

Zion Lutheran School



Family Handbook 2009-2010



School Year Verse

*“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”
Ephesians 4:32*

Mission Statement

“HONORING JESUS BY SERVING OTHERS”

School Phone: (303)659-3443
School FAX: (303)659-2342
Preschool: (303) 659-0430
Church Office: (303)659-2339

This Handbook has been prepared to acquaint you with Zion Lutheran School and its educational program. Questions on policy should always be directed to the administrator first. If the information isn't clarified, the Board of Christian Education will be consulted.

Philosophy

We believe that Christian parents and the Christian Church have been given the responsibility of teaching the Word of God to children. The Bible instructs parents to bring up their children "in the discipline and instruction of the Lord" (Ephesians 6:4). We believe that parents can be the most effective in their God-given duties when working together with a Lutheran school and its teachers. God has further commissioned His church to "make disciples of all nations," which includes children, and to "teach them to observe all that I have commanded you" (Matthew 28:19, 20).

In accordance with the inerrant Word of God as found in Scripture, and as explained in the Lutheran Confessions, we believe the following: God created all things and us. God's original plan was for all people to be His children and to live with Him eternally. However, mankind chose instead to rebel against God. As a result, children today are born into a world of trouble, pain, and death. While all people bear the guilt of their fallen condition, God has provided a solution to mankind's dilemma. That solution is found in the atoning work of Jesus Christ who took the punishment for all people's sins upon Himself and died in our place. He then rose from His burial tomb victorious over sin and death. Today, He promises that same victory to all people who place their trust in Him and in His solution-the free gift of eternal life. God calls all people into a faith relationship with Him through the Holy Spirit. God's Spirit, by means of the Word and Sacraments, is responsible for not only calling us into that relationship, but also for keeping us in the faith and enlightening and sanctifying us in that same faith.

Our Purpose

To provide a caring educational atmosphere for teaching God's Word and nurturing faith in Christ, where students can grow in love and self-discipline.

To provide opportunities for students, parents, and teachers to learn of and to experience the love of Jesus in a school dedicated to seeking His will as it relates to their everyday living.

To equip young Christians for service to God in church, community, and nation.

To provide an educational program of solid academic excellence to challenge, train, and prepare students for a productive life.

To provide ethical standards based on God's Word and see that such standards govern even the most practical decisions and responsibilities.

Preface

Zion Lutheran School is dedicated to the God pleasing objective of building Christian citizens. In this educational process, we elevate Christ to the central focal position. From Him, we receive not only our aims and objectives but also the inspiration for our forward march. It is our prayer that Christ would grant us a passion for educating His lambs, and that they would grow daily in wisdom and stature and in favor with God and man.

Accordingly, our school is concerned that children should read intelligently, write clearly, think critically, and perform the mathematics necessary in everyday living. We are concerned that our young people can face realistically and deal wisely with the problems of the world in which they live. We also realize that in today's complex world a person must develop and possess qualities which are founded upon Christ's Word, such as self-discipline, high moral and spiritual values, proper motivations, good human relations, sound judgment, and many other skills of living over and above the mastery of the "three R's." Therefore, at every grade level we are interested in the intellectual, emotional, and spiritual development of each boy and girl.

To achieve these purposes, our curriculum endeavors to meet the maximum educational standards. Lasting educational strength is accomplished through our distinctive approach of placing Christ in the center of our education process.

Objectives of Christian Education

The basic objective of the Christian education at Zion Lutheran School is to equip the members for growth in wisdom and stature and in favor with God and man. As the child grows in these areas, important relationships and inter-relationships are established.

- I. The child grows in his or her relationship to God by:
 - A. Accepting God as the Creator.
 1. Recognizing his or her identity as a created child of God.
 2. Developing a growing responsibility to conserve, control, and use wisely the creation of God.
 - B. Acknowledging his or her sinfulness.
 1. Confessing his or her sins to a living God.
 2. Receiving forgiveness through the grace of God.
 - C. Developing an increased understanding, greater appreciation, and regular use of God's means of grace, the Word and sacraments.
 - D. Accepting and trusting in Jesus Christ as his or her personal Savior.
 - E. Recognizing the presence and the power of the Holy Spirit in his or her life.
 - F. Responding in worship and service to the Triune God.
 1. Utilizing his or her individual talents and resources.
 2. Expressing love to God.
- II. The child grows in relationship to himself or herself by:
 - A. Living the sanctified life of the Christian.
 - B. Accepting and understanding his or her body and using it responsibly in service to God.
 - C. Developing logical, critical, and creative thinking skills.
 - D. Increasing in social awareness.
 - E. Becoming cognizant of emotional needs and attempting to direct emotions positively.
- III. The child grows in relation to his or her environment by:
 - A. Perceiving a realistic picture of the world as a Christian in this world.
 1. Recognizing the identity of all children as created by God and showing consideration for their rights and well-being.
 2. Expressing love through acts of kindness to others in the community and throughout the world.

- B. Developing communication skills in order to live and relate to others.
 - 1. Respecting all authority as a God-given aspect of life and acting responsibly as a member of the earthly family.
 - 2. Witnessing the love of God to others.
- C. Gaining knowledge of his or her American and Christian heritage and accepting privileges and responsibilities as a citizen of the community, nation, and world.
 - 1. Transmitting and transforming the culture and government.
 - 2. Living in the Christian hope of life everlasting.

Administrative Organization

Introduction

In speaking of Zion Lutheran Church and Zion Lutheran School, one must always remember that these two are not separate organizations. We are one. Church and school are separated purely for business procedures.

Zion Lutheran Church owns all properties currently being utilized by the school or for its program. It is our sincere belief that the strength of the parish school depends on the continued financial as well as moral support of our mother body.

Tuition is charged to all parents with children attending. Because of its commitment to Lutheran Education, Zion congregation underwrites a sizable portion of the per pupil costs for all students. Because members of Zion Lutheran Church support the church and school through their Sunday offerings, the tuition rate of Zion members is less than for non-members. Because everyone's financial situation is unique, member families are encouraged to be good stewards of the resources with which God has blessed them.

In addition there are Registration fees. These charges are reviewed annually by the Board of Christian Education and updated in time for registration for the next school year.

Synod

Zion Lutheran Church is a congregation of the Lutheran Church Missouri Synod. As such, Zion is pledged to support and promote the purposes of the synodical organization by word, deed, and in accordance with ability, financial support. Thus we honor all rules, regulations and resolutions of the Synod in accordance with the word of God, recognizing the congregation's right to judge the expediency of any directive in its application in the local condition. As a member of the Synod, the congregation participates in all synodical decisions. In keeping with the objectives of the Synod to further Christian education through parochial schools, Zion Lutheran Church operates a Christian Day School.

Handbook of the Lutheran Church Missouri Synod-Constitution-Preamble-Article 3, Objective 6 (Page 16)

The Rocky Mountain District

The Lutheran Church Missouri Synod is divided geographically into districts, which carry out the resolutions of the Synod. Zion Lutheran Church is a member of the Rocky Mountain District. The Rocky Mountain District office is located in Aurora, CO.

Pastoral Office

As shepherd of the entire congregation, the Pastor of Zion is the spiritual counselor and religious leader of our school. The prime responsibility of the Pastoral office is to set the spiritual tone and give inspiration to the staff of the school.

Principal

The Principal is directly responsible to the Board of Christian Education and has been delegated responsibility for the entire school program. It is the function of the principal to provide leadership for the educational program of the school and is, therefore, responsible for the curriculum, methods of instruction, schedule and supervision of activities, and supervision and improvement of instruction. The Principal has been charged with the supervision of all personnel necessary to maintain the educational program of Zion Lutheran School. The Principal is also delegated the responsibility of procuring new personnel when and wherever they are needed. The decisions concerning additional personnel are to be discussed and approved by the Board of Christian Education.

