



# **ZION LUTHERAN** **SCHOOL**

• CLASSICAL CHRISTIAN EDUCATION •

## **Parent and Student Handbook Policy and Procedures**

**Zion Lutheran Classical School provides each student educational mastery  
by building foundations that lead children to serve God with a Christian worldview.**

Approved: in April by the School Board

# Table of Contents

<b>I.</b>	<b>Introduction-----</b>	<b>6-9</b>
	Mission Statement-----	6
	Vision-----	6
	Accreditation-----	6
	Philosophy of Classical Christian Education -----	6
	Statement of Belief -----	7
	Standards Within our Community -----	8
	Expectations -----	8
	Classical Education Definition and Outline-----	8
	Definition of Classical Education Lutheran Education-----	8
	Key Elements of Classical Education-----	9
	Basic Philosophy of Classical Education-----	9
<b>II.</b>	<b>Policies and Procedures-----</b>	<b>9-12</b>
<b>A.</b>	<b>Admissions -----</b>	<b>9</b>
	Admissions Policy-----	9
	Age Requirements-----	10
	Class Size-----	10
	Non-Discrimination Policy-----	10
	Registration Procedure-----	10
	Birth Certificates-----	11
	Immunization Records-----	11
	Tuition & Fees-----	11
	Tuition Responsibility-----	11
	Students with Special Education Considerations-----	11-12
<b>B.</b>	<b>Academic Pedagogy-----</b>	<b>12-16</b>
	Chapel Services-----	12
	Data Base System-----	12
	Grade Scale-----	13
	Report Cards-----	13
	Academic Honesty -----	14
	Cheating-----	14
	Plagiarism-----	14
	Academic Probation-----	14
	Classwork Not Completed-----	15
	Field Trip-----	15
	Homework-----	16

<b>C. School Expectations</b> .....	<b>16-30</b>
Attendance Policy.....	16-17
Excused Absence.....	17
Unexcused Absence.....	17
Unexcused Absence or Absence w/o Documentation.....	17
Make up Work.....	17
Pre-Approved Absences.....	17-18
Tardy Policy.....	18
Excused Tardies.....	18
Unexcused Tardies.....	18
Academic Achievements and Awards.....	18
Quarterly Awards.....	18
Monthly Awards.....	18
Annual Awards.....	18
Behavior Philosophy.....	18
Social Behavior & Relationships.....	19
Student Safety and Security.....	19
Weapons Violations.....	19
Student Actions.....	19
Definitions.....	19-20
Reporting & Referrals Enforcement.....	20
Enforcement.....	20
Harassment & Bullying.....	20
Bullying Behavior.....	21
Physical.....	21
Verbal.....	21
Emotional.....	21
Cyberbullying.....	21
Discipline Policy.....	21-22
Zion’s Rule.....	21
Zion’s Law.....	21
School Rules.....	22
Classroom Rules.....	22
Whistle Protocol.....	22
Discipline Terms Defined .....	23-24
Detention.....	23
In-School Suspension (ISS).....	23
Out-of-School Suspension (OSS) .....	23
Probation.....	23
Expulsion.....	23
Truancy.....	23
Willful Destruction of Property.....	24

Physical Restraint-----	24
Supervision-----	24
Incident Report-----	24
Communication-----	25-28
Communication During the School Day-----	25
Cell Phones in School -----	25
Electronic /Technology Use Policy-----	25
Responsibility of the School-----	25
Responsibility of the User-----	26
Acceptable Use-----	26-27
Netiquette-----	27
Penalties-----	27
School Issued iPad for Students-----	27
Personal Electronic Devices-----	28
Google Apps for Education-----	28
Limitations of Liability-----	28
School Uniform Code-----	29
Uniform Non-Compliance-----	30
<b>D. Daily Routine-----</b>	<b>30-31</b>
School Hours-----	30
Morning Arrival Procedures-----	31
Afternoon Dismissal Procedures/ Release of Child-----	31
After School Care (ASC)-----	31
Gum Chewing-----	31
Handouts – ZLS – PTF - & Outside Agencies-----	31
Leaving School Grounds-----	31
Recess-----	31
<b>E. Health &amp; Safety-----</b>	<b>32-35</b>
Building security-----	32
Early Dismissal/Inclement Weather-----	32
Emergencies-----	32
Fire Drill-----	32
Lockdown Drills-----	32
Hall Check Drills-----	32
Family – Custodial Situations-----	33-34
Illness-----	34
Injury-----	34
Medications-----	34
Inhalers and Epi Pens-----	35

<b>III Parent &amp; Community Involvement Policy-----</b>	<b>35-37</b>
Communication-----	35
Parent Teacher Fellowship (PTF)-----	36
Parental Expectations-----	36
Participation-----	36-37
Fundraising Opportunities-----	37
<b>IV General Information-----</b>	<b>37-39</b>
Front Office Hours-----	37
Deliveries From Outside-----	37
Lost and Found-----	37
Hot Lunch Program (HLP)-----	37
School Lunch/Milk Charges-----	38
End of the Year Lunch Charges-----	38
Class Parties-----	38
School Calendar/Visitors -----	38
Withdrawing Your Student from School /PSH Updates and changes -----	38
References / Revisions -----	39
<b>Appendix A - ZLS Attendance and Award Policy and Rubric</b>	<b>40</b>
<b>Appendix B - ZLS Discipline Policy and Rules and Behavior Rubric</b>	<b>41-42</b>
<b>Appendix C - ZLS Academic Probation Contract (Grades 5 – Higher)</b>	<b>43-46</b>
<b>Appendix D - ZLS Student Technology Agreement</b>	<b>47-48</b>
<b>Appendix E - ZLS Lunchtime Routine and Rules</b>	<b>49</b>
<b>Appendix F - ZLS Recess and Playground Rules</b>	<b>50</b>
<b>Appendix G - ZLS After School Care (ASC) Overview and Guidelines</b>	<b>51-53</b>
<b>Appendix H - ZLS Volunteer Guidelines</b>	<b>54-55</b>
<b>Appendix I - ZLS Classical Education Overview</b>	<b>56-61</b>

## **I Introduction**

Zion Evangelical Lutheran Congregation has established this Classical Lutheran Christian School in response to the clear mandate from God to teach our children to know and walk in the ways of the Lord.

“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the roads, when you lie down and when you get up.” Deut. 6:6-7

Zion Lutheran School, as with its sponsoring congregation, accepts all the canonical books of the Old Testament and the New Testament as the revealed and inerrant Word of God, verbally inspired, and submits to them as the only infallible authority in all matters of faith and life.

### **Mission Statement**

Zion Lutheran Classical School provides each student educational mastery by building foundations that lead children to serve God with a Christian worldview.

### **Vision**

To help students discover God’s unique purpose for them as they become empowered to impact the world for Christ.

### **Values**

Sharing God’s Word and salvation to a lost and fallen world.

Providing students with the tools needed for a lifelong education via a Classical Lutheran Education within a Christian community.

### **Accreditation**

Zion Lutheran Classical School is accredited through the Consortium for Classical Lutheran Education (CCLE) and through the National Lutheran School Accreditation (NLSA) effective 2018.

### **Philosophy of Christian Education**

Christian Education presents a philosophy of man based upon the great salvation story that we all fall short and sin daily. God loved us so much that He sent Jesus to save us from our sins. God promised to save, and God alone is consistent in His activity to save as we see from His actions in the Old and New Testaments. Christian Education proclaims God is faithful to His promises, and it invites people to live their lives around the God who saves instead of around themselves. The aim of Christian Education is to prepare the whole person – via spiritual, mental, emotional, physical, and social means – through God’s Word, to come to the knowledge of salvation and to serve Him, both here on earth and in Heaven.

## Statements of Belief

### We Believe:

- God is the Creator of all that exists, and the source of all life, truth, knowledge, and wisdom.
- God is our Triune God, who is one God in three distinct persons- Father, Son, and Holy Spirit.
- Mankind was created holy by God, but lost this holiness through disobedience, and needs spiritual rebirth.
- Salvation, eternal life, and heaven are gifts of God, made possible by the perfectly obedient life, sacrificial death, and resurrection of His Son, Jesus Christ.
- God offers full and free forgiveness to all people who repent and receive Jesus Christ as their Savior by faith.
- The Holy Spirit wants to impart this faith to everyone through the inerrant Word of God, the Holy Bible, which is the clear revelation of God Himself to mankind.
- People are enabled to become whole persons; spiritually, socially, emotionally, and intellectually only as they are freed by the Gospel.
- The principles and techniques of the educational process must be based upon a philosophy that encompasses an entire Christian Worldview as revealed by the Holy Scripture.
- The primary responsibility for the teaching and training of children rests in the home. Biblically, it is the clear responsibility of the Church to assist parents in the teaching and training of children.
- That, in the setting of the Christian community provided by the classical Christian School, the home and the Church can best teach the objective truths of God's Word and allow the opportunity to experience Christian living on a full-time basis. It is here that the individual child is best enabled to develop critical thinking skills to become a productive, contributing member of the body of Christ and society.
- It is the responsibility of teachers and staff of Zion Classical Lutheran School to nurture children spiritually, intellectually, physically, emotionally, and socially under the direction of the Word of God.
- Gender Belief Statement - God created us all in His own image, both male and female (Genesis 1:27). We hold that a person's gender is determined biologically at birth, it is not a choice. We are called to express ourselves consistently with our God-given gender.
- Marriage Statement - We hold true that marriage is between one man and one woman.

## **Standards Within our Community**

The standards within this handbook define the rules, regulation, and policies which will provide a structure for individuals partnering with Zion Lutheran School to experience a unified Christian community. Our obligation is to represent our Lord & Savior, Jesus Christ, and our school to the Treasure Valley community. Conduct which does not conform to the spirit of these guidelines, even if off-campus or after hours, may impact an individual's opportunity to remain at Zion Lutheran School.

## **Expectations**

Parents and students must express and demonstrate their agreement with Zion Lutheran School's mission, vision, values, policies, and philosophy stated in this handbook. Students must exemplify by their attitude and lifestyle that they are committed to being conformed to the image of Christ, to be obedient to God's Word, and to exhibit a teachable spirit. This will be reflected in speech, respect for authority, reverence for the Lord, and in actions evident to believers around them both in and out of school.

As we partner with parents, we look expectantly to the Lord for guidance in developing practices that reflect these biblical character qualities. Our intent is for students to take on a spirit of willingness to serve the needs of others.

"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law." Galatians 5:22:23

"The Habits we form from childhood make no small difference, but rather they make all the difference."  
Aristotle

## **Classical Education Definition & Outline**

### **Definition of Classical Lutheran Education**

(Ref: CCLE Website)

A classical Lutheran education is a formative education designed to incline the student from his earliest days toward that which is true, good, and beautiful through the liberal arts and sciences, guided by the great literature, art, music, mathematics, and ideas of Western civilization, while insisting upon the centrality of Holy Scriptures and the teaching of the Confessions, as the child is granted faith through Holy Baptism, forgiveness through absolution, and remission of sins through the Lord's Supper, so that he receives and nourishes his new life in Christ.



## Key Elements of Classical Education

(Ref: CCLE Website)

- Recitation and repetition during early stages and during introductory study of any content area
- Diligent study and analytical thought as the child matures
- Cultivation of eloquence, beauty, and persuasion in the student's writing and speaking
- Socratic questioning for the pursuit of truth
- The reading and analysis of good literature
- The ancient languages and writings
- The Great Books of Western civilization
- The seven liberal arts [grammar, logic, rhetoric, mathematics, music, geometry, astronomy]
- The formation of a well-educated, virtuous human being who lives his life in noble service to others.

## Basic Philosophy of Classical Education

"The basic philosophy of Classical Education is to teach children in the ways they naturally want to be taught, despite not always knowing it. When children are astonished with the human tongue, we teach them language and grammar. When children are ready to challenge every assumption, we teach them logic. When students are yearning to express themselves with passion, we teach them rhetoric".

(Ref: An Introduction to Classical Education \* A Guide for Parents Christopher A. Perrin, MDiv, PhD Classical Academic Press, 2004 Version 2.6 (page 5))

## II Policies & Procedures

### A. Admissions

#### Admission Policy

- Parents must agree to release information from previous schools and allow administration of any entrance exams as determined by the Headmaster of the school.
- Parents will have their child take part in the religious instruction of the school.
- Parents must fill out all the appropriate registration forms. Enrollments are considered temporary until all the registration forms have been completed, and approved with application, registration paid in full.
- Parents agree to pay the tuition, registration, and any fees associated with the cost of educating a child at Zion Lutheran School.
- Parents receiving tuition assistance will commit to 20 hours of volunteer work during the school year per child.

## **Age Requirements for Entrance:**

Preschool age 3: A child must be 3 before or on September 1

Preschool age 4: A child must be 4 before or on September 1

Kindergarten: A child must be 5 before or on September 1.

A child who has not attended Kindergarten must be 6 years of age on or before September 1 to be considered for entrance for first grade. The child's overall readiness must be a deciding factor in the acceptance of such applications. Proof of age is required.

Any student that does not meet the age requirements for entrance must submit an exception to policy letter through the Headmaster to the School Board for approval.

### **Class sizes:**

\*Preschool age 3: Ratio of 1:10

Kindergarten: Maximum of 20 students/class

\*Preschool age 4: Ratio of 1:12

Grades 1-8: Maximum of 24 (room limit) / class

\*Aids may be added to the classrooms at the Headmaster's discretion for classes Kindergarten and higher.

**Non-Discrimination Policy** - Zion admits students of any race, color, religion, national or ethnic origin in the administration of its educational policies, admission policies, scholarships, and other school-related programs.

## **Registration Procedure**

1. The parents of prospective students are encouraged to arrange a tour of the school (208-466-9141) or fill out the contact form on the website at [zlsnampa.org](http://zlsnampa.org) under Admissions.
2. Download or pick up and complete the registration packet.
3. Return the completed application forms along with the \$20 Application Fee.
4. All registration packets are reviewed for acceptance.
5. School fees from the previous year must be paid in full before registration forms are accepted for the next school year.
6. A registration fee is charged to all children attending Zion Lutheran School. This fee covers the cost of textbooks, workbooks, classroom supplies, online grade and attendance fees, and some field trips etc. It must be paid before enrollment is complete.
7. Upon acceptance, payment arrangements are made with the Administrative Assistant. Prior to school starting, parents must bring the following:

## **Birth Certificate**

Idaho State Law (IC 18-4511) requires parents/guardians to provide a certified copy of a student's birth certificate upon enrollment or within 30 days. To obtain a birth certificate for a child born in Idaho, contact the Bureau of Vital Records & Health Statistics, 208-334-5988, [ivr@dhw.idaho.gov](mailto:ivr@dhw.idaho.gov).

## **Immunization record\***

Zion Lutheran School requires that all enrolling students have immunizations as required by the State of Idaho. Idaho Code Section 39-480 1 requires parents to provide school authorities with immunization information for any child enrolling in any Idaho public, private, or parochial school. *Immunization requirements can be found at [www.healthandwelfare.idaho.gov](http://www.healthandwelfare.idaho.gov).*

\*Exemption - Parents choosing against immunization must complete an ID Exemption Form.

