

# *Zion Lutheran School and Preschool Handbook*

*Zion Evangelical Lutheran  
Church and School*



*Revealing the Heart of God  
in the Heart City*

***2022-2023 School Year***

***Theme: Fruits of the Spirit***

## **Mission Statement, Vision, and Objectives**

Zion Lutheran School and Preschool exists to assist parents in the Christian education of their children, promote godly living as directed by God's Word, and create knowledgeable leaders of society.

### **Vision and Objectives:**

**Vision #1:** The school will assist parents in the Christian education of their children by:

**Objective 1:** Providing daily devotion and bible lessons.

**Objective 2:** Providing weekly chapel services and memory work passages.

**Objective 3:** Infusing Christian teaching into all study areas.

**Objective 4:** Making Christian resources available to parents.

**Vision #2:** Promote Godly living as directed by God's word by:

**Objective 1:** Encouraging regular church attendance.

**Objective 2:** Having students actively participate in outreach opportunities hosted by the school.

**Objective 3:** Preparing students for real world application to present or defend God's Word.

**Vision #3:** Create knowledgeable leaders of society by:

**Objective 1:** Providing public speaking practice through various events.

**Objective 2:** Equipping students with skills, knowledge, and ability to successfully transition to the next level of education through daily lessons.

**Objective 3:** Equipping students with skills, knowledge, and ability to become leaders in their church and community through real-world applications of God's Word.

**Zion Lutheran School and Preschool is owned and operated by the members of Zion Evangelical Lutheran Church of Valentine, NE, and is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS).**

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**Handbook revised and update on: 4/2022**

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### **Zion Lutheran Board of Christian Education**

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### **Purpose of this Handbook**

This handbook has been developed to aid the parents in understanding the policies of the Zion Lutheran Church educational system (Zion Lutheran School and Preschool). This handbook is intended to be read and understood by all parents and students. If there are any questions concerning any policies, please bring them to the attention of the Board of Christian Education (BCE).

Additions and deletions are made annually to this handbook by the principal and Board of Christian Education.

### **Philosophy and Purpose of Zion Lutheran School and Preschool**

Our Lord in the book of Deuteronomy tells us, “These commandments that I give you today are to be upon your hearts. Impress them on your children.” (Deut. 6:6-7)

- Through inspiration, Solomon states, “Train a child in the way he should go, and when he is old he will not turn from it.” (Proverbs 22:6)
- Christ tells his followers, “Feed my lambs.” In John 21:15.
- Paul, in Ephesians 6:4, states, “Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.”

- Training children in God's Word is primarily the duty of parents. To help parents fulfill their responsibility, Zion Lutheran Church has established its school system. It does not exist in opposition to public schools, but seeks to provide a Christ-centered education that the public school is unable to supply.

## **Organization**

Zion Lutheran School began in September of 1943, and presently serves children in kindergarten through eighth grade. Zion Lutheran Preschool began in September of 1998, and presently serves children ages three to five.

Both are maintained and supported by Zion Evangelical Lutheran Church, a member congregation of the Wisconsin Evangelical Lutheran Synod. Control and supervision of the school is exercised by the voting membership through its Church Council, Elders, and the Board of Christian Education.

## **General School Objectives**

The Christian education program of Zion Lutheran strives to provide for the complete welfare of each child, and to guide him/her in the maximum development of his/her spiritual, mental, emotional, and physical abilities. Parents and teachers must work together in their common goal of training God's children to walk in his ways. Zion Lutheran's main objective is to teach children of God's word, and train them to live lives of faithful service to our Lord.

The objectives of the school are as follows:

- To help each child grow in the knowledge of Jesus Christ as his/her Lord and Savior.
- To teach God's Word diligently to lead to a greater understanding of his promises.
- To provide for the temporal and spiritual welfare of the child by means of complete Scriptural education, as well as teaching all secular subjects from a Christian viewpoint.
- To teach children to use their time, talents, and treasures to glorify God in a life of faithful service in a setting of Christian fellowship.
- To provide children with a rich devotional life and Christian school community in which God's Word reigns supreme.
- To strengthen the Christian home and congregation, teach Christian citizenship, and promote love for our country.
- To help students identify their God-given talents, abilities, and interests, and use them to glorify God.

