications will be approved in the order of the admission policy's priority of enrollment.

The Nebraska state law requires that all Kindergarten students and new students must show a state birth certificate with number and state seal so a copy can be made for his or her student file.

Transferring students must present a transfer and grade card from the school they previously attended before being admitted to Zion Lutheran School. Those children entering the school must be able to show a reasonable amount of accomplishment and cooperation. The student must have satisfactorily completed the grade in which he/she was previously enrolled and provide evidence of the ability to achieve satisfactorily at the grade level in which he/she applies for enrollment.

A physical examination by the physician is required for kindergarteners, seventh graders, and new students from out of state.

The Nebraska state law requires all students to be immunized before entering school. All parents are required to provide their child's history of immunizations, inoculations, communicable disease record, and any other important information about the child's health before entering Zion Lutheran School. Contact the Principal if you require an immunization waiver for medical or religious reasons.

ENROLLMENT/REENROLLMENT PROCEDURE CHECKLIST

The following check list will be followed for new students enrolling at Zion Lutheran School:

1. Complete application on TADS
2. Submit a copy of last year's (or more) report cards and a copy of the most recent achievement test results (for new students).

3. Interview with the principal or his/her designee (new students only).
4. A check of the student's academic and behavioral records with former principal and/or teacher(s).
5. Consultation with the classroom teacher.
6. Approval or denial of the application.
7. If the application is approved, prior to the first day of attendance the following items must be completed:
 - Registration and material fees paid in full (for all children).
 - First month's tuition paid in full.
 - Immunization Record submitted to the school office.

New students are enrolled on a one month probationary period to insure that Zion Lutheran School is equipped to meet the needs of the student. At the end of one month the parents will meet with the student's teacher and the principal for a review.

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

Students are encouraged to participate in extra-curricular programs. To be eligible for extra-curricular activities, a student must maintain a current average of seventy percent (77%) with no individual grade being an F and must exhibit acceptable conduct. Students must be current on work assignments.

FEES

The Board of Education welcomes any families that are interested in education with a Christian perspective. To maintain Zion Lutheran School requires a great deal of financial support. Scholarships are available to assist families in obtaining a quality, Christian education for their children.

K-8 Tuition Rates

Zion Lutheran School charges tuition to help cover the cost of educating your child. Tuition will be collected on a monthly basis or according to their Tuition Payment Contract that is completed at registration. In accordance with school policy, a late payment will result in a charge of \$25.

REGISTRATION/BOOK FEE

All students enrolled in grades Kindergarten through eighth grade will be assessed a \$25.00 non-refundable fee and a \$225.00 registration/book fee to cover some of the costs of textbooks, workbooks, religious materials, and other supplies.

ACTIVITY FEE Field trips, Educational Service Unit #9 services, and similar expenses are covered by a \$50 activity fee that is due by 1st day of school. (no discounts, non-refundable)

SCHOLARSHIP

Scholarship processes through TADS

PRESCHOOL/PRE-KINDERGARTEN FEES

Three year old students attend preschool each Tuesday, Wednesday and Thursday and four and five year old students attend preschool on Monday through Friday.

FIELD TRIPS

Each class takes a variety of field trips each year. In general, private cars will be used to transport the children. One field trip form will be signed at registration to cover all field trips for the year. Teachers will publicize their own field trips. Each field trip will be published in the weekly newsletter so parents will know when they will occur in advance. The responsibility of being a chaperone for field trips is taken very seriously whether it is a day trip or an overnight one. Chaperones are responsible for the safety of all children including their own. Parental chaperones shall coordinate with the teacher for supervision and transportation needs. Chaperones need to provide a copy of their driver's license and proof of vehicle insurance. Thank you for your willingness to serve in this way.

FUNDRAISERS

The Principal must be informed about all pending fundraising efforts so he/she can forward the following information from the group/committee to the Board of Christian Education:

The proposal must include the following:

- a. Description of the product(s) to be sold
- b. What the presentation to the students will consist of
- c. Who will make the presentation to the students
- d. Who will be responsible for accepting and verifying the orders and/or counting the money
- e. When the products will be delivered and by whom
- f. What premium, if any, will the students receive
- g. What other costs, if any, will be incurred by Zion Lutheran School

The Principal will then notify the group/committee of the Board's decision.