ECE Director

The ECE Director is directly responsible to the Board of Christian Education and the Principal. The ECE Director has been given the responsibility for the entire preschool/daycare program. It is the function of the ECE Director to provide leadership for the preschool/daycare educational program and is, therefore, responsible for the curriculum, methods of instruction, schedule and supervision of activities, and supervision and improvement of instruction. The ECE Director, along with the Principal have been charged with the supervision of all personnel necessary to maintain the educational program of Zion Lutheran preschool/daycare. The ECE Director, along with the Principal are also delegated the responsibility of procuring new personnel when and wherever they are needed. The decisions concerning additional personnel are to be discussed and approved by the Board of Christian Education.

Zion Voters' Assembly

The voters of the congregation are the governing body of Zion Lutheran Church. They, by the grace of God, have come to recognize Christian education as one of

the primary functions of the congregation's existence and have, therefore, given wholehearted support to this program.

The Chairperson of the Board of Christian Education gives a report of the activities and plans of the Board and Faculty. The Principal may be called upon by the Board Chairperson to explain in greater detail a specific item of the report. Members of the faculty who are members of Zion Lutheran Church are encouraged to become voting members of our congregation.

Board of Education

The Board of Christian Education meets monthly and can, when there is need, call special meetings. The Board consists of 7 members elected by the voters' assembly. One of those 7 members will be elected to the position of Chairperson. The Principal serves on the Board as an ex-officio member.

The following are some of the duties assigned to the Board of Christian Education:

1. They are responsible for all Christian educational activities of Zion Lutheran School.
2. They will inform, educate and encourage congregation members, parents and students to participate fully in the total Lutheran Educational Ministry.
3. The main concerns of the Board will be policymaking and supervising the enactment of approved policy.

The Board shall have the right and/or responsibility to

1. Contract teachers for the Christian Day School.
2. Recommend to the Call Committee of Zion Lutheran Church Voters' Assembly, candidates to be called for teaching positions.

Staff Directory

Preschool	Mrs. Sherie Austin	(303) 655-1452
Preschool	Mrs. Carrie Jacobucci	(303) 654-0092
Preschool	Mrs. Nichole Moots	(720) 685-0311
Preschool	Mrs. Ashleigh Trabert	(303) 655-7723
Kindergarten	Mrs. Kathy McFall	(303)654-0714
Grade 1	Mrs. Brenda Jaynes	(970) 353-0496
Grade 1	Miss. Kristin Lee	(303) 819-5337
Grade 2	Mrs. Angie Brewer	(303) 550-7043
Grade 2	Miss. Bethany Rempfer	(720) 217-7017
Grade 3	Mr. Chuck Hart	(303) 659-4954
Grade 3	Mr. Tim Hubach	(303) 654-8219
Grade 4	Mr. John Mumby	(303) 451-0945
Grade 5	Mr. David McWilliams	(720) 685-0751
Grade 6	Mrs. Melissa Cattau	(303) 204-3591
Grade 6	Mr. Jim Zagel	(303) 655-0291
Grade 7	Miss. Becky Hueske	(303) 358-6776
Grade 8	Mrs. Kara Meyer	(720) 685-3054
Music	Mrs. Mary Bell	(303) 659-2427
Reading Aide	Mrs. Linda Grein	(303) 659-2788
Algebra, Computer Lab	Mrs. Julie Heidt	(303) 655-0167
Principal	Mr. Zach Brewer	(303) 550-9648
Bookkeeper	Mrs. Amy Seifert	(303) 659-6580
Secretary	Mrs. Lynne Lillard	(303) 659-9007
ECE Director	Mrs. Marilyn Fingerlin	(303) 655-9909
Band Instructor	Mr. Brent Paulson	(720) 301-2480
Art Teacher	Mrs. Laura Whitmore	(303) 655-9541
Pastor	Rev. Dean Boernke	(303) 659-2689
Pastor	Rev. Brad Klein	(303) 835-2590

Zion Lutheran Church Board of Christian Education

Mr. Rod Clark (Chairperson)	(303) 659-6058
Mrs. Debra Reiling (Secretary)	(303) 655-1948
Mr. Daniel Bargmann	(303) 659-5313
Mrs. Laurie Brinegar	(303) 655-7997
Mr. Andrew Boernke	(303) 659-2689
Mrs. Sadie Hruby	(303) 498-0944

Academic Expectations Grade One through Eight

Since the administration and faculty of Zion Lutheran School have high academic expectations for our students, a grade of an “F” (failure) on a quarterly report card is unacceptable. Below is a list of steps that will be taken in response to a failing quarter grade.

- If a child receives an “F” on a quarterly report card, they are placed on “Academic Probation.” A meeting between the teacher, parent(s), and principal will take place to design a plan for the student to improve.
 - If at midterm of the following quarter the student once again has an “F” in that same subject, the student will be required to seek supplemental instructions (e.g., acquire a tutor, attend Sylvan, or other approved supplemental instruction).
- If a child fails the same subject twice during one academic school year, they will be required to attend and complete a summer school session or approved tutoring for that subject matter before they will be promoted to the next grade level. The summer school must be approved by Zion prior to attending.

Accreditation

Zion Lutheran School is accredited both by the National Lutheran School Accreditation and by the North Central Association. Such approval denotes that a quality educational experience for all students is available at this school. Copies of the accreditation reports are available for review by parents in the school office. Please make arrangements in advance to check a copy out for your review.

Attendance Policy

Because we feel attendance is very important, we encourage all parents to establish prompt and regular habits of attendance for their child when health permits. **If a student is going to be absent, please notify the school office between 7:30am and 8:00am.** If the school is not notified by 8:00am, the school office will attempt to reach the parents. This applies to all students. We discourage parents from taking their child(ren) out of school except when absolutely necessary. If parents know of an absence in advance, their child’s teacher should be informed so make-up work can be arranged. Excessive absenteeism from school has a tendency to cause problems with proper instruction and learning; therefore, any student absent for more than 20 days will be considered for retention.

Tardiness is very disruptive, inconsiderate to the teacher and the rest of the class, and generally impolite. Students are to be in their classrooms by 7:55am and are counted tardy at 8:00am. After their third unexcused tardy in a quarter, students will serve an after school detention the next school day and for every tardy thereafter. Detention begins at 3:00 pm and ends at 3:45 pm. Students who fail to attend detention or who show up late may be given another detention, and will serve them the on the following days. Every tardy will be recorded, even if it is excused by a parent.

Any child who arrives at school after 8:00am, or who leaves before 3:00pm must be “signed in” or “signed out” by his or her parent or guardian.

Pupils are not permitted to leave the school premises during school hours without the knowledge and permission of the teacher, principal and the parent.

Attendance Recording Policy

Attendance will be tracked by one of the following ways...

Full Day Attendance: Students who attend school from 8:00 am – 3:00 pm

Full Day Absence: Students who miss the entire school day

½ Day Absence: Students who miss more than two hours of school

¼ Day Absence: Students who miss less than two hours of school

Tardy: Students who arrive to school after the 8:00am bell, but arrive prior to 10:00am

A student athlete who leaves school early to participate in a Zion sponsored sporting event will not be counted absent. **However, if a sibling is pulled out of school early to attend a game, he/she will be marked as absent for a ¼ of a day.**

A student will be considered tardy if they arrive to their classroom after the 8:00am bell, but prior to 10:00 am. If a student arrives to their classroom after 10:00 am, they will be considered absent for either ¼ or ½ of the day, depending on time of arrival. Every third tardy will result in a detention. **Each detention a student serves as a result of 3 or more tardies, the family’s account will be charged \$10.00.** The tardy detention fee will be charged to the monthly tuition invoice.

