



# Zion Lutheran School Family Handbook

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## **Zion Lutheran Church and School Mission**

The mission of Zion is to nurture and expand God's family as we proclaim Jesus Christ, who restores the broken, and leads us to reach into our community with acts of love and service.

- We welcome what is real.
- We cherish children.
- We learn at all ages because following Jesus is a journey, not a destination.
- We believe faith does.

## **Zion Lutheran School Mission**

Ministering to families in Jesus' love while embracing, equipping, and enhancing each child's gifts for acts of service.

## **Zion Lutheran School Core Values**

- Faith in Jesus
- Developmentally Appropriate Learning
- Service to Others
- Relationship Building
- Daily Forgiveness & Mercy

# **Philosophy of Learning and Instruction**

Learning and Instruction at Zion...

- are faith based.
- enable students to be active in their learning.
- recognize and celebrate individual differences and creativity.
- encourage growth of the whole child.
- create a collaborative process among teachers, students, families, and the world.
- focus on both content and skills.

Zion Lutheran School assists the home in meeting the basic needs of children by encouraging students to:

## **Grow in their relationship with God by:**

- increasing knowledge of the Triune God as Creator, Ruler and Preserver of all
- trusting in Jesus Christ as Savior and Lord
- confessing that all are sinful by nature and are in need of forgiveness
- being spiritually fed through worship, prayer and the sacraments

## **Develop individual academic excellence by:**

- recognizing and celebrate individual differences and creativity
- enabling students to be active in their learning
- fostering a challenging environment; while also nurturing through individual success

## **Develop their relationships with others by:**

- recognizing all people to be God's creation and showing proper respect, courtesy and consideration for others' rights and welfare in accord with God's will and Word
- respecting parents and those in authority as God's representatives and learning the importance of submitting to Christ as the Head of the family
- developing an active concern for spiritual and material welfare of all people through service
- respecting government as God-ordained and appreciating both the privilege and responsibility of Christian citizenship in our country
- providing Christ-centered discipline with love, logic, forgiveness, and compassion through the Law and Gospel

## What Lutherans Believe

**Man, God's highest earthly creation, was created perfectly, a rational and moral being who is responsible to God.**

Man, created with a free will, chose to sin and thus became alienated from God. Pain, sorrow, temporal and eternal death and sin are results of original sin. Man is unable to save himself and is destined to eternal damnation.

**God loved man so much (John 3:16) that He sent His only Son, Jesus, whose life, suffering and death and resurrection completely atoned for all man's sin. The Holy Spirit regenerates man to faith in the resurrected Jesus Christ through Word and Sacrament. Life in heaven is promised to all who believe that Jesus Christ is their Savior by faith.**

**Having experienced God's love and forgiveness, man receives the capacity to love and reflects this by loving, serving and forgiving his fellowmen.**

## History



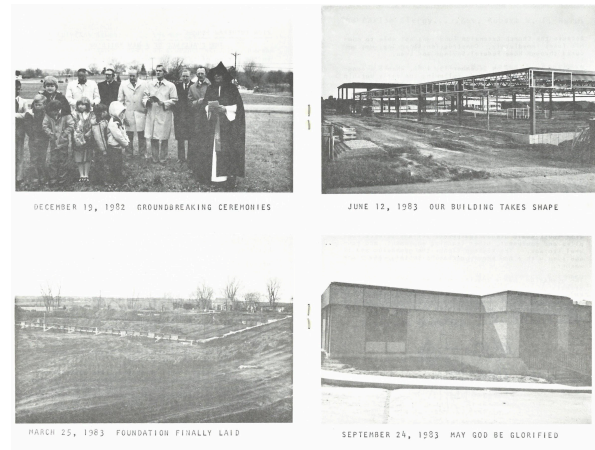
Zion Lutheran School was established in 1851 as a branch school of Immanuel Lutheran Church in St. Charles, only two years after Immanuel was established. Those early Lutherans demonstrated the commitment for Lutheran education through a Lutheran Day School. By 1884, the population in the Harvester (St. Charles) area grew enough to incorporate a separate congregation. Zion continued operating the school through the congregation.

The church and school remained a rural parish throughout the first half of the twentieth century. As the Harvester area experienced growth with families moving to suburban St. Charles County, the school and congregation grew as well. In 1983, Zion constructed a new ten-room school building as a culmination of several years of planning and funding. Enrollment of the school grew so rapidly in the mid 1980's that three former buildings were utilized to accommodate the growth in student population. Enrollment in the 1990's had steadily increased from 400 to 480 students. During the 2001-2002 school year, Zion families celebrated the school's 150<sup>th</sup>

Anniversary. Zion's facilities are rapidly changing as the Sonshine Center was dedicated in August, 2001 and now holds some of the early childhood classes. The preparation for Phase I of "Building on God's Blessings" continued throughout the summer of 2003. The members of Zion Lutheran Church and School celebrated the opening of our new Sanctuary on August 17, 2003.

The Sanctuary was dedicated on December 21, 2003. Other recent additions have been the renovation of the Junior High building in the summer of 2013 and the addition of our new Early Childhood wing made up of 7 new classrooms that was completed in July of 2014.

As the demographics of the St. Charles area continue to change, as well as the landscape on our own site, we anticipate and plan for many changes at Zion Lutheran Church and School; however, one pledge remains constant and will not change. That is to provide a Christ-centered curriculum and program that assists students in their relationships with God, with others and with themselves.



## Responsibilities of the Home

**In training children, parents always occupy the first level of responsibility and influence. The church and school can only provide assistance and should never be considered a substitute for home instruction. Zion asks for the following commitment and support from our school families:**

1. **Pray** - The power of prayer is amazing. We ask families to pray for each other, the students, the faculty and staff of Zion. Often, Lutheran Schools form prayer groups to specifically pray for school communities.
2. **Regular Attendance in Worship and Bible Class** - Parents of Zion students are encouraged to worship and partake of the Sacraments regularly. Parents and students should be active in Bible study and Sunday School. We ask families to put into practice those teachings of the church and school. God wants his people to worship together in fellowship. God speaks to us through His Word and instructs us to instruct his children (Mark 10:14, John 21:15, and Matthew 18:5.) Zion also encourages home devotional time and home Bible study.
3. **Regular Attendance in School** - Parents should assist their children in regular school attendance and should make every effort to bring their children to school on time.
4. **Responsibility of Finances** - Zion's congregation does not expect the school to be self-supported and financially supplements approximately 25% of the school's budget. Parents attending Zion Lutheran Church should respond to the privilege of attending our Lutheran school by contributing to the church in accordance to good stewardship practices, including time, talent and treasures.
5. **Supervise and Ensure Completed Homework** - Parents can aid children in developing a sense of responsibility by helping with organizational skills. Plan to take part in your child's learning by asking about lessons and assigned work. Supervising homework and assisting with homework are two different actions. Students should be completing homework assignments.
6. **Communicate** - Good communication between home and school is vital for effective education for our students. Parents are responsible for communicating information to the school office and to the teachers.
7. **Model Expected Behavior** - We ask parents and families to support school policies and expectations when on Zion's campus and when attending school sponsored activities (i.e., field trips, athletic events, assemblies, etc.) Students, staff and families should strive for consistency in language, behavior and dress that reflect the mission and philosophy of Zion. When home and school work together to model expectations, a more effective overall education can be provided.

# Handbook Outline

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# PROGRAMS, POLICIES, PROCEDURES

## **ABSENCES/ATTENDANCE**

Attendance is crucial to the success of a student. Regular and punctual attendance is expected of all students. While it is understood that absence from school is sometimes necessary, every effort should be made to keep absences to a minimum. If a student must be absent from school, it is the responsibility of the parent to notify the teacher (by 10am for homework to be picked up).

Students will be marked tardy for the day if they arrive after 8:00 but before 9:00 a.m. Students will be marked ½ day absent if they arrive after 9:00 a.m. or leave any portion of the day prior to 3:00 p.m.

### **Tardy**

Students are required to stop in at the school office and electronically check in when arriving after 8:00 a.m.