GRADING SCALE

Zion Lutheran School uses the following grading scale:

A+	100-98	A	97-95	A-	94-93
B+	92-90	B	89-88	B-	87-86
C+	85-83	C	82-80	C-	79-77
D+	76-75	D	74-72	D-	71-70
F	69 and below				
P	Passing				

HEALTH, WELLNESS, & SAFETY SERVICES

Zion Lutheran School has adopted several policies and procedures to insure the health and safety of our students.

ANIMAL POLICY

For the health and safety of our faculty and students, no animals will be kept in the classrooms or anywhere else in the school building unless the animals are part of the class curriculum. Animals may be brought to school for "Pet Day" or "Show and Tell" with prior approval from the teacher. If your child has any allergies to animals, make your child's teacher and the office aware of it at the beginning of the school year.

COMMUNICABLE DISEASES

We are committed to preventing the spread of communicable disease and to educating both the staff and the students regarding communicable disease matters.

1. Measles (Rubella) - A student may return to school the fifth day after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of the other students and personnel who are at risk of contracting the disease.
2. Three Day Measles (Rubella) - A student may return to school seven days after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease.
3. Mumps- A student may return nine days after the onset of parotid swelling. The State Health Department must be notified immediately and will advise the school regarding exclusion of students and personnel who are at risk of contracting the disease.
4. Chicken Pox (Varicella) - A student may return to school after one week if symptom free and all pox are dried.
5. Shingles (Herpes Foster) - A student may return to school after all lesions are dried.
6. Streptococcal Infection - A student may return to school 24 hours after the start of antibiotics.
7. Ringworm, Impetigo, Scabies, Lice, and Pinkeye (Conjunctivitis) - Children with any of these listed conditions can be sent home with instruction not to return to school until under treatment.
8. Vomiting and Diarrhea - Students with any episodes, especially if accompanied with an elevated temperature, will be sent home from school, not to return until the conditions subsides. **These conditions must be normal for 24 hours before returning to school.**
9. Elevated Body Temperature - Students with temperatures over 100 degrees will be sent home. **Temperatures must be normal for 24 hours before returning to school.**
10. Injury - If severe, we will call parents at once and ask the parent to determine if medical attention is needed. Soap and water may be used to cleanse wounds. Ointments approved by the School Nurse may be used. Wounds will be covered with a clean dry dressing if needed. Ice may be applied to bumps or bruises for at least 30 minutes. An accident report will be filled out and filed in the office for any injury which requires a doctor's visit.
11. Hepatitis A - A student will be readmitted only upon the approval of the family physician.
12. Hepatitis B and Human Immunodeficiency Virus Infections (HIV), Also referred to as AIDS Related Complex (ARC) and Acquired Immune Deficiency Syndrome (AIDS) - Hepatitis B and HIV are grouped together because the spread of these diseases appears to be similar. The present information shows that HIV is a viral infection transmitted through body fluid contact. There is no evidence of transmission through daily casual contact with an individual with HIV exposure or infection in the home or school setting. Since body fluid contact can occur at school due to accident and/or injury, parents are to notify the school in writing if their student has any of these diseases so proper precautions can be taken for the safety and well-being of the student.

13. Pandemic Threats - (H1-N1 Virus, Avian Flu, etc.) An influenza (flu) pandemic is a global outbreak of disease that occurs when a new flu virus appears that can spread easily from person to person. Because people have not been exposed to this new virus before, they have little or no immunity to the virus; therefore serious illness or death is more likely to result than during seasonal flu. Scientific models support school closure as an effective means of reducing overall illness rates within communities and suggest that the value of the response procedures are in place if this were to occur. Intervention is greatest if school closure occurs early in the course of a community outbreak.