Band

Students in grades 4-8 are eligible for band through Zion’s Band Program, taught by a qualified instrumental teacher. Cost and details will be available in the school office in late August. Parents will be charged an additional fee for cost of instruction. Also, parents are in charge of providing their child with the necessary instrument. Arrangements are made through a regional supplier for the convenience of families who wish to take advantage of that service.

Chapel

Chapel services, held weekly on Wednesdays, are an important part of our program at Zion. Chapel serves as a source of spiritual growth and provides an opportunity for joint worship by all who are part of the Zion school family. Parents and guests are encouraged to attend.

Students are encouraged to worship God through Chapel offerings. The offerings will be forwarded to various mission projects through the year. The aim is to help teach the children at an early age to share with others what God has first given them.

Chess Club

Zion sponsors a Chess Club for students in grades 3-8. It meets once a week after school. Chess Club follows the Extra-Curricular Eligibility Rules.

Choirs

All students in grades Preschool through 8 will participate in one of Zion's choirs. These choirs will provide music for worship services, occasionally at nursing homes, and congregational activities. **Performances are a culmination of classroom preparation; therefore, attendance will affect their overall grade.**

Students may also have the opportunity to participate in extra-curricular music programs. The number and type of these programs depends on students' interest and volunteer help. Information on these programs will be available after school begins.

Church Attendance

Church attendance will be taken of all students each Monday morning. All students are encouraged to regularly attend worship in their home congregation. We sincerely hope that as our children grow in their relationship with the Lord they will be developing good worship habits.

Zion church members, because we believe that your family's worship habits have a major impact on your child's spiritual development, our Board of Christian Education adopted a plan assuring your active involvement in worship at Zion Lutheran Church. The policy includes an expectation that Zion families will attend worship at least 50% of the Sundays each semester. This modeling demonstrates to your children the high level of importance God has in your life.

However, Zion Families who fail to meet this expectation will be given notice and will then lose their privileged, subsidized tuition rate. While this may seem like harsh action to take, the spiritual growth of our students and their families is a priority. We cannot fully minister to a family when they are not attending worship regularly. Our relationship with God is a 24 hour-a-day commitment. When a family attends less than two times every four weeks, the parents are sending a message to their children that their religious education is not important. That attitude carries over to the classroom, and is a handicap to their child's walk with God.

In order to provide quality, Christian education, we must charge tuition. However, in an effort to support our families, the congregation will subsidize the tuition of members who meet our expectation for church attendance. As you are aware, there is a price reduction in tuition costs for our members. **We believe the difference between the two rates is compensated through the member's weekly offering.** The Board of Education, in conjunction with the Board of Elders, our Pastor, and Principal, has adopted the following guidelines. Please, review the following statements:

1. The student and his/her parent(s) (or legal guardian) who is a member of Zion Lutheran Church must worship at Zion Lutheran Church 50% of the Sunday mornings or Saturday evenings in each of the fall and spring semesters.
2. Attendance will be determined by the parent's signature in the "Rite of Friendship" folders each week. The parent and student's name must both appear.
3. At the end of the semester all parents who have maintained a 50% or better attendance will remain on the "subsidized tuition rate."
4. Those who did not maintain at least a 50% attendance in Saturday or Sunday worship services will be moved to non-subsidized tuition rates for the following semester. (Note: The second semester of each school year will affect the first semester of the following year.)
5. In order to regain the subsidized rate, the parent(s) and students(s) must return to a 50% or better attendance during the new semester. The rates will be changed at the beginning of the following semester.

We understand that there may be special circumstances which prevent you from meeting these requirements. It is our desire that you make these issues known to us so that provisions might be made. We would be happy to speak to you personally about this expectation. Please, contact a member of the Board of Elders, or the Pastor. Together, under God's grace, may we strive to serve Him and walk in His ways, to the glory of His most holy name.

MEMBERS – ELDERS

2009-2010

Member

Adams – Bokn

Brennan – Dressler

Drexler – Hart

Hays – Knodel

Koeneke – Moreland

Morgan – Rusho

Sawyer – Thaden

Thomas – Zwemke

Elder

**#1 Marcus Gould
303-637-7703**

**#2 John Fingerlin
303-655-9909**

**#3 Mike Wold
303-452-4225**

**#4 Adam Kniss
303-659-2196**

**#5 Willard Timmerman
303-659-7082**

**#6 Sonny Pethan
303-364-2589**

**#7 David McWilliams
720-685-0751**

**#8 David Fitzjohn
303-857-9771**

Communication

Parents if you have a concern with a teacher or other staff member of Zion, you are required to proceed in the following ways to ensure proper communication and resolution of issue(s)...

1. Talk directly to the teacher or staff member about the concern.
2. If after a day or two, the concern is not to the parents' satisfaction, schedule a meeting with the principal. The principal will ensure that all involved meet together to discuss concern.
3. After the above two steps have been followed, and the parents feel the concern is still not properly addressed, **parents may appeal their concern directly to the Board of Education by submitting in writing their request.** In consultation with the Board chair parents may attend the necessary Board meeting.

In our dealings with each other, let us remember the Lord's words in Matthew 18:15ff, "If a brother sins against you, go and show him his fault, just between the two of you. If he listens, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." The prime goal of the staff of Zion Lutheran School is to assist parents in raising Christian children. Our dealings with each other are examples of the Christian life we are trying to teach them.

Curriculum

All subjects taught are related to the Christian and his/her relationship to God. The teachers tie all subjects into the realm of Christian living. Our main purpose, regardless of the subject being taught, is to prepare the children spiritually, mentally, physically, emotionally, and socially for their place in this world and God's kingdom.

Our curriculum includes religion, memory work, reading, mathematics, social studies, science, English, spelling, penmanship, music, art, physical education, health, and Spanish.

Discipline

Standards are the overriding expectations that govern our school. They set the tone for the school and the classroom environment. Standards are broad statements that express the Zion's value system. As such, the standards are an extension of our mission, purpose, and philosophy statements. Our standards apply to everyone: administrator, teacher, parent, and student. When the administrator, teacher, or parent models the standards, the students will learn to apply them to their lives as well. Standards are always in effect and are not negotiable.

As a Christian community empowered by God, Zion Lutheran School will reflect the love of Christ. The following standards, or values, will guide all staff interactions with students and parents. We value:

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|-------------------|----------------|------------------|
| ✚ Compassion | ✚ Courage | ✚ Faith |
| ✚ Forgiveness | ✚ Friendship | ✚ Helpfulness |
| ✚ Honesty | ✚ Kindness | ✚ Loyalty |
| ✚ Patience | ✚ Perseverance | ✚ Responsibility |
| ✚ Self-discipline | | |

Compassion – acts of kindness, sharing, caring, empathy, service, and love.

Courage – acting upon the opportunities to witness our faith, tell someone they are doing wrong, bravely doing what we do not feel we are able to do.

Faith – placing our love and trust in Jesus Christ, who died so that we might live.

Forgiveness – when someone sins against us, drawing on the power of God, we honestly forgive them because Christ first forgave us.

Friendship – when we love our neighbor as our self, friendship leads us to compassion, kindness, and loyalty.

Helpfulness – because Jesus first loved us, we can show others love by being helpful.

Honesty – truth is important. It leads to the trust relationship we all seek with others.

Kindness – like helpfulness, our Lord’s example leads us to be kind to one another.

Loyalty – we place our allegiance and trust first in God, then our parents, teachers, country and school.

