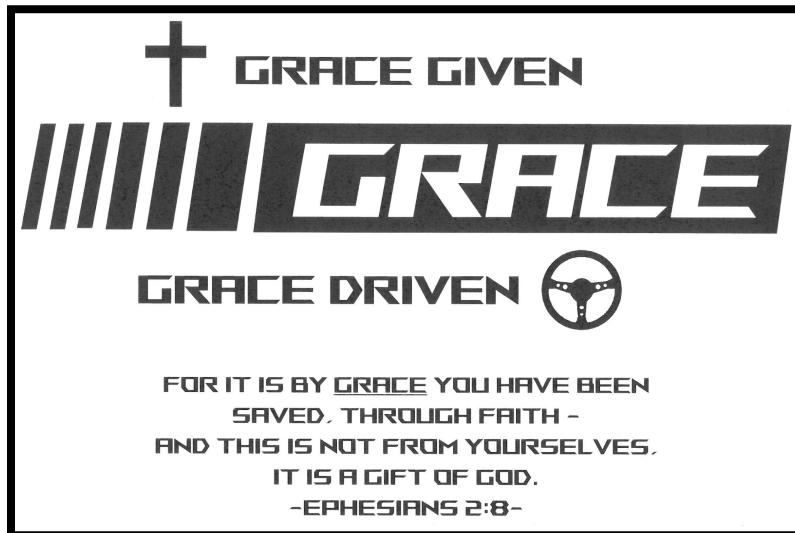


ZION LUTHERAN SCHOOL
PARENT HANDBOOK
2023-2024 SCHOOL YEAR



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INTRODUCTION

A. Preface

This handbook has been prepared for the purpose of giving information about our school's purpose, policies and procedures. Please read it carefully and thoughtfully, and follow the suggestions given. Our school is here to serve you, and programs and activities will be conducted in an orderly manner to accomplish this purpose. We want a school of which the parents, the students and the teachers can be proud. May God bless all of our efforts.

B. Why a Christian Education for Our Children?

Proverbs 22:6 gives parents this encouragement: "Train up a child in the way he should go, and when he is old, he will not turn from it." While this is neither a command nor an absolute guarantee, it is a powerful encouragement for parents to set the foundation for their children's faith, values and character while they are young. Zion Lutheran School exists to assist parents and families in the God-given privilege and responsibility of caring for the needs of their children, his lambs.

Only a Christ-centered education can provide the one sure answer to life's most important question: "What must I do to be saved?" (Acts 16:30) Our goal is to assist believing parents in meeting their God-given duty to teach their children the Word of God. The education provided at Zion Lutheran equips students to view all knowledge in the light of God's Word, since we are also reminded in Scripture that "The fear of the Lord is the beginning of wisdom" (Psalm 111:10). By devoting time in our daily schedule to God's Word, we strive to help students understand that Christian love is the basis and motivation of godly character, so that wherever the Lord leads them, they may do all things "to the glory of God" (1 Corinthians 10:31).

C. Zion Lutheran School Mission / Vision Statement

Our Mission: The mission of Zion Lutheran School is to create disciples for Christ through the medium of Christian education, by providing an excellent preschool and elementary education anchored in God's Word, preparing students and families for a life of Christian citizenship for this world as they look forward to life eternal with Christ in heaven.

Our Vision: To this end the vision of Zion Lutheran School is to partner with families to create a positive and effective learning environment and experience through which students can grow spiritually, intellectually, socially, emotionally and physically. By using God's Word as the foundation of a well-developed school curriculum under the direction of a well-trained, dedicated and caring staff, our students will experience God's love and direction on a daily basis. Our school family, both students and parents, will be given the opportunity to grow stronger in faith, grow closer to one another as fellow believers, and grow in their ability to impact the community through Christian service.

Our Objectives:

- *Proclaim the Gospel message of salvation as found in Scripture to our students and families.*
- *Assist the Zion congregation in bringing more individuals and families to know Jesus Christ as their Savior.*
- *Provide an exceptional educational experience through our academic programs.*
- *Build relationships within our school family founded on faith in Christ and love for one another.*
- *Foster staff and parent relationships as fellow members of an educational team for their child's learning.*
- *Provide a positive, loving and professional staff to lead and nurture both students and families.*
- *Provide curriculum, materials and instruction that is informed by educational research and meets or exceeds Michigan state standards.*
- *Provide a social, emotional and physical environment that stimulates learning and Christian growth, and nurtures a spirit of family among students, parents and staff.*
- *Enrich student learning by providing opportunities for curricular and extra-curricular activities in academics, fine arts, and sports.*
- *Encourage positive and supportive interactions among students at all levels.*
- *Provide opportunities for school family outreach through service projects and visibility in the community.*
- *Provide opportunities to connect our Zion church family to our school families and school ministry.*

D. Financial support for Zion Lutheran School

Zion Lutheran School (ZLS) is a ministry of Zion Lutheran Church. As such, ZLS receives the majority of its financial support from the congregation. In addition, the students of both members of Zion congregation and those who are not members pay a tuition which covers a portion of educational costs. Tuition information for the current school year is published separately from the handbook, and is available in the school office and posted on our website.

E. The Multi-grade Classroom

Zion Lutheran School makes use of multi-grade classrooms. While some may be concerned that their children will get less attention in a multi-grade classroom, studies have actually shown that the educational benefits of a multi-grade classroom abound. Some examples of the benefits:

Multi-Grade Classrooms Foster Cooperation

Students learn how to help one another and themselves. At an early age, students are expected to develop independence. The effective multi-grade teacher establishes a climate to promote and develop this independence. For example, when young students enter the classroom for the first time, they receive help and guidance not only from the teacher, but from older students. In this way, they also learn that the teacher is not the only source of knowledge.