DRUG PREVENTION POLICY

The use of illicit drugs and the unlawful possession of alcohol and tobacco is illegal as well as harmful to the body. Students are not to possess, use, or distribute illicit drugs, alcohol, or tobacco products on school premises or at any school related activity. Disciplinary action will be taken against those who do. This action may include suspension, expulsion, and referral to the proper authorities for persecution. It may also involve an appropriate rehabilitation program referral. Compliance with this policy is mandatory. Rehabilitation programs may be available at Lutheran Family Social Services, Richard Young Hospital, or South Central Counseling. (Nebraska Statutes 79-1270.02 and Federal regulation)

Employees of Zion Lutheran are not to possess, use, or distribute illicit drugs or alcohol on school premises or any other school related function. Disciplinary action will be taken for violations of this policy. This may include termination of employment and referral for prosecution as well as a referral to an appropriate alcohol rehabilitation program through Lutheran Family Social Services, Richard Young Hospital, or South Central Counseling. (Nebraska Statutes 79 -127 0.02 and Federal regulations)

ILLNESS OR ACCIDENT AT SCHOOL

If a child complains of being ill, the teacher will assess the situation to determine if there are reasons other than illness which could be the problem for the complaint. The student's teacher may consult with the Principal regarding when a call should be made to the student's parent. Students may be sent to the office to have their temperature taken. **Students with temperatures of 100 degrees or more will have their parent called to pick them up as soon as possible. The student's temperature must be normal for 24 hours before returning to school.** Students with rashes or those appearing to have a contagious disease will be sent home with a request to consult with their family physician before returning to school. **Students must be on medications for contagious diseases for a minimum of 24 hours before returning to school.** A doctor's note may be requested by the school after any school absence.

Students are entitled to receive first aid from any member of the staff. This may include, but is not limited to, topical ointments approved by the school nurse (**Vaseline & Aloe Vera Gel**), application of ice packs, and other first aid procedures.

In the case of a serious accident, parents will be notified. It is the responsibility of the parent to keep the emergency contact numbers current. Since extreme caution must be used in the handling of a seriously injured student, an ambulance may be called to provide services. A Student Incident Report will be filed by the supervising staff member and kept on file in the school office. The school safety committee will review all accident reports and make recommendations to the Principal.

INSURANCE

Zion Lutheran School provides student accident insurance for all students in preschool through eighth grade. The Summary of Coverage (what the plan pays) and Optional 24-Hour Voluntary Coverage are available at the company website, www.sas-mn.com and can be found under K12 then School Look-Up. This insurance is Revised 7/2019

purchased from Student Assurance Services Inc. It is administered locally by the Krull Agency in Minden. **Parents can pay an additional premium to extend the policy to 24 hours per day.** The insurance purchased by the school provides coverage for the following activities:

- a. attending regular school sessions
- b. participating in or attending school sponsored and supervised extracurricular activities
- c. participating in school sponsored and supervised extracurricular activities
- d. traveling directly to and from school for regular school session; and while traveling to and from school sponsored and supervised extracurricular activities in school provided transportation.

PLEASE BE ADVISED THAT THE COVERAGE THE SCHOOL DISTRICT IS PURCHASING IS A SUPPLEMENT TO YOUR FAMILY HEALTH INSURANCE. It pays only after your family health or auto policy and then within the limits of the policy's benefits. This plan does not cover penalties imposed for failure to use providers preferred or designation by your primary coverage.

Filing the claim is the parent's responsibility but parents are to contact the Krull Agency prior to completing the claim form to assure that all information is included so the claim can be processed without delay. The claim procedure is:

1. Parents notify the school and obtain a claim form immediately. The school will fill out Part A if it's a school injury.
2. Parents complete Part B with assistance from the Krull Agency to prevent delays in processing.
3. Parents must submit copies of their itemized bills to their own family insurance first, even if they have a large deductible. The parent will be sent a report called an Explanation of Benefits (EOB).
4. Parents are to send the claim form, copies of itemized bills and the EOB to:
Student Assurance Services, Inc., PO Box 196, Stillwater, MN 55082
5. The claim will be completed when all of the above documents have been provided. Should you have a question as to the status of a claim, you can contact the Krull Agency in Minden or Student Assurance Services, Inc., at 1-800-328-2739 from 8 a.m. to 4:30 p.m. Central Time, Monday through Friday.

