

ZION

Lutheran School

*N48 W18700 Lisbon Rd.
Menomonee Falls, WI 53051*



2022-2023

Parent and Student Handbook

8/9/2022

Our Mission at Zion Lutheran School is Developing and Dispatching Disciples for Christ

A Message From Our Principal.

August 1, 2022

Dear Students and Parents of Zion Lutheran School,

Greetings in the name of our Lord Jesus Christ! I hope that you are as excited about the 2022-2023 school year as I am. The beginning of the school year is always an exciting time, and this year is no exception. We are certainly in store for many blessings as we journey together from August to June.



I want to take a moment to share a bit on the themes that you may hear throughout the upcoming school year. The first is the theme for the LCMS National School Ministry for the 2022-2023 school year – *“Making Disciples for Life”*. How incredible that this theme, a central focus in Lutheran schools across the country, is so closely tied to the mission statement for Zion Lutheran School found on the cover of this handbook; *“Developing and Dispatching Disciples for Christ”*. While this work is only done through the power of the Holy Spirit, we are excited to be used by Him to share the love of God with our students, their families, and the communities surrounding us.

The second theme that will be echoing through these halls over the next several months is of course, *“No Fear; All Faith”* and has already been heard for the last several months. We thank and praise God for the example of faith that he gave to us in Pastor Pfingsten, and we thank and praise Him that Pastor Pfingsten is with his Savior in heaven at this moment. Now, as we move forward into what has already been a turning point in our congregation’s history, we do so with the reminder that God is present in all our actions.

God is present. I like that. God is present in our lives when things go well. God is present when life presents us with challenges. God is present in everything in between. Because of His presence we realize why we have selected this as Zion Lutheran Ministries’ 2022-2023 School Year Theme. As the verse that goes along with it suggests, our faith is placed in God and no matter what unknowns are on our horizon, we have no fear. In fact, when we put our faith in our heavenly Father, in the awe of all His creation, His power, and His love, we realize there is no room for fear; only faith.

We thank you for being our partners this school year. We pray that God’s presence is made known throughout the upcoming months. As we go forward to *“Make Disciples for Life,”* we pray that God fills us with a *“No Fear; All Faith”* mindset; boldly moving forward to a better tomorrow.

Because of Him (+),

Peter J Lorenz

PETER LORENZ

PRINCIPAL

ZION LUTHERAN SCHOOL

262-781-7437

plorenz@zioninthefalls.org

*“When I am afraid, I put my trust in You. In God, whose word I praise –
in God I trust and am not afraid. What can mere mortals do to me?” (Psalm 56:3-4)*

Our Mission at Zion Lutheran School is Developing and Dispatching Disciples for Christ.

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Zion Lutheran Church + School + Child Care

N48 W18700 Lisbon Rd. Menomonee Falls, WI 53051

Church: 262-781-8133

School: 262-781-7437

Child Care: 262-781-6719

Fax: 262-781-4656

Website: www.zioninthefalls.org

Fast Direct: www.fastdir.com/zionschool

Executive Staff

Pastor (Interim)

Rev. Dean A. Dummer
Pastor@zioninthefalls.org

Principal

Mr. Peter Lorenz
Principal@zioninthefalls.org

Administrative Assistant

Mrs. Carolyn Kruschel
Secretary@zioninthefalls.org

Child Care Director

Mrs. Ruth Hawk
Childcare@zioninthefalls.org

School Board Members

Monica Siebarth (Chairperson)
Dan Roe

Angela Novotney
Jennifer Decker

Directory of School Personnel

Mr. Peter Lorenz
Principal

Mrs. Melissa Mullikin
2nd-3rd Grade Teacher

Mrs. Michelle Thompson
Music Teacher

Mrs. Alicia Bietz
7th-8th Grade Homeroom

Mrs. Jenny McCarthy
1st Grade Teacher

Mrs. Anne Widener
Band Teacher

Ms. Emilie Blanck
5th-6th Grade Homeroom

Mr. Scott Boris
5K Teacher

Mrs. Adrienne Budnik
4th Grade Homeroom

Mrs. Beth Eubank
4K Teacher

Our Mission at Zion Lutheran School is Developing and Dispatching Disciples for Christ.

ZION LUTHERAN SCHOOL

2022-2023 Academic Year Calendar

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- FIRST DAY OF SCHOOL
- LAST DAY OF SCHOOL
- NON-SCHOOL DAYS
- Make-up Day if school is closed

August

- 15-19 Professional Development
- 17 Parent Orientation
- 21 Church Picnic
- 22 1st Day of School (5-8)
- 24 1st Day of School (4K-4)

September

- 2 Labor Day HOLIDAY
- 5 Labor Day HOLIDAY

October

- 5 Race for Education
- 6-7 Teachers' Conference
- 21 End of Quarter 1 (41 days, 8 Sundays)
- 26-27 Parent-Teacher

Conferences

- 28 NO SCHOOL – Prof. Dev.

November

- 23-25 Thanksgiving HOLIDAY

December

- 8 Children's Christmas Service
- 22-31 Christmas HOLIDAY

January

- 2-3 Christmas HOLIDAY
- 13 End of Quarter 2 (46 days, 12 Sundays)
- 16 NO SCHOOL – MLK Jr. Day

February

- 10 NO SCHOOL – Prof. Dev.
- 23 Parent-Teacher Conferences (Optional)

March

- 13-17 Lutheran Schools Week
- 17 End of Quarter 3 (43 days, 9 Sundays)
- 20-24 SPRING BREAK

April

- 7 Good Friday HOLIDAY
- 10 Easter Monday HOLIDAY

May

- 5 NO SCHOOL—Prof. Dev.
- 19 Fine Arts Festival
- 26 Flex Day
- 29 Memorial Day HOLIDAY
- 31 Grade 8 Graduation

June

- 1 All School Picnic/Last Day of School (half day; 8:00-12:00) (44 days, 11 Sundays)
- 5-9 Professional Development

Semester 1 – 88 days

Semester 2 – 87 days

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3

Zion Lutheran Ministries

Our Beliefs:

As a church of the Lutheran Church Missouri Synod, we believe:

- ✦ that only Jesus offers real hope to a hopeless world.
- ✦ that all people are sinful.
- ✦ that Jesus is our only Savior.
- ✦ that Jesus is the Son of God.
- ✦ that Jesus lived a perfect life, died in our place, and rose again conquering the devil and sin.
- ✦ that by His death on the cross, we are forgiven of all of our sins and promised eternal life with Him in Heaven.
- ✦ that the Bible is our sole guide for living and the only authority for our teaching.
- ✦ that the Bible does not merely contain God's Word -- it IS God's Word -- divinely inspired and without error.
- ✦ that the Lord is where He promised us that He would be -- in His Word and His Sacraments.

Our Mission:

*“Extending the mission and ministry of the risen Christ to all people for salvation by **developing and dispatching disciples** for Christ through Worship, Witness, Education, Service and Fellowship.”*

Our Vision

Zion Lutheran Congregation, Menomonee Falls, Wisconsin, in response to all of God's abundant grace and blessings in Jesus Christ, and empowered by the Holy Spirit, desires to pursue the following common vision:

We desire to be obedient to our Lord's Great Commission

Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

(Matthew 28:18-20 NIV)

We desire the development of a congregation which....

- ✧ is spiritually alive and welcoming, and which
- ✧ provides nurture, education and encouragement for a lifetime of Christian values and commitment, and which
- ✧ pursues ministries focused on individual and corporate growth via worship, witness, education, service and fellowship.

We desire the development of a premiere Lutheran Day School and Child Care Ministry which....

- ✧ are spiritually alive and inviting, and which
- ✧ provide nurture, education and encouragement for a lifetime of Christian values and commitment, and which
- ✧ pursue excellence directed toward individual and corporate growth (spiritual, scholastic, physical and social).

We desire that all members and staff be united in their support and commitment to the fulfillment of this common vision.

PHILOSOPHY STATEMENT

WE BELIEVE . . .

- ✘ that the Holy Bible is God's inspired and infallible Word and, as Lutherans, we base all our teachings on it.
- ✘ that instruction in the Christian faith is commanded by God to all Christian believers. These believers, compelled by the love of Christ, will joyfully follow God's will.
- ✘ that Christian education is encouraging growth in the Christian faith; and that by the power of the Spirit through the Word and Sacraments, students become equipped for a life of discipleship.
- ✘ that through Christian education students learn to live their proper relationship to God and their fellow men in the light of both Law and Gospel.
- ✘ that Zion Lutheran School, through a quality and experiential learning program, approaches these needs by providing:
 - preparation for children for Eternal Life in heaven.
 - an experience in a totally Christ-centered program.
 - an opportunity to develop Christian attitudes and character through hearing and studying God's Word on a daily basis.
 - a setting for growth and learning under the guidance and direction of trained, professional Christian teachers.
 - an opportunity for pupils to experience Christian fellowship in the Body of Christ.
 - an opportunity to assist parents in their God-given responsibility of Christian education, and training of their children.
 - a comprehensive curriculum in a setting of God's Word.
 - adequate time for Christian instruction and training.
 - an education which attempts to satisfy the educational needs of a child in one school setting.
 - training and preparation for children to share their faith with others.
 - a mission outreach into the community and world.

Mission Statement — Zion Lutheran School exists to lead children and their families to Christ and to aid parents in providing a Christ-centered education for their children by training and nurturing them spiritually, intellectually, physically and emotionally, thereby instilling Christian values to serve God and others.