Instructional grouping practices also play an important role in a good multi-grade classroom. The teacher emphasizes the similarities among the different grades and teaches to them, thus conserving valuable teacher time, for example, whole-class (cross-grade) instruction can be used in some subject areas.

Some subjects, such as mathematics, may be taught in two, three or four different groups. Other subjects may be taught to the whole class at once, with different expectations for different ages. For instance, everyone may write on the same topic, with 1st graders writing a few words or sentences and drawing a picture, while 2nd graders write a paragraph or two.

Multi-Grade Classrooms Encourage Social and Emotional Development

Multi-grade classrooms also support the social and emotional development of students. Behavior problems are minimized because older children know the rules and can model for younger children. Children learn to get along with others of various ages. Children have a broader selection of friends than just those in their grade.

Cooperation is a necessary condition of life in the multi-grade classroom. All ages become classmates, with this closeness extending beyond the walls of the classroom to include the school community.

Multi-Grade Classrooms Develop Deeper Teacher-Student Relationships

The multi-grade classroom allows the relationship between the teacher and student/parent to develop, grow, evolve, and blossom over the years spent working together. The opportunities for developing and practicing leadership, cooperation, consideration for others, and patience abound in multi-age classrooms.

ENTRANCE REQUIREMENTS

A. Enrollment Criteria

Classes will be filled with returning students first. Children of members of Zion Lutheran Church or a sister WELS congregation will be given first consideration for enrollment as a new student. All other children will be accepted, as space permits, by approval of the faculty and school board.

“...God our Savior... wants all men to be saved and to come to a knowledge of the truth.” (1 Timothy 2:3-4 NIV) God’s love knows no racial bounds. Therefore, no racial distinctions or prejudices will be practiced in this Christian school. Children of all races and ethnic backgrounds are welcome. ***Zion Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school, and does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship program, and athletic and other school-administered programs.***

B. Enrollment Procedure

1. Initial contact should be made either through the office, the pastors, the principal, or any of the teachers, or through our website.
2. The principal will schedule a meeting to discuss the enrollment and gain knowledge of the family and students. Steps will be taken to bring about the enrollment in all usual cases.
3. An interview involving the principal and classroom teacher will be arranged. In the case of a transfer from another school, testing may be done and records may need to be reviewed before the student is enrolled.
4. Application for enrollment is made through our TADS enrollment portal, accessible through our Zion website. (www.zionmonroe.org)

NOTE: In enrollment cases involving students that have attended another school prior to contacting Zion, we will request information on academic growth, class conduct, and general sociability. In addition to the examination of existing records, Zion may administer an individual reading and mathematics test to determine grade placement.

C. Enrollment Age Requirements

The mind and body develop in predictable steps, but at unpredictable ages. To enroll a student in a particular grade who is not ready is asking for possible frustration and failure throughout a full school career. To avoid this, we conduct interviews, do screening, and discuss the outcome with the parents prior to school enrollment for all new enrollment. We want to place students where they can be most successful and ready for the concepts and skills taught at each grade level.

A student must have reached the age 5 by September 1st to be eligible for enrollment in our Kindergarten. Rare exceptions may be made up to November 1st by the teacher and principal in consultation after a thorough evaluation of the students' readiness, and at the sole discretion of the teacher and principal.

D. Special Needs Students

Zion Lutheran School seeks to offer all students the opportunity to receive a quality education in a small school atmosphere, and to hear God's wonderful message of grace every day. Since we receive no federal funds we are not mandated by law to accept special needs students. Lacking these funds we must, unfortunately, limit our acceptance of special education students.

We have multi-grade classrooms which also prohibit the acceptance of some students with high levels of need. Be aware, as the parent of a student with special needs, that we cannot offer your child one-on-one exclusive teaching. The child will not have access to a classroom aide, so he or she will be made responsible for more of his or her own school needs than in the public sector

We do not have a nurse on staff. Students with special medical needs are evaluated individually. The care level your child requires is one major factor in whether or not we are able to accept your child for enrollment. The teachers cannot leave their classrooms to care for a child's medical necessities and leave other children unattended. Again, we have no aides, and public funding cannot be transferred to us to hire one. If your child requires a one-on-one aide, we likely cannot accept them.

Since all of these conditions exist, each child is evaluated on a case-by-case basis. Upon acceptance of a special needs child, the enrollment is treated as a probationary one. A re-evaluation will be made periodically throughout the school year to determine whether or not we are a good fit for your child. If we cannot meet your child's needs, we are not the best program for your child. All parents of incoming special needs students will be asked to sign a probationary agreement. This means that the student's enrollment can be dissolved at any time by either party, for the protection and advancement of the child's education.

E. Transfer of Records

A student transferring from another school must have a transfer of records request completed by a parent or guardian at the time of enrollment. Zion Lutheran School will request all other records from the previous school.

F. Immunization Requirements

All enrolled students must present up-to-date immunization records or an immunization waiver from the Monroe County Health Department on a yearly basis. Immunization records or waivers must be received prior to the first day of school classes.