**Tuition and Fees** - Zion Lutheran Classical School is proud of the quality Christian education that we provide your child. We depend on prompt payment of your tuition to allow us to continue offering the high standard you expect. As a condition of enrollment at Zion Lutheran School, we have the following guidelines that pertain to payment of your tuition.

1) Your tuition and fees can be paid in full in the front office to the administrative assistant with a check by the 1st day of school.

OR

2) Monthly payments can be made to Zion Lutheran School. Payments must be made through FACTS Tuition Management Service by the prearranged due date. Additional guidelines are provided in the FACTS agreement.

**Tuition Responsibility** Total tuition cost is the responsibility of the parent/guardian registering the student. Final Tuition payment is due in full in accordance with their approved FACTS agreement. Failure to complete payment of tuition may result in additional costs of hiring a collection agency.

**Students with Special Education Consideration Policy** Zion Lutheran School strives to accommodate children with varying abilities. Parents wishing to enroll children with special education considerations must agree to have their child evaluated (tested) prior to enrollment. Children who are experiencing academic difficulty in the classroom during the school year as determined by the teacher and Headmaster, must be evaluated at that time if they wish to remain at Zion Lutheran School. Parents have the choice of having their child evaluated in the Nampa School District or with private organizations, at their own cost.

When the results of the test are returned, a meeting is set up between the teacher, parents, headmaster, and other necessary individuals who may have input on the child.

As a result of this meeting, if the child is eligible for an Individual Education Plan (IEP), the parents have the option of placing the child in the public school where their child will receive this individualized instruction. If the parents do not wish to place the child into the public school, a meeting with Zion Lutheran School staff will be set up to determine if the student can be taught effectively in the normal classroom at Zion Lutheran School, realizing that ZLS does not have the ability or the obligation to set up an individualized plan for the child. Any determination by the staff may be taken to the Zion School Board for adjudication if there is a difference of opinion. If parents determine they wish their child to stay at ZLS, a teacher's assistant may be hired at the parents' expense to assist the child.

If the child is placed on a 504 plan, ZLS must, in good faith, attempt to meet all the requirements of the 504 plan. A meeting of the parents and staff will take place to determine how that plan will look at ZLS.

The quality of education for the child will be of the utmost concern for ZLS. If, after meeting state requirements, the staff at ZLS feels a situation is impacting the education of the child and the education of the rest of the children at school, an additional meeting will be set up with parents to make changes to the plan or determine if the child can continue at Zion Lutheran School.

## **B. Academic Pedagogy**

**Chapel Services** Chapel is normally held every Friday at 8:15 a.m. in the school gym unless otherwise posted. This important aspect of Christian growth is led by ZLS & ZLC's pastor. Parents are invited and encouraged to attend these services. Chapel offerings are collected for a specific mission project. This a wonderful experience for the children, helping them to grow into Christian Service. It doesn't matter how much they give, just the act of sharing is important in their Christian growth of service to others.

Theology / Bible class is taught four days a week, with chapel as our 5<sup>th</sup> day of instruction. Our Christian faith is practiced through daily living in God's Word with emphasis on His love and forgiveness. All theology / bible classes in our curriculum will be taught in accordance with a Classical Lutheran Education.

### **Database System: Myschoolworx.com**

Parents will be able to monitor their children's progress via [myschoolworx.com](https://myschoolworx.com).

## Recording and Reporting Grades

Use the following grading scale

<b>PK</b>	system	(+,√ , - , X)	
<b>Kindergarten</b>	system	(E,M, √ , ND, X)	
<b>1<sup>st</sup> – 2<sup>nd</sup> grade</b>	system	(E, S, N)	Excellent, Satisfactory, Needs Improvement

### Percentage

### Grading Scale

### Grades 3- Higher

use the following  
grading scale:

#### Letter Grade

A+	97-100
A	94 – 96
A-	90 – 93
B+	87 – 89
B	84 – 86
B-	80 – 83
C+	77 – 79
C	74 – 76
C-	70 – 73
D+	67 – 69
D	64 – 66
D-	60 – 63
F	59 and below

## Report Cards

### Quarterly

Official report cards are sent home the Wednesday after the last day of the end of the quarter. A report card template is sent out at the beginning of the year for all grades. Parents are asked to sign the report card and return it to school.

The parents sign the report card during the Parent Teacher Conferences for the 1<sup>st</sup> & 3<sup>rd</sup> quarters. 2<sup>nd</sup> quarter the teachers make a copy of the original and send them home with the students. The 4th quarter report card is sent home in the summer after all fees have been paid . The final copy of the report card should be filed in the students permanent file in the school office as soon as possible to complete the student’s permanent record.

**Academic Honesty** - Academic integrity is of the utmost of importance in an academic and Christian environment; therefore, it is essential that each student take responsibility for his/her own work. Dishonesty in the classroom is the giving, receiving, or using help not authorized by the teacher. This means students should not copy from another's work, provide answers to another, or use any source of information not allowed by the teacher on class work, homework, projects, quizzes, or tests. It also includes talking with other students about the content of a test/quiz after the student has taken it and others have not. Students must also refrain from forgery and stealing. Students who access an exam or answers to an exam without authorization are stealing. Students should not forge a required parental/guardian signature, on permission slips, report cards or documents that require a parent signature.

**Cheating** - Should an instance of cheating occur; the student will receive a zero for a grade on the test/assignment in which the cheating occurred. The teacher will notify the parent in writing of the infraction.

**Plagiarism** - Plagiarism is intentionally presenting someone else's work or ideas as one's own. This could include copying or paraphrasing from a book, journal, or the Internet without acknowledging the original writer. Cutting and pasting from an Internet web page and taking another's work and rewriting in "your own words" also constitutes plagiarism. Consequences for plagiarism include receiving a zero for the assignment. The teacher will notify the parent in writing of the infraction.

**Academic Probation** - In an academic and Christian environment it is essential that each student take responsibility for his/her own work, that the parent(s) provide collective and Christian support to their child, and that the teachers and staff provide consistent support and guidance and classical Christian education to help students achieve at a minimum, passing grades and continue to reach their potential. Upper grade (5th—highest grade offered) students who fail in more than one subject are placed on academic probation and are required to attend a meeting normally with the teacher and parent(s). During this meeting the parent(s) should also discuss and develop a homework plan that supports their child to consistently complete the required homework and unfinished classroom assignments and projects while the student is at their home(s). The teacher will share the **Academic Probation Contract (APC), Appendix C** and the parent(s) homework plan with the Headmaster, following the initial meeting and keep the Headmaster apprised of the status of the meeting and progress over the next four – eight weeks.

If the student is still failing one or more subjects by the midterm or 4 weeks following the establishment of the APC, an additional meeting must be scheduled within the 4-8 weeks with the Headmaster, teacher, and parent(s) If the student continues to fail one or more subjects for two consecutive terms , then the Headmaster will confer with the School Board and discuss options laid out in the APC and as a last resort will discuss whether ZLS can support the needs of the student and family and after all efforts have been exhausted by the teacher, parent(s) and ZLS to assist and support the student in bringing their grades up to passing grades in all subjects, decide if the student will be allowed to remain at Zion Lutheran School. In accordance with the School Board Handbook, the decision of the School Board will be final.

**Classwork Not Completed** - Students (grades 3rd- Highest grade) who do not turn in class work on time lose 10% of the grade they would have received for the first day it's late and a second 10 % for the following day. After the third day, students are still required to turn in their assignment, but they will receive no credit. Students with uncompleted assignments are required to attend Saturday School and are not eligible for any awards for that quarter. Refer to the **Behavior and Consequences Rubric Appendix B.**

**Field Trips** - Field trips are an extension of the academic curriculum being provided in the classroom. Students are expected to follow the same school rules while on the field trip. All students are required to return a Field Trip Parent Permission Form signed by a parent or guardian, complete the Private Vehicle Authorization Form, and provide a driver's license, proof of insurance, and registration 1 week prior to going on a field trip. A separate Field Trip Permission Form is required for each field trip.

Idaho Law states no child under the age of 13 can sit in the front seat. Parents are asked to disengage front seat air bags if a student is riding in the front seat of their vehicle.

Parents must provide a booster seat in compliance with Idaho Law, for their child to use while riding in a private car on a field trip.

Staff is responsible for verifying that all drivers have a valid driver's license and insurance registration on the vehicle they are operating, and that vehicles have a seat belt for each student.

1. In order to acquaint the students at Zion Lutheran School with the community about them, our teachers may plan various field trips.
2. Field trips are taken when they enrich the classroom curriculum serving the best educational purpose.
3. The teacher will secure administrative approval. The Headmaster will determine the appropriate type of transportation on individual school-sponsored trips.
4. No child will be permitted to leave school for a planned excursion without a parent's written permission.
5. Points needed to be planned before the trip is taken:
  - a. Activity and purpose
  - b. Destination
  - c. Transportation arrangements-licensed adult with proper insurance
  - d. Duration or length of stay
  - e. Financing provisions
  - f. Dress expectations
  - g. Notify office of Field Trip Information
  - h. Assign students with drivers and maintain a list, with copies of drivers license, registration and proof of insurance.

**Homework** - Classical practices are designed to develop work ethic, positive character attributes as well as academic success. Students will be assigned some homework and, on occasion projects. This way students can learn independent and valuable study skills in addition to responsibility. Homework, when assigned is given for:

1. Mastery – Consistent drilling of material leads to mastery.
2. Practice – Practicing skills is another form of mastery.
3. Remedial study - Homework can strengthen weak areas and for those students who don't complete their daily classroom assignments.
4. Special Projects – Allows students the opportunity to apply learned information.
5. Reading – Students are often assigned independent reading. This is a skill that will lead to overall success.

Parents are asked to assist and encourage their student, but not do the work for him/her. Parents must provide conditions conducive for doing homework and set aside a daily homework time. Homework is an important part of your child's academic success. Turning it in on time is an important responsibility for students to learn. Parents should address any questions concerning their child's homework as soon as possible to the child's teacher. If the student is having trouble with the homework or taking an excessively long time to finish it nightly, then a discussion needs to take place with teacher, parent, and student.

Parents may request homework for a sick child. Please call the office (208-466-9141) before noon to request homework. Homework may be picked up at 3pm to allow teachers time to collect homework.

Students have one day for every sick day to turn in homework. Teachers will send slips home for homework that is not turned in as assigned for the first three offenses. If there is a fourth incident, the teacher will meet with the parents regarding homework not done. If a fifth incident occurs, the Headmaster will get involved and a meeting will be set up between the Headmaster, teacher, parent/s, and student. Necessary action will be implemented such as after school time, loss of recess or Saturday school to finish homework.

## **C. School Expectations**

### **Attendance Policy**

According to Idaho State Law, attendance at school is compulsory for students aged 7 - 16 (Idaho code 33-202), and in accordance with the ZLS Attendance Policy this applies to all students PK – highest grade offered.

The primary responsibility rests with the parents. Students are expected to be in attendance 90% of the time. This is to instill a sense of high value and respect for their time at school. We believe that this is a foundation for a habit of work that will serve them beyond school. Parents are asked to plan family trips and vacations around the school calendar.

Fulltime students are expected to be at school all day every day with (no more than 18 absences per year-9/semester). Half day PK & Kindergarten students are expected to be at school from 8:00–11:15am with (no more than 18 absences per year - 9 per semester)



Absence Notification Procedure: Parents are to notify the Zion Lutheran School administrative assistant by 9:00 a.m. each day their child is absent (208-466-9141), or their absence that day will be unexcused. Illnesses beyond two consecutive days will require a note from a health care provider to determine excused or unexcused status. The school will call the home of any student who is absent and for whom no call has been received.

### **Excused Absences**

- Illness of the child (a statement/note from a healthcare professional will be required for absences beyond 2 consecutive days).
- Illness in the family (a statement/note from a health professional explaining why the child's absence was necessary may be required if deemed appropriate)
- Quarantine of the home
- Death of an immediate family member (parent, sibling, or grandparent) absence is limited to 2 days unless reasonable cause is shown for a longer absence); or wedding of an immediate family member as listed above, also not more than 2 days.
- Medical or dental appointment (a statement from a health professional is required if deemed appropriate, and parents are reminded to make routine appointments after school hours).
- Emergencies or other sets of circumstances which, in the judgment of the Headmaster, constitutes sufficient cause for absence from school.

**Unexcused Absences or Absences Without Documentation-** Any other absences than those mentioned above will be considered unexcused.

**Makeup work - Students absent from school for any reason are responsible for meeting all class requirements.** Students have one day for every day missed (with a maximum of 5 days) Exceptions may include extended illness or prearranged absence. Any work not turned in at the required time will result in no credit for the work. Parents must make arrangements to pick up homework or it may be sent with a sibling.

### **Pre-Approved Absences**

Parents are asked to give careful consideration before taking a trip resulting in missed class time, based on the potential negative impact on student grades. To receive approval for a planned absence, please submit a completed **"Pre-Approved Absence Request Form"** at least three (3) school days before the date of the requested absence. Adherence to this procedure is essential. **Absences that do not meet excused absence guidelines and/or are not requested at least three (3) school days in advance WILL NOT be approved and will be considered unexcused. Pre-approved absences may not be requested after the date of absence.** Students who have already reached ten (10) total absences during a school year should not request permission for a pre-approved absence. If a family emergency arises that does not meet these guidelines, it is at the Headmaster's discretion as to whether the event is approved. All work missed due to absences (excused/unexcused) must be completed and turned in within the same number of days absent (if the absence occurs near the end of a grading period, the student must turn in all work by the last day of the quarter).

Saturday School – once a student has reached the limit of absences per semester (half the yearly total) he/she will be required to attend Saturday school from 8 am -12 pm to make up hours. This will be assessed at \$50/day to the teacher conducting Saturday school.

**Tardy Policy** - Students in preschool through highest grade offered are asked to arrive no later than 7:50 a.m. Monday-Friday This allows students to be ready for class opening at 8:00 a.m. Teachers begin instruction promptly at 8am. If a student arrives after 8:00 a.m. he/she is marked tardy. If there is a legitimate reason for the tardy, the parents must notify the school office by 7:50am. Habitual tardiness is disrespectful to the teacher and fellow students and becomes a sin of the heart as well as a truancy issue.

**Excused Tardies**- The only excused tardies recognized are those accompanying a note or a phone call from the parent stating an emergency or a needed medical appointment. Times of inclement weather may be excused.

**Unexcused Tardies**- All other tardies will be considered unexcused.

**3 tardies will be considered an unexcused absence. Further consequences will be at the discretion of administration. See Attendance Policy Rubric in Appendix A**

### **Academic & Achievement Awards:**

**Quarterly Awards** Grades 3- highest grade

Headmaster's Award given to students with all A's in every subject.

Honor Roll Award given to students with A's with a maximum of 3 B's only.

**Monthly Awards** All grade levels

Fruit of the Spirit Monthly Award given to students demonstrating exemplary spirit in the Fruit of the Spirit of each Month and without any unexcused absences or unexcused tardies. Fruit of the Spirit lunch will be celebrated each month on Thursdays at 11:00am with the Headmaster, student and 2 adult members of their family.

**Annual Awards** All grade levels

Perfect Attendance All grades and with no absences and no more than 3 excused tardies.