In addition to the aforementioned objectives, Zion Lutheran Preschool offers these continued objectives:

- Development of each child's social skills and emotions through the teaching of proper respect, sharing, and taking turns.
- Development of each child's physical abilities through the many games and activities offered each session.
- Development of each child's cognitive abilities to prepare them for their later years of education.

## **ZION LUTHERAN PRESCHOOL**

Zion Lutheran Church offers a preschool in the form of Zion Lutheran Preschool. Zion Lutheran Preschool centered on Christ and His word. We offer two programs, one for three and young four-year olds on Monday through Thursday mornings, and one for four and five-year olds on Monday- Friday in the afternoon.

### **OVERVIEW OF SESSIONS**

Zion Lutheran Preschool offers educational services for 3 and 4 year olds in the community.

#### **3 Year Olds**

3 year olds will meet from 8:30A.M.-11:30A.M. Monday-Thursday on the days parents would like to have them attend. Currently, parents can choose from a 2 day-a-week option for their child, having them attend either Monday and Tuesday, or Wednesday and Thursday. Parents can also choose to send their 3 year old 4 days-a-week. The morning session is for those parents who want to have their child attend two or more years of preschool before entering kindergarten. By NE state law, the maximum student to teacher ratio for three year olds is 10:1.

#### **4 Year Olds**

4 year olds will meet from 12:30P.M.-3:30P.M. Monday-Friday. This is the only option that is offered for 4 year olds who are planning to attend kindergarten the following year; no exceptions will be made. If the afternoon session should fill up, a waiting list will be started. When there is a waiting list, there will be a discussion on whether to hire an aide to increase enrollment capabilities. By NE state law, the maximum student to teacher ratio is 12:1 for four year old students.

	<u><b>Days</b></u>	<u><b>Hours</b></u>	<u><b>Monthly Fees</b></u>
<b>3 Year Olds</b>	2 Days	8:30-11:30 A.M.	\$86.00
	4 Days	8:30-11:30 A.M.	\$132.00
<b>4 Year Olds</b>	5 Days	12:30 -3:30 P.M.	\$156.00

**Registration** \$100.00 (yearly fee, per student)

### **ADMISSION POLICY**

1. Children must be three years old by August 31<sup>st</sup> to attend preschool.
2. Children must be self-sufficient in the bathroom. We realize accidents happen and ask that a second set of clothing be at school at all times. Please include in a plastic zip-lock bag shirt, pants, underwear, and socks that are labeled with your child's name.
3. All children must be fully immunized. The immunization form must be on file before the child attends the first day. Please bring in an updated record if your child receives any immunizations during the school year.
4. A non-refundable yearly registration fee of \$100 per student is due when the registration forms are turned in which will guarantee your child a place in our program.
5. New families are enrolled on a first come, first served basis. If there is a waiting list in place, admittance will be given on a first come, first served basis to when you were put on the list.

## **REGISTRATION PROCEDURES FOR PRESCHOOL**

- Priority will be given to Zion member families and returning students.
- Priority will be given to those who have siblings already enrolled in the school.
- New enrollment will be issued on a first come, first served basis. All forms and registration fees (if needed) need to be turned in to the principal to guarantee a spot. Any previous stated interest in attending the school does not ensure a spot is saved for you. A waiting list will be kept in the event that classrooms become full in case an opening becomes available later.
- Open enrollment for the community will occur in late February for both the preschool and the school.

## **BITING POLICY AND PROCEDURES**

The biting stage is typically associated with the toddler stage, but can happen with preschool age children. When children bite it can be for a variety of reasons: frustration, inadequate language skills, stress, change in environment, and immediate sense of fear or being threatened, or even to feel a sense of power. When biting does occur at Zion Lutheran Preschool, the staff takes the situation very seriously and the following will happen.

For the biter:

1. The biter is removed from the situation. The teacher will use words like “Biting hurts, biting is not okay.” The caring attention is focused on the victim.
2. The biter’s behavior is addressed away from the situation at the child’s level.
3. An accident report is written and the biter’s parents are notified.

For the victim:

1. The victim is separated from the situation.
2. Comfort and first aid are given to the victim.
3. An accident report is written and the victim’s parents are notified.