G. Tuition and Fees

1. All families are responsible for the registration fee and tuition as set by the congregation on an annual basis. The registration fee is due and should be paid at registration unless other arrangements are made. Our registration is completed through our TADS portal. TADS also facilitates our tuition collection unless special arrangements are made with the school. All families must also complete a tuition agreement through TADS.
2. A tuition reduction may be offered to any family having more than one child enrolled in the school. Families may also apply for tuition assistance as it becomes available through the Zion congregation's tuition assistance fund. Tuition assistance is based on family need and availability of funds, and applications are made through TADS.
3. Parents are expected to carry some form of health insurance on their children at parental expense.
4. Certain school supplies are to be furnished by the parent.
5. Fees are charged for any students wishing to participate in the hot lunch program. (Fees are "per lunch".)
6. Educational field trips arranged by the school may require extra fees.
7. All tuition and fees are to be paid in a timely manner as per your tuition agreement. We understand that circumstances may arise necessitating a late payment and we will do what we can to come to an alternative arrangement if necessary. We ask that parents please contact us immediately if it is expected that a payment might be delayed past its deadline. As per our past-due payment policy, accounts that are three months in arrears with no alternative arrangement made with the Board of Education chairman will result in the student not being able to continue enrollment at Zion until past due payments are made.

A separate form indicating the tuition and fees for the current school year is made available each school year.

EDUCATIONAL PROGRAM

A. School Schedule / Hours

The school calendar is distributed at the beginning of the school year. Monthly calendars are also distributed. These calendars may be subject to changes. Parents and families are notified of any changes as needed.

Zion's school day runs from 8:00 am to 3:00 pm., typically Monday through Friday. Kindergarten meets Tuesday through Thursday. All families should arrange to pick up their children within a short time after dismissal.

Special requests on the part of the athletic coaches or teachers may make it necessary for a student to remain after school for work or practice. Additional family members should NOT plan to stay after unless the staff grants unusual circumstances and prior permission.

B. Recess

Zion makes use of recess breaks for the express purpose of giving the students a chance to move about and relax. This is best accomplished through movement and play. The students are expected to participate in recess outside unless the weather is considered to be unacceptable for that use (rain, below 10 wind-chill, etc.). This will always be a judgment call, and the staff will make the call. As a result, the students must come with clothing for outdoor play that will allow for 10 to 20 minute outside breaks.

In the case of a student who has been absent because of illness, we will honor a request to stay inside if some danger of relapse is present. In the case of a doctor directive, we will honor the request.

C. Curriculum

Zion school presents a full elementary (K-8) educational program, but in a very special way. Zion is a religious school, but does not merely devote a period of time to the study of God's Word. God's Word influences and enriches the teaching and activity throughout the day and in all areas of education. It is our constant source of strength and guidance both as a staff and as students.

Our curricular course of instruction includes Reading, Phonics and Literature, Spelling, English Grammar, Writing and Language Arts (Abeka), Mathematics (Saxon), Social Studies, Science, Music, Art and Physical Education. Where applicable, the school program also works to include a number of educational experiences and field trips outside of the classroom.

Our teachers are in a constant process of assessing and upgrading curriculum to meet the needs of our students and the expectations of educational standards. We use the NWEA MAP testing program several times a year to monitor student progress and inform our curriculum choices.

Parents interested in getting more detail on our specific curriculum and textbooks at each grade level are welcome to reach out their child's teacher or the principal.

D. Grading

Zion uses an M (or E), S, I, N, NA grading system in kindergarten and grades 1-2. Beyond that point the student will receive the traditional A, B, C, D or F grades based on performance and progress for most subject areas.

Kindergarten and Grade 1-2:

M(E)	Mastered (Excellent)
S	Satisfactory (meets expectations)
I	Improving (but not yet Satisfactory)
N	Needs Improvement
NA	Not Assessed

All other Grades:

The traditional A, B, C, D, or F grades based on performance and progress will be given. The grades correspond to the following percentages:

A	100-96
A-	95-92
B+	91-89
B	88-86
B-	85-83
C+	82-80
C	79-77
C-	76-74
D+	73-71
D	70-68
D-	67-65
F	below 65

Parents are asked to keep in regular contact with their child's teacher, especially in the case of a student that is a slow starter or that is having trouble. Teachers are pleased to make themselves available for questions or concerns as the year progresses.

God expects that each of us use the talents He has given us. All have not been blessed with the same gifts and abilities. Some students will find school less demanding than others. Some may find it more difficult to make progress. In the event that it is evident that a student is not ready to advance into the next grade at the end of the school year, it may be determined by the staff and the Board of Education that the student be held back to repeat a class or grade level. If a student is being considered for repeating a class or grade level, communication and discussion will occur with the parent before any final determination is made.

Phone, text or e-mail is useful for smaller discussions and contacts. In the case of more complex or persistent problems a personal visit might serve the situation better. Contact information for the school staff is available in the appendix of this handbook and also available on our school website.

E. Honor Roll

The honor roll shall be determined on a yearly basis for grades 5-8. Any class that is taught in school and for which the child receives a grade shall be considered a part of the requirement to attain the honor roll. Any student averaging an A- or better in all graded classes shall have attained the All A honor roll. Any student averaging a B- or better in all graded classes shall have attained the A and B honor roll. A student being on the honor roll for all four quarters shall be eligible for a certificate of academic excellence.

Students graduating 8th grade from Zion Lutheran School will have an opportunity to receive one of two awards. These awards are determined by the student's cumulative GPA from grades 5-8.

Award for Academic Excellence: This award honors the student of the graduating class with the highest GPA.

Award for Academic Achievement: This award honors the student of the graduating class with the second highest GPA.

F. Absences and Tardiness

Tardiness is late arrival without a written or personal excuse from a parent or guardian. Three tardies will result in an absence charged to the student's record. The first bell rings at 7:55am. Students are to be in their classrooms promptly at 8:00am when the second bell rings. Tardy students are to enter class in a quiet and non-disturbing manner.