Vision Statement — As disciples of Christ, our vision is to create a secure and disciplined Christian environment through a qualified and dedicated staff. With the prayers and support of the congregation and parents this will be achieved. Within this context we will provide a curriculum emphasizing academic excellence and preparation for the challenges of high school and beyond.

P.R.A.I.S.E. – An acronym of our school framework.

I will praise you O Lord, with all my heart; I will tell of all your wonders. I will be glad and rejoice in you; I will sing praise to your name, O Most High. (Psalm 9:1-2)

Parental Involvement — God has given the primary responsibility for raising children to their parents. Therefore, parents are to be actively involved in the education of their child(ren) through the school, as well as their home, church and Sunday School.

Zion Lutheran School works together with parents, equipping children and reinforcing the entire family through God's Word. Ours is a partnership with both the church and the home.

Respect — We will help our children to recognize all people to be God's creation and will by word and action show love, forgiveness, respect, courtesy, cooperation and consideration toward all others.

We will help our children develop and maintain a healthy and positive self-image and instill an awareness of responsibility for their own actions.

Athletics — We will help our children to appreciate their bodies as gifts from God, and to increasingly accept responsibility for the health, safety, recreation and athletic pursuits of their bodies to the best of their abilities.

We will give our children the opportunity to exercise their bodies with an emphasis on developing skills, teamwork and good sportsmanship.

Intellect — Our children will be exposed to a sequential and challenging curriculum of studies emphasizing academic excellence and preparation for the challenges of high school and beyond.

We will work with the student in seeking knowledge as its own motivation and reward, developing creativity and establishing good study habits.

We will help each student reach his/her full potential in the attainment and application of knowledge.

Scripture — We believe that God's purpose in education is to lead people to Christian faith, to a life of Christian discipleship in this world, and to eternal life with Him in Heaven.

Excellence — Through these means, Zion helps each student to identify, develop, appreciate, respect, and improve his/her God-given gifts to the best of their ability, to the Glory of God and for the benefit of all people.

School Administration

School Administration

Zion Lutheran School is owned and operated by the members of Zion Lutheran Church, Menomonee Falls, WI. Zion Lutheran Church, School and Child Care operates as a not-for-profit organization

The Board of Education

The Board of Education acts as the governing authority over the school, child care, principal, child care director, faculty, staff and students. The principal meets with the Board of Education once per month, and on an as-needed basis.

The Principal

The principal acts as the chief executive officer of the school, and with the assistance of the faculty, suggests changes and policies for the improvement and general welfare of the school. It is the principal's responsibility to administer the policies of Zion Lutheran School.

Accreditation

Zion Lutheran School is accredited by National Lutheran Schools Accreditation (NLSA).

School Enrollment Policy

Children who enroll in 4K, 5K and 1st Grade must meet age requirements that have been established by the Wisconsin State Legislature. To enroll in our 4K program, children must be four years old by September 1. To enroll in our 5K program, students must be five years old by September 1. To enroll in our 1st Grade, students must be six years old by September 1.

Admission Policy

Applications for enrollment by Zion Lutheran Church Members will receive first priority. Current school families will receive second priority. Other applicants will be accepted on a first come, first serve basis in the order that they are received. All applicants must apply to the principal for enrollment and applications are reviewed on a regular basis.

1. **Reason for Application:** Students and parents must accept the purpose and policies of the school
2. **Class size for which the Applicant Applies:** Enrollment shall be limited to provide reasonable classroom management within a productive learning environment.
3. **Students with Special Psychological, Emotional or Intellectual Needs:** Students who cannot be served within the school's regular program of instruction may be referred to a Lutheran Special School (LSSES) Resource Room or other schools which are designed to meet such needs.

In all cases, whenever a child transfers from another school, a conference will be conducted between parent and school principal before an application is accepted.

The process for admissions is as follows:

1. The online enrollment process is completed by the parent at TADS.com, including a tuition payment agreement, and the registration fee is paid. (If the family is in the Parental Choice Program (PCP), the registration fee is not paid and the tuition agreement form is signed indicating the funding will come from the PCP.)
2. All student applications into the PCP are accepted in open enrollment windows using the online process at DPI.wi.gov, regardless of seats available. Proof of residence documentation and income documentation is examined for adherence to the requirements set in WI legislation. Note: errors on an application can invalidate the application and exempt a student from the program. Students are granted funding if seats are available and requirements set by the program are met. If seats are not available a lottery is held and students who do not have a seat are placed on the waiting list. Families are notified within 60 days of application by mail of acceptance, waiting list status, or denial. Families wishing to appeal a decision of a rejected application may take their concern to the principal by sending a written request and defense of application within five business days of notification of the rejection. The written request will be taken into consideration by the principal and senior pastor and a mutual final decision will be made, followed by an explanation of the decision to the rejected family.
3. The student is given a placement test to determine grade placement. The parent is notified of acceptance and grade placement.

Zion Lutheran School complies with the Wisconsin state law regarding admission policies. Local school districts have their own policies. Zion's policy states that a child must reach the required age for each grade level by September 1.

All students accepted into Zion Lutheran School are expected to comply with the rules and procedures of the classroom and school. If students do not comply with the classroom and school rules, suspension and expulsion could result (see discipline). All new students to Zion Lutheran School are accepted on a probationary basis.

Nondiscrimination Statement

Zion Lutheran School admits students of any race, color, 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 national or ethnic origin or sex in the administration of its policies.

Security Policy

All individuals entering the school after the 8:00 am bell must enter through the office doors and notify the office of their intention. School entrance doors are locked after school starts. No one will be permitted in the school halls without permission. For the safety of our children, **students must be signed in and out by a parent** if they are entering late or will be leaving early. Students may then proceed to their classroom when the school secretary gives them the go ahead. Parents and visitors must sign in and out in the office and obtain a visitor badge which must be clearly displayed so students and staff are aware that they have permission to be on premises. Note: During the COVID-19 pandemic, entry to the school may be limited to staff and students only. Except in emergencies, all visitors, including parents, may be asked to wait at the entrance doors.

School Fees and Collection Policies

School Fees

School fees are established to help meet budgeted expenses for textbooks, supplies, materials, testing and special student programs during the school year. School fees are reviewed and approved by the School Board of Education.

For the 2021-2022 school year the following fees schedule has been established for all students attending Zion Lutheran School:

Zion Lutheran School, Menomonee Falls, WI

School Fees for class year 2021-2022

Fee Per Child:

K4: \$4,525

K5-8th Grade: \$2,650

Testing Fee (Grades 3-8): \$35

Technology Fee (Grades 1-4): \$50

Technology Fee (Grades 5-8): \$100

All registrations must be completed through our online enrollment partner—TADS—at www.TADS.com. Tuition payment options and agreements are completed through TADS.

If delinquent on their tuition, families may be required to sign up for automatic withdrawals from their bank account. Continued delinquency in the payment of tuition may result in students being held out of classes until an approved payment plan is in place. Unresolved delinquent tuition may result in a student not being allowed to return to school at Zion.

Method of Making Tuition and Fee Payments

All Zion Lutheran school families are required to choose one of the three methods of payment for tuition and fees:

1. Payment in FULL through TADS in August 10, *OR*
2. Payment in 2 installments through TADS, one in August and the final payment in December, *OR*
3. Sign up for and use TADS tuition services for 10 monthly payments (August-May). This method is a binding agreement making you contractually responsible for a full-year's payments in the time frame prescribed.

School Collections Policy

- No deduction or remission of the tuition will be permitted for absence, withdrawal or dismissal
- All Payments for lunch **must be made in advance of services offered.**
- All school accounts must be paid in full before the last day of the school year. 8th Grade students with overdue accounts will not be allowed to participate in graduation ceremonies or receive report cards.
- Report cards will not be issued or mailed to any student with overdue school accounts until the accounts are paid in full. This shall be in effect at the end of all four grading periods.
- A student's school records will not be forwarded to another school when transferring until accounts have been paid.
- School accounts must be cleared before enrollment for the next school year is formally accepted.
- The family is responsible for any fees or penalties charged when payments are returned to the bank for insufficient funds.
- If an account remains delinquent after a student withdraws from our school, the matter may be referred to small claims court.

Church Membership

Zion Lutheran School encourages all of our students and their families to be faithful in regular worship and communion attendance, volunteer involvement, and offerings to the Lord at Zion Lutheran Church, or your family's home congregation.

The following is encouraged of all school families.

- 1) **Church attendance** - Public worship will be on a frequent and regular basis. It is expected

that families worship at Zion when their children sing at a given Sunday Worship Service.

- 2) **Communion attendance** - Communicant members will partake of the Lord's Supper on a frequent and regular basis.
- 3) **Christian Service** - Volunteering time and talents in service to school and congregation will be on a frequent and regular basis. (See 4 for the Lord initiative on pages 42-43)
- 4) **Bible Class attendance** - Participation in group Bible Study, as well as personal scriptural growth, will be on a frequent and regular basis.
- 5) **Tithes and Offerings** - First fruit giving from the blessings the Lord has given will be on a frequent and regular basis.
- 6) **Participation** - Support of congregational events, i.e. voters meetings, Parent Teacher League (PTL) activities as announced in weekly newsletters.

Families that do not have a church home are invited to join us at Zion Lutheran Church. We would be pleased to have you join our church family.