The first time a child bites another child, the biter will be removed from the area following the above procedure. The second time a child bites, the child may be sent home for the remainder of the day.

Further incidents of biting may result in a multi-day suspension, as addressed in the conduct and discipline section of the handbook. (Tuition will not be reimbursed for days missed.)

Any final decisions about a child’s ability to continue in school rest with the Board of Christian Education.

## **ARRIVAL AND DEPARTURE LOG BOOK**

There is an arrival and departure log book located on the parent welcome table. When your child is brought to school, they are to be signed in, noting the time of arrival. Please escort your child into the classroom and make sure a teacher has seen you and your child arrive. When your child is picked up from school they are to be signed out, noting the time of departure. This is necessary for our accountability. We need to know your child is safely back in your care.

Anyone picking up your child must be listed on the *Emergency Contacts* list on the application form in your child’s file. Names may be added throughout the year as needed. We cannot release your child to anyone not listed on this form. A visual identification, verified by driver’s license, will be required to release a child into alcohol, drugs, etc., the police will be notified.

## **KID’S CUBBIES**

These are the boxes with your child’s name on them as you enter the classroom. Please check your child’s cubbie on a daily basis. These boxes will be filled with your child’s preschool projects, classroom information, reminder notes, and other important information.

# **ZION EVANGELICAL LUTHERAN SCHOOL AND PRESCHOOL**

## **Policies for 2022-2023 school year**

### **Absences**

If your child will be tardy or absent from school, please call the school office that morning. If absent, please have a note signed by a parent or doctor the following day documenting the absence.

Any unexcused absences or habitual tardiness will be brought to the attention of the Board of Christian Education. Unexcused absences totaling 10 or more in a semester have to be reported by the principal to the district attorney to check for truancy.

If at all possible, try to schedule any doctor or dental appointments after the regular school hours.

If you are going on vacation, please let your child's teacher know at least 7 days in advance, so they may get their homework to them early enough to have it done well. All homework will be due the day they return to class.

### **Accreditation**

The teaching staff, school curriculum, and library meet all necessary requirements for the State of Nebraska. Zion Lutheran School has been listed as an Approved Non-Public School for the 2021-2022 school year by the State of Nebraska Department of Education.

### **Admissions**

Children should be five years of age by July 31<sup>st</sup> to be considered eligible for kindergarten. Students who turn five between July 31<sup>st</sup> and August 31<sup>st</sup> can take a kindergarten readiness test at the parents request to see if they can be admitted. Pupils enrolling must present a record showing that the child has had a medical examination and the appropriate immunizations.

State law requires that no child be permitted to attend school without the proper medical forms.

Preschoolers will need record of immunizations in order to be admitted.

Kindergarteners will need a physical, immunization forms, an eye exam, and a copy of their birth certificate for their student records.

In cases of transfer from another school, a transcript showing completion of the previous grade level will be obtained upon permission from the parents.

The Board of Christian Education, principal, and staff of Zion Lutheran School believe that class size directly influences the quality of education. In order to ensure that the optimum education is being offered and that teachers are able to spend sufficient time with each student, the following guidelines will be followed when enrolling students:

- Priority will be given to Zion member families and returning students.
- Priority will be given to those who have siblings already enrolled in the school.
- New enrollment will be issued on a first come, first served basis. All forms and registration fees (if needed) need to be turned in to the principal to guarantee a spot. Any previous stated interest in attending the school does not ensure a spot is saved for you. A waiting list will be kept in the event that classrooms become full in case an opening becomes available later.



- Open enrollment for the community will occur in late February for both the preschool and the school.

### **Athletics**

Participation in athletics is a privilege. To be eligible for athletics, a student must be in good academic standing [a C average (79% or better)], working according to his/her ability, and completing the daily assignments. 7<sup>th</sup> and 8<sup>th</sup> graders are eligible to participate in athletics with Valentine Middle School, and eligibility is governed under these same guidelines.

Students are expected to attend practices regularly and show a willingness to learn and to practice. Students will conduct themselves as Christians at all athletic events and practices. Parents will help their children learn Christian sportsmanship by practicing it themselves.