Regular attendance is vital to successful schooling. While a student must make up work covered during an absence, he *cannot make up* the teacher presentation or classroom discussions that occur. It is anticipated that students will be in attendance daily except in the cases of illness or family emergency. Vacations during the regular attendance days are discouraged. Teachers are not required to issue assignments in advance, and may amend assignments upon a student's return to class. An incomplete may be assigned until the work is completed. A student who exceeds 30 days of absence per year, excused and/or unexcused, will be considered for retention. Education for students in grades 1-8 is compulsory in the state of Michigan. Excessive/repeated unexcused absenteeism may be referred to the proper truancy authorities if necessary.

If your child must be absent from school, you are asked to call the office (242-1378) between 7:30 and 8:30am, or leave a message on the answering machine. Please specify who the child is, if he will be absent the following day, and the reason for the absence, because we are required to report illness to the Monroe County Health Department. If your child is ill, it is expected that you will keep him home rather than risking exposure to illness for the rest of the classroom. A written, dated note before or after a child's absence is required. The signature must be in the parent's handwriting and give the dates of the absence and the reason.

If a student becomes ill during the school day, parents will be called, and it is expected the child will be taken home. A parent will be contacted if their child vomits during the school day or runs a fever. A fever is determined as a temperature at or above 100.5 degrees F.

Absence for Field Trips: Field trips offer valuable learning experiences outside the classroom. Students are expected to attend field trips as part of the regular course curriculum. If a student is unable to attend a field trip due to illness or a previously arranged absence, the teacher may assign an alternate course of study. Teachers should be notified before the field trip if the parent/guardian does not intend to have the child participate.

Make-up Work

Although our staff members would like nothing more than to assist children in making up lessons missed during an absence, sometimes they may find it physically impossible to do so. We therefore find it necessary to give the parents the responsibility of helping students make up any missed material, and teachers stand ready to assist the parents when needed. Parents should understand that some lessons may be impossible to make up (such as videos, demonstrations, experiments, oral reports and the like). It is therefore vitally important that children not miss school unless the reasons are compelling. We expect absent work to be completed within two consecutive school days for each day missed (i.e. 5 days missed, work must be completed within 10 school days after the child returns). Failure to complete the make-up work in the required time frame will result in a failing grade recorded in the grade book for each incomplete assignment. Each instructor will make a list of missed assignments for the student covering each day of absence. The parent should try to pick up the class work at the end of each day if possible, so the child may work on it at home.

G. Worship

Devotions begin every school day. In these the teacher will apply thoughts from Scripture related to the classroom, the lessons, the season, etc. Once per week the school will join together for a devotional chapel service in church. The topics are varied each year to create interest. This is also the occasion when the students are given the privilege of bringing their weekly offering to their Lord for some work in His Kingdom here on earth. Parents are always invited to attend.

Each week Zion families have the opportunity to join in public worship with the Zion congregation. Setting a time aside for regular worship is a command of God for our benefit. He desires to feed our soul and to strengthen our faith. This public worship is one of the ways that this is accomplished. Parents, by regular attendance with the families, set an excellent example for their children and are highly supportive of the teaching of God as discussed in the school classroom. If school families are members of another church, we encourage them to worship regularly. If families do not have a church home, we invite and encourage them to worship with us. Our teachers record weekly worship attendance of the students to encourage regular worship attendance.

H. Christian Discipline

Our God is a God of love and forgiveness, but He is also a God of order and growth. In keeping with this, Zion strives to teach Christian self-control of the sinful nature found in each of us. To this end the staff will use God's Word to admonish and correct when error has been found. If this fails to have the desired effect, the parent will be involved in the discussions in search of a pleasing and beneficial solution.

Should un-Christian behavior be a persistent problem with a student, the school may find it necessary to suspend the student for a period of time. Under certain conditions where unusual circumstances prevail this suspension may be immediate. This will give the parent and school more time to work in depth with the student in seeking a satisfactory solution. Zion is committed to training Christian children in Christian ways using God's Word as our guide. On occasions when all other means have seemingly failed, Zion will reluctantly recognize a student's desire, by word or action, to be removed from the student body. (See also *Discipline Procedures*.)

If harmony and growth are to be maintained, it is necessary that all accept God's Word as a guide for our lives and that we daily strive to overcome our sinful nature, striving to do God's will, and trusting in the strength that He provides.

I. **Discipline Policies**

When a discipline issue arises, our staff uses the Bible as a guide in dealing with the situation. Scripture encourages the use of Law and Gospel. The Law enables the children to see where they have sinned and the Gospel shows the great love of God, who has forgiven them. It is the love of God that is the motivation for all good and proper behavior.

In accordance with God's Word, it must be understood that the students owe respect to their teachers under the Fourth Commandment: "*Honor your father and your mother, so that you may live long in the land the Lord your God is giving you.*" (Exodus 20:12) **Respect means that students demonstrate that they value highly the teachers for their position of authority given to them by God, and that teachers value highly the children who are gifts of God entrusted to their care.** This respect is evident when honor, consideration, appreciation and obedience are present in the teacher/student relationship.

Within the framework of the school, **that same respect should be evident between students as they interact with each other**, whether in the classroom or on the playground, before, during and after school. Respect for school and personal property goes hand-in-hand with respect for each other.

Respect is observable when teachers and students use God-pleasing actions, choice of words, tone of voice, body language, eye contact, caring attitudes and active listening. Out of respect, students will be expected to show a willingness to obey school rules which have been written for their safety and to create a better environment for learning.

Classroom / School Rules

At the beginning of the year the classroom teacher will provide students with the classroom rules which they are expected to follow.