Patience – success does not always come on the first try. A willingness to try, try again is important.

Perseverance – when nothing goes easily, we are tempted to quit. Perseverance grows out of patience.

Responsibility – accountability for actions, stewardship of God’s gifts, self-reliance, and good citizenship.

Self-discipline – keeping one’s hands to one’s self, following classroom rules, getting daily assignments completed, and so on.

At Zion Lutheran School we have the opportunity to learn to know the Lord Jesus and live lives that please Him. Students and teachers should encourage each other to this end. A practical guideline for our thoughts, words, and actions is found in God’s Word – love God and our neighbor – this is God’s prescription for our behavior.

Where wrong has been done, forgiveness should be normal procedure among us. We should ask for it and grant it to each other. However, this does not necessarily replace the need for training through disciplinary procedures. Our God is a forgiving God, but He chastens to teach us the seriousness of our sin and to help correct our behavior. We have developed this Discipline Policy to provide guidance and consistency in the handling of discipline throughout the school. All staff members (not just teachers) are allowed to handle misbehavior.

The basic obligation for the discipline and behavior remains with the parents in the environment of the home. The members of the faculty and staff of Zion Lutheran School are not surrogate parents. The function of Zion is to educate the child. Zion Lutheran School will function and act only in light of this basic policy.

At Zion Lutheran School we will endeavor to develop a discipline which is faith directed. That is, doing what is right because as the children of God: obedience first to God’s command is the rule; a child of God obeys because he/she wants to. “If you love Me, keep My commandments” (John 14:15); “By love serve one

another” (Galatians 5:13). At the same time the school will provide competent supervision, guidance, and direction.

Discipline is essential to any learning environment. The school seeks to work within a Christian framework of discipline that strives to teach each child to become self-disciplined. Self-discipline cannot be achieved by merely imposing restrictions upon children. We encourage an atmosphere that will make each child feel important and respected because we believe such an atmosphere will help him/her develop respect for self and others.

This policy was designed to provide for:

1. The Christian growth of each child.
2. The safety and well being of all.
3. A measure of consistency, in that all students and teachers will observe the rules.
4. Timely communication with parents.
5. The recognition of good behavior.
6. A systematic way of dealing with habitual or chronic misbehavior.
7. All staff members (not just teachers) to be able to handle misbehavior.

Our aim is to maintain peace, harmony, and a fruitful learning environment where students can grow in love and self-discipline. We pray the following goals will help us:

1. Assignments will be completed and available at class time.
2. Communication and work will be truthful and honest.
3. Proper respect for others and their property will be shown.
4. Fighting, arguments, put-downs, inappropriate language, and other hurtful and divisive actions are not acceptable.
5. We will be punctual.
6. Other rules as published or announced, including the following general rules, will be obeyed.

General Rules

1. Students are not permitted in the school building or on the grounds prior to 7:30 a.m. nor after 3:15 p.m., unless specific permission is given by a staff member or the student is participating in a school-approved program. Students remaining after 3:15 p.m. will be taken to day care and parents will be charged accordingly.
2. Students must walk their bicycles on the sidewalks around the school and are not to ride them on the parking lot or playground.
3. Students may not leave the school grounds during the school hours without written authorization from parents and/or permission from the principal. The lunch period is closed. Parents must come to the office and sign out any students leaving early.
4. Snowball and rock throwing is strictly forbidden.
5. Students are to be outside during recess time unless specific written request and reason is furnished to the classroom teacher by the parent.
6. Gum, sunflower seeds, candy and the like are not to be brought to school unless the teacher gives specific permission in advance.
7. There is to be no running or jumping in the school halls or playing in the rest rooms.
8. Skateboards and other personal items are not to be brought to school unless the teacher has granted permission in advance.
9. Weapons, drugs, alcohol, and tobacco products are forbidden at school, on the school grounds, or at any school function. This rule applies to any person(s) stepping foot on our property!

10. No gun, illegal item, or device, nor any type of weapon (including toys and replicas) may be brought to school at any time. Threats about or possession of these items on school grounds can lead to immediate suspension, possible legal action, and may result in expulsion, depending on the results of a disciplinary hearing. This rule applies to any person(s) stepping foot on our property!
11. Electronic devices -- No electronic devices may be brought to school or into the classroom without the teacher's prior approval. This rule does not include cell phones. Please see cell phone policy!

The following procedures will be used in handling behavior at Zion Lutheran School:

1. Good behavior

We recognize and appreciate good behavior. We find occasions to thank each other for helpful actions on an individual basis. We also thank God for blessing us with His Holy Spirit so that we indeed can love each other.

2. Missing, late, or incomplete assignments

If a student fails to have an assignment satisfactorily completed and available when due,

The teacher will

- a) Issue a Missing Assignment Notice (blue slip) to inform the parent of the incomplete work.
- b) Work with the student to help him/her overcome the problem and become more responsible for his/her learning.
- c) Change the grade if the student satisfactorily completes the assignment and returns it with the Missing Assignment Notice.
- d) Issue a detention if the student fails to return the Missing Assignment Notice properly signed with the satisfactorily completed assignment the next school day.
- e) Issue a detention after the third missing assignment in any one quarter.

The student will

- a) Take the Missing Assignment Notice home and give it to a parent.
- b) Return the Missing Assignment Notice to school the next school day properly signed with the satisfactorily completed assignment.

The parent will

- a) Sign the Missing Assignment Notice to confirm it has been received.
- b) Contact the teacher if there is some question about the missing assignment.
- c) Work with the student to help him/her understand and complete the assignment.

The principal

- a) May issue an in-school suspension to any student receiving more than three detentions in a quarter.

- b) May work with the students to help them learn the importance of sincere and faithful effort on assignments.
- c) Will work with parents and teachers, as necessary, to search for ways to overcome the problem.

Clarification of Existing Policy Regarding Late Homework

1st late assignment = 1st blue slip to be signed and returned with assignment

2nd late assignment = 2nd blue slip to be signed and returned with assignment

3rd late assignment = 3rd blue slip to be signed and returned with assignment

4th late assignment = 4th blue slip to be signed AND 1st detention (pink slip)

5th late assignment = 5th blue slip to be signed AND 2nd detention (pink slip)

6th late assignment = 6th blue slip to be signed AND 3rd detention (pink slip)

7th late assignment = 7th blue slip to be signed and 4th detention which results in an automatic in-school suspension for one day with mandatory parent, student, and teacher conference. The principal's presence may be requested.

Anti-bullying Policy

Bullying, harassment and intimidation will not be tolerated. Appropriate discipline will be taken. The first offense will result in a detention, the second a parent contact and suspension, the third an expulsion hearing.

1. Misbehavior

A teacher may at his/her discretion use alternative ways of dealing with misbehavior. Alternative ways include, but are not limited to, simple admonition or loss of a recess period. Normally, on the first offense, a child will receive a warning, unless the offense is especially severe. Thereafter, the student may receive a Detention Notice. If further misbehavior occurs that day, the student may be sent to the principal. The principal may send the student home or take other measures at his discretion. Appropriate discipline will be administered as necessary. Corporal punishment will not be used.

2. Detention

The detention period will be held after school, beginning as close to 3:00 p.m. as possible and last until 3:45. The detention will be served on the date written on the notice.

The day prior to the detention, the student will receive a Detention Notice which must be taken home and signed by a parent. If the slip is not properly signed and returned the next school day, the student will not be admitted to his/her classroom until the parent has been contacted and the matter resolved.

If a student causes any disruption during the detention period, the monitor may not sign the notice, and the student will have to return the next school day to serve a detention.