NOTE: Students must have been treated by a licensed physician within 60 days of the date of the injury. Proof of claim should be submitted within 90 days from the date of accident, or a reasonable time thereafter not to exceed one year. The company is responsible only for expenses incurred within one year from the date of injury within the limits of the policy's benefits.

MEDICATIONS

Students are not to have any prescription or over the counter medications in their possession on school property. Medications should be administered to school children by parents or guardians whenever possible. The school will assist only when the student needs prescribed medication during the school day to function near his or her potential. Over the counter or prescription medications may be administered to Zion Lutheran School students if a completed "Parental/Guardian Authorization for Dispensing Medication During School Day" form is on file with specific guidelines regarding type of medication, dosage, and frequency. Prescription medications must be in the original container appropriately labeled for the child with the child's name, physician's name, type of medication, dosage and date. Over the counter medications must be in the original container. All student medications will be kept in the office. A record will be kept at the school for all medication administered to students with the date, time, dosage, and person administering the medication on the record that will be maintained until the end of the school year.

NURSING SERVICES

During the school year the nurse will weigh and measure students and conduct vision, hearing, and other examination related to the student's well being. Notices are sent to parents whose children require attention from their family physician. The nurse is responsible for advising the school staff in regard to procedures for the use of first aid supplies. With parent's permission, the nurse screens 5th through 8th grade children for scoliosis. The school nurse is a liaison between school and medical personnel. The school nurse is interested in the child's total health and is available for consultation with parents by appointment. The school nurse will make home visits when it is determined to be beneficial to the child.

HOME / SCHOOL COOPERATION

All students enrolled in Zion Lutheran School are subject to the rules and regulations set by the Zion Lutheran Church congregation through the Board of Christian Education. In general, all students will make every effort to have their lives follow the rule of God's Word, and the laws of the city, state, and nation. Continued unwillingness to live and act in a manner showing such Christian behavior shall constitute valid reasons for expelling a student.

In order to achieve closer cooperation between parents and teachers for the benefit of the child, the Board and the Principal encourage parents to counsel with the teacher on all questions concerning the student. The Board, the Principal, and the teachers are vitally interested in the children's temporal and eternal welfare. Our full cooperation is assured at all times. We would hope that teachers are welcome to visit the homes of the pupils during the school year. Parents are encouraged to visit the classrooms at any time. **HOWEVER WE ASK THAT YOU CALL AND ARRANGE A VISIT WITH THE TEACHER OR THE OFFICE** so we can advise you on a time that will not be disruptive to the class. **(See Classroom Visits)**

Students, parents, and teachers will follow the words of our Lord as stated in Matthew 18 as a guide for resolving differences. Any feelings of injustice by or grievances against individual teachers are to be discussed privately, after school hours by the student and/or parents with the teacher involved. Involvement of the Principal may follow if desired by either party.

HOMEWORK

Purpose of homework at Zion Lutheran School is to help students understand and review the work that has been covered in class, to see whether students understand the lesson, and to help students learn how to find and use more information on a subject. Homework can also serve as a communication link between school and home that shows what children are studying.

Schools in which homework is routinely assigned and graded tend to have higher achieving students. Homework should be necessary and useful, appropriate to the ability and maturity level of students, well explained and motivational, and clearly understood by students and parents.

Homework are task assigned to students by school teachers that are intended to be carried out during non-school hours if not complete during class time.

RESPONSIBILITIES OF THE STUDENT

- Students K-2nd are expected to spend 20 minutes a day on homework, students 3rd-8th are expected 20-30 minutes per subject depending on the elective courses
- Keep an up-to-date agenda for homework and other assignments and their due dates.

- Turn in homework on the due date.
- Complete homework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct.
- Establish a regular weekly study schedule that is relatively free from distraction (television, telephone calls, tablets, etc)

RESPONSIBILITIES OF PARENTS

- Make homework a daily activity
- Assume your child will have studying to do every night.
- Make sure your child has the necessary supplies.
- Work with your student's outside activity schedule and preferences when setting up a regular homework time.
- Help your child get organized.
- Check progress on homework through Sycamore Education.
- Coordinate homework efforts with the teacher in special cases.