The following is a set of general rules that apply to all students:

- Do not leave the building or school campus without permission.
- Do not leave the classroom without the teacher's permission, unless it is an emergency.
- Respect school property and the property of others.
- No obscene or disrespectful language or behavior will be tolerated. Do not swear or tease. (See appendix: sexual harassment)

- No running in the classrooms or the hallways.
- No pushing or shoving, hitting or fighting, even in play.
- Teachers will be respected at all times, and their directions followed.
- No weapons of any kind will be allowed. (see appendix: weapons policy)
- Students are to leave only with their legal parent or guardian, or a person authorized by them to pick up their child. The school must be notified if anyone other than their reported ride is to collect them. Parents are asked to submit the names of drivers other than themselves to the school office.

Destruction of School Property

The equipment, materials, and buildings are all gifts given to us by God. It is our serious responsibility to make wise use of these gifts. If a child is found maliciously destroying church or school property, a three-day suspension may be invoked upon the Board of Education's review. The parents will be responsible for repairs or replacement as deemed necessary by the Board of Trustees.

Distractions

Children are expected to bring only materials necessary for education in school. Unless a teacher has made special plans for their use and invited the student to bring something, all toys are to be left at home. If a child has something special to show or share, they should receive permission in advance from their teacher before bringing it to school.

Discipline Procedures

When addressing a behavioral problem, these steps will be initiated as necessary:

Minor infractions will be handled by the classroom teacher. Consequences may include any or of the following:

- . time out
- . forfeiture of part or all of recess time or special activity time
- . walking lines at recess
- . work detail or custodial services

Detention

When appropriate, detentions will be given to any student who persistently disobeys school rules. The teacher or principal will write a notification of detention to the parents. The student will take the detention slip to the parents to notify them of the detention time. After a second detention, a parent/teacher/student conference will be held.

Students who fail to serve their detention will be suspended from classes until the principal, teacher and parents have resolved the problem.

Suspension

One-day suspensions will be given by the principal

- a. for refusal to cooperate with the detention system.
- b. upon recommendation by the teacher for persistent violation previously addressed by detention.

- c. for gross disrespect towards a teacher or other authority.
- d. upon recommendation by the teacher for involvement in a situation which may cause physical harm, or for physical contact with evident intent to harm, such as hitting or fighting.
- e. For a first offense involving sexual harassment (see Sexual Harassment Policy pg. 22)

A three-day suspension will be issued if the student's conduct is not corrected after a one-day suspension, or second offense involving sexual harassment or fighting. Following a three-day suspension, the parents and child need to meet with the principal and/or the School Board Chairman before the child returns to school.

All suspensions begin immediately by isolation from the classroom and continue through the following day. All school work missed during suspension will be due the day of return to school.

Please see Zion's Weapons Policy (Appendix pg. 23) for details regarding the handling of weapons offenses.

Expulsion

Expulsion from school may result from a continued disregard for authority by the student, a second offense involving a gun, arson, or threat with a weapon, or a third offense involving sexual harassment, weapon possession, or fighting. This expulsion will have the full support of the faculty and the Board of Education.

J. Parent, Pupil and Teacher Relationships

In order to foster a God-pleasing spirit of cooperation and willingness to work together, parents, pupils, and teachers must realize that all people are sinners and are full of many imperfections and shortcomings. The teacher will think of each child as a precious soul entrusted to his care and will endeavor to train, to guide, to lead, and to correct him so that he will receive the best possible education. Children will consider their teachers as gifts of God. Accordingly they should willingly show love, respect, and obedience to their teachers as God directs in the Fourth Commandment. Pupils should feel comfortable to confide in their teacher. The teacher is there to help them with their problems. Should pupils feel that they have been treated unfairly in any way, they are encouraged to discuss the matter with their teacher and parents.

Parental cooperation with school officials is expected as part of the parent's responsibility of having a student at Zion Lutheran School. Every attempt will be made to maintain Christian discipline at all times in accordance with God's Word. It must be understood that the students will respect and obey their teachers under the Fourth Commandment. If a student feels that he/she has been treated unfairly, he/she will be encouraged to discuss the matter privately with the teacher or principal. Parents who feel that there is a problem situation are requested to come to the teacher with their concerns (not during class hours, if possible). If no satisfactory solution can be reached, the matter should be taken to the principal, then to the Board of Education Chairman, and finally, if necessary, the Zion Church Council.

As Christians, who know how deeply we are involved in battles with our sinful flesh,

we would be the first to admit that Christian Day Schools and teachers are not perfect. Everything administered by human hands has its faults - and our school is not an exception. Situations may well arise where parents and teachers will need to sit down and, in a Christian and loving way, discuss such problems. When questions, differences, problems arise —**What to do:**

1. Contact the teacher immediately rather than wait or begin to discuss it with another person.
2. Search God’s Word for Christian answers and solutions rather than look to human reason and will.
3. Pray for Christian understanding for a spirit that will let God’s will and truth decide.

Always keep in mind Matthew 18:15 — “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.”

K. Mandatory Reporting – Children’s Protective Services

It is important to note that in the state of Michigan teachers are “required reporters”. This means that any education professional who has cause to suspect potential physical or psychological abuse or neglect of a child is **REQUIRED BY LAW** to report their concerns to Michigan Children’s Protective Services.

Therefore it is important that parents communicate with their child’s teacher or the school if a student receives an injury at home or is in a situation that might affect their behavior or cause concern.

L. Social Media Use

Zion Lutheran School has a Social Media Acceptable Use Policy for students, teachers, and parents when using school computers or educational platforms, posting on our web site or social media pages, or representing our school. (See appendix: Social Media Policy.) We ask and expect that members of the school family use social media in positive and productive ways, and that concerns or criticisms about school policies, activities, or interactions with members of the Zion school family are not shared and discussed on social media, but instead directed personally to the staff and leadership of Zion as is appropriate to following Jesus’ directives in Matthew 18:15-19.