3. Suspension

The following behaviors will result in a suspension and possible expulsion after a disciplinary hearing:

- a) A fourth detention in any one quarter.
- b) Severe, overt disrespect for any staff member.
- c) Setting off a false fire alarm.

Suspension may be either in school or out-of-school at the discretion of the principal.

A suspension means that a student is not permitted to be in the classroom or to rely on a teacher for help in learning. These opportunities have been forfeited by the student's misbehavior and lack of cooperation while in the classroom. Activities done during the time in suspension will be directed by the principal with input from the teacher.

The principal will specify the date when the student is to return to the classroom. At that time we will eagerly welcome the student back provided that:

- a) There has been a parent conference with the principal and/or the teacher regarding the suspension.
- b) The student has fully completed every assignment due during the absence and for the day he returns.
- c) The student is able to demonstrate a more willing and cooperative spirit toward the school and toward his work.

Our hope and prayer is always to help a child develop more Christ-like behavior. A suspension is intended to serve this goal.

6. Expulsion material

Expulsion hearings will be conducted by the Board of Education based upon in-depth investigation by staff for the following behaviors:

- a) Possession or use of tobacco products, alcohol, drugs, pornography, or any other illegal or forbidden products.
- b) Bringing, possessing, or using weapons (or any dangerous materials) of any kind.
- c) Serious and willful destruction of property.
- d) Threats of harm to students or staff.
- e) Continual disruption of the educational process.
- f) Habitual behavior problems.
- g) Excessive unexcused absences.

Dress Code: K-8

To convey our image of a Christian school, being committed to excellence and providing a positive, Christ-centered learning environment, the following dress guide has been established. This guide applies to physical education classes and school-sponsored extra-curricular activities, on and off-site, as well as the classroom.

- ❖ **Shorts may be worn during the entire school year. Shorts MUST be long enough to reach the tip of the child's fingertips when standing with hands to the side. Skirts MUST be no more than 4 inches above the knee.**
- ❖ **Because we have chapel on Wednesdays, Wednesdays are considered "dress-up" days, and therefore shorts are not allowed.**
- ❖ **Clothing made from spandex or like material may not be worn as an outer garment.**
- ❖ **Strapless/backless dresses or blouses, halter tops, tube tops, and bare midriffs are not allowed.**
- ❖ **Tank tops, fishnet, and mesh shirts are not allowed, unless part of an approved uniform.**
- ❖ **Imprinted items that counteract the Christian principles of the school are not considered proper dress, and therefore are not allowed.**
- ❖ **Hats and sunglasses may not be worn in the building.**
- ❖ **No "spaghetti-strap" shoulders on shirts or dresses.**
- ❖ **Safe footwear should be worn at all times so students are not prone to tripping or falling.**
- ❖ **Hair must be neatly groomed, and cut or combed away from the child's eyes. Any unusual hairstyles (Mohawk etc.) will be not be tolerated. Decisions on inappropriate hairstyles will be left at the discretion of the principal.**

If any of the above dress code requirements are broken, consequences are...

1st Offense: Student will receive a warning and a dress code slip, which will need to be signed by a parent and returned to the school office.

2nd Offense: Student will receive a detention, and a dress code slip, which will need to be signed by parent and returned to the school office.

3rd Offense: Student will receive an in-school suspension, and a dress code slip, which will need to be signed by a parent and returned to the school office.

4th Offense: Student will receive a dress code slip, and parents will need to appear before the Board of Education regarding possible expulsion. The Board of Education decision is final.

Dress Code: Preschool

Please dress your preschool child (ren) appropriately for the weather and preschool activities. Dress code issues and decisions are at the discretion of the ECE Director.

Electronic Devices

Electronic devices are not appropriate at school, unless requested by the teacher for a specific educational function. Cell phones are not considered a part of this policy. However, each parent must sign the cell phone policy form.

Emergency Information

Teachers will report sickness or accidents during the school day to parents and the school office as soon as possible. Be sure your child's emergency information is up to date. Report immediately to the school office any change in names, addresses, phone numbers, or doctors. Information on parent's health insurance must also be included on the emergency form.

Enrollment of Students

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

The entrance age for Zion's Kindergarten and for its first grade is the same as the local public school district: Five years old for Kindergarten and six for first grade – before September 15. The entrance age for our Preschool is three before the first day of school.

Application for enrollment will not be considered complete until all records have been received from the previous school, and/or the applicant has been tested and scored appropriately on our Placement Tests.

Students who are accepted are subject to nine weeks probationary period during which time a student's attitude and performance are measured against the school's philosophy and expectation. Any time during this probationary period a student may be dismissed from the program if efforts between staff and parents to resolve a given problem are unsuccessful. Any action of this nature is subject to Board approval.

The following order of priority for admission of new students is used on an as-room-is-available basis.

1. Children whose parents are members of Zion Lutheran Church with students currently enrolled
2. Children of non-member families with children already enrolled
3. Children whose parents are members of Zion Lutheran Church with no children currently enrolled
4. Children whose parents are members of a sister congregation (LCMS)
5. Children of un-churched parents
6. Children whose parents are members of another Christian congregation (non- LCMS)

Parents who are members of no church or who are members of other than Lutheran church bodies and who apply for enrollment of their child in grades K-8 will meet with the school principal in order to clarify the following conditions:

1. Students are encouraged to regularly attend church and Sunday School. They are expected to participate fully in school and church activities directly involving the students.
2. Parents are encouraged to attend Zion's Adult Information Class on the teaching of the Lutheran Church in order to acquaint themselves with the religious instruction to be given their child(ren).
3. Prospective student's health, disciplinary pattern, and mental abilities must be in reasonable conformity to our educational program.
4. Attendance is important. Students with excessive absences may be failed at the discretion of the principal.

Extended Day Care

Zion offers full Day Care as well as before and after school care for children ages 3-14. Before school hours begin at 6:30 a.m. and after school hours are 3:00 - 6:30 p.m. Parents may register for this program on a "regular" or "drop-in" basis by making arrangements with the director. Students may not participate in the program unless they are properly registered.

Extra-Curricular Eligibility

At mid-term and the end of the quarter a student's grades will be assessed in regards to extra-curricular eligibility. If a student receives a grade lower than a "C-" in any one subject, he/she will be ineligible for a period of two weeks. The student will be notified in person of the ineligibility period, which will go into effect as soon as the report cards are sent home.

During this two-week period, the student may not observe or participate in practices. However, he/she may sit with the team during games.

At the end of the two-week period of ineligibility, all the student's subjects will be reevaluated to determine if grades have been raised to eligibility standards. If grades are acceptable, the student may again practice. If grades remain unacceptable, the student will be ineligible for the remainder of the season for athletics, and until the next marking period for other extra-curricular activities.

Extra-Curricular Athletics

Purpose:

1. To develop and promote growth physically, intellectually, emotionally, socially, and spiritually.
2. To provide instruction in the basic skills and techniques of the game.
3. To provide a setting for promoting Christian attitudes about teamwork, leadership, competition, sportsmanship, cooperation and sacrifice.
4. To instill in all of our athletes a feeling of self-worth.

It is our belief that in order to carry out this purpose the following needs to be kept in mind.

- A student's ability should not prohibit us from carrying out our purpose, therefore, the opportunity to play in game situations shall be given to each player. However, at the Varsity level, we do not prescribe an allotted amount of playing time. Playing time is based on several factors; participation in practices, ability, attitude, and size of teams.
- Winning games is not one of our stated purposes, however all other things accomplish, this is a worthy goal.