Grades 1-8:

- 5 tardies in a quarter—Teacher will contact home
- 10 tardies in a quarter—Administration will contact home

### **Leaving Early**

If a student must leave prior to 3:00pm, a parent or parent designee must first report to the school office to check the student out electronically. If returning prior to 3:00 pm, students are to report to the school office and electronically check in.

### **Absences, Excessive**

The classroom teacher may schedule and hold a parent conference when a student has been absent ten (10) days during the school year if prior contact has not been made. After twenty (20) absences the principal will meet with parents and has the authority to require written verification for all future absences. Thirty (30) days of absence during one school year may result in retention of the student.

### **Absence Related Homework**

During a student's absence, a record of class assignments along with the necessary materials will be kept each day. This record, along with the books and materials needed, will be available in the office foyer upon request immediately after school (**not prior to 3:00 p.m.**). A parent should make every effort to pick up daily assignments or make arrangements to have them picked up if possible. Parents need to email teachers by 10am if they would like work to be ready for them.

In general, when students return they should have prepared as a minimum the lessons due the first day of their absence. All lessons should be made up within the same number of school days as were missed, up to three school days. In special circumstances a parent may request a teacher or administrator to consider an extension.

Prior to a planned absence, a parent may request advance assignments with the understanding that these assignments may not yet be available. Assignments that have been provided in advance are due on the day the student returns; otherwise the assignment is subject to late-work penalties.

## **ACADEMICS**

Zion strives to meet the individual needs of students on both ends of the spectrum. Faculty members offer enrichment and advanced classes or activities, while also offering resource and special education assistance. Academics meet and often exceed the state of Missouri requirements. Zion students consistently score well on national achievement tests and high school placement tests.

## **ACADEMIC INTEGRITY**

All work submitted for academic evaluation must be the original work of the student. We understand that outside academic resources are used to create one's work and must be cited appropriately per the teachers directions.

The use of any AI tools may be used only under the specific direction or permission of the teacher. Any material submitted with the use of AI per the teachers instructions must meet the specific criteria provided by the teacher or else is considered to be plagiarism.

## **ACCREDITATION**

Zion Lutheran School is accredited by the National Lutheran Schools Accreditation of the Lutheran Church - Missouri Synod. Zion also holds Non-Public School Accreditation from the State of Missouri.

## **AFTER-SCHOOL CARE**

After-school care is available and operated from 3:00 - 6 p.m. for students in ELP through eighth grades, and includes planned activities, supervised work time, playtime and snacks. Students are required to be signed into the program by After-School Care staff and out of the program by the parent or parent designee. Fees for these programs are set and reviewed annually. Parents must pick up and leave with their children by 6 p.m. each day. Parents arriving after 6 p.m. will be assessed a late fee every 15-minutes leading up to arrival.

## **ARRIVAL/DISMISSAL PROCEDURES**

### **Arrival Procedures**

Students are not permitted to arrive prior to 7:00 a.m.

### **Early Room Arrival 7:00-7:45 AM**

- **Sonshine Building** (ELP - Preschool)
- **Elementary Building until 7:30** (Kindergarten - 8th Grade)
- **Jr. High Building after 7:30 AM** (6th - 8th Grade)

### **Dropping off Junior High building students (2 options):**

1. Drop off on the church side of the building and students will enter the front doors on the church side. Drivers may exit property by driving in front of church and out the two-lane west exit.
2. Drop off on the cemetery side of the building with students walking up the steps to enter the building. Drivers then exit next to the Main School building and out the two-lane west exit. Use this process if you have Junior High and Main School students.

### **Dropping off a student in main school building:**

1. Drop off students next to the main school building, having student exit car on the left (school) side only.
2. Please pull up in line as far as you can to allow for more cars to drop off students



behind you.

### **Dropping off a student at Sonshine Center or Early Childhood Wing:**

Drop off time 7:45 AM - 8 AM (EC wing doors will lock at 8:15, late arrivals will need to check-in at the school office)

1. All children must be escorted to classrooms by an adult
2. Please refrain from using the Arthur Bryan Building for parking.

### **Dismissal Procedures**

The playground area will be chained off during the school day. At 2:50 p.m. the chain will be moved and you will be able to drive around the cemetery side of the Junior High and take your place in one of 3-4 lanes.

**We ask that you use our standard procedure of lining up next to the Junior High, shut your vehicle off** and wait for the teachers to walk the kids by the cars. If it starts to rain during the pick-up time, normal dismissal will occur. If severe weather occurs during pick-up times, students will not be dismissed to the outside area.

**If you have an early appointment, you may park in front of the church or school in a designated spot, get out of your car, pick up your child at the side door of school when the teacher brings the class out,** and then walk to your car with child in hand and exit the property when ready. Parents must meet their child at the side door to pick them up. It is unsafe for our children to walk to cars parked in the front parking lot without an adult holding their hand.

### **If you have a Main School and Junior High Student:**

1. Follow dismissal procedure from above utilizing the 4 lanes for designated pick up.
2. Students not in cars will be taken to the side to wait with their teacher for the second wave. Students will not be allowed to move toward their cars until after all the cars have stopped for the second wave.
3. A warning whistle is blown before any cars are allowed to move. Please try to stay close to your vehicle and keep the students in the vehicle as soon as they get there so cars may exit immediately after the whistle blows.

Students not in cars will be taken to after school care at 3:10pm.

### **Half-Day Kindergarten Pick-up:**

Please park at the Sonshine Center and pick your student up from the doors at the end of the early childhood wing.

### **Sonshine Center or Preschool student:**

**ELP Pickup Time - 2:45 PM      Preschool Pickup Time - Staggered 2:50-3:00 PM**

1. Park in the Sonshine Center lot, get out of the car and wait within the cones area
2. Preschool students will be picked up from the sidewalks
3. Teachers will dismiss students when they see their pickup person.
4. Take your child's hand as you walk to the car.
5. Be careful when you back out of the parking spots.
6. Siblings of Sonshine Center students will need to be picked up in the main school parking lot.

### **Junior High Students:**

1. If your only student is in the Junior High you may park on the church side of the Junior High building and pick up your student there.
2. You may exit the property by the two-lane west exit when you are ready to go. Do not try to back out into the traffic that is lining up for the regular pick up process.

Thank you for your support and cooperation with the parking procedures. **Safety of our children is everyone's number one concern.** When all cars follow the guidelines, our students can get to their cars safely and cars can get off the lot efficiently.

### **ASBESTOS**

Asbestos inspections are required by the state of Missouri. Zion has adhered to all testing schedules since the Asbestos Hazard Emergency Response Act was signed into law in 1986. The law requires all schools to be inspected for friable and non-friable asbestos, develop asbestos management plans and implement response actions. More information can be acquired through our school office.

### **ATHLETICS/INTERSCHOLASTIC SPORTS**

Zion offers a program of interscholastic athletic activities including boys and girls volleyball, coed soccer, girls and boys basketball, cross country, academic team, cheerleading and track. Students in grades five through eight may participate. Practices and games are held after school and in the evenings. An athletic fee is charged to students who participate in interscholastic sports. A physical exam is required annually for all students participating in Zion athletics. Physicals last a calendar year before expiring. Students must remain academically eligible to participate in interscholastic sports.

### **AWARDS**

An end of the year awards ceremony is held during the closing chapel. Awards are given for the following:

- high honor roll (6-8)
- honor roll (6-8)
- Presidential Academic Awards (5<sup>th</sup> and 8<sup>th</sup> grade only)
- one Art Award per class (5-8)
- one Vocal Musical Award per class (5-8)
- one Instrumental Music Award per class (5-8)
- one Melinda Steinbacher Character Award (4th-6th)
- Athletics gives out the Bobcat Award and Christian Athlete of the Year Award

### **BACKGROUND CHECKS**

No person shall be employed by the Congregation or Church Leadership council without a clear criminal records check, coupled with a clear check of the National Criminal and Sex Offenders DataBase and/or other checks deemed appropriate by Zion.

Zion church/school maintains policies addressing safety issues and procedures designed to inform staff and volunteers who have supervisory responsibility for children and youth.