M. Appearance and Dress

It is good and right for Christians to be modest and appropriate in their clothing choices and appearance. Our habits, dress, hairstyles, etc. will want to be such that it adds to and supports our purpose of Christian education. Christian parents need to be observant and to help their children make appropriate choices as they dress for school. Student dress has an impact on attitude, behavior and performance in school. For this reason Zion Lutheran School sets the following parameters:

- Proper clothing should be modest, non-distracting, comfortable, well-fitting, neat and in good repair, and appropriate for an active educational setting.
- Messages on clothing should be positive and in keeping with Christian values.

- Clothing that is too tight, too loose, or too short for free movement is to be avoided.
- Tank tops or tops with exposed shoulders are to be avoided.
- Students wearing tights are asked to wear them with a dress, long top, skirt or shorts.
- Shoes should be closed-toe and have soft, non-marking soles. Footwear must ensure safety on the playground and the gym. Tennis shoes and other shoes with laces or Velcro straps are acceptable. Socks should be worn with shoes. Sandals, “Crocs”, plastic shoes, or shoes with open toes or without backs are to be avoided for outdoor or gym use.
- Students should dress for the weather. Coats, hats and gloves are necessary for cold weather. Snow pants and boots must be worn if a student wishes to play in the snow.

If there is some question whether or not an item is appropriate, please err on the side of caution. Teachers will work with the students and their parents when necessary to help them determine appropriate clothing. The principal will have final say and will counsel students and parents when it is felt that clothing choices are inappropriate for school.

N. Emergency School Closings

Zion utilizes the TADS alert system to notify parents of school closings. All school families will be enrolled in this notification system at the start of the school year. Typically, Zion Lutheran School will close for weather when the Monroe School District closes, however, exceptions are sometime made, so please recognize the TADS system as the final authority. If you have any questions, you may call the school principal for information.

When possible, school closures are also reported on the Click-On-Detroit school closings page: www.clickondetroit.com/school_closings/

O. Field Trips

Field trips are meant to enhance education and to provide students with an opportunity to explore their community and surroundings in an academic and enlightening way.

To assist with management of students and chaperones and due to liability concerns:

1. Only 1 chaperone per family will typically be allowed.
 - a. Exceptions will be made, provided there is space and availability.
 - b. The field trip planner will have discretion on these matters.
2. Typically no additional friends, siblings, family members, etc. will be allowed to attend the field trip, though exceptions can be made in unique situations or for special “family invite” activities.
3. Chaperones will be expected to monitor student activity and discipline students in their care.

- a. All guidelines for discipline and behavior will be directed by the school handbook.
 - b. Chaperones cannot be under the age of 21.
4. Chaperones serving as field trip drivers must have a copy of their driver's license and insurance card on file with the school office.

P. Transportation

Zion does not provide daily bus transportation. Students must secure private transportation by personal arrangements. At times teachers and parent volunteers may assist with field trip transportation. At no time is a student, while being transported, to conduct himself in such a way that endangers the safety of his fellow-riders.

Children are permitted to ride bikes to school. In doing so the student must agree to park in the rack provided and to lock the bike during school hours. The bikes are only to be ridden to school and home again, not during recess periods.

Q. Christian Education Association (CEA)

Zion CEA is open to all school families from preschool through grade 8. Information on the CEA is shared at the beginning of the school year. Zion's parents and staff meet regularly to enjoy Christian fellowship and to discuss topics of mutual beneficial concern, as well as plan activities and events to complement the students' school experience. **All parents are encouraged to take an active part in this organization.**

R. Extracurriculars

We regard several programs offered by Zion as extracurricular. This simply means that these are programs that take place, for the most part, outside of the academic time frame or on the student's free time. Extracurriculars are typically athletics (sports), junior choir and handchimes, but other opportunities may also be offered.

Junior Choir and Handchimes

The Junior Choir and Handchime programs are designed to promote interest in music. As learning to participate in choral music is a valuable skill, all students in grades 3-8 participate in Junior Choir as part of the school music program. Students are not required to sing for church services when the Junior Choir sings, but they are encouraged to do so.

Participation in the Handchime Choirs is open to students in grades 3-8 depending on space availability. Grades 5-8 are given preference. In handchimes, EVERY participant plays an important role, therefore students participating in the handchime program are expected to attend worship when their choir plays. Music is an important part of the worship. These students give additional time and effort in order to prepare for providing service in music for our worship services. The schedule of practices and service in worship are developed by the staff and the persons taking leadership of the program.

Athletics

Athletic programs are offered for boys and girls in the middle and upper grades. Fall sports typically consist of soccer for the boys and girls, and volleyball for the girls. The Winter sport for both groups is basketball, and cheerleading for girls. Spring sports are centered on track, available for both boys and girls. This full program is scheduled by the athletic director and the school staff and is under the supervision of the Board of Education. **Students and Parents are expected to abide by all guidelines laid out in the Athletic Handbook provided to all families of student participants.**

Eligibility for Student Extracurriculars

Eligibility will be based on a mid-quarter and quarter report. These reports are accumulative grade averages and will be the basis for the determination of eligibility.

In order for students in grades 3-8 to be eligible for extra activities, they must maintain an overall grade average of "C" or greater in letter-graded classes and shall not have a failing grade in any one subject at the end of the mid-quarter or quarter.

If a student is ineligible, they will not be permitted to participate in any extracurricular athletic activities until they have restored their grade eligibility.