School Attendance

Students are expected to be in attendance at school every day. School attendance is essential if we are to succeed in our goal of providing nurture, education and encouragement for a lifetime of Christian values and commitment, and of pursuing excellence directed toward individual and corporate growth (spiritual, scholastic, physical and social).

Absence—If a student is absent from school, parents are expected to contact the school office by 9:00am to notify the school of the absence. If notification is not received by 9:00am, the school will make a follow-up contact with the parents to determine why the child is not in school.

Students arriving to school after 9:30am or leaving school before 1:30pm will be marked as missing a half-day of school.

Excessive absences by a student may cause the student to fall behind in school, and may ultimately result in a decision to retain the student at their current grade level for the following school year.

Parents of students who accumulate 5 absences in a semester will be sent a letter notifying them of the absences. If the student accumulates 10 or more absences in a semester, a conference involving the parent, teacher, and principal will be

scheduled. If parents fail to attend this conference, the student will not be allowed to return to school until the conference is held.

Wisconsin State Statute 118.16 defines a “habitual truant” student as a pupil who is absent from school without an acceptable excuse part or all of 5 or more days on which school is held during a school semester. Habitually truant students will be referred to the appropriate authorities.

Tardy—If a student is late to class at the beginning of the day, they will be marked tardy. Parents of students who accumulate 5 tardies in a semester will be sent a letter notifying them of the tardies. If the student accumulates 10 or more tardies in a semester, a conference involving the parent, teacher, and principal will be scheduled. If parents fail to attend this conference, the student will not be allowed to return to school until the conference is held.

Curriculum (Areas of Instruction)

Zion Lutheran School teaches that the Truth about our lives and our world is found in the Holy Scriptures, which are the inspired Word of God. Zion Lutheran School’s curriculum is in agreement with the teaching and practices of the Lutheran Church – Missouri Synod.

The following are curricular areas taught at Zion Lutheran School:

Religion

Mathematics

Social Studies

Language Arts

Science

Art

Music

Physical Education

Homework

Students who wisely use their school time should be able to complete a majority of their work in school. A general guideline for the average amount of homework a student might expect is 10-15 minutes per grade level per evening. As students all work at different rates, individual students’ experience may vary. Please contact your child’s teacher with concerns regarding homework.

Illness or Vacation Homework

- Homework assignments for students who are absent because of illness will be ready for pick up at 3:15 PM. **Please do not request assignments be ready *before* the end of the day.**

- Homework for vacation may be requested one week in advance. Please note that lessons do change over the course of the week based on student need. Additional assignments may be given or assignments may be deleted during the time you are gone.
- Homework requested in advance is due upon the return of the student. Homework that is given by the teacher when the student returns will be given one day per day absent to complete.

Evaluating Student Progress

Report cards, a variety of testing instruments, and student portfolios are some of the tools used by Zion's staff to diagnose, properly place and design programs that meet the needs of students.

Evaluative data can be shared with parents to help give a picture of the progress of their children. To this end, the following tools are used annually in our school:

- **Standardized Testing**
MAP Tests are administered to students in grades 1-8 at three points in the school year. The test measures the growth of individual students and assists us in assessing strengths and weaknesses in many areas of our curriculum. In grade eight, the tests are also used to assist teachers in making placement recommendations for high school
- **Report Cards**
Report cards are issued quarterly. Parent-teacher conferences are scheduled to be held during second quarter. Additional Parent/Teacher conferences may be requested if deemed necessary by parent or teacher. Fourth quarter report cards will be mailed within ten (10) days of the last day of school.

Grading Scales

The following grading scale is used for students in Grades 1-8:

A	95-100
A-	93-94
B+	91-92
B	85-90
B-	83-84
C+	81-82
C	75-80
C-	73-74
D+	71-72
D	65-70
D-	63-64
F	0-62

The following grading scale is used for students in Grades 4K and 5K:

O	90-100
S	80-89
N	70-79
U	0-69

Consultations with School Staff

Consultations with the child's teacher or principal are always welcome. However, it would be in the best interest of all concerned if such consultations were made by appointment. The daily schedules of our principal and teachers are usually very busy, and unannounced appointments cannot always be given the time, attention and consideration they deserve.

School Honor Roll

One of the most important philosophical goals of Zion Lutheran School is to encourage the academic talents and abilities of our students. The establishment of the honor roll enhances the goal of improved scholarship.

Students in grades 5 through 8 will be recognized for academic achievements at the end of each quarter. Honor roll certificates are presented to students who achieved the status during any quarter of the school year at the final awards assembly in June.

To qualify for honor roll, students in grades 5, 6, 7 and 8 must meet the following criteria: A student must attain a 95 percent or better average for all subjects with no grade below an A- to be named to the **Principal's Honor Roll**. A student must attain a 95 percent or better average for all subjects with no grade below a B- to be named to the **High Honor Roll**. A student must attain a 90 percent average or better for all subjects to be recognized on the **Honor Roll**.

Perfect Church Attendance Awards

Perfect church attendance awards are given to those students who have attended 100% of the weekly church opportunities offered at Zion, or any other church they choose. (One service per week regardless of day the service falls on). Sunday School attendance DOES NOT count as a substitute for church attendance.

Pins are given to students with perfect church attendance at our final awards assembly on the last day of school. Certificates are given to student with exemplary church attendance (no more than 4 missed Sundays) at the same time.

Christian Attitudes and Behaviors

Students attend Zion Lutheran School because they are a part of God's family of faith and

desire to grow closer to their Lord. Students are expected to live their Christian faith in all relationships, whether it be with fellow students, teachers or staff. Children and their parents are expected to be regular in worship attendance, and to participate in groups which may represent the school at church functions. It is important to show those on the “outside” that Christianity does make a difference.

Christian attitudes and behavior are to be displayed at all school functions, on or off campus. Obviously, since we are all sinners, there will be times when reminders will have to be given to change certain behavior. That will be done in a loving, Christian way. Students should always be aware of the fact that they are visible witnesses for the Lord — in word and action! Let’s give a good witness.

Emotional, Social, and Psychological Needs

When students exhibit emotional, social, or psychological needs, our teachers, pastor, and principal are readily available to speak with them. Parents are notified when the student appears to be in danger or in need of more help than we can offer. If the student is in need of further counseling, the student and family would be provided with a list of Christian counseling options to consider.

According to Wisconsin Statutes 48.981, a neglected child means a child whose parents, guardian, legal custodian, or other person exercising temporary or permanent control over the child neglects, refuses, or is unable for reasons other than poverty to provide the necessary care, food, clothing, medical, or dental care, or shelter so as to seriously endanger the physical health of the child. Personnel at Zion Lutheran School are required to report cases of suspected child abuse or neglect.

Academic Supports

Zion is a strengths-based school, which means that we aim to build on a student’s strengths and manage their weaknesses, rather than spending large amounts of time and effort to fill in or repair deficits.

For students who are experiencing academic struggles, Zion Lutheran School offers a number of supports. Supports are categorized as Interventions, Accommodations, and Modifications. Interventions are targeted instruction to improve specific skills needed to improve a specific area of weakness. These weaknesses could be academic, such as deficits in reading or writing skills, or they could be behavioral skills, such as self-regulation or how to appropriately interact with other kids. Accommodations are changes to teaching or testing that remove barriers and provide equal access to learning. Accommodations are changes to HOW a child is learning. Academic expectations are not lowered. A child with writing issues might be allowed to say the answers for a test instead of writing them. But the end result of the work is equal to that of kids without accommodations. Modifications are changes to WHAT a child is learning. Only students with an IEP or a 504 plan should be given modifications. Accommodations and Modifications should be agreed to in writing by both the teacher and the parents, and will be documented on the child’s report card and academic record.

Zion Lutheran School offers three tiers of supports.

- Tier 1—Classroom supports. These may be based on recommendations from our LSSES consultant, pediatricians, or other professionals. If a student has an IEP or 504 plan, recommendations in the document may be followed as determined to be practical by the school. (Zion Lutheran School is not required to follow any provisions of a student's IEP, 504 plan, or other educational plan document.)
- Tier 2—Pull-outs (based on teacher recommendations). These may include help from the Title 1 teacher, Reading Specialist, or other resource persons.
- Tier 3—Professional Interventions (requires diagnosis or qualification criteria). This is currently limited to the Speech Pathologist.

Christian Discipline

In agreement with the School Board's recognition of the need to make and enforce rules and regulations as are necessary to insure efficient operation of the school, the Board obligates and authorizes the members of the administrative and teaching staff of the school to administer necessary corrective discipline so that such rules and regulations are adhered to by the students, and to do so as would reasonable and prudent Christian parents. *"Discipline your son while there is hope; do not set your heart on his destruction."* (Proverbs 19:18). The Board also recognizes each student as an individual child of God and as such, each student must be dealt with on an individual basis. Those in authority are to approach each child with Christian concern and respect; aware of individual personalities, needs and emotions.

The School Board also recognizes the worth and value of various means and methods of discipline, and therefore trusts the discretion of the individual teacher in the employment of such means and methods within the framework of Christian love.

Occasionally, the staff may feel that a child could benefit from counseling and/or testing for academic or behavioral problems. Parents will be consulted on these issues on an individual basis. Resources may be available through various sources for these issues.