This policy is effective June 1, 2007 and is applicable after that date.

#### **Evaluation of Background Checks**

When background checks are completed, the results shall be reviewed by the Senior Pastor, Business Manager, and the Ministry Area Leader who is responsible for the ministry in which the employee or volunteer is to serve. Questions about the results shall be directed to the employee or volunteer in a confidential manner and a decision whether to exclude the individual from service shall be made by the Senior Pastor and Ministry Area Leaders.

Areas for consideration when evaluating background check results shall include: Evidence of drug involvement, evidence of criminal activity, alcohol related offenses, inappropriate sexual behaviors or abuses, and repeated driving offenses. Mitigating circumstances shall be considered in the evaluation such as the length of time since

the offense(s) occurred, individual good faith efforts made to rectify situations or conditions, unusual facts or circumstances surrounding the offense, patterns or lack thereof of the offensive behavior, treatments or interventions undergone by the individual to rectify the behavior, and the level of threat the offense represents to the children or youth involved in the activity.

### **Zion Employees**

Background checks will be repeated on those individuals who are employed by the congregation while they maintain continuous service to the congregation.

### **Field Trip Drivers**

At the beginning of each school year, teachers who plan field trips for their classes shall solicit volunteers to serve as drivers for such trips. Background checks will be completed on these drivers to assure that they have clear driving records and no record of child abuse. Volunteers will be asked to pay a fee to cover the expense of such a check. This check shall be repeated each year for all volunteer drivers.

### **BIRTHDAY TREATS**

- Birthday treats may only be brought in if on the Approved Birthday Treat list provided on Sycamore
- ELP-2nd grade teachers have the choice of not doing birthday treats (food), but instead offering another way to celebrate student birthdays
  - This is due to the age of students and the “more likely than” to not fully know what they can and cannot eat
- 3rd-8th will distribute birthday treats if brought in from the approved list for students to celebrate
  - Frozen items may be stored in the church, school, or office freezers
  - If needed a student may come to the office for someone to help grab frozen treats to be brought back to the classroom

### **BIRTHDAY INVITATIONS**

Zion Lutheran School asks that parents or teachers not distribute party invitations through the classroom unless every student or at least every student of the same gender has been invited to the party.

### **CALENDAR**

A school calendar is issued at the beginning of each school year. The state of Missouri requires 174 school days (and 1044 hours. Zion exceeds that requirement. Zion holds classes on a traditional calendar school year (mid-August to late May). A school calendar can be found on our student information system (Sycamore) and/or school website. Please make arrangements for the various early dismissals that are scheduled.

### **CELL PHONE USAGE**

Since emergency and necessary phone service is available to Zion students during the school day and at activities, all Zion students are discouraged from carrying cell phones on campus. Any students displaying, receiving calls, text messages, or using the cell phone in any manner will forfeit the phone until a parent retrieves it from the school office. Repeated inappropriate use of a cell phone may require action by the Discipline Committee.

**Smart Watches** will be treated as cell phones when it comes to expectations and disciplinary behavior.

### **CHAPEL**

Students in grades 1 thru 8 have chapel once a week. Eighth graders serve as worship assistants. ELP, Preschool, and kindergarten classes hold an early childhood chapel service

once a week, on alternating days.

### **CHAPEL OFFERINGS**

We hope this weekly tradition will encourage life-long faithful stewardship. Offerings are given to general funds of the church as well as specific designated charities and programs. Typically, we alternate between local and global designations of chapel offerings each school year.

### **CHURCH ATTENDANCE POLICY**

To qualify for a member rate tuition discount, member families must be active in the life of the congregation by being regularly present in worship. It is our expectation that for those families receiving the member rate tuition discount, every family member is in worship each Sunday unless they are sick or out-of-town. To maintain a discount, member families must, at a minimum, demonstrate a pattern of “faithful attendance.” “Faithful attendance” in worship is defined as:

At least one member of the school family needs to be in attendance for at least 50% of the weekly church services for a given sixth month review period.

- Example 1: A father and son attend 16 out of 26 Sundays (62%), while a mom and daughter only attended 12 out of 26 Sundays (46%) due to the daughter having several out-of-town weekend sports tournaments—the family would maintain their discount.
- Example 2: A mother has only half-time custody of her two school children. She is present 20 out of 26 Sundays (77%), but only has her children with her a maximum of 13 of those weekends. Her two children are in worship 10 out of 26 Sundays (38%) because the children were sick for three of the weekends they could have attended with her—the family would maintain their discount.
- Example 3: A mother is present in worship 12 out of 26 Sundays (46%), the father is present 10 out of 26 Sundays (38%), and both children are present 11 out of 26 Sundays (42%)—the family would be moved to the community rate as no single family member demonstrated faithful worship during that sixth-month period. The member rate discount would be reinstated after a future review period once faithful attendance is again demonstrated.

Church attendance is assessed bi-annually in January and July for the six-month prior period of July through December, and January through June, respectively. Attendance is tracked by attendance cards in the pew racks that are filled out by families, collected by the ushers each Sunday during the offering, and entered into a congregational database for historical record-keeping. It is very important that each family complete the attendance cards each week they are in worship.

If there is a family situation or other issue that is creating difficulty for anyone in attending church on a regular basis, then these individual circumstances can most assuredly be addressed on a one-on-one basis with a Pastor, School Principal or Church Leadership Council in order to work out a suitable arrangement for all involved. The intent is to include, not exclude members from the discounted tuition rate.

### **CLASS SIZE**

Class sizes will be limited in order to provide an effective learning environment for children as well as workable teaching assignments for the faculty. Enrollments in a classroom taught by one teacher will be limited as follows:

- ELP (18mo-3 years old), 12-15; 1:4 ratio
- Preschool 3s & 4s half day & full day preschool, 15-16; 1:8 ratio
- Grades K-3, 22; however, additional Zion students may be enrolled up to 25
- Grades 4-8, 22; however, additional Zion students may be enrolled up to 25

### **CLOSINGS, SCHOOL**

School closings will be announced via email, Facebook, text and on local TV stations: 4 (CBS), 5

(NBC) and 30 (ABC). Our school name will be listed as *ZION LUTHERAN - HARVESTER*. Rarely will Zion close school during the day when inclement weather occurs after the opening of school; however, families are certainly allowed to pick up students early on bad weather days (although, it will be counted as an absence unless Zion “officially” closes.)

## **COUNSELOR**

The school counseling program aims to provide a preventative and proactive approach that addresses the social/emotional, academic, and career development of all students in a safe and nurturing environment. The school counselor works with students, faculty and parents to empower student growth and build skills for life-long learning. The school counselor will provide services including individual counseling, small group sessions, classroom lessons, responsive services, crisis interventions, and referrals to outside agencies. School counseling is a regular education service provided by the school, so parental permission is not required for the counselor to meet with a student.

## **CURRICULUM**

The curriculum of Zion Lutheran School meets the requirements of the state of Missouri and adheres to many national standards. The curriculum also provides extensive training in Bible history, doctrine, worship and memorization. As part of the National Lutheran Schools Accreditation (NLSA) process, Zion has developed a written curriculum for each subject area. Specific curricular areas are reviewed and revised each school year.

## **DETENTION**

**Noon detentions** are held for junior high students obtaining two infractions within a day. These infractions may include, but are not limited to missing/late work, inappropriate behavior, tardiness, and lack of preparedness for a class period.

**After-school detentions** (3:15-4pm), may occur when the teacher/administration deem it necessary.

If a severe discipline issue arises with a junior high student, the teacher directly involved will consult administration and a minimum of one other junior high teacher to determine appropriate action to allow for immediate attention to the situation, which may include in-school or out of school suspension. If further disciplinary action is required, the Discipline Committee will be enacted.

## **DISCIPLINE**

### **Introduction**

Zion believes that students will not disrupt the learning of other students. In fact, students will show character in making learning a high priority in their lives and throughout their lives. Teachers and administration will hold students accountable for their behavior on school grounds and at school related activities.