### **Behavior Philosophy**

We look at the heart of the child and try to change the heart. We want to teach the children to love the standard and love the good that God loves! As parents and teachers, we accept the challenge to "train up a child in the way he should go." Proverbs 22:6 ESV. Cooperation between the home and school in the interest of the child is a necessary component of education. In Classical Christian education, the home, the church, and the school must work closely together. God expects respect for all those in authority. Thus, students must show obedience to all teachers and staff, including aides, office personnel, lunchroom staff, and substitute teachers.

## **Social Behavior and Relationships**

To maintain an appropriate educational and spiritual atmosphere at ZLS, students are to refrain from behavior unfitting in a school environment. These behaviors include improper displays of affection and familiarity (kissing, touching, hand-holding, hugging, etc.). ZLS seeks to develop unity in the student body, to foster concern and compassion for others as well as educate all students. These goals are thwarted when students are preoccupied with their individual social relationships. Scriptural purity and godly character are the standards for both student and faculty behavior. This policy applies to students, both when they are in school, on campus, and when they are involved in any off-campus school activities (field trips, class trips, etc.). It also applies to electronic and social media activity, as well, whether on or off campus.

## **Student Safety and Security**

### **Weapons Violations**

Within this Christian community, we are committed to providing a safe environment in which each student can learn. ZLS considers student, staff, and families in possession of, use of, or threatened use of weapons as a serious offense and will not be tolerated by students while on school property, at school events, or at any other time while enrolled as a student or affiliated with ZLS. Statements made by a student claiming or boasting of a weapon at school or at school events will be dealt with in the same manner as a “threat” below.

### **Student Actions**

Students who possess a weapon or who carry, exhibit, display, draw, or threaten any of these items apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion. A student commits a misdemeanor of the first degree if in the possession of a weapon in the buildings of, on the grounds of, or on any conveyance providing transportation to or from the educational institution.

### **Definitions**

**“Possession”** includes, but is not limited to, having a weapon on school property or at a school sponsored event located: (a) in a space assigned to a student such as a locker or desk; (b) on the student’s person or property; or (c) under the student’s control or accessible or available, such as hidden by the student. ZLS reserves the right to conduct a search of students when there is a reasonable basis to believe that the student may be in possession of a weapon. Two staff members will be present in the event of a search. Areas of search include, but not necessarily limited to, a student's locker, desk, and personal effects. A student may be asked to empty his pockets or make available contents of other areas about their person. Should a student refuse to empty pockets or make available contents, ZLS may request that parents come to the school or other location and search their child. Should the student and parent(s) refuse to conduct a search of the person of the student, the school reserves the right to expel the student.

**“Threat”** includes but is not limited to: (a) a statement of personal bodily harm with a weapon; (b) a statement indicating friends or acquaintances with weapons who will commit bodily harm; or (c) the statement of possessing a weapon at school or a school function. A threat may be verbal or written and done in person, over the phone, or electronically. A “weapon” includes but is not limited to: (a) any knife, cutting instrument, cutting tool, num-chuk stick, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury; (b) a firearm which is not loaded or lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon; (c) any “lookalikes” of any items listed above. The possession of spray mace and/or any other noxious chemicals used inappropriately will also be considered a violation of this policy.

### **Reporting & Referrals**

Any faculty member, staff member, or Headmaster with knowledge of possession, threat, or use of weapons as described above shall immediately report to the Headmaster, who shall: (a) submit a report to the appropriate jurisdictional police authority – when the school reports an incident to the police the school is merely providing information to the police department/School Resource Officer (SRO); and (b) remove the involved student(s) from school pending full investigation by school and law enforcement officials/SRO. When the school refers an incident to the police, the school expects the police to take action on the case.

### **Enforcement**

All violations under this policy shall be reported to the local police department/SRO. All persons violating this policy shall receive out of school suspension until such time a parent conference is held, a full investigation has been completed, and the administration has finalized the consequences and course of action. If this policy is violated, the student will additionally be placed on probation, long-term suspension, or be recommended for expulsion for a period of up to one year.

### **Harassment & Bullying**

“Be devoted to one another in love. Honor one another above yourselves,” Romans 12:10 ESV. ZLS will not tolerate bullying, be it verbally, physically, emotionally, or through cyberbullying by either a student or anyone on staff. **Harassment or bullying is** any behavior meant to demean, degrade, embarrass, or cause humiliation to anyone, student, or staff member. Bullying occurs when a student is exposed, repeatedly and over time, to negative actions on the part of one or more students. In bullying incidents, there is an imbalance of real or perceived power, such that the victim has a hard time defending him/herself against the tormentors.

**Bullying behaviors include** but are not limited to:

**Physical:** kicking, shoving, hair-pulling, hitting, slapping, biting, tripping, stealing, spitting, or damaging possessions:

**Verbal:** name calling, taunting, put-downs, teasing, threats, rumors, sarcasm, gossiping, ethnic slurs or betraying a confidence:

**Emotional:** mocking, laughing, imitating, rejecting, humiliating, excluding, social isolation, writing notes, emails, text messages, dirty looks, or hand signs.

**Cyberbullying:** includes but is not limited to, the following misuses of technology via harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting any inappropriate or derogatory email message, instant messages, text messages, digital pictures or images or website postings (including blogs) which has the effect of: Physically, emotionally, or mentally harming anyone.

Placing anyone in reasonable fear of damage to or loss of personal property or, creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Anyone who engages in bullying or cyberbullying shall be subject to discipline. Students who have been bullied shall promptly report such incidents to any staff member. Complaints of bullying or cyberbullying shall be investigated promptly and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint. Students are not to falsely accuse another student for the sole purpose of attempting to get them in trouble. The terms "bullying" and "cyberbullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct. For consequences refer to the **Discipline Rubric for Behaviors & Consequences Appendix B**.

**Discipline Policy:** Our goal with misconduct is to bring about change within students, not just to punish them. We strive to maintain an environment where students can grow spiritually, intellectually, and socially through consistent and fair discipline with Christian love and grace. Our standards have been established to encourage consistency in our expectations. Discipline standards are discussed with each class individually and collectively at the beginning and throughout the school year.

**Zion's Rule:** This is the rule upon which we set our discipline policy.

**"Obey right away, all the way, cheerfully, every day!"**

**Zion's Law:** Zion students will always show **"Respect, Order, Unity, Diligence and Honesty"**

## School Rules:

### ❖ Be respectful -

- Students will show care and concern for the safety, space, and time of others.
- Students will honor and obey their pastors, teachers, staff, parents, and others in authority.
- Students will show proper care for the property of the church and the school and while on field trips.
- Students will set a Christian example in thought, word, and deed.

### ❖ Be Responsible -

- Students will be responsible for their own behavior.
- Parents will be responsible for controlling their other children's behavior while at ZLS during pick up and drop off and while at ZLS and PTF Events.

### ❖ Be Safe -

- Students will use good health and safety habits.

## Classroom Rules:

- |  |                                |
|--|--------------------------------|
| ○ Love God   | Deuteronomy 6:5; Matthew 22:37 |
| ○ Love Your Neighbor   | Leviticus 19:18; Matthew 22:39 |
| ○ Be a Servant Leader  | Mark 10:42-45                  |
| ○ Follow a Good Example to be a Good Example                   | 1 Corinthians 11:1             |
| ○ Remain Steadfast and Dedicated                               | 1 Corinthians 15:58            |
| ○ Listen Carefully   | Matthew 13:43b                 |
| ○ Be Obedient  | Romans 13:1                    |
| ○ Respect People and Property (Golden Rule)                    | Matthew 7:12a                  |
| ○ Do your Personal Best  | 1 Thessalonians 3:10-12        |
| ○ Keep a Place for Everything and Keep Everything in its Place | 1 Corinthians 14:40            |

## Whistles Protocol for Recess, PE, or any other needed times: (3,2,1)

- **(3) Short Whistle Blows** It is time to line up.
- **(2) Medium Whistle Blows** (ALL) Staff and Students (Stop) and (Look) for the Staff/Adult blowing the whistle / Students don't move until told to do so by Staff/Adult.
- **(1) Long Whistle Blow** (ALL) Students take a Knee or Sit down. All Staff stand up and assist. There is an injury that needs adult help. Students don't move until told to do so.

## **Disciplinary Terms Defined**

**Detention** the loss of recess, an activity, or staying after school for the purpose of making up work or behavior modification.

### **In-School Suspension (ISS)**

Assignments for the day will be taken to the in-school location. A student will complete all assignments, quizzes, or tests assigned and/or due during the time of the suspension. Lunch will be eaten in the in-school location. A student assigned to in-school suspension is not permitted to participate in after-school activities for that day no matter where the activity takes place.

### **Out-of-School Suspension (OSS)**

Is reserved for serious or repeated offenses. During the suspension, work must be maintained. A student suspended out-of-school is not permitted on school property during the suspension and is not permitted to attend or participate in any school activity no matter where the activity takes place.

Only the Headmaster may reinstate a suspended student after the imposed conditions of reinstatement have been met. After the second and any subsequent suspensions a meeting involving the ZLS Headmaster, teacher, student, parents, and a School Board member must be held to ensure that improvement in the child's behavior is imminent.

**Probation** - Any student who has been placed on out-of-school suspension is automatically placed on a probationary contract. Guidelines of the contract are based on the reason for the suspension. Probation is intended as an intermediate disciplinary step to give the student an opportunity to improve his/her attitude and/or conduct. If progress is not noted in attitudes and/or behavior, the student will either be asked to withdraw from Zion Lutheran School or the administration will recommend expulsion to the School Board.

**Expulsion** - The school administration reserves the right to recommend to the School Board for immediate expulsion for any student who has grievously and repeatedly violated written and/or spoken school policies or its principles. It may become necessary for the administration and School Board to request the parents to seek a setting that will meet the needs of their child.

**Truancy** – Truancy is defined as being in any location other than where you are supposed to be. For example, a student who in at school but not in the appropriate classroom or location will be considered truant. Appropriate consequences will be at the discretion of administration. Consequences may include detention, suspension, and expulsion.

**Willful Destruction of Property** - Any person willfully destroying the property of Zion Lutheran School and Church including textbooks, library books, or Hymnals will be held responsible for their actions and be required to pay the costs of replacement and/or repair of damaged or destroyed property. The School Board has the right to assess repair or replacement costs to the parent.

### **Physical Restraint Policy**

Zion Lutheran School Headmaster and teachers retain the authority to restrain students to maintain order in the school when certain situations escalate, such as a fight or a violent emotional outburst. Physical restraint means the use of physical force to restrict the free movement of all or a portion of the student's body. Restraining is used with extreme caution and only in emergencies when other less intrusive actions have been tried. Physical restraint is not used as a means of punishment. It is used only in clear situations where the safety of a child is at stake.

Physical restraint may only be used in the following circumstances:

1. as reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person;
2. as reasonably needed to maintain order or prevent or break up a fight;
3. as reasonably needed for self-defense;
4. as reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present; to teach a skill; to calm or comfort a student; or to prevent self-injurious behavior;
5. as reasonably needed to escort a student safely from one area to another;
6. if used as provided for in a student's IEP, Section 504 plan, or behavior intervention plan;
7. and as reasonably needed to prevent imminent destruction to school or another person's property.

While teachers are able to restrain students. Teachers are encouraged to use the Headmaster when at all possible to do so to minimize culpability with parents.

### **Supervision**

It is imperative that all students are supervised by a teacher or someone appointed by the teacher. Adequate supervision of students in every situation can eliminate many problems before they begin. If you need to step out of the classroom (to use the bathroom, make copies, talk to a parent, etc....), make sure another teacher, staff member, or teacher's aide is present to supervise your students.

### **Incident Report**

If a major incident happens in your classroom that requires involvement by the Headmaster it is necessary that something be written down describing the incident and the actions taken by the teacher prior to the Headmaster becoming involved. Formal incident report forms are in the teacher conference / break room, front office, and Headmaster's office.



## COMMUNICATIONS

### COMMUNICATIONS DURING THE SCHOOL DAY

Communication is key to success at any school. For any classroom concerns, please contact teachers as soon as possible outside school hours. Teachers are at school 30 minutes prior to school starting and 30 minutes after school. If you wish to speak with a teacher or your child, except in an emergency, please do so either before 7:50 a.m. or after 3:00 p.m. When teachers are with the students they must give 100% of their attention to the class. If you need to leave a message, please write it out and give it to the administrative assistant who will deliver it to the teacher. Please do not interrupt class while it is in session! Parents can expect the Headmaster to protect instructional time. Interruptions are kept to a minimum.

### CELL PHONES IN SCHOOL

Zion Lutheran School recognizes that cell phones are a part of everyday culture and understand that cell phones may also be used for educational purposes in the classroom (calculator usage, Bible app, etc.). Teachers have discretion to allow cell phone usage in their classroom as needed. Outside of approved classroom usage, students are ONLY permitted to use their cell phone before 7:30am and after dismissal at 3:15pm, unless in After School Care (ASC). Otherwise, phones must be kept in backpacks and on silent. If parents need to reach their student outside of the designated cell phone time zones, parents can call the office (208) 466-9141. If cell phones are used outside of approved cell phone time zones, cell phones will be confiscated for the remainder of the day. ZLS staff will not be held responsible for any lost data or lost cell phones.

### ELECTRONIC/TECHNOLOGY USE POLICY

**PURPOSE** Our technology policies are created to allow us to be a reflection of Jesus Christ to each other and the surrounding community. Use of technology should be done ethically, respectfully, and truthfully. Zion Lutheran School expects parental guidance and monitoring of the use of technology outside the school walls.

### RESPONSIBILITIES of the SCHOOL

1. Occasionally, the school will make determinations on whether specific uses of the school technology are consistent with the Acceptable Use Policy.
2. The teacher will monitor sites that students access and attempt to access.
3. The school reserves the right to bar access to the Internet or other technologies in order to prevent unauthorized activity.
4. The school will **not** be responsible for any damages a user may suffer, including loss of data.
5. The school is **not** responsible for the accuracy or quality of information obtained through the Internet.

**RESPONSIBILITIES OF THE USER** With right access comes the responsibility to use the source both correctly and wisely. Access to the Internet, for instance, may mean that some material found will not meet the guidelines set in our Acceptable Use Policy. Due to changing technologies, it is not possible to guarantee that a child will not ever be exposed to something we don't want them to be exposed to. It is the responsibility of the user to utilize Zion Lutheran School technology and Internet access only as instructed by teachers & staff, to understand the technology user is in control and needs to close or delete objectionable content, and to immediately report to the appropriate school authority any content that is inadvertently accessed that is in conflict with this Acceptable Use Policy.