All students will be considered eligible at the beginning of a school year, but it will be their responsibility to maintain their eligibility over the course of the school year.

Singing for Worship Services

A number of times throughout the school year students are asked to serve in a special way, as classroom or level choirs. To do this to the best of our ability, we need ALL the students that practice in attendance when the time comes to sing for the service. Parents, please, consult the school calendar in advance so that you can plan family happenings around singing responsibilities. Please make appropriate clothing choices for /with your children when they prepare to take part in a singing group before the congregation.

At times the students in grades 3-8 are asked to sing for funeral services at Zion. Students typically sing at the very beginning of the service but do not attend the rest of the service. Parents will be given the opportunity to opt out of their child singing for funerals if they wish to do so.

S. Hot Lunch

All students have the opportunity to purchase hot lunch meals monthly. Various parent-serving groups provide meals. These meals are organized by the Zion CEA and are typically served on Mondays, Wednesdays and Fridays during the school year. A separate sign-up form for hot lunch participation is sent home at the beginning of each month. Students purchase punch cards to pay for hot lunches. Information on the hot lunch program is shared with parents at the beginning of the year.

T. Emergency Procedures

Insurance

Every student is required to be covered by some form of health insurance coverage.

Emergency Drills

Fire Drills

The students are routinely instructed on a proper procedure to follow in the event of a fire in the building. They will be taught where to go dependent upon where they are when such an event might occur. They will be shown where to walk and how to line up outside of any danger area.

Tornado Drills

Upon notification of a real tornado danger, students proceed by classroom to the basement of the church where each class has an assigned place in the area of the girls' shower room or basement. Proper instruction on procedure will be given to the students in dealing with such an emergency.

Intruder Drills

The students are routinely instructed on the proper procedure to follow in the event of an intruder in the building. They will be taught where to go and how to act in the case of this emergency. Zion Lutheran schools follows the ALICE program for lockdown procedures in case of an intruder.

Man-Made Disasters

The children are instructed on the proper procedure to follow in the event of a man-made disaster and how to evacuate the building.

Evacuation Building and Relocation Site

In the event of inclement weather during an evacuation, children will be taken to the Monroe Public Schools Administration Building, 1275 North Macomb Street. Parents will be notified and can pick up their child(ren) at this location.

In the event of an emergency at the Fermi Nuclear Plant that requires a longer distance relocation, students at Zion Lutheran are relocated by the Monroe Public School District to Monroe Community College and then to Bedford High School. Parents will be notified when and where to pick up their children at this location. A copy of our Emergency Procedures is available to view upon request.

Leaving School Grounds

For safety reasons during the school day no student will be permitted to leave the grounds without parent consent or teacher direction. If a parent has a specific need, a note informing the staff or calling the office of this need must be supplied to the school.

U. Office and Telephone

We have the service of a school/church secretary in the mornings. The secretary will take messages and carry out necessary school contacts during the hours of 8:00am to noon. Persons that desire to talk with a teacher or student will be contacted during a free time.

Student Phone Usage

The church/school phone is not for student use. If a student has an emergency need to contact the parent, the office or teacher will place such calls, unless the student is given specific permission by the teacher.

A student should not plan to use the phone for arranging a pick-up following an after-school practice unless there is an emergency or a sudden schedule change. Time

schedules for after-school activities are published and the student should make arrangements for this as they leave the house prior to school in the morning.

Cell Phones

Students are not permitted to possess cell phones during the school day. They must be turned into the teacher at the beginning of each school day and will be returned to them at the end of the day. Cell phones may not be used on school property unless authorized by a staff member.

APPENDIX

About Zion Lutheran Church

Sexual Harassment Policy

Weapons Policy

Social Media Policy

Staff Contact Information

Parking Lot Drop-Off / Pick-Up Procedures

About Zion Lutheran Church

Zion congregation is a member of the Wisconsin Evangelical Lutheran Synod (so called because it was founded in Wisconsin in 1850). The WELS is a church body with over 1,200 congregations within the United States and Canada. We also conduct missions and participate in cooperative ministry activities with many national churches worldwide.

In this *synod* (which means “walking together”) we are joined with Christians throughout the world that believe and teach the same things that we do – the historic truths of biblical Christianity. Through this fellowship, we are able to join hands to accomplish many things that would be difficult or impossible to do if we stood alone.

Christian education has always been important to the WELS. Our synod members support 367 elementary schools, 20 area Lutheran high schools, two synod preparatory schools, one dual-purpose worker training college, and one seminary. The WELS has the fourth largest parochial school system in the nation.

The founders of Zion congregation established our Christian elementary school in 1858 to minister to the needs of families by assisting parents to carry out God’s command to bring up their children in the “training and instruction of the Lord” (Ephesians 6:4). It is a testimony to God’s grace that after all these years Zion Lutheran School is still holding to its original purpose. Grandparents and great—grandparents have been privileged to see the great heritage of God’s Word passed on from generation to generation. Yet God calls his church to not only nurture those found within God’s Kingdom of Grace, but also to reach out to the un-churched and those who are seeking God’s pure Word for their families. As a school we accept this dual task of serving not only Zion congregation but also our community with a high quality Christian education. It is fitting that we recognize the great blessing we have in our Christian elementary school, thank our Almighty God for fostering and preserving it, and pray that it continue to be a proper instrument of the Lord to bring Christ to His lambs.

Sexual Harassment Policy

Sexual harassment is a form of gender discrimination. Zion Lutheran School has no tolerance for discriminatory or harassing behaviors.