RESPONSIBILITIES OF THE TEACHER

- State clearly the purpose of the assignment.
- Explain how the assignment is related to the topic under study.
- Ensure that the child has the skills to complete the homework assignments by providing demonstration of skills during guided practice in the classroom.
- Clearly state the due date of each assignment.
- Have students write down assignment in assignments books provided.

RESPONSIBILITIES OF THE ADMINISTRATOR

- Communicate the school's homework policy to parents.
- Coordinate the scheduling of homework among different subjects, if needed.
- Serve as mediator, should the need arise

LATE WORK POLICY

Homework are task assigned to students by school teachers that are intended to be carried out during non-school hours if not complete during class time.

- Homework turned in completed, according to the expectations , and on time will be eligible for full credit.
- Homework not turned on the due date will follow the appropriate credit:
 - 2 days late - 75% maximum credit
 - 4 days late - 50% maximum credit
 - 6 days late - 25% maximum credit

HOMEWORK CLUB

Homework Club is available for students in grades 1-8 from 3:15-4:00 p.m. on Tuesdays, Wednesdays, and Thursdays. Homework Club is a quiet, encouraging environment where volunteers help students with homework assignments. Students are encouraged to attend homework club on a regular basis to supplement their regular class instruction from teachers. Staff must be shown respect and appreciation.

Students 3-8 grade will be required to attend if their grade in any subject is 76% or lower until grade is brought up. Students with 3 or more missing assignments will be required to attend until all assignments are completed and turned in.

HONOR ROLL POLICY

Students in grades 5-8 are eligible for the Honor Roll. Grade point averages for the following eight subjects are included: Religion, Memory Work, Reading, Math, Social Studies, Science, Language, and Spelling. To be eligible for high honors, a student must have all A's (A+,A, A-). To be eligible for second honor roll, a student must have a 90% average in the eight subject areas. Students must have all A's and B's and no more than one (1) "C". A "D" or "F" in any subject removes a student from Honor Roll eligibility.

INSPECTIONS

All persons and property at school or during school functions (regardless of location) are subject to inspection without notice at any time.

LIBRARY

Zion Lutheran School has a library containing fiction, non-fiction, and reference materials for the students. Each classroom will schedule a period once every two weeks during which the students may check out books of their choice. Books may be checked out for a period of two weeks and may be renewed. **No books will be checked out until your previous books are returned or fee is paid.** Students who lose books will be assessed a \$15 fee for each lost book. Parents of younger children are asked to help see that books are returned promptly. A library fund has been established to help buy new materials for the library. Donations of money and hard-backed books are greatly appreciated. Every donated book will be evaluated for appropriateness and duplication with our limited available space. Books that we are not able to use within the school may be donated to another organization.

LOST and FOUND

Each year we have an accumulation of lost and found articles. Much of this may be prevented by labeling items of clothing with your child's name. A tote in the office or workroom is provided for lost items. Please tell your child to check it frequently if they have misplaced an item. We will donate all unclaimed items to a charitable group at Christmas and at the end of the school year.

LUNCHES and HOT LUNCH PROGRAM

Hot lunches are available each full school day. Students may bring a lunch from home. Purchase of a milk with a lunch brought from home is optional. Lunches are \$3.25 each for K-8th grades. Milk (chocolate or white) for morning milk break or a second milk at lunch is available for .50 each. Seconds are available to students. Main dish items are \$1.00 and side dishes are .50. Guests that eat will be charged \$4.00 per lunch - adult or children. Payment should be made in the office before you go through the lunch line. Please notify the office by 9 a.m. if you are coming to lunch so preparations can be made.

Zion Lutheran School is a designated site offering free and reduced priced lunches based on income. Forms are available in the office and each family is encouraged to complete a free and reduced priced lunch form and return it to the office. If your child has food allergies please complete a food allergy form that is located in the office and so we can make your child's lunch enjoyable and as worry-free as possible.

Ham & Cheese Sandwiches will be given to students for delinquent accounts until account is paid in full.