We therefore commit ourselves to a cooperative effort with parents to provide an atmosphere conducive to producing the following:

1. Students who demonstrate their faith in Christ through words and actions.
2. Students who exhibit pride in their school, in their learning and accomplishments of other students and faculty.
3. Students who know and obey rules and decisions of those in authority.
4. Students who are accountable for their own actions and realize that with privilege requires responsible behavior.

### **Discipline Policy**

## **A. Consequence of Misconduct**

Students forfeit their privilege to daily participation at Zion Lutheran School if the continued presence in school will be of no substantial benefit to them or proves threatening to the health, morals, welfare or education of other students.

### **Consequences of misconduct include, but are not limited to, the following:**

1. Counseling of students and verbal guidance from school authorities.
2. Loss of privileges.
3. After-school detentions.
4. Intervention plan (worked out with parent, student, teacher and administration.)
5. In-school suspension.
5. Out-of-school suspension (1-5 days).
6. Long-term suspension (6-20 days).
  - a. Homework for days of suspension will be provided to the student.
  - b. Homework is to be scored one full grade lower than earned
  - c. Homework is due the first day of return to school.
  - d. Tests scheduled during the suspension are handled at the discretion of the teacher.
7. Expulsion from school.

### **Zion's students are expected to:**

1. Treat all people in a kind, loving, and Christian manner.
2. Respect and obey all school and church authorities.
3. Respect school property, church property, personal property and the property of others.
4. Respect others ability to learn.
5. Demonstrate honesty and integrity in the completion of their schoolwork.

## **B. Specific Rules**

1. Fighting is not tolerated. The safety of our students is our number one concern:
  - a. Students in grades 5th and below who fight will be given one warning; if fighting occurs again, they will be suspended from school for a minimum of one day. Other discipline measures administered by school authorities as deemed appropriate. Parents will be contacted any time any fighting occurs.
  - b. Students in grades 6th-8th who are involved in fighting will be suspended from school for a minimum one day. Other discipline will be administered by school authorities as deemed appropriate.
2. Threatening, name-calling, harassing and bullying of students or staff is forbidden;
  - a. Disparaging comments on social media, digital or internet platforms of any kind will be taken seriously if such comments disrupt the school day in any way, and are detrimental to the welfare of others.
3. Threats with weapons or violence not permitted:
  - a. It is very important that students realize that casual references to weapons and/or threats of weapons or violence is not acceptable and will be taken seriously by school authorities.
  - b. Any form of a weapon is not permitted at school functions or on school grounds. This includes pocket knives and any common items that might be used as a weapon.
4. Drugs and Alcohol
  - a. The possession, use or distribution of alcohol, drugs or any type (other than taking one's own prescription medication), or drug paraphernalia at school or at any school sponsored activity is strictly forbidden and will generally

- result in suspension or expulsion.
- b. When the local state and federal laws are broken on campus the authorities will be notified and the infraction will then be turned over to the authorities.
  - c. When off campus conduct disrupts the daily activities of school, authorities may be contacted, such conduct will be treated as on campus infractions, and will be addressed according to the discipline policy.
- 5. Swearing and using God's name in vain is not permitted.
  - 6. Damage or stealing of any property is not permitted.
  - 7. Students may not sell items at school.
  - 8. Students are not permitted to leave school property without adult supervision.
  - 9. Outside technology is not permitted during the school day unless approved by the teacher. a. Examples: Phones, tablets, iPads, etc.
    - a. Watches are permitted unless they become a distraction.
  - 10. Gum chewing is not permitted during the school day.

### **C. Procedures dealing with misbehavior\_(also see consequences of misconduct.)**

- 1. Teachers and staff will give Christian counsel and guidance, attempting to resolve the problem with the student.
- 2. If unsuccessful, the teacher will inform parents of the disciplinary problem and the concern the teacher has for the child. The parents and child are also informed of the procedures that will follow if the child continues the offensive behavior.
- 3. If the situation does not improve, the teacher will consult with the principal. The principal will provide Christian counseling, reprimands or other disciplinary action and will notify the parents of the continuing problem. The child and parents are cautioned that a continuation of the problem may result in suspension or possible expulsion from school.
- 4. The Principal has the authority to suspend up to five school days, any pupil whose presence in school is detrimental to the best interests of himself or other students in the school. Written notice of such action shall immediately be sent to the parent or guardian, the Pastor and the School Leadership Team. The Discipline Committee will be activated in longer suspension or expulsion situations.

A student may be expelled from school upon the recommendation of the Discipline Committee if the student's continued presence in school will be detrimental to the health, morals, welfare or education of other pupils. The parent or guardian shall be informed in writing by administration of such recommendation. Parents will also be informed of the appeal procedures.

### **D. Discipline Committee**

The committee consists of one pastor, one member of the faculty and one member of the Board of Elders of Zion congregation. The committee may be called when needed throughout the school term. When the committee meets, the Chairman of the School Leadership Team or designee as well as the Principal and supporting administration shall be present for the meeting. The committee shall convene only when needed throughout the school term.

Meetings shall be called by the principal when a student is recommended for suspension for longer than five school days. The committee shall then be called together to discuss additional disciplinary action for that student in accordance to the following guidelines:

1. Within one day following disciplinary action the principal shall contact the Chairperson of the committee, present them with a copy of the suspension letter and the written facts related to the misbehavior.
2. The chairperson will notify the committee members and schedule a meeting of the committee within two days. Administration will be requested to be present to discuss pertinent details of the matter together with his recommendations for long-term disciplinary action.
3. Upon completion of the committee's review, the chairperson shall forward written recommendations to the principal. Such recommendations of the committee may include, but are not limited to the following:
  - a. Long-term suspension for up to 20 school days.
  - b. Requirement of counseling services.
  - c. Return to school with a probation period and intervention plan.
  - d. Expulsion from Zion Lutheran School.
  - e. Any combination of the above.
  - f. The principal shall provide a letter to the student's parent/guardian of the decision rendered by the Discipline Committee. The letter will also contain the appeal procedure.
  - g. The chairperson of the Discipline Committee shall make a written report to the School Leadership Team of all disciplinary decisions rendered by the committee.
4. Due Process --Appeal to the Discipline Committee's decision may be made to the School Leadership Team
  - a. Written/email/verbal desire for an appeal will come from the family to the chairman of the School Leadership Team.
  - b. A meeting of the School Leadership Team and a pastor of Zion Lutheran Church will be called within a reasonable time not to exceed 1 week from the date of appeal.
  - c. The family will have an opportunity to present in person to the School Leadership Team at a special meeting. Administration will not be present for this appeal.
  - d. The principal shall provide a full report in writing of the facts related to the incident/misbehavior, the steps taken by the principal and the decision of the Discipline Committee.
  - e. Discussion among the School Leadership team of the incident will take place with administration present.
  - f. Decisions made by the School Leadership Team will be final.

## **DRESS CODE (updated: July 2024)**

### **Grades K-8**

#### **General Attire Guidelines**

- Clothing should be clean and in good condition, without holes and tears.
- Shirts must be neatly tucked in.
- Shoe styles such as clogs, flip-flops, open toe styles, etc. are not permitted. Shoes should be firmly attached.
- Off campus events such as field trips will require school specific t-shirt and dress code bottoms unless directed by the teacher.
- In cold weather appropriate outdoor clothing is suggested. A student will not be held in from outdoor activities due to clothing choice. Shorts may be worn at any time during the school year.



- Spirit days are the third Friday of the month. Students may wear Zion or Lutheran High shirts or pullovers with normal dress code bottoms.
  - Students will be allowed to wear a special line of Zion approved spirit wear throughout the school year as part of the Standardized Dress Policy. This special line of Spirit Wear will include polo, crew-neck sweatshirts, hoodies or pullover.