## **ACCEPTABLE USE**

1. All use of the Internet and other technologies at Zion Lutheran School is to be in support of education and research and must be consistent with the mission of a Zion Lutheran School.
2. The user must abide by the acceptable use rules of any network being used/accessed.
3. Any use of the Internet to facilitate illegal activity is prohibited.
4. Any use of the Internet for commercial or for-profit purposes is prohibited.
5. Any use of the Internet for advertisement or political lobbying is prohibited.
6. Unauthorized use of copyrighted material is prohibited.
7. Downloading information or research, whether public domain or copyrighted, and submitting it as one's own original material is plagiarism and will result in appropriate consequences.
8. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage software components of a computer is prohibited.
9. Vandalizing the data of other users is prohibited.
10. Hate mail, harassment, discriminatory remarks, cyberbullying, and other antisocial behaviors are prohibited.
11. The illegal installation of copyrighted software for use on school computers is prohibited.
12. Use of the Internet or school technology (computer, iPads etc.) to access obscene or pornographic material is prohibited.
13. Use of the Internet to transmit material likely to be offensive or objectionable to recipients is prohibited.
14. Posting of anonymous messages is prohibited.
15. Email use at Zion Lutheran School shall be limited to legitimate school educational purposes and shall be conducted only through school-arranged accounts.
16. Any attempt to circumvent system security, network security, or the Internet filtering system is prohibited.

17. Users will not reconfigure, modify, repair, or attach external devices to school technology unless under the specific direction of a school staff member, and the approval of the Headmaster.
18. No content created and stored on the school hardware or school authorized accounts may be considered private. School personnel have the right to monitor and review all data stored on school hardware and school authorized online accounts at any time.
19. Additional rules, restrictions, and guidelines may be added at any time.

**PENALTIES** Any user violating any aspect of this Acceptable Use Policy is subject to loss of technology privileges as well as other school disciplinary action. Dependent upon the grade level and/or activity, loss of technology privileges may also have a negative impact upon a student's academic subject grades, as technology such as the Internet may be necessary to properly complete school activities. In situations that lack clarity and require a judgment call, the school Headmaster shall make the final determination as to what constitutes acceptable use. The Headmaster's decision is final.

## **REGARDING SCHOOL-ISSUED IPADS FOR STUDENTS**

1. Upon receipt of a school iPad for Zion Lutheran School educational use, the student accepts responsibility for careful and appropriate use of the iPad. Damage caused beyond expected wear and tear through appropriate use may result in repair or replacement costs assessed to the parents/guardians of the student of a damaged unit, at the discretion of the school.
2. Keep food and liquids away from the iPad at all times.
3. All accounts and software added to the iPad are to be done only by school staff members. A student is not to attempt to create or add additional accounts to the iPad.
4. Students may add additional Wi-Fi access information to the Network settings, allowing Internet access when using outside of school (such as at home). This is encouraged in order to allow greater student productivity.
5. Should a student's iPad become lost or stolen, the family will be charged for its replacement. The charge will reflect the cost of purchasing a new iPad of the same model or its equivalent if that model is no longer available.
6. Upon 7/8th Grade graduation, a student will have the opportunity to keep the iPad by purchasing it from the school at a depreciated amount, to be determined at that time.

To determine the price for which a unit may be purchased upon graduation, at the beginning of May, we will look for the best price we could sell the used iPad for online to companies who buy used iPads. We will then look for the cheapest price we'd have to pay to purchase a refurbished iPad of that model. We will then split the difference and put our purchase cost in the middle.

## **PERSONAL ELECTRONIC DEVICES**

No electronic devices are to be allowed at school except for school issued iPads unless a teacher allows it for a specific project. We understand that parents may want their students to carry personal cell phones. Students may bring them to school as long as they remain turned off and in their backpack during the school day.

If not, all such devices will be confiscated by the teacher; they may be picked up after school. Because of the possibility of such devices being broken, lost, or stolen, if such a device comes to school, Zion Lutheran School staff will not be responsible for the device or any data contained on the device.

## **GOOGLE APPS FOR EDUCATION**

Zion Lutheran School utilizes Google Apps for Education for some aspects of its curriculum. This requires the creation of student accounts. These accounts, which will be accessible by students both at school and elsewhere, are intended for school usage only. Personal information concerning students given to Google by the school for account creation is protected by federal privacy laws, and it will not be used for other purposes. The bare minimum of required information will be submitted in the creation of these accounts. At this time, Google only requires student names.

## **LIMITATION OF LIABILITY**

ZLS takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the Internet. ZLS reserves the right to block content that negatively impacts the academic performance of students. However, we cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. Zion is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

**Student Technology Use Agreement Procedure is located at Appendix D**

# Student Uniform Code

We at Zion Lutheran School wish to teach our students morals, values and modesty as well as mathematics, science and language. We believe that a clean, neat student body that is dressed uniformly has less trouble with student alienation, discrimination, and general distraction associated with a less structured dress code. Please read closely the following:

We recommend uniforms be purchased from a store that sells the following brands: Lands End (\*Classic Evergreen/Navy Plaid), French Toast, Children's Place & Old Navy. The acceptable colors for bottoms (pants, skirts, shorts & skorts) are black, khaki or Lands End Classic Evergreen/Navy Plaid. Tops must be a collared shirt either polo or button down in the acceptable colors of black, white or evergreen. Zion Lutheran School logo shirts and t-shirts may be ordered from The Spirit Store at [zlsnampa.org](http://zlsnampa.org) 1 or 2 times per year. The first is typically most of August and part of September. \* This is the only plaid allowed.

	<b>Boys</b>	<b>Girls</b>
<b>Chapel Uniform</b>	Black or Khaki pants & White button down or polo shirt in long or short sleeve	Black, Khaki or plaid skirt/jumper & White button down blouse or polo in long or short sleeves
<b>Daily Uniform</b>		
<b>Tops</b>	No visible logos of any kind/type, i.e. Gap, Old Navy, etc.	No visible logos of any kind/type, i.e. Gap, Old Navy, etc.
<b>Type:</b>	Button down or Polo with a collar and long or short sleeves	Button down or Polo with a collar and long or short sleeves
<b>Colors:</b>	Solid only in Evergreen, Black, or White	Solid only in Evergreen, Black, or White
<b>Worn:</b>	Tucked into pants	Tucked into pants/Skirts/Skorts
<b>Required:</b>	1 Black t-shirt with the Zion Lutheran School Logo *	1 Black t-shirt with the Zion Lutheran School Logo *
<b>Pants/Shorts/Belts</b>		
<b>Pants</b>	Pants fitted at the waist, pleated or Flat Front, ankle length	Pants fitted at the waist, pleated or Flat Front, ankle length
<b>Shorts</b>	Shorts (2" above the knee) warm weather	Capris or Shorts (2" above the knee) warm weather
<b>Colors:</b>	Black or Khaki	Black or Khaki
<b>Belts:</b>	3rd grade and up (black, brown)	N/A
<b>Prohibited:</b>	Cargo styles, baggy styles, low riders	
<b>Skirt/Skort/Jumper</b>	N/A	
<b>Type:</b>		Uniform Style- Pleated, A-line, straight elastic
<b>Length:</b>		2" above the knee/knee length
<b>Colors:</b>		Black, Khaki, Plaid Classic (white/navy/green)
<b>Required:</b>		shorts or leggings under skirts, jumpers
<b>Prohibited:</b>		No ruffles, lace, or slits in skirts, no short skirts
<b>Shoe Type:</b>	Closed toe shoes; i.e. sneakers, loafers, oxfords, ankle boots, dress boots (no sandals)	Closed toe shoes; i.e. sneakers, loafers, oxfords, ankle boots, dress boots (no sandals)
<b>Optional:</b>	Snow/rain Boots weather appropriate (PK only may wear indoors, all other students must bring shoes to change into during the school day)	Snow/rain Boots weather appropriate (PK only may wear indoors, all other students must bring shoes to change into during the school day)
<b>Prohibited:</b>	Wheeled, crocs, any footwear that lights up, makes noise, causes distractions	Wheeled, crocs, any footwear that lights up, makes noise, causes distractions
<b>Socks:</b>	Ankle/knee high	Ankle/ knee high/ tights/ leggings
<b>Color:</b>	Same as uniform pants/shorts	Same as uniform pants/shorts/skirt/skort/capris/jumper
<b>Other/Optional</b>		
<b>Coats/jackets:</b>	No gang style or inappropriate wording, otherwise at parents discretion - outerwear only.	No gang style or inappropriate wording, otherwise at parents discretion - outerwear only.
<b>Hat/Scarf/Gloves</b>	Hats, gloves, scarves (outdoor wear only) are encouraged for recess	Hats, gloves, scarves (outdoor wear only) are encouraged for recess
<b>Sweaters/Vests</b>	Black, Evergreen, or White Uniform style no lace or ruffles	Black, Evergreen, or White Uniform style no lace or ruffles
<b>Turtle necks</b>	Turtle or mock turtle necks in approved colors under button down shirts	Turtle or mock turtle necks in approved colors under button down shirts
<b>Suspenders</b>	Optional to help hold bottoms up (Black or Khaki)	
<b>Other Requirements</b>	Boys no earrings at any school activity	Girls earrings: PK-4th gr < 1/2", 5-8th gr < 1"
<b>Earrings, Tattoos</b>	No body piercing	No body piercing other than ears for the girls earrings.
	No tattoos permanent or temporary	No tattoos permanent or temporary
<b>Hair, etc.</b>	Hair should be natural in color and must not hang in students eyes.	Hair should be natural in color and must not hang in students eyes.
<b>Prohibited:</b>	Clothing that is torn, ripped, or stained is prohibited.	Clothing that is torn, ripped, or stained is prohibited.
<b>Spirit Store*1</b>	Zion sweatshirt or t-shirt with school logo may be purchased and worn Wed. only. Order through <a href="http://zlsnampa.org">zlsnampa.org</a> Spirit Store	Zion sweatshirt or t-shirt with school logo may be purchased and worn Wed. only. Order through <a href="http://zlsnampa.org">zlsnampa.org</a> Spirit Store

### **Uniform Non-compliance:**

Uniforms will be checked at the beginning of each day. For uniform violations refer to the Discipline Rubric at Appendix B:

1<sup>st</sup> offense – Level 1

2<sup>nd</sup> offense – Level 1

3<sup>rd</sup> offense—Level 2

4<sup>th</sup> offense-- If a fourth slip goes out, this will be considered a deliberate sin of defiance and disrespect to the school and a meeting will be set up between the parents and the Headmaster.

Non-compliance of the uniform code will be addressed by teachers. Students who arrive to school outside of code will wait in the lobby with the Secretary for parents to bring appropriate clothing or Zion Lutheran School can provide clothes in compliance with the dress code if available. Students will not be permitted to enter class outside of dress code. Parents are asked to wash and return the school items, or you will be charged for them.

## **D. Daily Routine**

### **School Hours**

Doors open to students at 7:30a.m. A teacher will be available to watch the students at that time.

School starts promptly at 8:00a.m.

Classrooms: Because classes begin at 8:00a.m., students are asked to **be in their classrooms at 7:50 a.m.** to be ready to begin at 8:00a.m.

Half day students:

PK-K half time students are to be picked up at 11:15 a.m. unless they stay for lunch. Then they need to be picked up by 12:10 p.m.

Full day students

Grades: PK – 2<sup>nd</sup> Dismissed at 2:45 p.m.

Grades: 3 and Higher Dismissed at 3:00 p.m.

## **Morning Arrival Procedures**

Students may be dropped off at school beginning at 7:30 am. There will be no supervision for students prior to 7:30 am. Parents should walk their student in for morning arrival, and they must park in the marked parking spaces and not in the drop off lane. After 8:00 am, a student is considered tardy unless excused by the front office in accordance with the Tardy policy. Students will be signed in at the office and parents are asked not to accompany their student to their classroom. This disrupts class time.

## **Afternoon Dismissal Procedures/Release of a Child**

Staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must notify the office prior to pick up of a change in pick up authorization. Parents must complete the change to pick up form. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and are not surprised at being asked.

## **After School Care (ASC)**

Parents may register their child/children for ASC, at registration or at any time during the school year. Any student who remains at school 15 minutes after their release time, will be signed into ASC and parents will be billed, unless otherwise approved by the Headmaster if the parent is volunteering or working after school. If a parent is in the building after school hours, parents are responsible for the supervision of their children, unless coordinated with ASC staff and the Headmaster. (See ASC Appendix for more information)

## **Gum Chewing**

**None!** It's not permitted by anyone during the school day. This includes not only during school hours, but also recess and during all after school activities.

## **Handouts ZLS, PTF and Outside Agency**

No ZLS Faculty, Staff or PTF member will hand out any materials without prior approval of the Headmaster. Additionally, no outside agencies materials will be authorized for distribution without the consent and approval of the Headmaster.

## **Leaving School Grounds**

Students are expected to remain on the school grounds at all times until they are dismissed for the day.

Students may leave the school grounds during school hours for the following reasons only:

- Parents pick them up. The parent/guardian is required to sign student in/out at the front office. Parents are to provide clear reasons & times when signing their students in and out.
- Released for special activities.

## **Recess**

Students will enjoy being outdoors for recess every day unless the wind chill temperature reads 20° below or at the discretion of the senior teacher/Headmaster. Please ensure students have appropriate dress to accommodate varying weather conditions.

## **E. Health & Safety**

### **Building Security**

Isaiah 41:10 ESV reads, “So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand.” Keeping your children safe while at school is of utmost importance. To provide the best security:

- The inside security doors are locked after 8:00 am.
- The Administrative Assistant is dedicated to covering the front desk and will monitor visitors through a sign-in sheet.
- Throughout the year, we will perform lockdown, escape, and other emergency response drills in compliance with Idaho state laws and regulations.

### **Early Dismissal/Inclement Weather**

Zion Lutheran School follows the Nampa School District closure schedule in case of snow, ice, freezing rain or any inclement weather. You will be notified by SMS using the Remind app. Please confirm all your contact information to ensure that you receive needed messages. We also report closures to local TV stations, and list them on Social Media outlets.

### **Emergencies**

Zion Lutheran School has procedures to follow in the event of an emergency occurring while a student is at school.

**Fire Drill** - To prepare students for the unlikely need to evacuate, the school does conduct monthly fire drills.

**Lockdown Drills** -We conduct semi-annual lockdown drills to prepare for the unlikely event of an intruder or a local emergency. Should we need to actually evacuate due to fire or weather conditions, or the loss of power, heat or water, our reunification location will be provided to parents. A sign will be posted in front of the school indicating that we have been evacuated and the location where you can pick up your student. Parents will also be contacted as soon as possible to come pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your student’s enrollment information. In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the students in the safest location possible, contact and follow the directions given by the proper authorities, and contact the parents as soon as the situation allows. An incident report will also be provided to the parents.

**Hall Check Drill**- Definition: There is a reported Threat in the vicinity of ZLS, and until it is resolved, a Hall Check is initiated. If the Threat escalates, then ZLS will go into a Lock Down. If it is resolved and confirmed by an SRO and Emergency personnel, then the Headmaster or Designated Representative can then release the Hall Check.



## **Family-Custodial Situations-Relationships with Zion Lutheran School:**

Because an increasing number of families are experiencing transitions in parental custodial relationships, Zion Lutheran School has instituted the following procedures:

In two-parent families it is believed that both parents are living at the same address unless we are notified otherwise. Zion Lutheran School will, therefore, send home weekly newsletters, snack schedules, weekly classroom notes, field trip permission slips, conference appointments, progress reports, etc. with the student. It is believed that both parents are communicating regarding the child and all information is shared by and between the parents.