RULES IN THE LUNCHROOM

- Well balanced meals will be served to each child. Teachers will encourage children to clean up or at least try the food on their plates as a matter of good Christian stewardship and good eating habits.
- No lunches are to be brought to the cafeteria from other restaurants. No pop is allowed in the school cafeteria during lunch period. **No microwave is available to warm up student lunches.**
- Parents taking their child out for lunch are asked to send a written note that morning. Students will only be dismissed during regular lunch time.
- The pop machine is not to be used by students until after 3:30 p.m. Students are not allowed gum or candy during school hours unless approved by their teacher for a party, birthday treat or from their teacher as a reward or as regulated by the School Wellness Policy.
- Observe good table manners at all times.
- No food is to be thrown at any time.
- Dispose of your own litter. Keep the tables and floor clean for the next group.
- Speak in a low voice.
- Keep hands, feet, and objects to yourself.
- Walk in the lunchroom and sit while eating.
- Eat the food on your own plate. There is **NO** sharing of food with others.

NON-DISCRIMINATION POLICY

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

NON DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Schools participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) must include this statement in full, on all program materials used for public information, public education, or public distribution.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled at regular intervals each year and when requested either by the parent or classroom teacher. All parents are expected to attend. Due to departmentalized in 5-8 grades, please make an appointment with the subject teacher to discuss issues. Other conferences may be requested by the teachers or parents as needed.

PARENT TEACHERS UNITED (PTU)

The PTU is an important organization that strives to unify the efforts of the home and school for the benefit of the students, parents, and teachers at Zion Lutheran School. The PTU offers programs, activities, fundraisers, and other opportunities to work together for the benefit of all. Everyone's support is key to the success of this organization and all parents are invited to become active in the PTU.

RESTROOM READINESS

Children enrolled in Preschool 3-5 year olds, Kindergarten must be potty trained before attending preschool. We do not have the facilities or supplies required to change children in these classrooms. We feel that children of these ages deserve privacy. We realize that "accidents" will happen. "Accidents" by definition are unusual incidents and should only happen infrequently.

Potty-trained children:

- ✓ No longer wear diapers(disposable or cloth) or disposable underwear(pull-ups)
- ✓ Can tell the teacher when they need to go to the bathroom, and
- ✓ Can attend to their own hygiene. A teacher will assist when needed. This is an issue which protects all concerned.

If your child is not completely potty trained as described above when preschool starts, you may choose one of the following options:

- ✓ You may withdraw your child from preschool and place their name at the top of our waiting list. Registration and supply fees are non-refundable; however, if your child is placed in a class at a later date, you will not need to pay additional fees.
- ✓ You may pay 1/2 tuition to hold our child's spot (for up to two months) until potty training has been completed.

PTU

PTU fundraising efforts throughout the year have raised money to defray the cost of projects and to purchase items needed at the school to enhance the education of the Zion students. Some of the past fundraisers have included soup suppers, candy bar sales, plant sales, and carnivals.

PARTIES

Classroom parties should not be planned without the consent of the teacher. There are to be no gift collections without the approval of the principal. Should you want to bring a special treat for your child's birthday please make arrangements with the teacher at least 24 hours in advance. **Personal invitations may be sent through the school only if the teacher approves and EVERY student or EVERY boy or EVERY girl in the class is invited. Invitations brought to school must be given to teacher to be handed out.**

PHONES & PHONE MESSAGES

Students may use the phone in the office **only during emergencies** when they must reach their parents during the school day. Students may use the phone in the office with a phone pass from their teacher and permission from the office staff.

If the parent needs to get a message to the student they may call the office at 402-462-5012 and leave a message with the office staff. If the parent needs to speak with a teacher or someone on the Zion Lutheran staff, they may leave a message at the office and can expect that it will be returned when the staff person has time after school hours.

Student cell phones and other electronic equipment must be turned off and kept in student backpacks. If a cell phone or other electronic equipment is brought to school it is at the student's risk; the school is not responsible for lost or stolen electronic equipment. Cell phones MAY NOT be out of the backpack or turned on during school hours for any reason including internet access, texting, use as a calculator, etc. If a cell phone or other electronic equipment is out of the backpack and/or turned on during the day the device will be confiscated and the student's parent will need to retrieve it from the principal. A second incident will be considered insubordination with corresponding disciplinary action.