#### Grooming Guidelines

- Present in a neat and clean manner
- No extreme styles such as: hair, make up, etc
- Ears piercings are the only piercings allowed (for girls only)

#### Boys and Girls: Grades K - 8 (Preschool is optional)

##### Sweaters –

- Any solid color without art, logo, or insignia
- May be cardigan, crew, v-neck, or vest style
- Full zip ups are only used as outdoor wear
- Spirit wear pullovers

##### Pants/Shorts-

- Uniform style: black, navy, gray or khaki
- Appropriate size and worn at waistline
- May not be altered or cut

**No denim, cargo pants, jogger pants or extra pockets.**

#### Boys: Grades K-8 (Pre-school is optional)

##### Shirts –

- Polo or oxford style

##### Pants/Shorts-

- Any solid color without art, logo, or insignia
- Uniform style: black, navy, gray or khaki
- Appropriate size and worn at waistline

**No denim, cargo style, jogger style or extra pockets.**

#### Girls: Grades K - 8 (Preschool is optional)

##### Shirts/Blouses –

- Polo, or polo dress
- Any solid color without art, logo, or insignia
- No midriff exposure
- Modest fit
- Undergarments must be white or flesh tone if visible through a shirt or blouse

##### Jumpers, Skirts and Culottes-

- Uniform style: black, navy, gray, khaki, or royal park plaid # 70
- Appropriate waistline
- Modesty shorts required
- Appropriate length (fingertip measurement generally accepted)

##### Shorts, Skorts, and Capris

- Uniform style: black, gray, navy, or khaki
- Appropriate size and worn at waistline
- Modest fit and appropriate length (fingertip measurement generally accepted) No denim, cargo/skinny style, or extra pockets.

### Cold Weather Attire –

- Encouraged to wear pants and tights during cold weather
- Leggings without lace, in solid colors or prints may be worn under skirts
- May bring sweatpants for under skirts at recess only

### PE Uniforms and Attire – Boys and Girls

- Uniforms required grades 5th-8th
- Uniforms worn only for PE and available at Shirt Kong
- Separate shoes for gym are required for grades K-8

### Dress Down Days-

- Athletic shorts, jeans or approved relaxed bottoms
- Leggings can only be worn under another garment and not as pants
- Must dress with the theme or specific spirit day in order to dress down
- Guidelines will be sent out and/or shared with students

## **DRESS CODE ENFORCEMENT**

Students must follow the intent of the dress code. The Administration will have the final say on any dress code questions. If a student is found to be inappropriately dressed or groomed, a private consultation will be held with a teacher and/or principal to inform the student of the expectations. **An email will be sent to the parents if any dress code infractions occur. Multiple infractions will result in a meeting with administration.** Any concerns regarding the policy should be sent in writing to administration.

## **EARLY DISMISSAL DAYS**

All early dismissal times are at 12:00 p.m. unless otherwise notified. These dates are often used for professional growth opportunities for faculty or early release of students for vacation days. Please note early dismissal dates do NOT include hot lunch.

## **ELIGIBILITY POLICY**

Zion students must have the following to be eligible to participate in practices or games:

- have a physical on file in the school office for the current school year
- attend at least (3) class periods during the day of the practice or game; unless special permission is granted by administration in advance.

To be a participant in extracurricular activities, a student must remain eligible. That responsibility belongs to the student. The following standards must be met in order to participate in extracurricular activities at Zion:

- have all passing grades (no F's)
- have no more than two (2) D's

If any of these guidelines are not followed the following procedure will apply:

- mid quarter checks are done to determine eligibility
- student will be ineligible the following day and will remain ineligible for two school weeks; then a recheck of the specific grades that resulted in ineligibility will be reassessed
- the athletic director or admin will conduct mid quarter reviews and will communicate to the teachers with documentation to be sent home

A student that requires special education services must meet the educational standards as written in their Individualized Education Plan (IEP) or 504 Plan. Individualized standards for eligibility will also be part of the IEP or 504 Plan. Discussion about the plan and eligibility should

include the homeroom teacher, special education teacher and assistant principal. This same group will determine if a student is satisfying their plan. Students without an IEP or 504 Plan will strictly follow Zion's eligibility policy.

A coach or advisor may find it necessary to dismiss a student from a team or activity for reasons not mentioned above. If this happens, the student will need to meet with the coach or advisor to discuss the problem. If the problem cannot be resolved, the student will not be allowed to rejoin the team or activity.

### **EMERGENCY PROCEDURES**

Students and staff of Zion Lutheran School will conduct fire drills, tornado drills, intruder drills and earthquake drills. Various members of the faculty and administration are trained in crisis management.

### **ENROLLMENT POLICY (Revised July 2024)**

Zion Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally made available to students in the school. Zion will attempt to provide a Christian education through the school for any children who are members of the congregation and desire such an education. However, the number of children that can be adequately served is determined by our available facilities and financial capabilities. Children may be put on a waiting list until the following term if enrollments are filled to capacity.

**We reserve the right to limit or restrict admissions because of inability to adequately serve children with certain learning disabilities, limited achievement or behavioral and/or emotional problems. Zion offers a remedial and special education program; however, the needs of every student will be limited to Zion's current staff.**

Some students may be enrolled on the premise of probationary status.

Preschool students must be potty trained (Pullups cannot be worn). Preschool (3) students must be three years old by August 1. Preschool (4) students must be four years old by August 1. Kindergarten students must be five years old by August 1.

### **ENROLLMENT PROCEDURES (Revised July 2024)**

By the 2nd week of January all current Zion families are automatically re-enrolled. Open enrollment will begin by the 2nd week of February.

### **EXTRA-CURRICULAR**

Zion offers many extra-curricular activities. These activities include, but are not limited to: sports programs for students (cross country, volleyball, soccer, basketball, cheerleading and track), student council and other clubs are routinely formed. Often these activities are sponsored by staff members; however, parent volunteers often aid with coaching responsibilities. Christian principles and sportsmanship are stressed in athletics and extracurricular activities. School rules are to be followed during these activities and are subject to the eligibility policy.

### **FACILITIES**

Zion currently holds academic instruction in three separate buildings. ELP and Pre School classes are held in the Sonshine Center at 1460 Woodstone Drive Preschool through fifth is in

the main school building and early childhood wing. Sixth through eighth grades meet in the Junior High building. The school library, church basement, church sanctuary, field and playground areas are often used for instructional purposes as well.

## **FEES/FINANCIAL**

### **Financial aid**

Available to Zion Lutheran Church families as well as non-member families. A Financial Aid Application will need to be completed online via the school website. The application will require a letter describing the family need and a copy of the last year's tax form. The Financial Aid Committee will evaluate the application and the principal will inform the applicant of the committee's decision.

### **Tuition costs**

Set by the School Leadership Team (SLT) and approved by the Church Leadership Council (CLC). Non-member, Preschool, and ELP costs are set at the actual cost of educating a student. Zion congregation members and association churches are charged a percentage of the cost of educating a student, due to financial support from congregations.

### **Financial responsibility**

Parents of each student are responsible. Payments can be made in one of four ways:

1. payment in full prior to the first day of school
2. bi-annual payments made on August 1 and January 31
3. paid in 10 monthly installments (August—May of the following year)
4. paid in 12 monthly installments (June—May of the following year) via Electronic Funds Transfer.

### **Enrollment fee**

**There is a non-refundable registration fee per student.**

## **FIELD TRIPS**

Field trips are designed to enrich the current curriculum. Zion's faculty is encouraged to use field trips for the benefit of students. Signed permission slips (no verbal agreements accepted) are needed for students to be taken "off-site" for field trips. Younger siblings are not permitted to travel on field trips with Chaperones. Chaperones are also used to accompany teachers.

## **CHILD PASSENGER (BOOSTER SEAT) RESTRAINT LAW - Age/Weight/Height Classification**

### **LESS THAN 4 YEARS OLD –**

- Requires children less than four years old, regardless of weight, to use an appropriate child passenger restraint system.

### **LESS THAN 40 POUNDS –**

- Requires children weighing less than 40 pounds, regardless of age, to be secured in a child passenger restraint system appropriate for the child.

### **LESS THAN 8 YEARS OLD/80 POUNDS OR UNDER 4'9" –**

- Requires children (ages 4-7) and who weigh at least 40 pounds but less than 80 Pounds, and are less than 4'9" tall must be secured in a child passenger restraint system or booster seat appropriate for the child.

Overnight field trips may require more paperwork (emergency forms, medication forms, etc.)