With this purpose stated and with the above statements in mind the following expectations have been adopted:

Students will:

1. Keep their priorities in order ---- God first, family second, schoolwork third, and then sports.
2. Pledge themselves to the highest attitudes and habits of Christian sportsmanship.
3. Return a permission form and sport's fee to the office before practicing with the team.
4. Maintain eligibility as stated in the eligibility policy.
5. Attend all classes on the day of a game. In regards to special circumstances the athletic director and principal will confer and make a final decision.
6. If eligible, sit with the team at all games regardless of playing status for that particular game.

Coaches will:

1. Provide a positive example in Christian living, including regular church attendance.
2. Provide Christian training in the areas of teamwork, leadership, cooperation, sportsmanship, competition and sacrifice.
3. Encourage athletes to put their best into their efforts and notify them of their failure to do so.
4. Provide athletes and parents with written rules and regulations for the sport.
5. Throughout the season, ensure that each athlete participate in enough meaningful game experience in several games to accomplish the purpose of the athletic program. At the Junior Varsity level, each athlete will play in every regular game and in at least one game of every tournament.
6. In cooperation with the principal suspend athletes when deemed necessary for disciplinary reasons which could include lack of effort at practices. The

length of the suspension will be left to the discretion of the coach and principal. Parents will be notified of all suspensions.

7. Communicate all scheduling and transportation details to parents in writing. This information will be provided in as timely a fashion as possible. Directions to each site are also posted on the school website.

8. Because a coach is responsible for his/her athletes, he/she will provide for supervision of athletes at all practices and games and will arrive at games prior to the athlete's announced arrival time.

9. Keep track of all equipment making sure it arrives at games on time and is returned to school promptly.

10. After practice, check the building before leaving to see that all students have been picked up and that the building is secure.

11. Will attend the sport's meeting for parents and athletes at the beginning of the sport season to explain sports policies and their expectations as coach.

Parents will:

1. Know and support the policies which affect their child's athletic participation and support the coach's implementation of these policies.

2. Encourage their child to put their best effort into their work and will show an interest by attending games when possible.

3. Privately discuss with the coach any concerns which may arise.

4. Provide athletes with a good model of Christian sportsmanship.

5. Provide transportation to away games when possible.

The Athletic Director will hold a parent meeting prior to the beginning of all sports seasons. The purpose of the meeting will be to inform parents and students of the expectations of the sporting team and the calendar of competitions. Sports fees will be collected at the meeting. Students may not practice or participate in any athletic competitions until the parent meeting is held.

Field Trips

At various times during the year, classes will take field trips. These trips are planned, educational excursions into the community and surrounding area. It is our endeavor to broaden the classroom situation with first-hand experience and observation. No child will be permitted to leave school for a planned class trip without a parent's written permission. Parent volunteer drivers are used on most school trips. All drivers must have an approved transportation form on file in the school office. All pupils transported by parents will be required to wear seat belts and/or appropriate booster seats that are required by current state law. Pupils will be expected to share in the expense involved. Participants in school-related activities, such as field trips, must have attended classes on the day of that activity.

Health Policy

The following Health Policy for Zion Lutheran School complies with state immunization laws, medication administration, and health physicals.

Section 1 - Immunization

The State of Colorado has mandated (Rules from the Colorado Board of Health Pertaining to the Immunization of Students Attending School CRS 1989, 23-4-904 (1). that all children shall be immunized against several contagious diseases.

The Colorado Department of Public Health and Environment (CDPHE) regulates schools and provide for changes in requirements. CDPHE sends out updates in the immunization requirements to all Colorado schools yearly and as needed. Zion Lutheran School will comply with all changes as they are issued.

All students will comply with mandatory immunizations by the first day of each new school year. Students will not be allowed to attend class until they are in compliance. Those students who file an exemption in the school office in advance will be admitted. However, in the event of an outbreak, those students with exemptions will be suspended from school until they obtain the proper immunization. Those students who are new to the state or country must obtain the minimum immunization as outlined by CDPHE and brought into compliance with state requirements.

Immunization records must be on file in the school office on the first day of class.

The parents of students without an immunization record on file in the school office will be issued a record of non-compliance and given thirty days to obtain the proper immunizations. If after the thirty-day grace period, the parents have not complied, and Immunization Referral Form will be filed with the state.

Section 2 - Medication Administration

All distribution of medication administered at the school will be recorded in a log book and kept on file at the school.

Medication administered by the school staff shall be kept in a secured and locked cabinet. All medications that are “scheduled controlled substances” must be kept in a locked cabinet.

Appropriate staff members will attend a class on medication administration yearly.

Medication must be brought to the school in the form it is to be given. School staff will not break, crush, or change the form in any way. All medication must be properly labeled with the name of the child, name of the medication, strength, amount to be administered, and the physician’s name.

Instruction for the administration of medication must accompany each medication. Instruction information must include the following: Name of the child, Date medication starts and stops, name of medication, dosage time (s) medication is to be given, and special instructions.

Section 3 - Health physical

- The Colorado Department of Human Services regulates childcare. In the Rules Regulating Child Care Centers, all children in a childcare center (as in our Day Care and Extended Care Center) are required to have a yearly physical. Older children must have a physical every three years. Compliance with this requirement is mandatory for all participating in our Day Care and/or Extended Day Care.

Homework

Students are given opportunities to complete most of their assignments at school. A certain amount of homework is valuable, but a child is not to spend every waking hour on assignments. If your child seems to bring home unusually large homework assignments or ones he does not understand, arrange to discuss the matter with the teacher(s) involved.

Homework is to be done by each student. Parents are not to do their child's homework. A purpose of homework is to aid the child in developing a sense of responsibility for his or her own actions. Parents are not expected to explain or "teach" homework; children should know what they are to do (occasional questions may be expected). It is important that you show interest and concern by frequently checking or discussing schoolwork with your child. Children should prepare this work neatly and accurately and submit their assignments on time.

Students who are absent are responsible for getting their assignments and completing them in a timely fashion. In the junior high grades, late work from absences must be made up within five school days.

Start Daily Rituals to Avoid Hassles with Homework

Many parents have a bedtime routine their children follow. Take a bath. Brush teeth. Tell stories. Exchange hugs and kisses. Just as this helps kids wind down and prepare for sleeping, a homework ritual helps them regroup and prepare for studying. The best rituals are simple. They're predictable and don't require kids to think. They help children get into a habit. Children will eventually take their own steps to prepare to do homework. But until then, it helps to have parents:

- Make an announcement: Let your child know homework time is about to begin. (Most kids do well with five minutes' notice. But some need as much as 30 minutes to make a smooth transition from play to work.)
- Remind your child about ending current activities. "Put your toys away." "Turn off the TV."
- Give reminders about preparing to study. "Clear the table." "Get your books."
- Ignore complaints and attempts to bargain for more free time. Be cheerily silent. Or reduce friction with a silly joke.
- set the stage. Bring a glass of water or school supplies to the table.

Source: *Parents make the difference!* The Parent Institute 2002

Get a Great Start to Make Your Child's Year a Success

How you start the school year will determine how well the rest of the year will go. Teachers, counselors and parents say doing these things helps ensure children get off to a great start:

- Review safety lessons-how to walk to school safely or ride the bus; classroom and school rules for behavior.
- Provide the supplies. Let your child to with you to buy them. This will help him get excited about school.
- Put your child's name on things so they won't get lost.
- Set the scene for homework. Match the environment to your child's work style. Some children need quiet. Others are helped by a little sound-like classical music.
- Start your morning at night. Help your child choose the day's cloths. Pack lunch. Gather homework and sign school papers. Line up breakfast.