Students may not use a cell phone before or after school without the permission of a teacher or coach.

Parents are not to call the office and ask to talk to a student but they are welcome to request that a message be delivered to the student.

PICTURES

School pictures are taken at the beginning of each school year. All students are photographed, but are under NO obligation to purchase the pictures.

PLAYGROUND

The playground is supervised by the teachers and responsible individuals. All play which would "hurt or harm our neighbor in his body" cannot be allowed. Throwing snowballs is not permitted by anyone on the school ground. The area west of the blacktop is off-campus and will not be used for any play activities. Students are to

abide by all playground supervisor rules; those rules may change from day to day depending on the weather conditions.

Student will be going outside for recess unless below 28 degrees or weather permitting. Snow boots and weather appropriate clothing is recommended.

REPORT CARDS

Zion Lutheran School will send report cards, notes, records, etc. to the custodial parent or guardian. We believe that all persons involved with the child should communicate with each other for the well-being of that child. If there is a court order to the contrary on file at the school, copies of report cards, records, etc. may be given upon request. Report Cards are issued every 9 weeks. Refer to the GRADING SCALE for additional information.

RETENTION/PROMOTION

Pupils advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade. The Principal, teacher and parent will meet if any of them feel that the student may need to be retained instead of being promoted to the next grade level.

SCHOOL CLOSING

If the school is going to be closed due to bad weather, a school closing announcement request will be sent to the local media including KSNB- NBS Nebraska, NTV - Channel 13, KOLN/KGIN - Channel 10/11 School Closings and www.weatherthreat.com and Facebook. Zion Lutheran School will usually coordinate our closing with Adams Central School but the announcement will specifically state Zion Lutheran School, Hastings. Parents who drive their children to school should use good judgment when deciding to come to school during bad weather and in picking up their children because of impending bad weather.

SCHOOL HOURS

Preschool 8:15 a.m. to 11:30 a.m.

Kindergarten through 8th grade: Monday through Thursday from 8:15 a.m. to 3:15 p.m.

Friday 8:15-2:45 p.m.

Sexual Conduct/Harassment

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. Zion Lutheran Church & School does not condone or tolerate any form of sexual harassment involving employees or students. The school system is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

Zion will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school system will also take disciplinary action against employees and students. Employees who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, reassignment, demotion, suspension or termination. Disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving Zion Lutheran Church & School employees/volunteers and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy recognizes that it is unlawful for employees/volunteers to commit acts of sexual harassment. Sexual harassment committed by students of either sex against students or staff/volunteer of the opposite or same sex constitutes inappropriate behavior and is subject to disciplinary action under the Board of Education discipline policies. The policy also recognizes that employees/volunteers and students have a right to be free from sexual harassment by others such as contractors, vendors, and volunteers.

It is the responsibility of every supervisor and principal to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively. The school system prohibits retaliation against an individual who reports an incident or cooperates with an investigation of a reported incident.

SYCAMORE EDUCATION

Sycamore Education is a comprehensive online school administration and student information system. When your student is enrolled in Zion Lutheran you will be issued a parent login code so you can access information regarding your student. Parents can securely login to the system, and easily access a wide variety of information, including news updates, the school calendar, student grades, schedules, assignments, attendance, lunch menus, family lunch account balances, and more. The Pass-a-Note feature makes it easy for parents to communicate with teachers and staff, without having to call, leave a message, and wait for a response. Teachers use this site to take attendance, submit lunch orders, and load other information to log the progress of students. Made available for families registered on zionhastings.org

TARDINESS

Students are tardy when they are not in their classroom by 8:15 AM. Students who are tardy are disruptive to orderly classroom teaching and cause the student to miss valuable information. A student may be granted an excused tardy for medical, dental, or approved educational service appointments. Students will be expected to make up any work missed because of tardiness regardless of whether the tardy is excused or unexcused. If there is a pattern of tardiness, the parents will be asked to explain the student's tardiness, and a remedy plan will be developed by the teacher and/or principal. **5 tardies will equal 1 day of absence.**

TESTING

Zion Lutheran School will maintain a standardized testing program for students in grades 1 - 8 which will be administered annually to determine progress as well as scholastic strengths and weaknesses. Results will be sent to parents. This test will also be used as an aid by the teachers in evaluating the students' capabilities. An Annual report will be made by the Principal to the Board of Education at the end of each school year. The report shall provide the Board with an assessment of the educational programs of the school and a report of student progress.