Currently, overnight trips are taken by 8th grade class trip and 5th grade for outdoor education. Overnight field trips will be assessed additional fees due to overnight expenses for these trips.

### **GIFT EXCHANGE**

It is a custom at Zion for classrooms to give to a charity during Christmas in lieu of a traditional student gift exchange. Any gift exchange between students must occur off campus.

### **GRADE POINT AVERAGE (G.P.A)**

Junior high students may earn recognition for academic performance each quarter. A grade point average of 3.50 – 3.74 will place a student on Zion's Honor Roll. A grade point average of 3.75 – 4.00 will earn the student the recognition of High Honor Roll. Students will be awarded an honor roll certificate at the end of the year if they achieve the honor roll or high honor roll status for at least three of the four academic quarters.

GPA weighs into graduation awards and Presidential Academic awards for 5<sup>th</sup> and 8<sup>th</sup> grades. All courses receiving a letter grade will be used in computing the GPA. Core subjects' areas (math, science, English, social studies, literature, religion) are double "weighted" and all other courses (art, spelling, speech/debate, memory, and physical education, music, band and choir) are single "weighted". A 4.0 scale is used in determining the GPA.

### **GRADING SCALE**

Zion Lutheran School's grading scale is formulated to challenge all students to reach their academic potential. The scale is used to communicate to parents and teachers how each student is achieving. **The following grading scale has been adopted by the School Leadership Team:**

|          |                            |
|----------|----------------------------|
| A 95-100 | C- 74-76                   |
| A- 93-94 | D+ 71-73                   |
| B+ 91-92 | D 64-70                    |
| B 87-90  | D- 61-63                   |
| B- 85-86 | F= 0-60                    |
| C+ 83-84 | D F I =                    |
| C 77-82  | Incomplete Work (No Grade) |

### **GRADUATION**

Eighth grade students will receive a diploma after successful completion of their eighth-grade year at Zion. All tuition and fees need to be current. Four students, based on attaining the highest academic achievement for grades 6, 7 and 8, will be recognized for their effort at graduation. These four students must have attended Zion during their entire 7<sup>th</sup> and 8<sup>th</sup> grade years. Lutheran High School of St. Charles County scholarships are awarded during the graduation ceremony. Students graduating as Scholars (3.6-3.79) or with Distinction (3.8-4.00) based on GPA's from grades 6, 7 and 8, will be honored.

Zion Lutheran School considers each student a uniquely created individual. In our attempt to meet the needs of each student some students have modifications or alternative curriculum to best enhance their educational experience. Students receiving modifications are not eligible for class rank as it pertains to graduation, top 4 in their class. They will be eligible for honor roll and scholar/distinction awards.

Seventh grade parents and students host a reception for the graduates and guests the evening of graduation. Seventh grade students often participate in the service as ushers, acolytes, and the crucifer. Kindergarten students will receive a certificate of completion at their closing chapel service.

## **GRIEVANCE**

Please seek guidance from Scriptures (Matthew 18) when dealing with grievances. Parents and teachers are encouraged to contact each other if they have questions or concerns about lessons, expectations, procedures, discipline and conduct. If you wish to speak to your child's teacher, please make an appointment so you may have privacy, time, and the full attention of the teacher. If the grievance or difference cannot be resolved, please consult the principal to help resolve the conflict. At all times, we want to remember that we are all working for the single purpose of serving God and the children in our school and we are "working together" as partners to achieve these goals.

## **HEALTH/ILLNESS/FIRST AID**

### **A. General Health**

In accordance with the Missouri Department of Health the following information has been approved by the School Leadership Team of Zion Lutheran School:

- Students should not be sent to school when there is an indication of poor health.
- Students shall not be permitted to attend class or other school sponsored activities if illness is present.
- Attendance of a student with a chronic infectious disease will be determined by the probability of the student transmitting the disease to others. Since the risk of transmission of these diseases in the school setting is quite low, the student will be permitted to attend school in the least restrictive environment, as outlined in the Department of Elementary and Secondary Education, Policy Guidance on Communicable Diseases, 1995. (See Nurse for copy)
- Students with a contagious or infectious disease and their families have a right to privacy and confidentiality. Only staff members who through their contact with the student would need to know the identity of the student and their condition will be informed. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action.
- In case of minor injuries, necessary care will be administered by the teacher, school nurse, secretary or principal. Serious injuries will be handled by the school nurse, or in her absence, the principal. Parents and/or physicians will be notified of a serious injury. Emergency care will be obtained as necessary.

### **A. Illness**

Our Registered nurses follow the guidelines and recommendations regarding illness and or contagious conditions set forth by the County/State Department of Health.

Please report any communicable illnesses or diseases to the school nurse. This information is important for all children and staff, but is critical for those who may be undergoing chemotherapy, have a compromised immune system, or may be pregnant.

Children are sent home for the following reasons:

- Temperature of 100.0 F or above
- Rash of undetermined origin
- Severe nausea or any vomiting or diarrhea
- Signs of conjunctivitis (pink eye)
- Head lice

- Symptoms exhibited that prevent or interfere with the child's ability to continue class work
- Students must be fever free without medication for 24 hours
- Students w/out fever, but on antibiotics must also be home for 24 hours

### **C. First Aid**

Each teacher has minor first aid supplies in the classroom. Other first aid supplies are kept in the school office. In the event of an accident, the teacher or nurse shall attempt to contact the parent as well as inform the principal. If a parent cannot be reached, the emergency contact listed will be contacted. In any situation except for minor scratches or bruises, school personnel will contact the parent so that parents are aware of the accident and can take further action if appropriate. Personnel will file a written report of the accident in the school office on the form provided. Teachers are to be aware of school policy in dealing with blood-borne pathogens and observe the procedures.

### **D. Immunizations**

Zion's immunization requirements are set by the state of Missouri. Your child's physician or our school nurse will be able to answer any further questions regarding immunizations.

Please visit the following website to view the State of Missouri requirements – <http://health.mo.gov/living/wellness/immunizations/schoolrequirements.php>

### **E. Medication**

All students who are required to take medication during school hours must complete a Parent Medication Authorization Form in order for the school to properly administer medication. This form needs to be updated each school year and is available on the online Student Information System (Sycamore). Over the counter medication must be brought to the nurse office in its original packaging (to include the name of the drug, dosage, and expiration date). Prescriptions must be brought to the nurse office in the original pharmacy bottle or package with the pharmacy label.

- Please be aware that we cannot administer medications that are not FDA approved without a Doctor's signed order—Natural remedies, herbal supplements & medications obtained from outside the U.S. fall into this category. The only way these may be administered during the school day is with an order (written permission) from the child's Doctor.
- Lifesaving medication (examples include epi-pen and inhalers) may be self-administered by students if the school nurse, school administration, and parents determine it is safe and appropriate.

### **F. Physicals (Revised, May 2003)**

Physical examinations are required for students entering: kindergarten, fifth, and seventh grades, as well as all new students to Zion. A yearly sports physical is required for all 5<sup>th</sup> - 8<sup>th</sup> grade students participating in athletics.

## **HOMEWORK**

Homework is an integral part of your child's educational growth and development. As your child gets older their overall homework load generally increases. We encourage you to communicate with your child's teacher if there are specific homework related questions. Also, understand that while it is important for you to check and assist your child it is not the responsibility of the parent to do your child's homework. The integrity of their work is pertinent to their overall ability and success.

How can parents help their child in making homework a positive and meaningful experience?

- Set a regular time every day for homework.
- Select one location for daily homework that is conducive to learning
- Have all necessary supplies for homework. This eliminates procrastination and shows a positive learning attitude.
- Try to make homework time a quiet time for the entire family.
- Reinforce study habits throughout your child's entire schooling.
- Give encouragement, support and guidance with your child's homework, but do not complete the work for them.

### **HOURS, SCHOOL**

Zion school day runs from 8:00 a.m. - 3:00 p.m. There are scheduled early dismissal days built into the school calendar. Please note all vacation days and early dismissal days and make arrangements for those days. All early dismissal times are scheduled for 12:00 p.m. except for the last day of school.