- Establish bedtime and homework routines. Pick a time that your child will do homework and go to bed. Then stick to it.
- Don't over schedule your child. Give him time to unwind after school-especially during the first few weeks of adjusting. Make sure he has free time to just play every day.
- Meet your child's teacher. How can you help her? Ask about homework. How can you help your child at home?
- Teach respect by showing respect. Say "please" and "thank you" to your child.
- Be genuinely interested in your child's schoolwork. Ask about school everyday. Ask him to teach you what he's learning.
- Say at least one positive thing to your child each day.
- Insist that your child try hard to be a good student. If school is important to you, it will be important to him.

Source: *Parents make the difference!* The Parent Institute 2002

Suggest Techniques to Help Your Child With Frustration

"It's not that I'm so smart," Albert Einstein said. "It's just that I stay with problems longer."

That's good advice for your child, too. Kids often get frustrated if they can't find the answers right away. They want to give up. Here are some ways to help your child stick with a problem:

- Reread the directions. It's the oldest advice in the world but, it works.
- Set a timer. Tell your child, "Keep at it until the timer rings. Then you can take a little break."
- Talk it out. If your child is stuck, ask her to tell you what she's done. Sometimes, just by talking it out she can figure out what she has to do.
- Work on something else. If your child is stuck on a math problem, have her practice the piano. The answer may come to her while she's thinking about something different.
- Learn some relaxation techniques with your child. Stress levels become high when we get frustrated. Closing your eyes and taking deep breaths, and slowly counting to 10 are a few that work well.

Source: *Parents make the difference!* The Parent Institute 2002

Insurance

All students are required to be covered by health and hospital insurance. It will be the responsibility of the parents to provide this coverage and furnish the needed information on the child's emergency form.

Interscholastic Sports

Zion Lutheran School participates in both boys' and girls' athletic league with other Lutheran schools from the Denver area. League sports included are volleyball, basketball, and soccer. Programs in sports begin in grade five in most instances, but the major emphasis and attention is directed at the seventh and eighth grade level. Each student participating will be assessed a non-refundable fee for each sport. Prior to the beginning of each sport there will be a meeting held with the coaches, parents, and students to familiarize them with the requirements and expectations for participation. Students must have a signed

parental permission slip for each sport returned to the school office prior to practicing or participating in any games.

Library

Volunteer help staffs our library. Students are welcome in the library for studying, using resource materials, or finding a book or magazine to read and enjoy. The library staff will enforce the following rules:

1. A fine of 10 cents per day is charged on late books or magazines; lost or damaged books must be replaced. If your child is sick on the day the book is due, please, send the book and a note to the librarian and no fine will be charged. We will charge 25 cents per day for overdue videos.
2. The librarian may refuse to check books out to a student if he/she has overdue books or fines.
3. No more than two students from each class may be in the library at one time unless the teacher and the librarian have granted special permission.
4. Students are not to use the library when it is not staffed unless a teacher supervises them.
5. Students will not loiter or talk in the library as it is intended to be a quiet place for study.
6. The librarian may remove any student from the library at his/her discretion and, upon doing so, will escort the student to his/her classroom and give the teacher the reason for the student's return.
7. Report cards may be held quarterly for fines and overdue fees that are past due for two or more weeks.

Loss or Damage to School Equipment

Students and/or their parents are responsible for assessments necessary due to damage or loss of textbooks or other similar materials, willful damage to desks or chairs, replacement of athletic team uniforms, and so forth. The school office will issue statements for any such assessed fees.

Lost and Found

During each school year, many students "misplace" various items of clothing and other personal items. While some losses are understandable, lack of a responsible attitude on the part of some Zion students creates many problems for our custodians, who are all too often forced to pick up before they can clean up. Such negligent behavior is not consistent with the school's goal of developing good Christian stewardship habits in its students. Furthermore, many of these lost items remain unclaimed in the lost-and-found area simply because pupils do not bother to look for them.

This situation could be assisted if, first of all, parents would become much more alert to their youngster's missing items and, secondly, see to it that their children's clothing is marked or otherwise labeled. Periodically, unmarked or unclaimed articles will be given to charity.

Lunch Program

Lunches are served to our students each regular full school day. We participate in the USDA Federal Lunch Program. Zion Lutheran School admits students of any race, color, national, or ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

We encourage all students to eat the school lunch. Do not send pop with a lunch. Individual milk may be purchased. Lunch personnel should be informed in writing regarding any medical problems or allergies.

Students may order a lunch each day. We will bill the family at the beginning of the following month for the meals charged. Additionally, students may purchase milk for break time. The break milk can be paid in advance by August 1st. Families may also choose to be billed per month per child for one break milk per day. Costs are available through the school office.

Lutheran High Field Day

A field day is held each spring for all of the Lutheran Schools in the Denver area. Zion School participates, **and students are required to attend.** Classes for preschool through eighth grade will not be held on this day. **Parents are responsible for providing transportation for their child(ren) and they must supervise their child(ren) during field day.** It is not possible for teachers to supervise the students because they are helping with events.

Medication at School

If it is necessary for your child to take any type of medication during the school hours, written directions must be given to the office (this includes aspirin, cough drops, and all other over-the-counter drugs). A doctor's signature must appear on a form granting permission for the distribution of all prescription and non-prescription medications. These forms are available in the school office. (See details under Health Policy – Section 2 in this handbook)

Money Sent to School

Any money sent to the school should always be enclosed in an envelope, with the child's name, grade level, and purpose clearly stated. Please make checks payable to Zion Lutheran School.

Non-discriminatory Policy

Zion Lutheran School will admit students of any race, color, sex or national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Zion Lutheran School does not discriminate on the basis or race, sex, color or national origin in the administration of its programs. In the admission of new students, preference will be given to members of Zion Lutheran Church.

PE Lockers

Lockers are available to students in grades 6-8 for the storage of PE and athletic team equipment only. Students will be assigned locker space (to be shared with one to three other students of the same grade level).

There are locker regulations that must be followed. Students will receive locker information early in the school term. Only locks rented from the school may be used on school lockers.

Physical Education

The physical development of each child is one of the goals of Zion's total educational program. Therefore, all children are expected to participate in their scheduled PE class unless excused, in writing, by a parent or doctor. Notes sent to excuse a pupil from PE class due to injury or sickness should also contain information concerning the duration of the excuse.

Projects-Fund Raising

During the school term, the children may be given the opportunity to participate in a fund raising project sponsored by the PTL. The funds earned from these sales are used for selected projects for the school.

Religion Instruction

Religion classes that expose students to an in-depth study of Holy Scriptures and their moral and ethical implications form an essential part of each school day at Zion. Our goal is to prepare young people for a life of Christian living in Jesus Christ. Classes for grades PK-6 are devoted to Bible stories, Bible teachings and their application to Christian living. In grades 7 & 8, religion class, the traditional "Confirmation" years, address the chief Biblical doctrines as summarized in Luther's Small Catechism. All students are expected to participate in religion classes as they do in other curricular areas, but no requirement is made concerning Lutheran Church membership.

Report Cards

Zion's Report Cards are issued approximately every nine weeks. Two scheduled parent-teacher conferences are held each year. Please, consult your calendar for these dates. Conferences may be set up at any other time mutually agreeable to the parent(s) and teacher(s) involved.

School Hours

Morning Preschool	8:00 - 11:00
Afternoon Preschool	12:00 - 3:00
Morning Kindergarten	8:00 - 11:00
Afternoon Kindergarten	12:00 - 3:00
Grades 1 - 8	8:00 - 3:00

School Fees

The registration fee per student is set by the Board of Christian Education annually and must be paid at the time of registration. This fee includes the art, test, textbook rental, special materials, and workbook package fees.

There is a supported tuition rate for members, **excluding the Preschool tuition**, of Zion Lutheran Church. Members are expected to contribute towards the financial expenses of the Day School operation by their regular church offerings, being aware that the annual cost per pupil continues to increase annually. The current cost is noted on applications for enrollment.