It is essential that parents support their teachers in disciplinary situations. To that end the following procedures are presented:

Critical Discipline Considerations

1. The precipitating events
2. The child's intentions
3. Personality and temperament of the child
4. What actually happened
5. Damage or hurt caused by misbehavior

Core Disciplinary Beliefs of Zion Lutheran School

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems or the ones they create, without creating a problem for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural or logical consequences whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students will be encouraged to request a “due process” hearing whenever consequences appear to be unfair.

School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

Recovery Stations

Recovery stations will be set up throughout the building. These stations will provide a space where students can re-group and reflect until they are prepared to return to class. These stations will provide adult supervision but will not be time for conversation. The use of the recovery stations will not compromise the supervising teacher’s class or work time.

Recovery stations are a time for personal reflection. They are not a punishment, but rather a proactive solution.

If students cannot get themselves back together in these situations, students can spend the rest of the day in at-home recovery.

School Rules

Rules and Expectations Supporting the Orderly Operation of the School and the Educational Process

1. Maintain an orderly school operation
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both

present and future.

4. Help students learn how their decisions affect the quality of their lives and the lives of others.
5. Help students develop responsibility and character.

Serious or Chronic Disciplinary issues will be referred to the principal for resolution. Physical violence, threats, harassment, bullying, and the possession of weapons or illegal substances are serious offenses that will not be tolerated.

Love and Logic Rules for Our School

1. Treat others with the same respect with which you are treated by the adults in this school.
2. Your actions, dress, possessions, etc., may not cause a problem for anyone else.
3. If your actions, dress or possessions cause a problem for anyone else, you will be asked to solve that problem.
4. 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 member will use their best judgment based upon the information they have at the time.

If students and/or parents feel that the consequences appear to be unfair, request a “due process” hearing with the teacher. A due process hearing does not need to be formal in nature. It is simply 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.

Middle School Discipline Policy

To provide a safe, nurturing, yet challenging learning environment, middle school students at Zion Lutheran School are expected to make positive choices and demonstrate respect for self and others. The following are levels of disciplinary consequences used when students make poor choices:

Fix It Plans

Fix It Plans are based on the premise that students should have the opportunity of changing minor behaviors that are inappropriate prior to having a consequence for their actions. When a student receives a Fix It Plan, communication will be made with a parent/guardian. When a student receives three Fix It Plans within a quarter, a lunch/recess detention is assigned. If a student receives five or more Fix It Plans within a quarter, an after-school detention will also be assigned in addition to a lunch/recess detention.

Lunch/Recess Detentions

Any staff member may assign a lunch/recess detention (including segregated lunch) to students behaving inappropriately. Parents are notified if their child has been assigned a lunch/recess

detention. Students serving a lunch/recess detention will be supervised in a location other than with their classmates. If a student receives three lunch/recess detentions in a semester, he or she will also be assigned an after-school detention. If a student receives six or more lunch/recess detentions within a semester, a Disciplinary Referral for chronic misbehavior will be issued to the student.

Disciplinary Referrals

In cases of chronic misbehavior or student behavior that significantly disrupts the environment of the classroom and instruction is inhibited, or the health and safety of other students is endangered, a Disciplinary Referral is issued. The student is sent to the office, and based on the situation, consequences will be assigned from the list below:

- Conference involving teacher, administrator, and parent
- Denial of privileges
- After-school detention
- Saturday detention
- In-School suspension
- Out-of-School suspension
- Restitution for damage to property
- Behavioral Contract with teacher or principal
- Referral to social agency or law enforcement
- Request for Withdrawal/Expulsion

Safety and Security Rules

Illegal Substances

The Board of Education at Zion Lutheran School recognizes that the use of all alcohol and other drugs (controlled substances) is a serious problem with legal, physical and social implication for the entire church and school community.

Students have the right to attend school in an environment that is free from the non-medical use of alcohol and other drugs. The use of non-medical alcohol and drugs interfere with the learning environment and performance of students and employees.

I. Policy

A. The following actions are prohibited by students on school property (as defined in section III below):

1. Use or possession of alcoholic beverages, inhalants, drug paraphernalia and other controlled substances as defined below.
2. Sale, delivery, dispensing, distribution or manufacture of controlled substances,

alcoholic beverages, inhalants, drug paraphernalia or possession with intent to sell, deliver or manufacture controlled substances. Intent may be shown by evidence of quantity and monetary value of the substance or materials possessed.

3. Use, possession, delivery, sale or intent to sell or deliver drugs or other substances resembling controlled substances. The intent to sell or deliver may be shown by evidence of the quantity and monetary value of so called look-a-like drugs.

B. The following also applies to students:

1. Any student who comes to a school-sponsored event, on Zion's property or elsewhere, who is suspected of using drugs as defined below, will be interviewed by the principal or other designated school official. If use is verified, the following procedures will be followed:
 - a. A parent or legal guardian will be notified immediately.
 - b. The student and his or her parents or legal guardians will meet with the principal at the earliest possible time not to exceed the next business day.
 - c. The student may be subject to the penalties set forth below.
2. Students exhibiting evidence of acute intoxication, incapacitation or drug overdose will be transported by emergency medical personnel to an appropriate health facility. Parents and or legal guardians shall be notified as soon as possible.

II. Penalties

Students who violate the policy set forth in Section I(A) or (B) shall be expelled from school for the remainder of the semester at a minimum. Exceptions may be made by the Board of Education on a case by case basis. The appropriate law enforcement agency may be notified.

III. Definitions

A. Drugs or controlled substances for the purposes of this policy mean:

1. All dangerous controlled substances as so designated and prohibited by Wisconsin Statutes.
2. All chemicals which release toxic vapors
3. All alcoholic beverages
4. All prescription or patent drug, except those which permission to use in school has been granted by the principal.
5. Look-a-likes
6. Anabolic Steroids
7. Any other illegal substance so designated by law.
8. Tobacco products

B. School Property is defined as follows: School grounds, building and vehicles and any

other setting which is under control and/or supervision of the school such as private transportation vehicles hired by the school, school sponsored on and off campus athletic and extracurricular events and field trips.

Harassment Policy

Zion Lutheran School supports a secure school environment, conducive to teaching and learning in an environment free from threat, harassment and any type of bullying behavior.

Definition: Bullying is defined “as any written or verbal expression, physical act or gesture, or pattern thereof that is intended to cause distress upon or negatively affect the reputation of one or more students or teachers in the school, on school grounds, at school activities or sanctioned events.”

Consequences: Students who engage in any act of bullying are subject to appropriate disciplinary action, which may include suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

God’s Word commands Christians to treat one another with love and compassion. In Colossians 3:12, 16a, 17 we are told, “as God’s chosen people, Holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience... Let the Word of God dwell in you richly as you teach and admonish one another with all wisdom... and whatever you do, whether in word or deed, do it all in the Name of the Lord Jesus, giving thanks to God the Father through Him.

In accordance with God’s will, Zion Lutheran School intends to provide its teachers, staff and students with an environment that is free from offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, gender, physical characteristics or disability is strictly prohibited.

Harassment includes making unwelcome sexual advances, engaging in improper physical conduct, making improper sexual comments or otherwise creating an intimidating, hostile, or offensive learning environment. Any form of ridicule of others, based on race, physical characteristics, ability, family background or similar features will be defined as harassment.

Any person who believes that he or she has been subjected to harassment should report it immediately to an appropriate supervisor. Students may report to a parent, teacher, pastor or the principal. Parents, teachers or pastors are to report the offense to the principal. Any case involving the principal should be reported to the pastor at Zion. All reports will be documented and each will be given serious consideration and investigated thoroughly by the principal or

pastor. Cases of harassment, which violate legal mandates, shall be reported to appropriate legal authorities as required by law.

Reports of harassment and subsequent investigations will be handled discretely to avoid embarrassment of the person making the report or a person who may be unjustly accused. Upon completion of the investigation, the results will be shared with all parties directly involved.

Any person who is determined to have violated this policy will be subject to corrective action and discipline in accordance with our school conduct code, including the possibility of termination of staff or permanent expulsion of students.

Weapons

It is the intention of the Board of Education of Zion Lutheran School, Menomonee Falls, Wisconsin, to provide a safe school environment and to comply with the congressional Gun Free Schools Act of 1994, Public Law 103-382; the Board of Education bans all weapons from school property.

Possession or use of a weapon (defined below) on any school property (as defined below) is prohibited. Pupils found to be in possession of a weapon on any school property at any time before, during or after school, any off campus school sponsored athletic or extracurricular event or field trip are subject to disciplinary action. The student's parent(s)/guardian shall also be notified.

I. Definitions

A. Weapons are defined in two categories:

1. Articles commonly used or designed to inflict bodily harm or pain to other persons or intimidate them or cause property damage. Examples include, but are not limited to firearms (loaded or unloaded, operational or not), BB guns, pellet guns, look-a-like weapons, knives, razors, switch blades/butterfly knives, chains, clubs, stars and martial arts equipment, pepper spray etc.
2. Articles designed for other purposes but which through intent could easily be used to inflict bodily harm or property damage and/or intimidate other persons. Examples include, but are not limited to belts, combs, pencils, pens, files, compasses, aerosol sprays, scissors, electronic shocking equipment, hammers, axes, pocket or pen knives, letter openers, etc.

B. School Property is defined as: school grounds, buildings and vehicles and any other setting which is under control and/or supervision of the school such as private transportation vehicles hired by the school, school sponsored off campus athletic and extracurricular events and field trips.