In families experiencing separation of parents or pending divorce, the above information will be sent home with the student to the custodial parent. It is hoped that this information is shared by and between the parents. The non-custodial parent may request a copy of all classroom information. Since separation or divorce can impact a child's achievement and interactions at school, parents need to inform the teacher and Headmaster of the situation so appropriate support can be given to the student. Zion Lutheran School will not act on hearsay, rumors or demands of a parent but only on the appropriate documentation as detailed below.

In cases of an actual divorce decree awarding custody to one parent, the custodial parent is to inform the office of this fact. A certified copy of the decree is to be submitted to the office. Unless told otherwise, we assume Zion Lutheran School communications will be sent home to the custodial parent. Custodial parents need to clearly understand that unless the divorce decree specifically limits the non-custodial parent's rights to access records, the non-custodial parent has the right to the same access as the custodial parent.

Zion Lutheran School will, unless instructed by a court order, release such records upon request to the non custodial parent. We encourage the custodial parent to cooperate with the school and share information, correspondence, and conference appointments directly with the non-custodial parent. We will respect all privacy requests related to all communications and documents shared with us under this policy. Unless restricted by a court order, any non-custodial parent has the right to attend any ZLS school activity of the child. It is hoped that parents will keep each other informed as to these activities to avoid miscommunications. In cases of "joint custody" entitling both parents access to Zion Lutheran School staff and activities, we send home with the student two copies of communications and information, and we ask that this be shared by and between the parents.

Regarding parent teacher conferences in all custody situations: it is the general procedure that one conference appointment be scheduled "jointly" if both parents wish to be present. We sincerely hope that parents will set aside their differences and come together on behalf of their child. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstandings.

In cases where joint conferences are neither possible nor desirable, alternate arrangements may be made after discussion with the teacher and Zion Lutheran School Headmaster. Every effort will be made to keep communications open with both parents for the benefit of the student.

If there are any questions concerning this policy or circumstances you feel necessitate other arrangements, please contact your child's teacher or the director personally.

## **Illness**

We realize that children become ill from time to time. We ask that you not bring a sick child to school. They will be sent home! Parents of a student with any of the following symptoms will be notified to come pick up them up:

- Temperature of 100° F
- Diarrhea
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Vomiting
- Severe sore throat or difficulty swallowing

The health of your child is important. If your student suffers from a chronic condition such as asthma, please let us know when registering your student.

During the school year, if your student contracts anything seriously contagious, like chicken pox or whooping cough, please let the staff know.

Head Lice can be a nuisance, but lice have not been shown to spread disease. A student found to have lice should remain in school until the end of the school day, then be sent home for treatment.

**Injury** --The school staff can provide simple first aid; however, if your student becomes ill or injured at school, we will contact the parents to pick him or her up. Please ensure we have the most current home and day-time telephone number for you and two emergency contacts. In emergencies, when parents cannot be reached, the school will call the paramedics. The cost of transport by paramedics and/or ambulance will be the responsibility of the parents.

**Medications** - Medications should be taken at home. When medicine must be given to a student during school hours a parent must complete an "Authorization To Administer Medication" Form available at [zlsnampa.org](http://zlsnampa.org). The medication must be handed to school staff with the medication. It may NOT be stored in a student's cubby or book bag. Prescription medications must be in their original container and administered in accordance to the instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions. The medication will be kept in a secure area in the school office.

**Inhalers & EpiPens** - Asthma multi-dose inhalers may be carried by the student, with the written permission of student’s health care provider and parent. Students needing an EpiPen at the school, may have one with written permission from the student’s health care provider and parent.

### **III Parent and Community Involvement Policy Communication**

At Zion Lutheran School we believe it is important to include parents in the partnership of the education of their children. Zion Lutheran School uses the following methods as a means of communication:

- Phone calls: 208-466-9141
- Remind: Group text messaging system
- Email: zloffice1@ gmail.com
- School website: zlsnampa.org
- Myschoolworx.org\*
- ZLS Bi-monthly Newsletter
- Classroom Weekly Newsletters
- PTF Meetings : monthly
- Parent/Teacher Conferences (1<sup>st</sup> /3<sup>rd</sup> QTRs)
- Facebook: Zion Lutheran School

\*With myschoolworx your will receive a username and password to access this system. Student assignments, teacher messages, grades, etc. will be posted here.

\*Channel of Communication: ZLS has an open channel of communication for all issues, conflicts, or disputes. If you have a concern, suggestion, or complaint we ask that you:

- For classroom purposes talk with the appropriate teacher first.
- If no resolution is accomplished, the individual(s) and teacher will meet and talk to the Headmaster.
- If still no resolution is obtained, all parties will schedule a meeting with the School Board.

Any step may be repeated, as often as is necessary as long as all parties agree, otherwise the leading supervisor will set a meeting for the next step. In accordance with the School Board Handbook, all decisions by the School Board are final.

\*Delivering messages – Our goal is to provide uninterrupted learning time for your child. We know that occasionally a non-emergency message is necessary. We ask that you contact us no later than 30 minutes prior to the end of school. Messages are delivered to the classroom based on the urgency before and at the end of the school day. If you have an emergency, please call the school office at 208-466-9141, until you reach the administrative assistant or Headmaster.

## **Parent/Teacher Fellowship (PTF)**

Many hands make light work! We so appreciate your time and assistance in making our school community great. Helping out at school is a great way to get to know your school family. There are many opportunities to get involved including our annual August school cleanup day, volunteering in the classroom, participating in PTF and ZLS activities, and supporting fund raising projects. PTF holds monthly meetings, with additional meetings called as necessary. Membership includes all parents/guardians, teachers, and school personnel. There are no membership dues.

## **Parental Expectations**

We expect parents at Zion Lutheran School to love one another as God has loved us. Violating this principle may result in a review of continued enrollment. The following are some circumstances that would **result in a review of continued enrollment**:

- Consistent refusal to comply with school policies including but not limited to consistent tardiness, dress code violations, and homework violations.
- Behavior which demonstrates a lack of concern or insensitivity to the rights, needs, and feelings of others including harming or threatening harm to students or school personnel whether in person, by phone, or by electronic media.
- A display of attitude, speech, and behavior that is inconsistent with the mission, vision, values, beliefs, and objectives of the school.
- Willful disturbance of school activities.
- Lying during the admissions process. Falsifying or withholding documents during the following, registration, FACTS tuition payments or applying for Tuition Assistance. Also during Parent Teacher Conferences or meetings with the Headmaster.

## **Participation- (See Volunteer Guidelines Appendix E)**

At Zion Lutheran School we welcome parents, congregational members, and community members involvement in the daily workings of the school. Volunteers are used in a wide variety of ways, including the following:

- PTF Event Coordination (support)
- Room Sponsors (mom, dad, or grandparents)
- Classroom Helpers as needed
- Classroom enrichment/presentations
- Volunteers to read poetry
- Volunteers to read with students in lower grades that are needed additional help

## **Fundraising Opportunities**

There are three primary annual fundraisers. Each supports a different aspect of Zion Lutheran School.

- PTF Annual Dinner/ Auction – this event has been known by different names however, the purpose of the event is the same. PTF uses the funds raised to fund multiple projects around the school.
- Christmas Wreath Sale- this event supports the Zion Lutheran School Hot Lunch Program (HLP). The HLP program is takes no Federal money or subsidies.
- Student Jog-A-Thon – this event supports the Zion Lutheran Teachers Fund. Moneys are used to support the teachers with their classroom needs and projects not supported by the ZLS budget.

If you have a special talent in fundraising, please let us know.

**Volunteer Guidelines are in Appendix H.**

## **IV. General Information**

### **Front Office Hours**

Zion Lutheran School office will operate business hours during normal school hours. Outside of normal school hours, Office Staff will seek to respond to emails, voicemails, or text messages within 1 school day. Summer Front Office hours are from June 1<sup>st</sup> – August 15<sup>th</sup> , and the hours are posted on the front door and on ZLS’s website.

### **Deliveries from Outside Vendors**

Families are not to disrupt the school day with the delivery of items from outside vendors, such as food, balloons, etc. Any items delivered to the school will be kept at the front office until the end of the school day or as time permits. Parents may bring birthday treats for the class at the start of the day.

### **Lost and Found**

A lost and found clothing bag hangs on the hooks in the Kindergarten hallway that leads to the playground. Lost clothing items hang beside the lost and found bag. Please check there for lost items. Items not claimed will be donated twice a year.

### **Hot Lunch Program (HLP)**

Hot lunch and milk are available for purchase on a daily, weekly, or monthly ticket for all students and staff. Current fee schedules are available in the school office, kitchen and at zlsnampa.org. Students may also bring cold lunches to school; parents, please do not send items needing heating or canned sodas. Families are asked not to bring in outside food from “fast food” restaurants. Parents/guests are welcome to join their children for lunch, but are asked to notify the school by 9:00 a.m. Parents/family members must sign in and receive a visitor badge prior to eating with their student.

## **School Lunch/Milk Charges**

The purpose of this policy is to allow a means by which a student who occasionally forgets or loses his/her lunch money to be provided a lunch. No more than 3 lunch charges (per student) will be allowed at any time, on a case-by-case basis. Parents will be notified by email before the students reach the maximum limit of charges.

**End of Year Lunch Charges** - For Zion's Hot Lunch Program to close out accounts for year end, there will be no charging during the month of May.

**Class Parties** - We recognize the parties may be observed:

Christmas Party, Valentine party with handmade valentines exchanged.

Birthdays will be recognized if the students and his/her parent so desires. The student may give out treats in the classroom for all the students. All parents and families should be mindful of dietary restrictions and allergies within their child's classroom. All students are to be included. Birthday or any party invitations may only be given out if the entire class is invited; all other party invitations need to be sent from home.

**School Calendar**- is available at [zlsnampa.org](http://zlsnampa.org)

## **Visitors**

Parents are welcomed and encouraged to visit, however, in keeping with our security practices all visitors must sign in and out with the Front Desk Representative and wear a Visitor badge while on school grounds.

## **Withdrawing Your Student from School**

The procedure for withdrawing students is as follows:

- Contact the office, preferably in person. We require a two-week written notice. The office staff will provide a "Withdrawal Checklist" form.
- Parents/students need to return all school and library books, IPADS, school materials and pay outstanding tuition and fees (library book, lunch. etc.).
- Tuition over paid will be refunded after the two-week notice.
- Records will not be released/forwarded to the next school until all financial obligations are met. Should a collection agency be used to collect unpaid fees. The payee will be responsible for any costs incurred in the collection.

**The Parent Student Handbook is subject to changes and updates.** When updates are approved by the School Board, they will be posted on the ZLS website and notifications will be in the ZLS bimonthly newsletters and through the PTF meetings. Parents and Students are expected to follow the current PSH Handbook, even if there are changes during the school year. This is the same policy from the 2019-2020 PSH where parents and students must express and demonstrate their agreement with Zion Lutheran School's mission, vision, values, policies, and philosophy stated in this handbook.

## References

The Marks of a Classical and Lutheran School ([www.ccle.org](http://www.ccle.org))

The Marks of a Classical and Lutheran Educator ([www.ccle.org](http://www.ccle.org))

Dorothy Sayers' "The Lost tools of Learning"

A Handbook for Classical and Lutheran Education ([smile.amazon.com](http://smile.amazon.com))

Curriculum Resources Guide for Classical Lutheran Education ([smile.amazon.com](http://smile.amazon.com))

Cheryl Swope's Simply Classical: A Beautiful Education for Any Child

Classical Education by Veith and Kern

Lutheran Education: From Wittenberg to the Future ([www.lcph.org](http://www.lcph.org))

Joel Brands' No Greater Treasure

Martin Luther's Exhortation to the Councilmen that they establish & maintain Christian Schools

Martin Luther's Sermon on Keeping Children in School

John Milton Gregory's The Seven Laws of Teaching

Wisdom and Eloquence by Littlejohn and Evans

## Parent Student Handbook (PSH) revisions approved by the School Board in 2023

- All references to administrator, principal is changed to Headmaster.
- All references to secretary are changed to Administrative Assistant.
- All references to students with learning disabilities policy was changed to special education considerations.
- All references to Hybrid Schooling called Home/School Partnership (HSP) was removed.
- Grading scales were updated to what is currently being used by the teachers on report cards and what is listed in [myschoolworx](http://myschoolworx).
- Academic expulsion was removed, and expulsion remains for any student who has grievously and repeatedly violated written and/or spoken school policies or its principles.
- After School Care information was updated with the current policies and rates charged for services.
- The policy for changes and updates to the Parent Student Handbook remains the same from the 2019-2020 PSH "The Parent Student Handbook is subject to changes and updates". However, the statement was expanded in the 2023 update for additional clarification.
- Attendance, award, and uniform policies were updated with additional information and clarity.
- Appendices A (ZLS Attendance and Award Policy and Rubric), B (ZLS Discipline Policy and Rules and Behavior Rubric), D (ZLS Student Technology Agreement), and H (ZLS Volunteer Guidelines) were updated.
- Appendices C (ZLS Academic Probation Contract (5<sup>th</sup> grade – Higher), E (ZLS Lunchtime Routine and Rules), F (ZLS Recess and Playground Rules), G (ZLS After School Care (ASC) Overview and Guidelines), and I (ZLS Classical Education Overview) were added and updated.

Note: In preparation for the ZLS's reaccreditation in SY 22-23 and to ensure policies were updated in accordance with ZLS's operations and policies, the Parent Student Handbook (PSH), the Faculty and Staff Handbook (FSH), the Crisis Management Plan Handbook (CMPH), and the School Board Handbook (SBH), and the 3-year plan with 5-year goals (3–5-year 2023-2028 Strategic Plan) were all reviewed and updated in 2023.

## Appendix A – ZLS Attendance and Award Rubric

<b>MONTHLY</b> Absences per Month	Consequences for Monthly Fruit of the Spirit Award	<b>QUARTERLY</b> Absences per Quarter	Consequences for <b>Quarterly Academic Awards</b>	<b>SEMESTER</b> Attendance Absences per Semester	Consequences for <b>Semester Absences</b>	<b>Interventions</b>
<b>(1)</b> or More Unexcused Absences or <b>(3)</b> Unexcused Tardies = <b>(1)</b> Unexcused Absence	Ineligible for Monthly Award <b>-Fruit of the Spirit</b>	<b>(1)</b> or More Unexcused Absences or <b>(3)</b> Unexcused Tardies = <b>(1)</b> Unexcused Absence	Ineligible for Quarterly Awards <b>-Headmaster -Honor Roll</b>			When a Student is Absent, the FO/AA must be contacted by (9am), Tardy (8am) for the Absence or Tardy to be Unexcused and that it meets the requirements in the PSH.
				<b>After the 2nd consecutive Absence for Illness, a Health Care Provider Note is Required</b>	No HCP Note, 3rd Consecutive Absence for Illness is Unexcused	Noted in myschoolworx .com
				5 or More Unexcused Absences	A Letter sent Home from Teacher	Possible detention. Emphasizing the importance of Attendance.
				7 or More Unexcused Absences	A Letter sent Home from the Headmaster	Detention, discuss Saturday School, documentation via a letter in Headmaster file.
				9 or More Unexcused Absences	Meeting with Parent, Teacher, and Headmaster. *Parents notified about Contact made with School Resource Officer.	Letter placed in Permanent File, indicating Excessive Absences with warning of Truant Status. Saturday School (1st - Highest grade)
				10 or More Unexcused Absences	Nampa Police may cite Parent/Guardian for failure to supervise, per 1C 33-206.	Letter placed in Permanent File, indicating Truant Status. May result in Student not being promoted to next grade.