Behaviors that may constitute sexual harassment include but are not limited to unwelcome and persistent behavior such as:

- Requests for dates, sexual propositions, invitations and flirtations made in person or by means of letters, notes, phone calls, or internet;
- Verbal expressions of a sexual nature including comments about a person's body, attire, appearance, or sexual activities;
- Sexually suggestive jokes, innuendoes, sounds or gestures including leering;
- Anecdotes, questions or comments about one's own or others sexual activities;
- Excessive or inappropriate touching in the form of hugs, pinching, shoulder rubs, pats, brushing up against another's body;
- Use of sexually suggestive objects, articles, tapes, pictures or other materials that are unrelated to school or the subject matter of a lesson.
- Engaging in sexually oriented conversations, comments or horseplay, for example, telling jokes or anecdotes of sexual nature, *even if those present do not object to that conduct.*

An offense involving sexual harassment is taken seriously. Please see details pertaining to the consequences for students involved in sexual harassment outlined in the discipline policy on page 14.

Weapons Policy

Zion Lutheran School is to be considered a “Weapons Free School Zone”. The Board of Education and Staff of Zion are concerned with and interested in protecting the health, safety, and welfare of our students, employees, and visitors. Any student who uses or has in his/her possession a dangerous weapon, commits arson on school property, or directly or indirectly delivers a weapon to another person is subject to suspension and/or expulsion.

A “dangerous weapon” includes, but is not limited to a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

A “firearm” means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a firearm.

Zion Lutheran School may suspend or expel any student who is found to possess other items intended for use as a weapon that are not included in the above sections. This includes knives under 3 inches in length, toy guns or look-alike weapons, and any other object that is used to threaten, harm and/or harass another student or person on school property.

“School Property” includes the school building, parking lot, playground, lockers, busses, and the church. School functions such as field trips, class trips, sporting events, and other extracurricular activities are also included.

Any student that has a firearm in their possession, commits arson, or threatens another person with a dangerous weapon will be disciplined as follows:

PreK-4 th Grade	1 st offense	5 Day suspension
	2 nd offense	Expulsion
5 th -8 th Grade	1 st offense	30 Day suspension
	2 nd offense	Expulsion

Any student that has any other “dangerous weapon” in their possession on school property will be disciplined as follows:

PreK-4 th Grade	1 st offense	2 Day suspension
	2 nd offense	15 Day suspension
	3 rd offense	Expulsion
5 th -8 th Grade	1 st offense	3 Day suspension
	2 nd offense	20 Day suspension
	3 rd offense	Expulsion

The above discipline for “dangerous weapons” possession is mandatory, unless the pupil establishes to the Principal, in a clear and convincing manner, at least one of the following:

1. The weapon was not knowingly possessed by the pupil;
2. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a weapon or dangerous weapon; or
3. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Social Media Acceptable Use Policy Zion Lutheran School

Zion Lutheran School recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **Acceptable Use Policy** outlines the guidelines and behaviors that users are expected to follow with regard to the use of social media when connected to Zion Lutheran School and its programs.

- Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- Zion Lutheran School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when representing or communicating with or about Zion Lutheran School, its teachers, students, and school families in the virtual world. We expect students, teachers, parents and the school family to follow these guidelines whenever they are utilizing websites and social media sites associated with the school, as well as whenever you are communicating with or discussing the school on social media.

Please do the following:

Use good judgment

- We expect you to use good, ethical judgment in all situations.
- Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive and considerate manner.

Be responsible and ethical

- If you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do "talking."

Don't share the following:

Confidential information

- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birth date, address, and cell phone number on any public website.

Private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers
- Don't take information you may receive through social networking and assume it's the most up-to-date or correct.
- Always respect the privacy of the school community members.

Please be cautious with respect to:

Images

- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- You may use photos and video (products, etc.) that are available on the school's website.
- It is generally not acceptable to post pictures of students without the expressed written consent of their parents.
- Do not post pictures of others (students, teachers, school family, etc.) without permission.

Other sites

- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

And if you don't get it right...

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

Netiquette

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember **not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see**. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, "roasting", impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

When posting online in any way about the school, make only positive comments. Social media is not the appropriate place to take your grievances or concerns about school matters, teachers, students, or school families. Concerns should be brought personally to the teacher, principal, or school representative. Complaints about teachers, students, classrooms, or the school should not appear on social media. Posting complains or negative comments about others is neither constructive nor kind, and is a form of harassment.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges, or possible termination of enrollment. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

Staff Contact information

Zion Lutheran Church and School Church Office – Amy Vanisacker

Phone: 734-242-1378
Fax: 734-242-7049
Email: office@zionmonroe.org

School Principal and Grades 6-8 – Bryan Schneck

Phone: 907-331-7761
Email: bschneck@zionmonroe.org

Pastor Greg Sitzman

Phone: 810-310-3372
Email: gsitzman@zionmonroe.org

Grades 3-4, Athletic Director – Ryan Roth

Phone: 517-410-5977
Email: rroth@zionmonroe.org

Grades 1-2 – Michelle Roth

Phone: 517-410-7388
Email: mroth@zionmonroe.org

Kindergarten – Stacey Sordahl

Phone: 248-345-3525
Email: ssordahl@zionmonroe.org

Preschool Director – Deanna Schneck

Phone: 907-230-6715
Email: dschneck@zionmonroe.org

Board of Education Chairman – Erich Freiny

Phone: 734-731-0008
Email: erich.freiny@gmail.com

Drop Off – Pick Up Procedures

Please follow the arrows as indicated on the diagram below. Please do not park along the playground. Please do not leave your car in front of the school

entrance. If walking your child in or going in to pick up your child, please park in the designated areas.

Children should ALWAYS walk when in the parking lot. Both children and drivers should watch carefully for car and foot traffic.