II. Policy Violations

- A. Any person acting in an aggressive or belligerent manner with any article defined above as a “weapon” shall be deemed to be in possession of a weapon and disciplinary action shall be taken.
- B. Any person using a weapon as defined above in a fight or altercation shall be considered a danger to others and to themselves and will be subject to suspension, expulsion or other appropriate disciplinary action.
- C. Any person in possession of a weapon as defined above may be in violation of federal, state and local laws and regulations in addition to school policy and therefore subject to legal action.
- D. Any person who causes injury to another person or attempts to cause injury by use of a weapon as defined above, whether intended or unintended, shall be subject to disciplinary and/or legal action. The appropriate law enforcement agency shall be notified of any injury caused by intentional or unintentional use of a weapon to cause intimidation, injury or death.
- E. Any person possessing a weapon as defined above on school property, as defined above shall be subject to suspension, expulsion or other appropriate disciplinary action.

III. Confiscation of Articles Identified as Weapons:

School officials, as their professional judgment deems necessary to protect the well-being of others, shall confiscate any article defined as a weapon herein. Such weapons shall be submitted to the Principal who may then submit such weapon to the appropriate law enforcement agency.

IV. Penalties for Policy Violations

- A. If any student is found to be in violation of this policy, he/she shall face discipline as deemed appropriate by the Principal and Board of Education, up to and including immediate suspension with possible expulsion proceedings to follow.
- B. Students found to possess a firearm on school property as defined above shall be expelled for not less than one year. Exceptions may be made by the Board on a case by case basis. The appropriate law enforcement agency shall be notified.
- C. Discipline of students with disabilities who violate weapons policy shall be in accordance with state and federal laws and regulations governing such students.
- D. Employees who violate this policy shall be disciplined in accordance with employee policies and agreements and referred to law enforcement officials.
- E. Any other person violating this policy shall be referred to law enforcement officials.

V. Exceptions to Policy

- A. Items which otherwise might be defined as weapons herein which are brought or transported to school property as defined above as part of a recognized activity for which the item is required, unless such is prohibited by law may be allowed on school property. (Examples might include but are not necessarily limited to guns handled by a staff member in a gun safety class, a look-a-like gun which might be used in a dramatic activity, a gun bayonet which might be part of a history lesson or a starting pistol used by a staff member in a track or other athletic event.)
- B. Requests for permission to bring a weapon onto school property shall be submitted to the principal for approval at least one week in advance of such intended use. Any request by a student shall be signed by a parent or guardian. At no time shall live ammunition be allowed on school property.

Personal Electronics Policy

- Personal iPod's, MP3 players, handheld video games, tablets and other electronic devices are not allowed at school.
- ***Cellular telephones are not allowed to be carried or used by students during the school day.***
- Personal electronics which are seen or heard will be confiscated and returned according to the following procedure:
 - 1st Offense — Parent must pick up item from the principal
 - 2nd Offense — Parent may pick up item at the end of the month
 - 3rd Offense — Parent may pick up item at the end of the semester

School Electronics Policy

The Internet is a powerful tool to search for and obtain information. Like any tool, the Internet must be used properly. The Internet contains countless sites that are valuable to the education process, but unfortunately it contains many areas that are harmful to this process. Students are expected to use this resource properly, responsibly, and appropriately.

Students should not:

- Access areas that contain inappropriate information. Students who accidentally enter an area that is inappropriate should immediately get a teacher or other school staff member to help.
- Send personal information over the Internet. This applies to information about others as well as yourself and includes information like names, phone numbers, addresses, or passwords.
- Send personal e-mail from a school account without permission from a school staff member.
- Send or display profane or vulgar messages or pictures.
- Harass, insult, or exhibit disrespect towards others.
- Use personal software on school computers.

- Tamper with computers, computer systems, or computer networks.
- Download any games or software application to school computers.
- Download or install any proxy software.
- Violate copyright laws.
- Use another's password, address, name, or likeness.
- Trespass in others folders, work, and files.
- Use the network for commercial purposes.
- Access discussion groups, chat rooms, bulletin boards, or listservs, or private email.
- Monopolize resources.
- Use the internet for personal entertainment.

Violation of these expectations will result in immediate and potentially permanent loss of access to the Internet at school. A conference with the student's parent(s) or guardian, school staff and the student will be held to determine if further consequences are necessary and appropriate. Parents or guardians are responsible for ANY damages or monetary fines resulting from inappropriate student use of the Internet. If a student fails to abide by all the above rules, the school will not be held responsible.

All school-owned technology, including middle school chromebooks, is property of Zion Lutheran School and expected to remain at school. Middle school students may check out chromebooks to take home for homework purposes with teacher permission. Families are responsible for any damages that may occur during the use and transportation of chromebooks to and from school.

Middle school students will be issued the same specific chromebook for the duration of their middle school years at Zion. Parents/guardians have the final say about where and when the chromebook will be used outside of school; however, the family may be financially responsible to the school for up to \$400 for each incident of loss/theft of their chromebook, and/or negligent or willful damage. The student/parent/guardian should immediately report the loss/theft to the school office. If reasonable precautions and care are exercised while using the chromebook, the device should not experience physical damage, but accidents do happen. Middle school families are encouraged to consider the purchase of a protective case for the chromebook assigned to them to further protect them from incurring damage or replacement fines.

School Dress Code

Purpose: Zion Lutheran School wishes to help each individual student develop a reverence for God, a respect for others and self, and to create a safe and healthy environment. The traits listed help students, parents and teachers to create a proper learning environment. To help develop these traits, promote unity, and develop and maintain a good self and school image, Zion Lutheran School has adopted the following dress code policy, which will be enforced by the principal, faculty, and staff. **The cooperation of both parents and students with this policy is essential.**

It is impossible to make precise rules about every clothing item, but we trust that our students will follow the guidelines laid out and approved by Zion's Board of Education.

Dress Code Guidelines:

Standard (Normal Day) Guidelines

- Solid color Polo Shirt required for all students. Shirts must be tucked in for students in grades 5 and up.
 - Solid color long sleeve shirt (no hoods) may be worn under polo shirt
 - Zion Sweatshirt (any Zion-logo sweatshirts purchased at school, including hoodies) may be worn over polo shirt
 - Solid color sweaters or crewneck sweatshirts may be worn over a polo shirt
 - Jumpers in Khaki, Navy, or Black may be worn over a polo shirt.
- Khaki, Navy, or Black Pants, shorts, skorts, skirts, or capris required for all students.
- Students wearing skirts must wear shorts or leggings under their skirt. Leggings must be black or navy in color.
- Polo Dresses, in a solid color, are permitted, provided that shorts or leggings are worn underneath. Leggings must be black or navy in color.
- Loose items that may be considered part of dress (hats, gloves, purses, etc.) must be stored in backpack during the school day.
- Makeup (in Moderation and Neutral Tones) for 7th and 8th grade girls only.
- Closed toed shoes and socks must be worn at all times.

Friday Theme Shirt/Spirit Wear Guidelines

In an incentive for students to abide by the Standardized Dress Guidelines above, each Friday, students will have the opportunity to dress in the following Spirit Wear and Theme Shirt guidelines provided they have had no dress code violations throughout the week:

- Spirit Wear Fridays: Families have the opportunity to purchase Spirit Wear several times throughout the school year. On the first, third, and fifth Fridays of the month, students may wear Zion Spirit Wear with dress down bottoms (please note additional dress code rules of what is and is not allowed on dress down days).
- Theme Shirt Fridays: On the second and fourth Fridays of the month, students may wear the current school year theme shirt with dress down bottoms (please note additional dress code rules of what is and is not allowed on dress down days).

Please note that students who have dress code violations during the week leading up to the Friday Dress Day forfeit the privilege to participate in the dress for the day and are expected to be in standardized dress on that Friday.

Dress Down Days—Students MAY wear

- Jeans/Denim pants free from holes, tears or fray
- Cargo pants or shorts
- Athletic pants or shorts
- Sleeved shirts with appropriate graphics and wording
- The theme of dress for the day

NEVER Permitted

- Torn, ripped, or frayed clothing of any type
- Clothing intended to be worn as underwear/sleepwear
- Boys or girls hairstyles that are excessive or in any way cause a disruption in our school day including but not limited to mohawks or shaved patterns in hair.
- Hairstyles that do not allow for a clear line of vision (hair must be out of eyes)
- Earrings for boys
- Body Piercing (other than pierced ears for girls)
- Oversized pants or cut-off shorts
- Dresses without sleeves or shirts without sleeves
- Hats, hoods, bandanas or scarves as indoor wear

General Dress Guidelines

1. All clothing must be neat, clean and in good repair. It is not appropriate to wear frayed, torn or sloppy clothing for school dress.
2. Accessories **not** to be worn in the building would be as follows: caps, gloves, mittens, hats, sunglasses, sweat bands, chains, tattoos, earrings for boys and body piercing. Make-up is **not** allowed (7th and 8th grade girls may wear neutral colored makeup), nor should hair spray, perfume or scented lotion be brought to school.
3. Hair styles, both boys and girls, should reflect a clean and neat appearance. No part of the hair should be bleached or dyed an unusual color. The shaving of any part of the head or hair carvings are not allowed. Hair must allow for a clear line of vision.
4. For health and safety, shoes must be worn with socks at all times in school as required by the State of Wisconsin. Laces should be tied and open-heeled shoes must have an heel strap around the back. (7th and 8th grade girls are not required to have an heel strap.) Flip flops are not allowed. Athletic shoes must be worn for Physical Education. If your child does not have his/her shoes, he/she will not be allowed to participate.
5. Appropriate winter attire including warm coat, snow pants, boots, hat and gloves or mittens are required to play on snow mounds or in the snow. Students without boots or snow pants will be restricted to the cleared asphalt areas. We do have outside recess during the winter. Appropriate winter wear is a must.
6. Jackets and other outer apparel are not to be worn in the classroom during the school

day. If a classroom teacher feels wearing a coat or jacket is necessary, it will be permissible only in that classroom, on that occasion.