### **HOURS, SCHOOL OFFICE**

Zion school office is open from 7:30 a.m. - 4 p.m. on school days.

### **LOST AND FOUND**

During a school year, students often "misplace" or "lose" items. Lost articles will be displayed in the Commons Area. Unclaimed items are donated to charity.

### **LUNCH, ZION HOT LUNCH PROGRAM**

Zion no longer participates in the National Hot Lunch Program, however, Zion will still be offering free and reduced lunches for students whose families qualify. Applications are available online or in the school office.

- Hot lunch menus are published monthly and are located under the *Cafeteria* section of the *Info Center* section in Sycamore.
- Milk or juice is included in the hot lunch ticket price.
- All children are expected to eat lunch.
- No outside lunches from local restaurant/fast food places are allowed in the cafeteria.
- No soda is allowed in the cafeteria during lunch time.
- Students are not allowed to trade food.
- All cafeteria information can be found in the *Documents* section of Sycamore under *School – Cafeteria Information & Procedures*.

### **PARENT-TEACHER CONFERENCES**

Teachers attempt to communicate regularly with parents concerning problems that arise. Regular Parent-Teacher Conferences are scheduled at the end of the first quarter.

### **PARENT-TEACHER LEAGUE (PTL)**

The PTL of Zion is an active group that meets between three and seven times a year. The PTL supports the school, parents and teachers by providing programs and/or speakers that are beneficial to the educational or home needs of families. The PTL also sponsors the school with provided funding for projects outside the regular school budget. The PTL Executive Board meets once a month to discuss special events or activities, as well as setting and expanding the annual PTL budget.

### **PEANUT POLICY**

Zion Lutheran School recognizes the severity of peanut allergies. In order to aid students with



these allergies we observe ourselves as a **"peanut sensitive" school**. This means that we only allow commercially packaged food lacking any peanut contact for all class treats and parties. We also have a designated peanut area for any student who brings something made with anything peanut related in our lunchroom.

### **PHYSICAL EDUCATION /GYM**

We require that students in Kindergarten- 8th grade wear a separate pair of tennis shoes from what they're wearing at school. This second pair of tennis shoes will be needed in order to participate in PE and will be stored in a child's bag or cubbie during the school day.

### **PROMOTION**

Zion junior high students (grades 6-8) are encouraged to fully utilize their God given talents and to remain in good academic standing at all times. Therefore, a student failing the same core subject (i.e., English, literature, math, religion, science, or social studies) two or more quarters, will be required to successfully complete a documented tutoring program in that subject prior to promotion to the next grade level. Parent, teacher, and principal consultation will determine the qualifications for the student.

### **RECESS**

Each grade level has designated recess times. Recess is supervised by teachers spread out over the campus areas where recess occurs.

### **ROOM PARENTS**

Room parents are often used to provide supervision, supplies or treats for the Fall Harvest, Christmas and Valentine classroom parties. Classroom teachers determine and organize the room parents. Room parents are asked to follow guidelines set by the classroom teacher. Younger siblings should not be brought to parties. Teachers and room parents are to communicate when planning an event.

### **SAFETY**

Zion staff will take every precaution to ensure the safety of students. After students arrive in the morning, all the doors of the Main School, Junior High and Sonshine buildings are locked. Supervision on playgrounds is also a priority of our faculty to ensure the safety of our students. Teachers in Junior High buildings are asked to have students walk to the main school building in PAIRS, to avoid students being unescorted during a school day. Parents must provide emergency information. Parents are to call the office with changes to emergency numbers and information. Appropriate drills (fire, tornado, earthquake, evacuation and lock-down) will be conducted in a timely manner. Various members of the faculty and administration are trained in crisis management.

### **SCHOLARSHIPS**

Eighth grade students at Zion are eligible for various scholarships from our Lutheran High School of St. Charles County. Some scholarships are academic or performance based in nature while other scholarships are given to students who display a desire to pursue church work. Other Lutheran congregations are allowed to submit names to the high school as well. These scholarships are then announced during the eighth-grade graduation ceremony.

Additional Scholarships Include:

- 7<sup>th</sup> grade: Jason Sikorski Scholarship
- 2<sup>nd</sup> grade: Kimber Cares Scholarship

### **SPECIAL EDUCATION**

Zion will make every effort to assist students at their individual needs level. Zion currently

provides a full time special education consultant. The classroom teacher, in conjunction with the administration and special education consultant, will determine if Zion can service a student's needs. Identification of special needs will be determined through testing administered by our local public school districts. Appropriate meetings will be held with parents of students with special needs (i.e., IEP meetings, 504 Planning, Strategies, etc.).

### **STUDENT COUNCIL**

Each semester our Student Council helps to plan social events, sponsor school servant-projects, set "spirit" days, etc. A faculty representative sponsors the student council and advises and oversees activities.

### **SUPERVISION**

Students are not to leave school grounds unsupervised anytime during the class day. Each classroom is under the supervision of the teacher in charge. Staff will supervise children before and after school, as well as during the school day and on the playground, Parents are asked to supervise their children at extra curricular events such as plays, concerts, orientation meetings, and sporting events.

### **SUPPLIES**

Students are expected to provide themselves with paper, pencils, pens and other miscellaneous desk and art supplies specified on the school supply list. Students are asked to not deviate from the provided school supply list.

### **TECHNOLOGY/TECHNOLOGY SECURITY**

The technology needs of Zion are evaluated throughout the year. Students are required to sign a digital citizenship agreement for appropriate use of technology. Zion has a full-time technology coordinator overseeing the program and implementing active learning in classes of all ages. Our STEAM lab is also available for all classes.

### **TELEPHONE**

Students may use the phone at school only with their teacher's permission. Teachers or students will not be called to the phone during the class day except in an emergency. It is the general practice of Zion not to permit phone calls for forgotten items or to arrange alternative afternoon plans. You may email the teacher or school secretary with information needed for the student.

### **TESTING**

Zion faculty members often give tests and quizzes to students to evaluate their academic progress. Zion school also tests students in grades three through eight by using a nationally recognized achievement test. These achievement scores are shared with parents and teachers. Test analysis and school-wide scores for Zion are available from the school principal.

### **TEXTBOOKS**

Students are issued books at the beginning of the school year. Books are to be well maintained, covered with a brown paper bag and returned in good condition. Lost books will also require a replacement fee.

### **VALUABLES**

Students are asked not to bring valuables to school.

### **VISITORS**

All visitors are to check in electronically at the school office prior to proceeding into the buildings and are required to wear a visitor badge while on campus.

### **WORSHIP**

Students worship daily with prayers, devotions or chapel. Student attendance at church and Sunday school is recorded on the report card and is highly encouraged.

- Regular Schedule
  - Saturday at 5:00 p.m.
  - Sunday at 8:00 and 10:30am
  - Bible class and Sunday School are held on Sunday from 9:30 - 10:15.
- Summer Schedule
  - Saturday at 5:00 p.m.
  - Sunday at 8:00 and 10:30 a.m.
  - Monday at 7:00 p.m.

# Early Childhood Appendix



**Zion Lutheran**  
CHURCH AND SCHOOL

## Early Childhood PHILOSOPHY

We strive to share the love of Christ  
with each child and family every day.  
To share God's love because He first loved us.  
To teach them to love God's creation  
Through joy, excitement, and curiosity.

Our purpose is to provide a loving and nurturing place for our youngest learners to experience the love of their Savior and grow in faith.

We believe children are a gift from God. He has created each child uniquely with distinct abilities, backgrounds, and needs.

We believe children are strong and capable learners.

We believe children learn best when they are able to interact and actively engage with their environment.

We believe in relationships with families as we work together to ensure we meet the needs of each.

We believe in the importance of partnerships with parents to empower them in their role as their child's first and most important teacher.

We believe teachers provide opportunities and experiences to allow children to explore their environment safely in order to develop knowledge, relationships, and independence.

We believe in providing children with indoor and outdoor learning spaces where they experience free play, discovery, risk taking, and experimenting.

We believe play allows children to explore, problem solve, develop physically, manage successes and failures, and improve coping skills.