**Zion Lutheran School (ZLS) Discipline Policy**  
**Zion’s Rule & Law and School & Classroom Rules, & Behavior Rubric**  
**Parent Student Handbook (PSH) Appendix (B)**

**Discipline Policy:** Our goal with misconduct is to bring about change within students, not just to punish them. We strive to maintain an environment where students can grow spiritually, intellectually, and socially through consistent and fair discipline with Christian love and grace. Our standards have been established to encourage consistency in our expectations. Discipline standards are discussed with each class individually and collectively at the beginning and throughout the school year.

**Zion’s Rule:** This is the rule upon which we set our discipline policy.

**“Obey right away, all the way, cheerfully, every day!**

**Zion’s Law:** Zion students will always show **“Respect, Order, Unity, Diligence and Honesty”**  
**School Rules:**

❖ **Be respectful -**

- Students will show care and concern for the safety, space, and time of others.
- Students will honor and obey their pastors, teachers, staff, parents, and others in authority.
- Students will show proper care for the property of the church and the school and while on field trips.
- Students will set a Christian example in thought, word, and deed.

❖ **Be Responsible -**

- Students will be responsible for their own behavior.
- Parents will be responsible for controlling all their children’s behavior while at ZLS during pick up and drop off and while at ZLS and PTF Events.

❖ **Be Safe -**

- Students will use good health and safety habits.

**Classroom Rules:**

- |  |                                |
|--|--------------------------------|
| ○ Love God   | Deuteronomy 6:5; Matthew 22:37 |
| ○ Love Your Neighbor   | Leviticus 19:18; Matthew 22:39 |
| ○ Be a Servant Leader  | Mark 10:42-45                  |
| ○ Follow a Good Example to be a Good Example                   | 1 Corinthians 11:1             |
| ○ Remain Steadfast and Dedicated                               | 1 Corinthians 15:58            |
| ○ Listen Carefully   | Matthew 13:43b                 |
| ○ Be Obedient  | Romans 13:1                    |
| ○ Respect People and Property (Golden Rule)                    | Matthew 7:12a                  |
| ○ Do your Personal Best  | 1 Thessalonians 3:10-12        |
| ○ Keep a Place for Everything and Keep Everything in its Place | 1 Corinthians 14:40            |

**Whistles Protocol for Recess, PE, or any other needed times: (3,2,1)**

- **(3) Short Whistle Blows** It is time to line up.
- **(2) Medium Whistle Blows (ALL)** Staff and Students (Stop) and (Look) for the Staff/Adult blowing the whistle / Students don’t move until told to do so by Staff/Adult.
- **(1) Long Whistle Blow (ALL)** Students take a Knee or Sit down. All Staff stand up and assist. There is an injury that needs adult help. Students don’t move until told to do so.

## Discipline Rubric for Behaviors & Consequences Rubric - (PSH) Appendix (B)

<p><b>Level 1:</b> Minor Infractions – (Inappropriate behaviors)</p> <p>Disregard for school/class rules          Misuse of school property/equipment          Inappropriate language (not to another person)          Unacceptable language/profanity          Unacceptable gestures          Uniform Violations          Behavior deemed unacceptable by a supervisor at this level</p>	<p><b>Level 1</b> Consequences are handled by the teacher/aide:</p> <p>Warning, have student problem solve          Reteach expectations          Redirect Student          Loss of recess time/equipment          Must play with someone else          5 minute timeout          Other as appropriate for the situation</p>
<p><b>Level 2:</b> Disrespect toward another student/adult</p> <p>Verbal abuse/teasing with the intent to hurt          Intentionally hitting another student/adult          Aggressive play (pushing, shoving/horseplay),          Repeated dress code infractions          Inappropriate displays of affection          Honesty issues          Inappropriate throwing of objects          Physical contact (fighting, hitting, kicking)          Behavior deemed by a supervisor to fit this level,          Chronic Level 1 behaviors          Behavior deemed unacceptable by a supervisor at this level</p>	<p><b>Level 2</b> Teacher/aide must document all infractions in the behavior log and handle consequences:</p> <p>Call to parents          Conference with student          Loss of privileges/recess          Detention          Behavior contract          In School Suspension (ISS)          Parent/Teacher/Principal conference          A student with 3 incidences will be sent to the principal (decide of chronic behavior issues consider Level 3 consequences), each case will be handled individually.          Other as appropriate for the situation.</p>
<p><b>Level 3:</b> Imminent Danger to self or others</p> <p>Illegal acts (weapons, vandalism, drugs, etc.)          Bullying/malicious behavior (see pg. 16,17)          Intentionally injuring someone          Verbal/Written threats          Leaving school without permission          Chronic Level 2 behaviors          Behavior deemed unacceptable by a supervisor at this level</p>	<p><b>Level 3</b> Incident is documented, and student is immediately sent to the principal’s office</p> <p>Referrals may result in the following steps (steps may be skipped depending upon the severity)          Referral – Out of school suspension (OSS) with probationary contract          Repeat Offense – May result in expulsion          Other as appropriate for the situation.</p>

Edit Date: 9-13-2022

Updated & Reviewed By: ZLS Staff

Approved By: ZLS Headmaster



## Zion Lutheran School Academic Probation Contract (5<sup>th</sup> Grade and Higher)

**ZLS Policy on Academic Probation:** Academic Probation – Upper grades (5<sup>th</sup> Grade and Higher):

In an academic and Christian environment it is essential that each student take responsibility for his/her own work, that the parent(s) provide collective and Christian support to their child, and that the teachers and staff provide consistent support and guidance and classical Christian education to help students achieve at a minimum, passing grades and continue to reach their potential. Upper grade (5<sup>th</sup>—highest grade offered) students who fail in more than one subject are placed on academic probation and are required to attend a meeting normally with the teacher and parent(s). During this meeting the parent(s) should also discuss and develop a homework plan that supports their child to consistently complete the required homework and unfinished classroom assignments and projects while the student is at their home(s). The teacher will share the **Academic Probation Contract (APC), Appendix C** and the parent(s) homework plan with the Headmaster, following the initial meeting and keep the Headmaster apprised of the status of the meeting and progress over the next four – eight weeks.

If the student is still failing one or more subjects by the midterm or 4 weeks following the establishment of the APC, an additional meeting must be scheduled within the 4-8 weeks with the Headmaster, teacher, and parent(s) to discuss one or more of the following:

- If the student needs additional academic resources.
- If the student needs to be tested by the Nampa School District (NSD) for special education considerations.
- If the parent(s) are following up with the student's homework consistently to ensure the student is accountable and providing consistent and collective support to their child.
- Whether the student should be retained at the same grade level for the next school year.

If the student continues to fail one or more subjects for two consecutive terms and the following areas have been assessed:

- That additional academic resources will not assist in improving the student's academic status.
- That there is not special education considerations.
- That the parent(s) have provided and have collectively supported a sustainable and consistent homework plan.
- That the parent(s) do not agree to retain the student at the same grade level for the next school year.

then the Headmaster will confer with the School Board and discuss options laid out in the APC and as a last resort will discuss whether ZLS can support the needs of the student and family and after all efforts have been exhausted by the teacher, parent(s) and ZLS to assist and support the student in bringing their grades up to passing grades in all subjects, decide if the student will be allowed to remain at Zion Lutheran School. In accordance with the School Board Handbook, the decision of the School Board will be final.

**Edit Date: 21 March 2023**

**Parent Student Handbook (PSH-2023 Update) Appendix (C)**

The following **ZLS Academic Probation Contract** is between (Student Name / Grade: \_\_\_\_\_ / \_\_\_\_\_)  
and Zion Lutheran School for the \_\_\_\_\_ quarter of school year \_\_\_\_\_. Dates of Contract: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_ and \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Headmaster Name: \_\_\_\_\_

Current letter grade of student before academic probation:

Course: \_\_\_\_\_ Grade: \_\_\_\_\_

Course: \_\_\_\_\_ Grade: \_\_\_\_\_

Course: \_\_\_\_\_ Grade: \_\_\_\_\_

Course: \_\_\_\_\_ Grade: \_\_\_\_\_

Course: \_\_\_\_\_ Grade: \_\_\_\_\_

Course: \_\_\_\_\_ Grade: \_\_\_\_\_

Course: \_\_\_\_\_ Grade: \_\_\_\_\_

**PART 1:** -----

**Student:** I understand that a student on academic probation must adhere to the following standards:

- Have no unexcused absences during this period.
- Maintain no less than a “D” in any subject.
- Meet with the teacher no less than once a week to discuss progress.
- Bring home a weekly grades report that must be signed by a parent(s).
- Commit to using one of the student’s recesses and/or after school time for academic purposes.
- Maintain behavioral excellence.

**Student:** I will complete the following with all in attendance:

Please list the factors that you feel have contributed to your academic difficulties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Please list the actions you plan to take, this quarter / 4- 8 weeks in order to be more successful:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**Parent(s):** Have established and agreed upon, the following homework plan for their child:

Note: It is imperative for the homework plan to work, that parent(s) commit to what has been agreed upon.

Location(s): \_\_\_\_\_

Days and Times for Studying: \_\_\_\_\_

Consequences for Not Studying: \_\_\_\_\_

Rewards for Studying: \_\_\_\_\_

**Student:** I also agree to the following stipulations from my Parents, ZLS Teacher, and Headmaster:

---

---

---

**Student Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**Headmaster Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**PART 2:** -----

Letter grade documented at the end of academic probation period: \_\_\_\_\_ Date: \_\_\_\_\_

Course: _____	Grade: _____	Course: _____	Grade: _____
Course: _____	Grade: _____	Course: _____	Grade: _____
Course: _____	Grade: _____	Course: _____	Grade: _____

**Option 1:** Teacher recommends Academic Probation is no longer necessary due to passing grades after (8) weeks.

**Teacher Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Headmaster approves release from academic probation (Yes or No)? \_\_\_\_\_ Date: \_\_\_\_\_

**Headmaster Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

\* Headmaster will notify the School Board and Front Office that the student is no longer on Academic Probation and the Academic Probation Contract is filed in the students official file.

-----

**or**

**Option 2:** Teacher recommends Academic Probation continues due to some improvement in grades or additional resources or testing has been conducted during the first 8 weeks of the Academic Probation Contract.

**Teacher Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Headmaster approves extension of academic probation (Yes or No)? \_\_\_\_\_ Date: \_\_\_\_\_

**Headmaster Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

\* Headmaster will notify the School Board that the student's Academic Probation Contract is extended.

**or**

**Option 3:** Teacher recommends with parental agreement that the student should be retained at the same grade level for the next year. The parent(s) agree that they will continue with the homework plan for the remainder of the year to ensure that the student continues to improve their study habits to sustain their academic improvement.

**Teacher Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
**Parent Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
**Parent Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Headmaster approves the recommended retention at the same grade for the next school year.  
(Yes or No)? \_\_\_\_\_ Date: \_\_\_\_\_

**Headmaster Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

\* Headmaster will notify the School Board that the parent(s) agree that the student will be retained at the same grade level for the next school year.

-----

**or**  
**Option 4 – Final Option:** The teacher has stated that the Academic Probation Contract has not been met and recommends that Zion Lutheran School cannot support the needs of the student and family.  
Why: \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
Headmaster reviews the feedback from the teacher and concurs that Academic Probation Contract has not been met.

Headmaster approves the recommendation from the Teacher that ZLS does not have the resources to support the student remaining at ZLS. (Yes or No)? \_\_\_\_\_ Date: \_\_\_\_\_

Headmaster requests a meeting with the ZLS School Board to discuss whether or not ZLS can support the student and family to remain at ZLS. This is only after all efforts have been exhausted by the teacher, parent(s) and ZLS to assist and support the student in bringing their grades up to passing grades in all subjects.

**Headmaster Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

School Board Decision: \_\_\_\_\_

**School Board Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

\* Headmaster will notify front office administrative assistant of the School Board decision and if applicable, will work with the parent(s), front office, and teacher to start the process of closing out the student’s account.

**Student Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
**Parent Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
**Parent Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
**Teacher Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
**Headmaster Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
**School Board Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix D

### Student Technology Use Agreement Procedure

Date \_\_\_\_\_

**Our technology policies are created to allow us to be a reflection of Jesus Christ to each other and the surrounding community.** Use of technology should be done ethically, respectfully, and truthfully. Zion Lutheran School expects parental guidance and monitoring of the use of technology continues outside the school walls.

### Zion Student Technology Use Behavior Procedure Agreement:

\_\_\_\_\_ I will treat others with respect and love just as Christ teaches in His Word, including the words I use in my communication via any social media, PowerPoint, texting, gaming, class assignments, and any other communication media.

\_\_\_\_\_ I understand that I will notify my parents and Zion Lutheran staff if any communication threatens my safety or safety of others.

\_\_\_\_\_ If I am uncertain whether a site is safe, I will ask a parent or a Zion staff member BEFORE proceeding.

\_\_\_\_\_ I will keep my passwords safe and protected.

\_\_\_\_\_ I understand that Zion Staff and parents have the right to inspect any activity including data, messages, emails, documents, or files.

\_\_\_\_\_ I will not post identifying information about others or myself on ANY online media. This includes, but is not limited to, emails, address, photos, or videos.

\_\_\_\_\_ I will not create a false identity or impersonate another person.

\_\_\_\_\_ I will use the Zion Wi-Fi connection to complete schoolwork. I will not send out emails, chain letters, jokes, etc. to email group lists. Group lists and Zion student emails are for class assignments.

\_\_\_\_\_ I will not search for or download any material that is offensive, lewd, pornographic or inappropriate based on the school's mission. I understand this applies to both school computers, personal laptops, IPADS, mobile phones, or devices.

\_\_\_\_\_ I will not plagiarize from any sources. (Plagiarism is taking someone else's writing, image, or idea and presenting it as your own.)

\_\_\_\_\_ I will properly cite any resources that I use in my schoolwork.

\_\_\_\_\_ Except for "educational fair use" as defined by a teacher, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.) Users should assume material is copyrighted unless it is stated clearly to the contrary.

**NETIQUETTE** (Guidelines for appropriate use of the school network, the Internet, and any other school communication technology- such as FaceTime.)

1. Be polite.
2. Abstain from vulgar or obscene language.
3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.

4. All communications and information accessible via the Internet belong to someone, and should be assumed to be private property usable only by permission. Pirated movies, music or other media is prohibited.
5. Do not intentionally disrupt the network or other users.
6. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
7. Do not provide or reveal your full name, address, or phone number (or those of others) without specific teacher or parent approval.
8. School email or other school communication is not private. Email etc., should always be written with the understanding that it may be reviewed by a staff member.
9. Apply Christian ethics and values to all actions related to use of the Internet and the school network.