7. We should remember as Christians we are as Scripture says, “a peculiar people.” That means that even though we are in the world, in certain things we are to set ourselves apart from the world. Even though Scripture doesn’t specifically talk about what we are to wear, our choice of clothes is to fit the occasion and activity we are engaged in. Scripture also admonishes us to do everything in moderation and to His glory. As a Christian Day School, our student body should reflect these directives in Scripture by what we wear as well as by how we act. Please remember that dress can influence conduct. The dress code is designed to keep our students looking like the fine young Christian men and women they are.

For field trips, Christmas Services, special events and graduation, guidelines will be given in accordance with our philosophy of teaching appropriate dress for special occasions.

Dress Code Enforcement

If a student is not dressed properly according to the above listed dress code guidelines, the student will be sent to the school office to call home, and a parent or care giver must bring in appropriate clothing to wear. It will be up to the discretion of the principal as to when the child returns to class. All teachers are responsible for enforcing the dress code policy. When there is a question regarding the school dress code, the principal shall have the authority in interpreting all dress code guidelines.

Promotion and Retention

Students will be promoted to the next grade level at the end of each academic year. Under normal circumstances there will be NO mid-year quarterly promotions.

It is not the policy of Zion Lutheran School to simply “move” students on when circumstances do not warrant it. In the event that it is felt a student should be retained in a particular grade, parents will be informed and will have an opportunity to discuss the retention with the teacher. Such action will be conducted before the end of the academic year. Retentions are intended to benefit the child’s overall educational experience. There are many reasons for retaining a child in a grade. Each case will be determined on its own merits. Retention is used to help a child’s development and never should be looked upon as a form of punishment or discipline.

Policy on Promotion

Students will be promoted to the next grade after the following are completed:

- Academic performance from core curricular grades is proficient.
- The student’s current grade teacher recommends, based on the student’s academic performance, that he or she be promoted to the next grade.

Policy on Promotion from 4th to 5th Grade

Students will be promoted from 4th to 5th grade after the following are completed:

- The student achieves a 2.0 GPA in 4th grade.
- The student's 4th grade teacher and principal agree, based on the student's academic performance, that he or she be promoted to the 5th grade.

Policy on Promotion from 8th to 9th Grade

Students will be promoted from 8th to 9th grade after the following are completed:

- The student achieves a 1.9 GPA in 8th grade.
- The student's 8th grade teacher and principal agree, based on the student's academic performance, that he or she be promoted to the 9th grade.

Sickness and Injury

In the event of an accident, injury or sickness to a child during school hours and at all school events and activities, first aid will be administered by a representative of the school unless a physician or emergency medical personnel are present; in the latter case, the physician or emergency medical personnel will render first aid. The child's parents will be contacted by a member of the school staff as soon as possible.

- A. In the case of a serious injury, 911 emergency medical service will be called first and then the child's parents.
- B. The teachers are advised not to diagnose injuries or illness. Teachers are not permitted to administer medications.
- C. According to State of Wisconsin health regulations, parents should not send a child to school with a fever of 100.4 degrees or more. If a child develops a fever of 100.4 degrees or more while at school, parents will be notified and asked to take the child home.
- D. Please observe the "24-Hour" Rule: Parents should not send to school a child who has had fever, diarrhea, or vomiting until they have been symptom-free for 24 hours without the help of medication.
- E. Emergency information will be kept on file in the school office for contacting parents in the event of an emergency. These documents shall contain the following information:
 - 1. Parents' names
 - 2. Places of employment
 - 3. Home and business phone numbers
 - 4. Person to contact in case parents cannot be contacted
 - 5. Child's doctor and telephone number

6. Hospital to be contacted in case of an emergency
- F. Prescription medication should be given at school only if necessary with written permission from the parent and physician. This written permission will name medication, dosage, time of day to be administered, purpose of medication, side effects and prescribing physician and/or dentist. The medication must be labeled and kept in the school office until needed.
- A consent form for administering non-prescription medicine will be filed with each student at the beginning of each year. This form will be kept on file in the school office. Non-prescription medicine will be administered by the school secretary.
- G. Zion Lutheran Church+School+Childcare does not carry medical expense insurance for the benefit of any students who may be injured at school or while participating in school-sponsored activities or events. Zion and its employees and coaches assume no responsibility for such expenses.

Administrative Considerations

A. Emergency School Closing

In the event that severe weather conditions would force us to close school for a day, a Fast Direct notice will be sent to all parental accounts; tune to one of the local TV stations or their websites.

Listen or look for this title: *"ZION LUTHERAN SCHOOL— MENOMONEE FALLS, Waukesha County."*

B. Indoor Recess

When the temperature is 10 degrees or below, students will remain inside during recess periods. When the wind makes the wind chill 0 degrees or below, students will remain inside. (For example, if the temperature is 20 degrees, but the wind chill is 0 degrees, students will remain inside.) Please note that we will be using the temperature and wind chill for our location, not for Mitchell Field in Milwaukee, where the official Milwaukee weather conditions are recorded for local media.

C. Pictures

Arrangements are made annually with a photographer to take individual pictures of all pupils. Packages are offered for sale to the parents. There is no obligation for parents to purchase any pictures.

D. Lost and Found

Each year there are a considerable number of items that accumulate that are not claimed. Items are displayed on a table, and if not claimed, are donated at the end of each quarter.

E. Transportation

Statutes of the State of Wisconsin direct the local school districts to provide transportation for non-public school pupils to and from the nearest school of their choice within the district boundaries. This is possible by providing buses or issuing Parent-Contracts in the amount of the average cost of pupil transportation to public schools in the state.

Car-pooling is available. Parents are encouraged to help make this possible.

F. Health Services

Wisconsin State Law requires all students, preschool through grade 12 to provide evidence of complete immunization or a signed waiver claiming health, religious, or personal conviction reasons for not being immunized, to the school they are attending within 30 days of admission.

The school will notify the parents within 25 days after admitting a child who is not immunized or who does not have a signed waiver on file.

Consequences of failure to comply include notifying the district attorney, fines and exclusions from classes of those students who are not completely immunized if an outbreak of that disease occurs.

G. Special Problems

It would be well to point out that problems pertaining to school life should be approached with a feeling of Christian charity and understanding by all parties involved. Discuss your problem first with the teacher involved. Normally, a solution is easily reached by doing this. If no satisfaction is gained after talking with the teacher, then consult with the Principal.

Extracurricular Activities

A. Music

1. **Band Instrument Lessons** — Through the Milwaukee Lutheran High School Association, students in grades 5 through 8 are given the opportunity to learn and play a band instrument. Individual and small group instruction, during the school day, provide such an opportunity. The cost, payable quarterly to the Lutheran High School Association of Greater Milwaukee (LHSAGM), is the responsibility of the parents of participating students.

Added features to individual lessons are weekly band rehearsals at school and weekly mass Band practices at Milwaukee Lutheran and/or Martin Luther each Saturday morning. All this leads to two mass Band Concerts each year and readiness to play in High School Band after leaving Zion Lutheran.

Note: Students in Grade 4 have the opportunity to learn to play the recorder along with the rest of their class.

2. School Choirs — All Students in grades 4K through 8 will be involved in choir activities:

Our school choirs add praise to our worship services and hopefully build within our children a love of music in the tradition of the Lutheran Church.

B. Athletic Program

Athletics Philosophy:

Zion Lutheran strives to provide students in grades 5-8 with opportunities to compete in extracurricular grade school athletics according to their God-given talents.

Students must meet or exceed the academic requirements outlined below. Parents and students are also required to agree to the goals outlined below.

Academic Requirements:

Zion Lutheran School's athletic program is an extracurricular activity which extends beyond the normal classroom activities. Classroom requirements need to be met first or playing time in games will be suspended.

- 1) Student athletes in grades 5-8 must have at least a C average (2.0 on the grading scale) during the most recently finished academic quarter. The student cannot have an F in any subject at any time. Grades will be checked weekly and students will be notified if they are ineligible. If a student's grades fall below these expectations, they remain ineligible until the following week meaning they cannot play in any games during that time. The student will be informed the following week whether or not they have regained eligibility. They should still attend practices and should attend all games so as to support their team from the bench.
- 2) The second time a student becomes ineligible during the same sports season a conference will be held with the classroom teacher, athletic director and principal concerning future eligibility. A conference will also be held after three consecutive weeks of a student's first round of ineligibility to determine the child's future with the team.
- 3) All currently due assignments must be turned in by the morning of the second school day after the student becomes ineligible. The student's teacher designates what assignments must be completed.
- 4) The student must be present at school on game day to be eligible to play that evening. Exceptions to this rule may be granted by the teacher, coach, athletic director and principal if the absence is for a worthy cause and not due to illness. These exceptions will be made on a case by case basis.
- 5) A student may forfeit eligibility at any time due to improper conduct or attitude as determined by the teacher, coach, athletic director or principal.