TEXTBOOKS

Textbooks are valuable properties of the school, and students are expected to treat them with care. Book covers are not provided by the school, therefore, students are responsible for obtaining them and keeping their books covered throughout the school year. Any books that are damaged through negligence will be replaced at the student's expense. **PLEASE avoid plastic sticky book covers and tape on the books.**

Title 1

School-Parent Compact

This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.

Teacher/School:

Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
Regularly communicate with parents on their child's progress.

Parent / Caring Adult:

Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
Support your child's learning--volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.

Student:

Be at school every day and on time unless I am sick.
Come to school each day prepared with supplies and an attitude to learn.
Be responsible for my own behavior.
Respect and cooperate with other students and adults.
Return completed schoolwork on time.

Title I Parent and Family Engagement Policy

Zion Lutheran School intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements. Parents shall be notified of the policy in an understandable and uniform format and, to the extent, practicable, provided in a language the parents can understand. The policy shall be made available to the local community and updated to meet the changing needs of parents and the school.

- schools shall provide opportunities for the participation of parents and family members including those with migratory children, limited English proficiency, or have disabilities. Parent shall be notified of the Parent and Family Engagement Policy, information related to school and parent programs, meetings, and other activities in an understandable and uniform format and to the extent practicable provided in a language the parents can understand;
- convene an annual parent meeting scheduled at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;

- Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school Parent and Family Engagement Policy;
- provide opportunities for parents and family members to participate in decisions relating to the education of their children. The school shall provide other reasonable support for parental involvement activities;
- provide parents of participating children timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand;
- educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners;
- coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

TRANSPORTATION OF STUDENTS

Parents, family members, or neighbors that drop off and pick up the student from school by car are required to follow a set pattern in the parking lot for the safety of the students. When dropping off enter through the south driveway and remaining in single file along east side of parking lot and along school. To exit vehicles will drive forward and exit through the north driveway. There is no parking or stopping in the circle drive. Parking is permitted only in designated parking spaces marked by lines in the parking lot.

VALEDICTORIAN

The 8th grade student with the highest grade point average by semester in the eight honor subjects listed in the Honor Roll policy for the 5, 6, 7, and 8 grade years will be the Valedictorian.

VOLUNTEERING

Sweat equity is volunteer time put for by all families. We require each family to "sweat" volunteer time for each school year 10 hours. These hours can be put to service for children, assist teachers during classroom parties, activities, or help at special events. We appreciate the gift of time and talents our Zion families provide for our school. Volunteer form will be given to all parents to recognize each individual talent.

At each activity a volunteer time sheet will be provided, and families will be responsible for signing in each event and activity. PTU will keep track of the hours throughout the year. PTU meetings and field trips are not considered an activity. When coming to assist in the classroom for parties or projects, remember that you must observe the teacher's guidelines and rules so as to be helpful rather than disruptive.

WORSHIP OPPORTUNITIES

The blessings of gathering together for regular and consistent worship of God are innumerable. From personal spiritual enrichment and growth to the public support of other Christians through corporate worship, weekly attendance in worship is a cornerstone value at Zion Lutheran Church. All families are warmly invited to be regular guests at any of Zion Lutheran Church's worship services.

Wednesday morning Chapel Services (see Chapel)

Saturday evening Worship Service: 6:00 p.m.

Sunday morning Worship Services: 9:00 a.m.

Sunday School – Youth & Adult Classes on Sunday at 10:30 a.m.

YEARBOOK

School year memories are captured forever in our annual yearbook. Notice will be given when it is time to order yearbooks.