Applicable tuition and registration charges are available at the school office or online at www.brightonzionlutheran.org.

According to the current Board of Christian Education Policy, all invoices are mailed by the first of the month. Payments are due in full by the 15th of the month and a late fee of \$25.00 for amounts due greater than \$100 will be assessed on all accounts not paid in full. **If payment is not paid in full by month's end your student may not be able to return to school until payment has been made.** Please keep your monthly invoices as these serve as your record of tuition, daycare and lunch expenses. We will not be able to duplicate these records for you at the end of the year for tax purposes.

Tuition payments are payable monthly in advance. Failure to maintain a regular remittance without written notice to the Board by way of a signed contract as to when and how finance obligations will be met may be considered as just cause for terminating enrollment. Space for the following school term will not be reserved for students with outstanding fees.

Reimbursement of one-half month's tuition will be made if the student leaves during the first two weeks of the month. No reimbursement will be made if the student leaves during the last two weeks of the month.

Upon acceptance, any withdrawal after registration for the new school year will forfeit the applicable registration fees.

School Pictures

Early in the school year, pictures are taken of students. Parents may purchase pictures under a "prepay" plan but are under no obligation to accept the picture package the student receives, simply return it to the classroom teacher. Zion always schedules a make-up day for students who were absent or for parents who are not satisfied with the original pictures.

Sexual Harassment

Sexual harassment is recognized as a form of sexual discrimination and thus a violation of the laws, which prohibit sex discrimination. Zion Lutheran School shall follow, to the extent feasible, the guidelines set forth in Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

A learning and working environment that is free from sexual harassment shall be maintained. Staff members or students who sexually harass other staff members or students or who retaliate against anyone who reports sexual harassment shall be subject to disciplinary action.

Telephone

The school telephone lines are reserved for school business and are to be used by students in emergency situations only. Permission to use the school phones must be obtained from a member of the teaching staff.

Messages received in the office during school hours will be relayed to the pupils and teachers as necessary. Teachers will return calls when they are free from

class or supervisory assignment. Students may respond to calls during classes only in case of emergency.

Cell Phone Policy

Student cell phones must be turned off and remain in the student's backpack at all times and may not be used anywhere on the school premises during school hours. Inappropriate use will result in...

1st offense: Cell phone will be taken by staff member and a parent must pick it up in the school office. **Student will receive a detention!**

2nd offense: Cell phone will be taken again by staff member and parent must pick it up in the school office. **Student will receive an in-school suspension. Student will also lose privilege of having a cell phone at school for remainder of school year.**

Testing Program

During the year, Zion's students, in grades K-8, participate in the Iowa Test of Basic Skills and the Cognitive Abilities Test (Grades 3-8), nationwide standardized testing programs. The individual student's test results will be shared with parents. Other standardized tests may be given as needed.

Traditions: Junior High

The seventh grade class is responsible for providing the cookies, decorations, and the reception for graduation. These responsibilities require parental participation.

The eighth grade class is responsible for the concession stand during all home sporting events. This responsibility requires parental participation. This stand helps them to earn funds for their class trip and their class gift.

Transportation

Zion does not operate a school bus. Please, contact the school office if you need assistance in joining or forming a driving pool. Teachers and school office should always be made aware of a change in plans regarding pick-up of students.

Drivers transporting students in grades PK - 8 are to pick-up and drop-off students at the east-facing parking area. To facilitate the flow of traffic in the east-facing parking area, please, use the southeast-facing driveway for entrance and exit. The northeast-facing driveway (closest to the church) is not available during school hours. A traffic flow diagram is available on the school's website.

All bikes should be parked and locked in the bike racks south of the school building.

Tuition and Registration Fees

Tuition is charged to all school families. Because Zion church members are expected to provide financial support regularly to the church to support church operations of which the school is a major part, they are charged a reduced tuition. It is expected that church members will respond and contribute willingly as a matter of Christian stewardship.

It is imperative that sufficient funding be available to support the quality program of Christian education provided at Zion Lutheran School. Tuition and Registration fees, along with support from the general fund of Zion Lutheran Church, are intended to supply the need.

Tuition will be set at a rate determined by the Board of Christian Education. Since Zion Lutheran School is seen as a ministry of our church, the tuition collected from families in no way reflects the current costs per student.

Tuition payments are payable monthly in advance. Failure to maintain a regular remittance without written notice to the Board by way of a signed contract as to when and how financial obligations will be met may be considered as just cause for terminating enrollment. Space for the following school term will not be reserved for students with outstanding fees.

The due date for payment of a school invoice is the 15th of the month of billing. A late fee of \$25.00 will be added for payment after this date. If payment is not received by the last school day of the month, the student may not be allowed to attend school until the bill is paid.

Reimbursement of one-half month's tuition will be made if the student leaves during the first two weeks of the month. No reimbursement will be made if the student leaves during the last two weeks of the month.

Registration fees for the next school year are due and payable at the time of registration set annually by the school office. A family may opt to split the registration cost, paying half on Registration Day, and half by June 30th.

Tuition Assistance

Enrolled school families who are in need of tuition assistance are invited to come to the school office to learn about the process and obtain forms.

Visitor Policy

A. General Requirements for Visitors to Schools:

1. A visitor is defined as any person seeking to enter the school building who is not an employee of the school or a student currently enrolled in that building.
2. All visitors (*including delivery personnel*) shall report to the school office when arriving and leaving the school premises during school hours. This will include dropping off and picking up of all students, the only exception will be the preschool/daycare parents that present the dedicated "PK" pass. **All** visitors shall be requested to wear an appropriate form of identification when on school premises.

- a. A “PK” pass is a designated pre-authorized identification card that will be issued by the ECE Director to each preschool/daycare student’s family.
 - b. All preschool/daycare parents/guardians will need to sign their student in/out at the ECE designated location per the State of Colorado regulations.
 - c. If a “PK” pass is lost, the parent/guardian will need to sign in/out at the school office until a new “PK” pass is issued by the ECE Director.
3. Whenever possible, visitors should obtain authorization from the Principal in advance. At the discretion of the Principal or ECE Director, such prior authorization may be required.
 4. Visits may be prohibited at certain times such as during standardized testing or other student assessments are being conducted and any other times deemed necessary by the Principal or ECE Director.
 5. If conflicts occur because of the number of visitor requests or other circumstances, parents of currently enrolled students will generally be given preference.
 6. All school visitors must comply at all times with Board of Education policies, administrative rules and school regulations.
- B. Special Situations**
1. Both custodial and non-custodial parents of Zion student have rights to visit the child’s school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.
 2. When a Zion family experiences divorce or separation, it is necessary for the Principal and/or ECE director to obtain a copy of the court orders regarding custody and visitation in any case that restricts one parent’s rights to see or be in contact with the student. Without legal paperwork in hand, the school has no authority to remove a parent from the premises or to refuse a parent’s access to his or her child. If any conflict arises, the Brighton Police Department will be contacted immediately.
 3. The Principal and ECE Director have the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the education program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

For a complete copy of the Board of Christian Education Visitor Policy please contact the school office.

Weather

Generally, we follow the Brighton Public Schools in deciding whether to close school due to bad weather. If it is necessary to close school because of bad weather or other emergency, this information will be given to Radio Station KOA (850) and Channel 9/KUSA for repeated broadcasting after 6:45 a.m.

When weather is bad or doubtful and we decide to stay open, the final decision for bringing your child to school or keeping him/her home is yours. **Non-attendance when school is in session is an absence, weather or not, unless school is cancelled.**