Through our curriculum guides and by implementing developmentally appropriate practices and the Project Approach, we meet guidelines set in the Missouri Early Learning Standards and National Lutheran Schools Accreditation standards for spiritual, social/emotional, intellectual, creative, and physical learning.

## **DRESS FOR SUCCESS**

Clothing Recommendations for successful living and learning at Zion ECE include:

- Clothing that allows for easy bathroom routines & diaper changes; easy-on and easy-off for toilet-training in our ELP classrooms.
- Clothing that is comfortable and allows for active, messy play, and easy-on and easy-off to encourage independence. Messy, active play is an essential part of children's early childhood development.
- A closed-toe shoe is required (shoes that allow running, jumping, hopping etc.)
- Leave jewelry, belts, high heels and capes at home ☺.

## **WHAT TO BRING EACH DAY**

Please label items with your child's name

- A full change of clothes in a gallon size ziplock bag
  - socks, underwear, shirt, bottoms and extra pair of shoes
- Morning snack - (see specifics below)
  - ELP Students - Drink/Sippy cup; placed in a tub to be refrigerated
  - Preschool students - Water bottle (milk will be provided at snack time)
- Nap bag (will stay at school for a week): Sheet (provided), small blanket, and rest buddy
- Lunch (see specifics below)
- Full Size Backpack - Needs to hold folder, lunchbox, and water bottle

## **TOYS AND TRINKETS**

Please do not allow your child to bring personal toys/trinkets/jewelry to school. Our rooms have an abundance of age-appropriate toys, dress-ups, etc. to play with throughout the day.

## **NAPTIME NEEDS**

Children enrolled in the Full Day programs will have naptime.

- Cot sheet provided by Zion
- Travel-sized pillow
- Small blanket
- Optional Rest buddy
- **Bedding will be sent home weekly.**
- *All items will need to fit easily into the nap-bag, provided by Zion.*

## **SNACK**

**Must be Peanut and Treenut-free**

Label with the child's name

Provide Needed Utensils (i.e: Spoon for applesauce)

Easy to open containers

**Preschool:** White Milk or water is provided

## **LUNCH**

Full day preschool students may order school lunch from the school cafeteria or bring lunch from home. All ELP students must bring lunch from home.

Lunch from Home

- Thermo-insulated lunchbox
  - an ice pack to keep the food cool
  - Must fit in child's backpack
  - Easy to open containers - teachers will help as needed
- **MUST be Peanut and Treenut-free**
- contain foods that the child can eat unassisted

- Children will be allowed to eat any food that is in their lunch box.
- **ELP** - Include needed utensils.
- Teachers will make every effort to send uneaten food home. Lunch items in shrink-wrapped containers ("lunchables", applesauce cups) will be thrown away after opening.

#### School Lunch

- Main (changes daily, grilled cheese, or chef salad)
- Milk included (white or chocolate)
- See School Lunch Program Procedures on Sycamore

#### **Choking Hazards for Children under the age of 4:**

- **cherry tomatoes, grapes, and hot dogs must be cut into pieces less than ½ inch**
- **Raw carrots and string cheese must be cut into strips (baby carrots should be quartered)**
- Popcorn - not recommended
- Pretzels - not recommended

#### **ACCIDENT/INJURY NOTICE**

Minor accidents or injuries will be taken care of by the school nurse or the classroom teacher. Parents will be notified of a serious injury and emergency care will be obtained as necessary. "Ouch" reports or an email, regarding very minor injuries, will be sent home with ELP children.

#### **DISCIPLINE POLICY**

The goal of Zion's Early Childhood Program is to encourage children to develop self-regulation skills through positive discipline techniques. In our classrooms, two good rules apply: we are safe and we are helpful.

We will use the following steps to achieve positive social outcomes:

1. Redirect the child and/or encourage problem solving language/skills (staff model these skills throughout the day).
2. Remove the child from the situation (sit with them or visit the calming area) and talk with the child about feelings and positive choices
3. If behavior is repetitive and continuous, the teacher will contact the parents in person or by phone
4. Email updates may be advised; a parent/teacher meeting may be scheduled and plan for self-regulation will be agreed upon
5. In the event that a child injures another child, the parents may be contacted by the director to pick up the child early from school to spend time at home to talk about how to be safe and be helpful at school.
6. If behavior continues, removal from the program may be necessary.

#### **BITING**

##### **Ages 1-2 years:**

Biting is a common age-appropriate behavior during this developmental stage because children do not have the language skills to communicate with one another and may also be getting teeth. Therefore, the following procedure will be followed:

- Teacher/assistant will comfort the child who has been bitten, providing him/her with a great deal of attention.
- Teacher/assistant will apply ice to the bite area and clean with soap and water.
- The child who has bitten will not be identified to the family of the child bitten.

- Other staff will be alerted to the situation so they can make every effort to prevent it from happening again.
- If a child inflicts 2 bites in a one week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.

### **Ages 3-5 years:**

Biting is **not** age-appropriate behavior during this developmental stage. Therefore, the following procedure will be followed:

- Teacher/assistant will comfort the child who has been bitten, providing him/her with a great deal of attention.
- Teacher/assistant will apply ice to the bite area and clean with soap and water.
- If the skin is broken, we recommend the parent contact a physician to determine if the physician wants to see the child or prescribe an antibiotic.
- We will attempt to determine the reason for the biting (i.e. poor communication skills, frustration, boredom, stress, change in routine....).
- The child who has bitten will not be identified to the family of the child bitten.
- **IF** biting continues the director, teacher and parents will meet to decide on a plan of action to correct the situation.
- If a child inflicts 2 bites in a one week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parent will be called to pick up the child and a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.

### **ELP TOILET TRAINING GUIDELINES**

Our ability to see children as capable plays an essential role in their achievement. Using the potty is a step toward autonomy and self-care. For your child using the potty is one more accomplishment (Morgenstern 14). Communication and understanding between teachers and parents is key to the success of potty mastery in children at home and school.

### **Indicators your child is ready for potty training:**

#### **Behavior Signals**

- Goes somewhere private to poop in their diaper
- Dress and undress themselves
- Pulls at their wet or dirty diaper
- Interested in other peoples toileting
- using potty talk
- They tell you when they are about to go
- They can play pretend - sign they can make a connection to the necessary skills

#### **Communication Skills**

- Willingness to communicate verbally or nonverbally
- Will communicate with other trusted adults
- Willingness to learn new skills

Your child's teacher may share with you behavior signals and communication skills that they are seeing in your child at school that may indicate that they are ready to start toilet training at home.

### **Introduction to Toilet Training at Home**

Start a bathroom routine in the morning, when you get home, at bathtime  
Friendly bathroom use clothing and practice pulling up and down

## **Toilet Training at Home**

Start your potty mastery approach

- Children should be able to use a regular potty with a toddler seat
  - Boys need to know to push their penis down when sitting on the potty
- Children should practice wiping themselves

## **Toilet Training at School**

After your child is successfully using the potty with some autonomy we can begin the process at school.

- Children must wear underwear with either a pullup with side tabs or waterproof training pants over their underwear
  - Required to maintain a clean and sanitary environment at school
  - Limited toilet to child ratio also leads to more accidents
- Teachers will assist wiping after encouraging independence

## **Potty Mastery “Potty Trained”**

Children may still have occasional accidents but are able to tell trusted adults when they need to use the bathroom and can listen to their body soon enough to make it to the bathroom in multiple environments.

- Successful in a majority of the self-care needed to use the potty
- Children can still use a pull-up at naptime for sleeping. (Waking dryness is different than sleeping dryness)

Potty mastery will be different for every child. There is not a specific length of time or age that we will designate for your child to have potty mastery. Please work closely and honestly with your child's teacher to help with this accomplishment.

## **RATIOS**

To ensure that the children in our care receive proper supervision, the ratio of children to staff in our ELP program is 4:1 or 5:1, depending upon the ages of the children in the classroom. The maximum number of children in a room is 12 or 15, depending upon the classroom. The ratio of children to staff in our Preschool program is 8 to 1. Typically, our daily preschool classroom is home to a maximum of 15 children with a teacher and an assistant.