**PENALTIES**

Any user violating any aspect of this Acceptable Use Policy is subject to loss of technology privileges as well as other school disciplinary action. Dependent upon the grade level and/or activity, loss of technology privileges may also have a negative impact upon a student’s academic subject grades, as technology such as the Internet may be necessary to properly complete school activities.

In situations that lack clarity and require a judgment call, the school Headmaster shall make the final determination as to what constitutes acceptable use. The Headmaster’s decision is final.

School Year \_\_\_\_\_ Grade \_\_\_\_\_

Teacher Name \_\_\_\_\_

Student Name \_\_\_\_\_

Parent(s) Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_



## **Zion Lutheran School (ZLS) Lunch Time Routine and Rules**

### **Parent Student Handbook (PSH) Appendix (E)**

Lunch Time Starts: (11:10am)

Lunch Time Prayer: (11:45am)

Lunch Time Ends: (11:50am)

#### **1. Classroom Lunch Start Times:**

PreK:	(11:10am)	3 <sup>rd</sup> /4 <sup>th</sup> :	(11:25am)
Kindergarten:	(11:15am)	5 <sup>th</sup> /6 <sup>th</sup> :	(11:30am)
1 <sup>st</sup> /2 <sup>nd</sup> Grade:	(11:20am)	7 <sup>th</sup> /8 <sup>th</sup> :	(11:30am)

2. **Quiet Time:** (No Talking) during serving times **(11:15am thru 11:35am)** or until the last student is served. \*This enables the Lunch Staff to hear what the students are requesting at the Lunch Line. Students are eating more of their meals when there is quiet time and less food is being thrown out.
3. **Inside Voices:** As soon as the last student is served, then the Lead Teacher will notify the students with the (Teacher Hand Clap), to signal to the students that they can speak using inside voices during the remainder of Lunch Time until the Lunch Time Prayer.
4. **2<sup>nd</sup> Servings:** As soon as the last student is served, the Lunch Staff/ Hot Lunch Program (HLP) Director will notify the students if there are any (**2<sup>nd</sup> Helpings**). The Teachers will send them up by class (PreK – 5<sup>th</sup> / 6<sup>th</sup>) starting with PreK to receive 2<sup>nd</sup> 's if they would like some.
5. **Lunch Time Prayer:** The lunch time (Lead Teacher) will get the student's attention with the (Teacher Hand Clap) at **(11:45am)** to Pray the Lunch Time Prayer.  
**“Loving Father, we praise You for all the gifts you give us, for life and health, for faith and love, and for this meal we have shared together”.**
6. **Lunch Time Cleanup:** Immediately following the prayer, classes are released by the Teachers (Begins with the PK – Highest Grade) to take their Lunch Trays and Trash up to the table in front of the Kitchen and line up to stack cups, silverware and trays and dump their trash. Teachers help wipe down tables.
7. **Line up for Recess:** Students then walk to the back of the Gym and line up for Lunch Time Recess. Teacher's Duty for Lunchtime Recesses are posted on the Wall going into the Kindergarten Hallway.

#### **Rules:**

- a. Students need to notify their teachers first, if they need to get water from the water fountain or use the bathroom during Lunch Time and Lunch Recess.
- b. Students are to walk and line up with their trays and trash when directed by their teacher and walk to the back of the gym in preparation for lunch recess.

Lunch Time Recess Starts: (11:50am) \*See playground rules.

Lunch Time Recess Ends: (12:10pm – PreK through 2<sup>nd</sup> Grade); (12:15pm – 3<sup>rd</sup> – Highest Grade)

#### ❖ **Whistles on playground:**

- (3) short blows it is time to line up.
- (2) medium blasts (ALL) students stop and look at the Staff / Adult
- (1) (ALL) Students take a Knee, there is an injury that needs adult help.

#### ❖ **3,2,1 Whistle Protocol for Recess or P.E. or any other needed times**

Edit Date: 8-15-2022 - Reviewed by: Teachers and Staff and Approved by: ZLS Headmaster

## ZLS RECESS AND PLAYGROUND RULES

### Parent Student Handbook (PSH) Appendix (F)

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus.

Colossians 3:17

**All play must reflect who we are as a part of God's family. Always show respect and concern for every student and teacher.**

**SLIDES** - Climb up ladder and sit forward to slide down one at a time

**MERRY-GO-ROUND** - Sit or stand. Push using caution.

**SWINGS** - Sit on a swing by yourself. Swing forward and back.

**HORIZONTAL BARS** - Swing from bars using arms or legs.

**TEETER-TOTTER** - Sit on the teeter-totter with no more than two (2) on each side.

Avoid getting off quickly or jumping off.

**FENCES** - Stay away from fences.

**BALLS** – Play with balls on the grass and blacktop only. At the end of recess, return all balls to the ball containers. If a ball leaves the playground, only a teacher may retrieve the ball.

**LINE UP** - Students are to line up quickly and return to classrooms in an orderly, quiet manner, avoiding bodily contact.

**TRACK** – Walk and run on the track. Do not use any equipment on the track such as a bicycle, scooter, or skateboard.

**Do not throw rocks, dirt, or snowballs.**

**You must request permission from a teacher to leave the playground for any reason.**

Teachers and staff have the authority to change any rule at any time for the safety of the students on the playground. All students are to respect and obey these changes.

**ZION LUTHERAN SCHOOL**  
**AFTER SCHOOL CARE (ASC) POLICY AND PROCEDURES**  
**Parent Student Handbook (PSH) Appendix (G) pg. 1 Updated (3-20-2023)**

**ASC Hours:** 3:00p.m.-6:00pm (or as deemed feasible for the student population). (ASC is only provided when school is in session)

**ASC Schedule:**

- 1.** The PK – 2nd grade teachers watch their own students until 3:00 p.m. dismissing them to their parents. Any student left after 3:00 p.m. will be checked into ASC and charged for no less than 1 hour. The 3rd grade – higher teachers watch their own students until 3:15 p.m. dismissing them to their parents. Any students left after 3:15 p.m. will be checked into ASC and charged for no less than 1 hour.
- 2.** The ASC students must put their belongings away and sit at the table until instructions are given.
- 3.** The ASC staff will log in the entry time for each student on their sign in sheet. All parents of ASC students must have a form filled out with emergency numbers for the staff. If a student who is left does not have this form, one will be given to parents to fill out before they take their child home. Parents are required to call the office if a student is being left at school that isn't normally in ASC so that the staff knows who is supposed to be there.
- 4.** At the beginning of ASC time, the students who have homework are expected to sit down and work on their homework for the first 30 minutes or their homework is completed. Help will be provided. If the students have no homework, they are expected to play quietly with craft supplies, puzzles, etc. So, the other students can concentrate on their work.
- 5.** After the homework time, the ASC staff will decide if the first activity will be to go outside, go into the gym or do an activity in the ASC room. This is dependent on the weather and plans for the day.
- 6.** After a 30-minute activity, snacks will be given to the students. Students are expected to use the restroom, wash their hands, and sit at the table to show they are ready for snacks. A prayer will be said by all. All students are expected to clean up their area if a mess was made during snack time before moving to the next activity.
- 7.** All students must be signed out by a person that is on the pickup list for the student. If someone else comes without prior notification, the ASC staff will contact the parent before the child is allowed to leave that day and ask for a picture ID before contacting the parents.

**ZION LUTHERAN SCHOOL**  
**AFTER SCHOOL CARE (ASC) POLICY AND PROCEDURES**  
**Parent Student Handbook (PSH) Appendix (G) pg. 2 Updated (3-20-2023)**

**ASC RULES**

- 1.** The ASC students must follow the same rules as the school:
  - A. Obey, Right Away, All the Way, Cheerfully, Every Day!
  - B. The students must demonstrate: Respect, Order, Unity, Diligence, and Honesty.
- 2.** There is to be no running or throwing objects in the ASC room.
- 3.** Since the ASC room is inside the school, there is to be no screaming or yelling.
- 4.** All students must ask permission to leave the room for any reason. For younger students, an older student will accompany them if they need to go to the restroom.
- 5.** ASC staff must be obeyed in the same manner that the students obey their teachers and staff during the school day.
- 6.** Staff members are the only ones allowed to open the ASC door to let anyone in.
- 7.** No student is allowed to meet his/her parents outside the ASC room.
- 8.** The piano, keyboard and any other music equipment are off limits to the ASC students.
- 9.** All students will treat each other with love and respect.
- 10.** All staff members will treat the students with love and respect.
- 11.** When outside on the playground, the students are required to follow the same playground rules as they do during school recesses.
- 12.** When in the gym, the students are asked to follow the staff's directions about activities. Staff should have a plan and ensure that it is followed by all students in ASC.
- 13.** Staff must be able to see all the students all the time. If there is only one adult, please ensure the students play in a designated area so that visibility and supervision is possible at all times.
- 14.** If a student is continually disobedient, the ASC staff will discuss it with the parents. If it continues, the student's teacher will be notified by the ASC Staff. If it still continues, the Headmaster will be consulted. The end state if disobedience continues during ASC, is that the student may be asked not to return to ASC.

**ZION LUTHERAN SCHOOL**  
**AFTER SCHOOL CARE (ASC) POLICY AND PROCEDURES**  
**Parent Student Handbook (PSH) Appendix (G) pg. 3 Updated (3-20-2023)**

**ASC Information:** All students in after school care are charged for the first hour (3:00pm – 4:00pm for PK-2<sup>nd</sup> grade and 3:15pm – 4:15pm for 3<sup>rd</sup> grade and higher) regardless of whether they are picked up before 4pm for (PK – 2<sup>nd</sup> grade students) or 4:15pm for (3<sup>rd</sup> – higher grade students). After the first hour, students are billed in 30-minute increments.

**ASC Hourly/ ½ Hour Rates:**

1 Child            \$4.50 first hour, \$4.00 per hour after first hour, \$2.00 per ½ hr.  
2 Children        \$7.00 \$6.00 \$3.00 per ½ hour  
3 Children        \$9.50 \$8.00 \$4.00 per ½ hour  
\$1.00 per minute extra after 6:00PM closing per child.

**ASC Child(ren) Rates**

1 Child            1 ½ hrs. --\$6.50  
1 Child            2 hrs. --\$8.50  
1 Child            2 ½ hrs. --\$10.50  
1 Child            3 hrs. --\$12.50  
2 Children        1 ½ hrs. --\$10.00  
2 Children        2 hrs. --\$13.00  
2 Children        2 ½ hrs. --\$16.00  
2 Children        3 hrs. --\$19.00  
3 Children        1 ½ hrs. --\$13.50  
3 Children        2 hrs. --\$17.50  
3 Children        2 ½ hrs. --\$21.50  
3 Children        3 hrs. --\$25.50



## Appendix H Zion Lutheran Classical School Volunteer Guidelines

### Code of Ethics

Classroom, student work, and student personal information is always confidential.

Teaching methods vary; there is no best way.

Avoid comparing students in the classroom.

Work positively for the good of the student and the school.

Direct constructive comments to the supervising teacher first then the Headmaster.

Always support the teacher in front of the students.

### Volunteer Do's and Don'ts

#### Do

Praise and Encourage

Be understanding

Be dependable and prompt

Be supportive of the school,  
staff/administration

Commit to regular attendance

Build caring/supportive rapport

Bring specific student concerns to the teacher

Be considerate of the teacher's time

Maintain age-appropriate student interaction

#### Don't

Berate or belittle

Criticize the teacher

Present a cold/uncaring demeanor

Forget to call in if you cannot make it

Violate confidentiality by passing on  
information to the community

Discuss students in front of their peers

Discipline students—that is the teacher's job

### Volunteers Responsibilities, Rapport, and Reward

-Responsible volunteers recognize the importance of regular attendance, plan appropriately, support the teaching staff and administration, and dress in a professional manner conducive to our classical school.

-Volunteers develop a rapport with students recognizing their individualities, respect that the teacher and school staff are ultimately responsible for the health, welfare and education of each student, are comfortable asking for clarification, recognize the need for confidentiality, and agree not to comment on or discuss students, staff members, or school issues outside the school.

-Volunteer's greatest reward is knowing you made a difference in the lives of God's children.

### Helpful Hints

-Learn the children's names and be warm, friendly, and a good listener.

-When working with children, encourage them to think independently, give them plenty of time to answer.      -Silence often means they are thinking and organizing their thoughts.

-Catch students being/doing something good.

-Be consistent supporting the teacher’s classroom rules, schedule, and behaviors.

If asked “what do you do at Zion”, please keep your focus on the activities you do remembering student and teacher confidentiality. We ask that you present our school in a positive light.

-Remember to discuss issues needing improvement with 1<sup>st</sup> the teacher and 2<sup>nd</sup> the Headmaster. We appreciate fresh eyes to help in areas we might not see.

You are welcome to volunteer in your child/grandchild’s classroom; however, if it proves to be a distraction, you will be asked to volunteer elsewhere.

\_\_\_\_\_ I have read and agree to abide by the above guidelines.

Date \_\_\_\_\_

## Zion Lutheran School: A Classical Christian Education

### Parent Student Handbook (PSH) Appendix (I)

*“A classical Lutheran education is a formative education designed to incline the student from his earliest days toward that which is true, good, and beautiful through the liberal arts and sciences, guided by the great literature, art, music, mathematics, and ideas of Western civilization, while insisting upon the centrality of Holy Scriptures and the teaching of the [Lutheran] Confessions, as the child is granted faith through Holy Baptism, forgiveness through absolution, and remission of sins through the Lord’s Supper, so that he receives and nourishes his new life in Christ” (ccl.org).*



### What is “Classical” at Zion Lutheran School?

- The formation of a well-educated, virtuous human being who lives his life in noble service to others.
- The classic seven liberal arts (grammar, logic, rhetoric, mathematics, music, geometry, astronomy).
- Recitation and repetition during early stages and during introductory study of any content area.
- Diligent study and analytical thought as a child matures according to his or her natural development.
- The reading and analysis of good literature, particularly the Great Books of Western civilization.
- Cultivation of eloquence, beauty, and persuasion in the student’s writing and speaking.
- The pursuit and exploration of objective truth.

### What is “Lutheran” at Zion Lutheran School?

- Christological – An emphasis on the Gospel – Jesus Christ crucified for the forgiveness of sins and raised for our justification, that is, one is saved by grace alone through faith alone in Christ alone.
- Sacramental - The Word of God and the Sacraments (Holy Baptism and Holy Communion) are central to our doctrine and life.
- Creedal – What we believe, teach, and confess is formulated in the historic Ecumenical Creeds (Apostles’, Nicene, and Athanasian) and the Lutheran Confessions collected within the Book of Concord, [bookofconcord.org](http://bookofconcord.org).
- Catechetical - Vigorous catechesis in the Christian faith, formation, and guidance for the soul.
- Liturgical - Rich liturgical life with a foundation of hearing God’s Word. Each morning begins with a short devotional service culminating with Chapel on the last day of week.
- Historical – Connection to the historic Christian faith throughout the ages. Our school is a ministry of Zion Lutheran Church, a congregation of The Lutheran Church-Missouri Synod, which operates the largest Protestant parochial school system in the US. Lutheranism has been educating students with a Classical education for 500 years.
- Vocational – Equips children with a well-educated mind and rightly ordered heart to faithfully live as Christians in the home and society.