Goals of Athletics:

In an effort to create a Christian environment of sportsmanship and competition it is expected that athletes, coaches and parents comply with the following guidelines:

Students:

- 1) Represent Christ, Zion Lutheran School, and self as a positive witness through words and actions.
- 2) Accept the decisions and calls of all coaches and officials with the proper respect.

- 3) Treat members of the opposing team as fellow Christians by playing fair and using appropriate language.
- 4) Commit to Zion's team for the entire season. Some students may choose to compete on teams outside of Zion as well. This is allowed but it is expected that Zion's team takes priority whenever there is conflict.

Parents:

- 1) Treat all players and parents with respect regardless of which team they are with.
- 2) Accept the calls and decisions of the coaches and officials and treat all coaches and officials with respect.
- 3) Set a tone of positive and Christian competition as an example for all those surrounding athletic events.
- 4) Provide positive and encouraging cheering during competition, always *for* Zion and never *against* our opponents.
- 5) Speak respectfully of officials, coaches, parents, and other players, especially in the presence of students.

Coaches:

- 1) Display a Christian attitude by treating each player, parent and opposing coach with respect and fairness.
- 2) Expect good sportsmanship from all each player and address instances where it is not portrayed.
- 3) Respect the judgment and interpretation of the rules by the officials.
- 4) Challenge each member of the team to grow both physically and spiritually.
- 5) Show respect for opponents and seek to not embarrass them in any competition.

Physical Education

Physical education is an important part of the curriculum at Zion Lutheran School. Each year a physical education program is planned, including a thorough spectrum of activities designed for both indoor and outdoor facilities. During the winter months, the physical education program will include activities in the gymnasium. When the child is participating in physical education class they must wear gym shoes. Zion school feels that this program will fulfill many of the needs of the children for their physical development. Thus, only upon a physician's written notice should a child refrain from participation in physical education classes.

- *To keep our gymnasium clean, no gum, food or beverage is allowed in the gym during School, after school, games or any other events and activities (exception: church activities and dinners).*

Home and School Communication

Successful Lutheran schools maintain open lines of communication between the home and the school. Communication is a two-way street requiring effort on the part of the home and the school.

Questions and Concerns

Disputes, differences of opinion and even conflict will occur wherever people gather together. What is different about Zion in HOW they are handled. We strive to provide a peaceful atmosphere where conflict is resolved in a God-pleasing manner. Constructive suggestions and concerns are always welcome.

The procedure for conflict resolution used at our school is based upon Jesus' directives as found in Matthew 18:15-17. Jesus directs us to first go to the person with whom we have a concern. Most times this will provide the opportunity for needed clarification. It is important that we seek factual information by asking questions before forming conclusions. If at that time after seeking information from the person directly an understanding or agreement is reached, Jesus directs us to get a responsible person to help solve the problem. In this situation please contact the principal.

As in all matters, it is imperative that we first approach the Lord in prayer, seeking full understanding, patience and the desire to do what is pleasing and good in His sight. Zion pastors serve as counselors, mediators and advisors in this process and may be contacted through the church office.

FastDirect

Zion uses FastDirect to communicate with our parents. You can send and receive messages with your child's teacher, the principal, and the school secretary, as well as view your child's report card and order hot lunch through FastDirect.

Go to www.zioninthefalls.org and click on the school tab. Click on the FastDirect tab, and enter your username and password. (If you do not know your username or password, please contact the school secretary, Carolyn Kruschel, at 262-781-7437.)

Friday Zion News and Classroom Newsletters

The best source of communication between the school and you is our weekly newsletter, **Zion News**. This newsletter is sent home on the last day of each week through FastDirect and through MailChimp. If you are not signed up to receive the newsletter through MailChimp, please contact the principal. The newsletter contains information about approaching activities and many important announcements.

Classroom newsletters will also be sent home each Friday through FastDirect. Please look to those for important classroom news and announcements, as well as upcoming tests or long term assignments.

Telephones

School office telephones are only to be used during the school day with permission of a teacher. Students' cell phones are not to be in the possession of the student during the day. Students in violation will have the phone confiscated according to the personal electronics policy.

Zion's Daily Schedule

Pupils and parents are asked to kindly observe the following schedule:

- 6:30-7:45 AM - Before School Care arrival by arrangement
- 7:45-8:00 AM - Arrival (K4-8) School Doors Opened for all Students
- 3:00 PM - General School Dismissal
- 3:00-6:00 PM - Extended Care by arrangement

Hot Lunch Opportunity

Nutritious hot lunches are available, daily, in our school cafeteria at a cost of **\$3.20** per lunch. This cost includes the cost of a carton of milk. Lunch payments to be added to the student's lunch account will be collected in the office. Students may sign up for lunch in advance through Fast Direct, or they may sign up by 8am the day the lunch is being offered. All lunches must be paid for in advance.

Zion participates in the Federal Free and Reduced Price Lunch program. Students who qualify for the program receive their hot lunch each day at no cost or at a reduced cost. Parents are encouraged to speak to the principal to learn more about this program, and whether their child might qualify.

Milk Program

A half-pint carton of milk is provided with hot lunch. Students who bring bag lunches from home may order milk (one-half pint per carton). The cost of milk is \$.30 per carton.

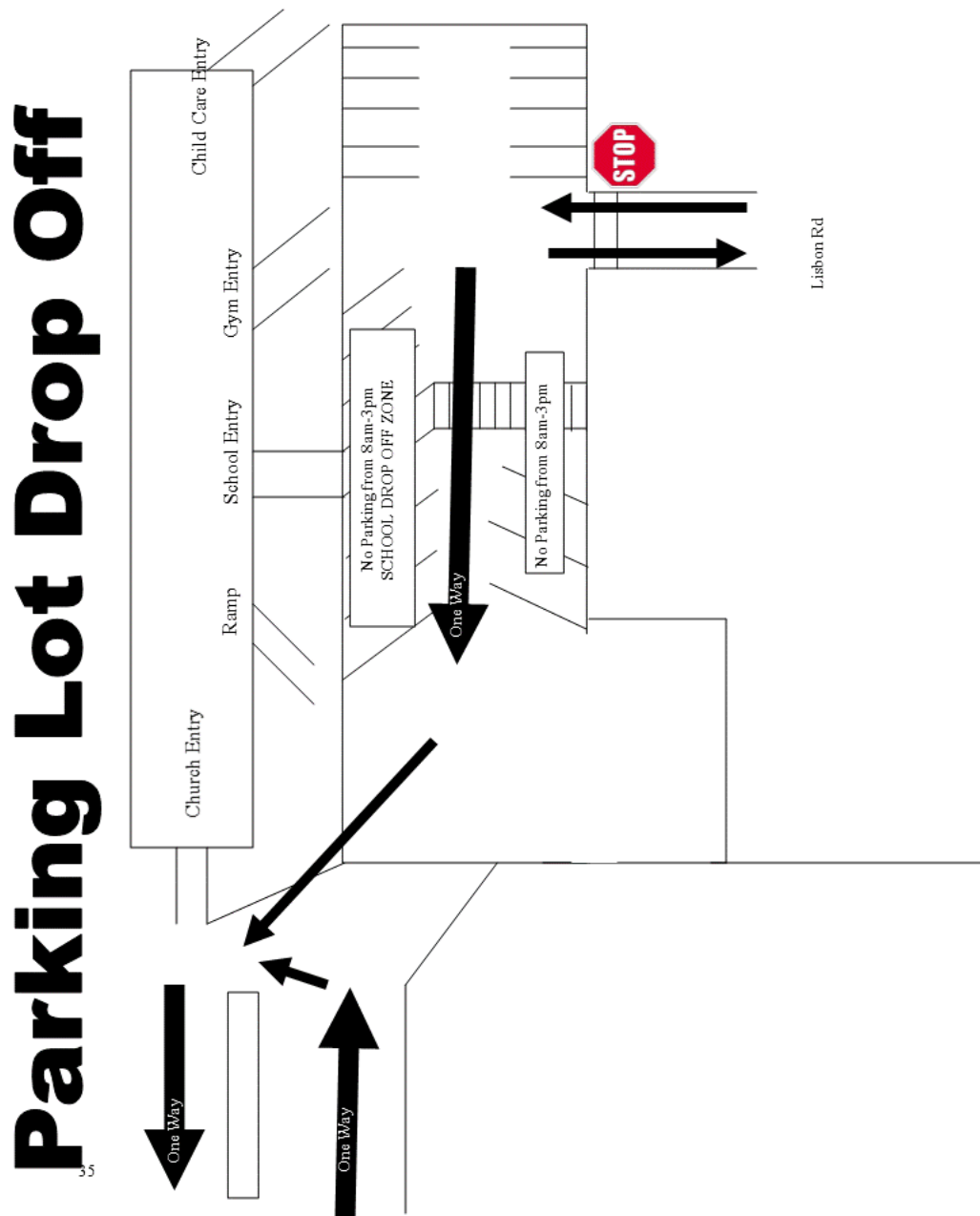
School Arrival and Departure

Approximately 100 cars will enter and exit our parking lot during the school arrival and dismissal. So that we may conduct this process with a high degree of safety and in good order all drivers will observe the following guidelines:

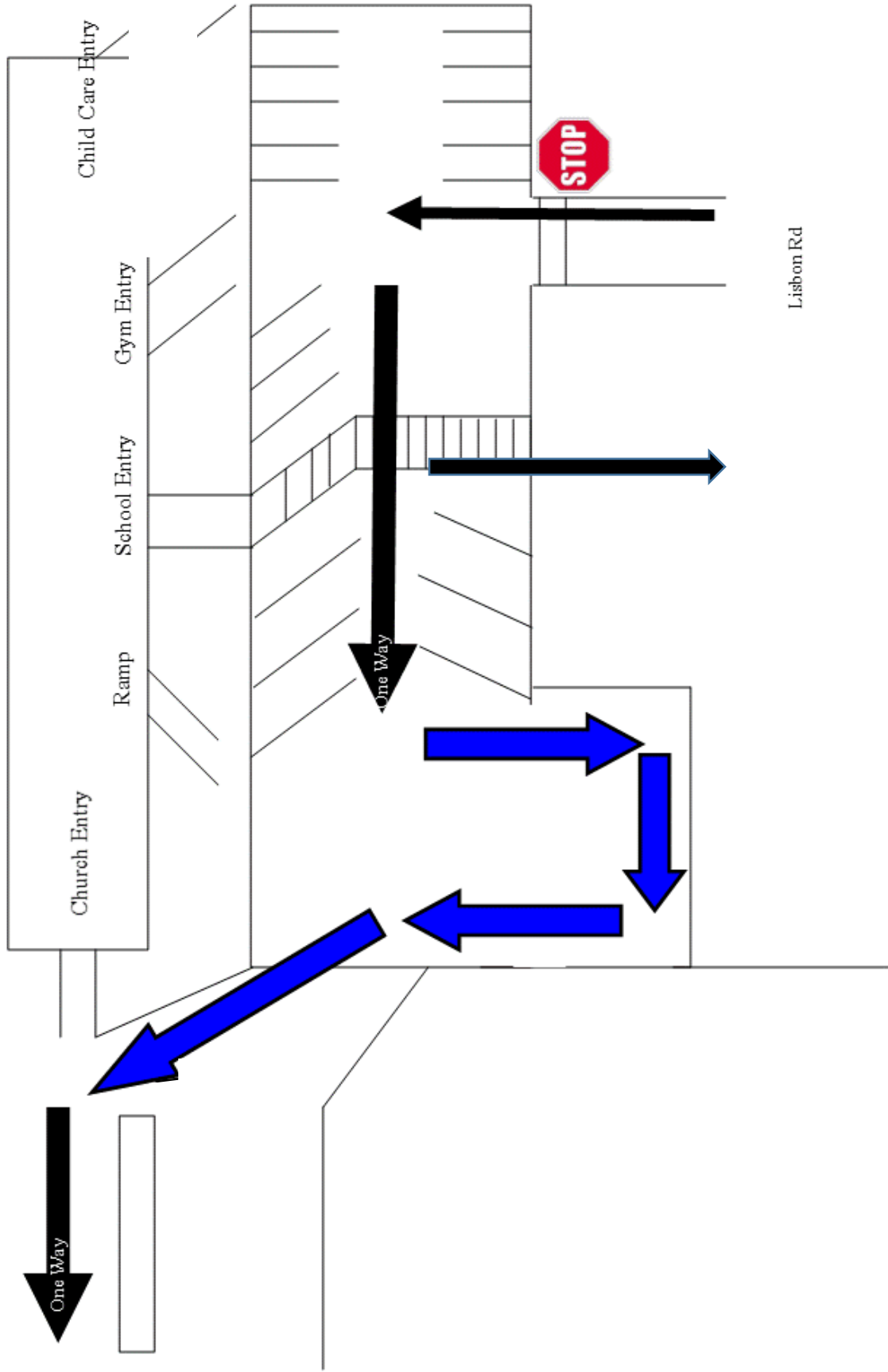
1. When arriving in the morning, drivers shall drop off their children near the school entrance. Cars must form a single lane, entering off of Lisbon and exiting on Emerald Hills Drive. This prevents children who are exiting their cars from stepping into moving traffic. **Please do not park on either side of the narrow part of the parking lot. This ensures the**

safety of our children as they exit the car and walk into the school building. Parents choosing to escort their children into school should park in the lot near the basketball hoop.

2. During exit at the end of the school day, a single lane of traffic should be formed entering the parking lot from Lisbon Rd heading west. Please follow the directions of the “pick-up attendant” and please be patient.
3. Parents who choose to pick up their child by exiting their car to get them must park in the church parking lot. **Please do not get out of your cars while in the pick-up line, we will put your children in the car.**
4. Drive slowly, carefully and alertly at all times in our parking lot.



Parking Lot Pick Up



Field Trips During School Hours

Educational field trips are an important part of our learning experience at Zion. Most school field trips are meant to enrich teaching that has already occurred within the classroom. Signed parent permission slips are required for all trips. In the case of some trips, it may be necessary to restrict the number of adult volunteers who accompany the class and a student's siblings or other charges are not allowed to attend the field trips. The cost for all school-day field trips is included in the tuition.

Annual class trips at Zion differ with each year. Outdoor Education for 5-8th grade is an optional part of our curriculum. Please plan to budget for approximately \$150 each year. A fundraiser is available to participate in raising money to help offset the cost. In most cases, a majority of the cost is offset by parental and student participation.

Field Trip Procedures

Field trips enhance and complement student learning and allow the teacher to extend the classroom beyond the walls of our school building. To ensure the safest learning experience, teachers may enlist the use of volunteers to serve as chaperones for our students. Volunteers provide a valuable service, one for which we are very grateful. Field trips that take our students out of the building are school events therefore the following procedures have been established to provide structure, accountability and to keep our students safe whenever they are away from our campus.

- Effort will be made to involve as many different chaperones as possible during the year so that the opportunity exists for all students to have someone "special" accompany them on a class trip.
- The number of chaperones assigned for an event will be determined (and in some cases limited) by the classroom teacher.
- Chaperones may not bring younger children (siblings) along on a class trip. The purpose of chaperoning is to assist in the supervision of an assigned group of Zion students. Younger siblings can distract from this important responsibility.
- Chaperones may be asked to pay the cost of their admission on the field trip.
- All students will use the mode of transportation that has been planned by the teacher for the trip. In most cases this is either bus or personal vehicles. Chaperones may be asked to drive to a field trip to meet the class at the site of the event if bus space is limited.
- When personal vehicles are used to transport students for a field trip, parents should provide booster seats for their children as appropriate and required by law.
- Chaperones may be asked to drive children for a field trip. To drive they must:
 - *Provide the office with a copy of a valid driver's license.*
 - *Have no DUI's in the last 36 months and no more than one moving violation in the last six months.*
 - *Show proof of insurance, including liability coverage.*
 - *Be at least 21 years of age.*
 - *Agree to require all passengers to use a seat belt.*
 - *Agree to comply with all traffic laws.*
 - *Agree to receive no reimbursement of expenses from Zion Lutheran School for driving to or from a school-sponsored event.*
- Chaperones are required to follow all guidelines as prescribed by the teacher and shall not deviate from their responsibilities or rules for the trip.

Zion PTL (“Parent Teacher League”)

The PTL Board is an organized group of dedicated Zion parents who meet throughout the school year to accomplish the following objectives:

- To work in harmony with the faculty, School Board, and parents of Zion Lutheran School.
- To promote closer collaboration between school, home and church.
- To assist in whatever measure possible to improve the environment of the school and its surroundings.

The PTL Board is comprised of one or more of the following officers: President, Secretary, Treasurer, Fundraiser Chairperson, and Room Parent Liaison. The Board conducts 4-5 meetings throughout the school year with the goal of developing a better understanding and more sympathetic interest between the parents, teachers and the children for the advancement of Christian education. The meetings are designed to communicate to parents any upcoming activities and events, as well as, serve as a forum for parents to discuss ideas that may better enhance the school, and/or any questions/concerns.

Families are expected to be represented.

For questions pertaining to PTL, please contact one of our PTL representatives or the principal.

Zion Lutheran Child Care Program

The Zion Child Care program provides a variety of child care services for children enrolled in our school. All families using our child-care program will be required to pay a yearly registration fee. Listed below is an explanation of services provided for our families.

Before and After School Care (B&A)

The B&A program provides regular, supervised care for children before and after school between the hours of 6:30am and 7:45am and from 3:15pm until 6:00pm. After-school care is available for students whose parents are not able to pick them up immediately after school. There is a \$30 registration fee for the Zion Lutheran Childcare per student for the school year, and a rate of \$10 per hour. All students must register for Zion Lutheran Childcare separately once they are registered for Zion Lutheran School, however the \$30 Childcare registration fee will not be charged for the student until the first date that Childcare services are used. Any child not picked up by parents by 3:15pm will be sent to Zion Lutheran Childcare for after-school care until parents are able to pick up their child. Parents must enter the building to pick up their child through the Childcare entrance (far East doors).

The B&A is available for registered students on non-school weekdays from 6:30am-6:00pm. Please speak to someone in the Child Care office for full day rates. The Child Care phone

number is (262) 781-6719.

Parent Agreement

I / We have received and will read the material in the Zion Lutheran School Handbook, and agree to follow and uphold the school policies while my son/daughter is enrolled as a student.

Parent/Guardian signature: _____
Print Name: _____
Date _____

Parent/Guardian signature: _____
Print Name: _____
Date _____

Child(ren) name and grade: _____

Please fill out and return to the school office.