### Why a Classical Christian Education at Zion Lutheran School?

- Jesus Christ is present and the pure Gospel is believed and confessed daily.
- Quality education focusing on the classical liberal arts combined with Lutheran catechesis.
- Promotes wisdom, eloquence, and virtue for earthly citizenship; Lutheran catechesis teaches that in Christ alone we obtain righteousness for heavenly citizenship.
- Enables mastery of subjects addressing students’ mind, heart, and soul.
- Teachers and staff are joyful servants of the Lord.
- We invite families to partner with us in educating children in conservative, Biblical values and morality.
- Jesus says, “Let the little children come to Me, for to such belong the kingdom of God” (Matt 19:14).



## Key Elements of Classical Education

(Ref: CCLE Website)

- Recitation and repetition during early stages and during introductory study of any content area
- Diligent study and analytical thought as the child matures
- Cultivation of eloquence, beauty, and persuasion in the student’s writing and speaking
- Socratic questioning for the pursuit of truth
- The reading and analysis of good literature
- The ancient languages and writings
- The Great Books of Western civilization
- The seven liberal arts [grammar, logic, rhetoric, mathematics, music, geometry, astronomy]
- The formation of a well-educated, virtuous human being who lives his life in noble service to others

“The basic philosophy of Classical Education is to teach children in the ways they naturally want to be taught, despite not always knowing it. When children are astonished with the human tongue, we teach them language and grammar. When children are ready to challenge every assumption, we teach them logic. When students are yearning to express themselves with passion, we teach them rhetoric”. Ref: An Intro to Classical Education (page 5)

## Definition of the Trivium, and Quadrivium Ref: (page 12)

- The Trivium: Arts of Language/Verbal Arts are Grammar, Logic, and Rhetoric
- The Quadrivium: Quantitative Arts are Mathematics, Music, Geometry, and Astronomy.

Note: Grammar, Logic, and Rhetoric are central disciplines in classical schools.

## Emphasis of Trivium Arts: Paradigmatic or “Tool Approach” Ref: (page 21)

- Grades **K-6** (Grammar Stage) Special Emphasis on Grammar: (English and Latin); Logic and Rhetoric
- Grades **7-9** (Logic Stage) Grammar: English and Latin; Special Emphasis on Logic and Rhetoric
- Grades **10-12** (Rhetoric Stage) Grammar: English and Latin; Logic and Special Emphasis on Rhetoric

## Curricular Subjects Taught from a Grammatical, Logical, or Rhetorical Perspective

- Math, Science, History, Literature, Fine Arts, Bible/Theology - Ref: (page 22)

## The Trivium Arts as Stages in a Child’s Development – Ref: (page 23)

- **(Grammar)** Ages 5-11 (Poll-Parrot Stage) Philologists - Love to Memorize, Chant, Sing
- **(Logic)** Ages 11-14 (Pert Stage) Philosophers – Argument, Discussion, Debate
- **(Rhetoric)** Ages 14 – 18 (Poetic Stage) Poets – Discussion, Speeches, Imitation, Practice
- Writing: At each Stage in a Child’s Development, the writing components are different and progressive.

“The words grammar, logic, and rhetoric have a range of meaning. These words can refer to self-contained subjects or they can refer to a method or art “tools” of learning all subjects. Finally, they can be used to describe three developmental stages through which children progress”. — Ref: (page 23)

**References:** CCLE Website, An Introduction to Classical Education \* A Guide for Parents Christopher A. Perrin, MDiv, PhD Classical Academic Press, 2004 Version 2.6 (Pages: 5, 12, 21,22,and 23)

○ **09-08-22 ZLS Newsletter**

Classical Corner: “A classical Lutheran education is a formative education designed to incline the student from his earliest days toward that which is true, good, and beautiful through the liberal arts and sciences, guided by the great literature, art, music, mathematics, and ideas of Western civilization, while insisting upon the centrality of Holy Scriptures and the teaching of the [Lutheran] Confessions, as the child is granted faith through Holy Baptism, forgiveness through absolution, and remission of sins through the Lord’s Supper, so that he receives and nourishes his new life in Christ” (ccle.org).

○ **09-22-2022 ZLS Newsletter**

Classical Corner: One of the main aspects of a classical education includes the goal of forming a well-educated, virtuous human being who lives his life in noble service to others. The idea of education as formation is not a new concept, but an important one in a classical school. Education in this view is more than learning facts, information, and skills but involves the shaping the whole person in body, mind, and soul. The question is, “who do we want our children to be?” Notice this is primarily an issue of identity, not of skill or work. At Zion Lutheran School we seek to form children to be well educated, but even more so, to be virtuous, that is, to live good lives full of truth and beauty. This is not a selfish pursuit, but one that is directed outward in faith, hope, and love in service to God and to our neighbor. More than just passing along information to another generation or ethical teaching and guidance, classical education seeks to foster wisdom and godly habits in this earthly life and throughout eternity. Each newsletter in the Classical Corner, we are exploring different aspects of what it means to have a Classical Education at Zion Lutheran School focusing on what is “Classical,” what is “Lutheran,” and their benefits. - Pastor Shaver

○ **10-06-2022 ZLS Newsletter**

Classical Corner: A classical school is based on the historical and traditional model of western education which includes the “classic seven liberal arts.” The word “liberal” here does not refer to political or moral stance, but in sense of the root meaning of the word – “free.” Thus, the “liberal arts” are those topics of study for everyone, not just for an elite few, which offer an extensive, well-rounded, intellectual foundation for humanistic and theological study. A liberal arts education can equip anyone to succeed in any area of higher education or vocational study in which they may choose later in life. The seven liberal arts can be divided into two broad categories. The first is called the “trivium” and consists of grammar (the fundamentals of language, math, science, etc. (approximately from Preschool to 3rd or 4th grade), logic or dialectic (which is the mechanics of thought, analysis, and reason based on sound arguments; beginning around 5th grade), and rhetoric (the application of grammar and logic to instruct and persuade; beginning around 9th grade, or even a little younger). The goal is to absorb, understand, and then apply following the natural development and progression of a child’s growth and maturity. Hence, knowledge (grammar) leads to understanding (logic) communicated as wisdom (rhetoric). This is the basis for education at Zion Lutheran School. The second category is called the “quadrivium,” which consists of advanced studies in arithmetic, geometry, music, and astronomy, and refers to more of a university level education built upon the foundations of the trivium. These seven liberal arts have formed the basis for western civilization and education since the time of the Greeks and Romans, utilized by Christianity for almost 2000 years, and in which Zion Lutheran School stands continuity among the great schools, educators, and students of the past, present, and future. Each newsletter in the Classical Corner, we are exploring different aspects of what it means to have a Classical Education at Zion Lutheran School focusing on what is “Classical,” what is “Lutheran,” and their benefits. - Pastor Shaver

- **10-20-2022 ZLS Newsletter**

Classical Corner: “Repetitio est mater studiorum” or “repetition is the mother of learning.” This is an old Latin phrase that captures an important insight into the way that people naturally learn. Repetition of words, letters, numbers, days of the week, months of the year, spelling, etc. is a foundational aspect of all kinds of learning. Consider sports, where drills are done over and over again until muscle memory is formed and an action can be done almost as second nature. Or in learning a new language how words and phrases are practiced again and again until the meaning and proper context is instilled. The basis for all learning, whether in knowledge or skill, comes through repetition. Far from being tedious or boring, classical school engages the minds and bodies of children repetitiously through chants, songs, and actions that children love. In addition, classical education often uses a “catechetical” format, meaning that there is a back and forth, call and response between teacher and student, or groups of students among themselves, that imparts a learned form that can serve as a basis for expanding growth in maturity and eloquence. Such practice and repetition also form a proper methodology for lifelong learning, instilling what is needed to learn and acquire new information and skills throughout one’s life. Each newsletter in the Classical Corner, we are exploring different aspects of what it means to have a Classical Education at Zion Lutheran School focusing on what is “Classical,” what is “Lutheran,” and their benefits. - Pastor Shaver

- **11-03-2022 ZLS Newsletter**

Classical Corner: Another major aspect of Classical education involves an emphasis on the diligent study and analytical thought of a child according to his or her natural development. As was outlined previously, the Trivium of Grammar, Logic, and Rhetoric is the main methodology used in this pursuit. A child moves from one stage to the next according to their natural development, maturity, and growth. Therefore, teaching is age appropriate and in accordance with the way that a child learns. While this may seem like an obvious point, it has often come under great challenge, particularly by various secular education philosophies which at times have sought to introduce adult content to children at a young age. By no means does this method avoid hard or complex subjects or an avoidance of important topics, but rather children are taught in accordance with their age and ability. When it comes to issues of morality and ethics, real world applications and implications, responsibility and duty, a great emphasis is placed upon diligent study of these things from a decidedly Christian foundation including a depth of thought and action. This also means that our teachers do not teach students toward a test. The goal is not that our students test well (although this is certainly the hope), but rather that our children learn well, speak well, and live well. Much more than teaching a child what to think, they are taught how to think analytically, and even more so, to apply the virtue of wisdom in all aspects of their life. - Pastor Shaver

- **11-17-2022 ZLS Newsletter**

- Classical Corner: We all love a good story. We want to engage in conversation with others about the stories of their past. Parents often read bedtime stories to their children. We want to watch good movies with a good story we can follow. There’s nothing quite like being caught up in a good story, whether it be fictional or historical or fantastical. Classical education loves good stories as well and seeks to engage students in the great conversations of the past to help guide the conversations of the present and the future. One of the hallmarks of a classical education is the reading and analysis of good literature, particularly the Great Books of Western civilization. Through reading good books our students are

○ **11-17-2022 ZLS Newsletter – Classical Corner Continued**

brought into the stories themselves; stories that have inspired, taught, led, and guided children over and over again – sometimes all over the world and for centuries. The importance of reading cannot be understated. Reading opens up whole new worlds and experiences, it informs the mind, and helps to shape the soul. Therefore, what we read plays a role in who we are and who we will become. At Zion, we wish to inform and shape the mind and soul with that which is good and beneficial for the growth and maturity of our children, and that which will help them to be able to continually learn. The goal is to foster a love for reading and thus a love for learning, all the while giving guidance and direction to think well and speak well and live well. Most importantly, a classical Christian education seeks to include students into the story of the Author Himself – the Triune God. Through studying Scripture students imaginatively enter into the reality of the grand story of Creation itself: the pain of loneliness and of long journeys, the loss of family and betrayal of friends, the joy of miracles and God’s involvement in creation, receiving manna from heaven smelling the incense in the temple, hearing the words of Jesus Himself, and experiencing the reality of His empty tomb and resurrection. Meditating on the Bible’s images develops an ancient imagination in our students that is brought into their present reality and life which helps shape godly character, culture, civility, conversation, and a virtuous life of love and service. - Pastor Shaver

○ **12-08-2022 ZLS Newsletter**

Classical Corner: One of the most important aspects of a Classical education is found in the cultivation of eloquence, beauty, and persuasion in the student’s writing and speaking. Underlying this emphasis is the idea and ideal that language and communication is more than a simple transfer of data. Education is not simply learning and regurgitating information being passed on by a teacher. A classical education attempts to form a well-educated and adaptable mind that can think well, reason well, speak well, and write well. The goal is to accurately communicate in a way by which the audience can fully understand, appreciate, and even be moved by the eloquence and beauty of a logical progression of thought and expression. This happens through a well-trained mind and well-fed soul, so that the eloquence and beauty of language can be expressed as a reflection of God’s eloquent and beautiful Word. - Pastor Shaver

○ **01-05-2023 ZLS Newsletter**

Classical Corner: “Quid est veritas?” What is truth? So Pontius Pilate asked Jesus just before he condemned the Son of God to death by crucifixion (John 18:38). Classical Education seeks to answer the same question yet asked under very different circumstances. Yet this simple question presupposes that there is such a thing as truth and that truth is knowable. Both of these presuppositions have come under serious attack in our culture to the point where truth is believed to be relative based upon a person’s feeling or opinion and knowing is replaced by feeling or what a person likes. But a Christian and classical western worldview believes that there is an objective truth and that the truth is knowable. From laws of physics to biological reality of men and women to good and evil to beauty and ugliness a classical Lutheran education is one that explores the truths and order of God’s creation in reality (as opposed to fantasy, virtual reality, or wanting something to be a certain way). Ultimately and most fully, the truth of life, meaning, and purpose are found in Jesus who said, “I am the way and the truth and the life” (John 14:6). - Pastor Shaver

○ **01-20-2023 ZLS Newsletter**

Classical Corner: What is “Lutheran” at Zion Lutheran School? This is an important question that highlights the religious identity and approach of our school. First and foremost, it means there is an emphasis on the Gospel – Jesus Christ crucified for the forgiveness of sins and raised for our justification, that is, one is saved by grace alone through faith alone in Christ alone. The Gospel is one of the most unique and important aspects of a Classical Lutheran School that one can only find in a Christian

○ **01-20-2023 ZLS Newsletter – Classical Corner Continued**

school. The Gospel is at the heart of everything we do, integrated in every classroom and every subject. The Gospel shapes the way teachers and students interact and leads us in gracious, virtuous living to view others as those for whom Christ loves. The Gospel leads us to love one another as Christ has loved us, to be quick to forgive, and gracious with one another. The Gospel shapes the way we view God’s creation, our redemption, and sanctification. The Gospel grants us directs us to our eternal life we have through faith in Christ and guides our lives here and now in service toward God and others. The Gospel truly is the Good News of Christ crucified and risen from the dead for each and every student and their families, and it is for the sake of the Gospel that every child deserves a classical Lutheran education. - Pastor Shaver

○ **02-09-2023 ZLS Newsletter**

Classical Corner: A distinguishing mark of Lutheran education lies in what we call our “sacramental theology.” This means that our doctrine and life are centered on God’s actions to and for us. As such, we usually talk about God’s “means of salvation”, which is to say, the methods by which God delivers salvation won by Christ upon the cross to us personally and which is received by faith in Jesus Christ. As the Bible says that faith comes by hearing the Word of Christ (Romans 10:17), we conduct our lives and teach trusting that the Word of God holds the power and authority to actually do what it declares (Isaiah 55:10-11). Lutheran education is therefore sacramental in that it is centered upon the belief and conviction that God really works through His Word – when that Word is spoken during a Baptism that God actually delivers what He promises in new life, salvation, forgiveness of sins; when that Word is spoken during Holy Communion that the real and true body and blood of Jesus are present in, with, and under the elements of bread and wine to forgive, strengthen, guard, and protect; and when the Word is spoken it declares what it does and does what it declares. We believe that these means of grace are works of God Himself in which He is present and active in the world, and in our classrooms and playground and lunchroom. Thus the Word of God and the Sacraments (Holy Baptism and Holy Communion) are central to our doctrine and life of what we believe, teach, and confess. - Pastor Shaver

- **02-23-2023 ZLS Newsletter**
- **03-09-2023 ZLS Newsletter**
- **03-23-2023 ZLS Newsletter**
- **04-06-2023 ZLS Newsletter**
- **04-20-2023 ZLS Newsletter**
- **05-04-2023 ZLS Newsletter**
- **05-18-2023 ZLS Newsletter**

Edited: 02-09-2023