Uniforms and T-shirts are property of Zion Lutheran School and are expected to be washed and returned at the end of the particular athletic season.

**School colors:** Cardinal Red and White      **Mascot:** Lion

### **Bicycles**

Those students who use their bicycles for transportation should place them in the rack near the school building. The bicycles must stay in the rack until dismissal time.

Skateboards and rollerblades, as well as any other types of personal transportation, must be left at home unless permission has been obtained from a teacher.

### **Church Attendance**

Attending church on a regular basis is a very important part of a child's spiritual growth and training. We encourage our parents to reinforce this truth at home by having their children in worship as often as possible.

### **Communicable Disease/Health Policy**

Please keep your child home if he/she has experienced any of the following:

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| *greenish/yellowish nasal discharge | *severe cough or difficulty breathing |
| *diarrhea                           | *rash or impetigo                     |
| *vomiting                           | *head lice                            |
| *fever (even low grade)             | * COVID symptoms                      |

In the event of an outbreak of a communicable disease, parents will be notified by phone or newsletter announcement. When a student of Zion Lutheran School is a carrier of a life-threatening communicable disease, parents of that student may be required to give permission to the principal to notify the parents of another student who has experienced an exposure.

Children that develop signs of illness while in school will be removed from the group until the parents are contacted and health issues are resolved. Please do not bring your child back to school until your child is symptom free.

Emergency medications such as the "EpiPen" and asthma inhalers are the only medications that are exceptions to the no medication policy. Any emergency medications will be stored in a location inaccessible to children. If any medication is administered to a child in an emergency situation, the parent will be contacted immediately and EMS may be notified.

Children with any life threatening allergies are required to notify staff of these conditions. This facility does allow for daily snacks to be brought to school from home. If your child has an allergy to food, please let the faculty know so that we may notify other parents to avoid these foods. Children will also have outdoor playtime and could potentially get stung by a bee.

If a child is diagnosed with impetigo or strep throat the child must be treated for at least 24 hours prior to readmission to the facility.

Children diagnosed with scabies or lice shall have proof of treatment and be free of nits prior to readmission.

### **Conduct and Discipline**

All students are expected to obey and show respect to all those in authority and towards each other, as stated in scripture:

- Hebrews 13:17 sets as a guide “Obey your leaders and submit to their authority. They keep watch over you...Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.”
- Matthew 22:39 states, “Love your neighbor as yourself.”
- 1 John 1:9-10 tells us, “Anyone who claims to be in the light but hates his brother is still in the darkness. Whoever loves his brother lives in the light, and there is nothing in him to make him stumble.”

Upon enrolling a child at Zion Lutheran School, a parent gives the child’s teacher the authority to carry out the disciplining of the child while attending school or any of its functions. The parents may expect that the teachers will correct their children properly in the spirit of Christian love and concern.

### **Suspension/Expulsion**

Good order and discipline are in direct compliance with the Word of God. For this reason, disciplinary measures are necessary for the eternal as well as the temporal welfare of the child and are necessary when:

- a) a student shows disrespect for a teacher or other superior
- b) a student refuses to comply with the school rules
- c) a student shows that he or she is unwilling to correct his or her behavior
- d) a student’s attitude, words, or actions are detrimental to the spiritual welfare of other students and impeding classroom learning
- e) a student shows through habitual misconduct that the Word of God is not active in his or her heart
- f) a student continually refuses to do the work required of him or her

When actions such as these are evident (minor offense), the classroom teacher will remind the student of the behavior that is expected and will give appropriate consequences or the removal of privileges for that student. Parents will be contacted for serious misbehavior, such as intended physical harm, continued verbal abuse, or the continuation of any of the aforementioned minor offenses that impede classroom learning as determined by the classroom teacher. In the event of intended physical harm (including, but not limited to: repeated punching or kicking of another student or teacher to a student) or threat with a weapon that is brought to school, the principal reserves the right to initiate the 1<sup>st</sup> offense consequence. Any weapon brought to school, such as a firearm or knife, will result in the immediate initiation of the 1<sup>st</sup> offense consequence. If the student continues to misbehave, the student will be removed from the classroom for a time, the teacher will consult with the principal for further action, and the parents will be contacted. If misconduct continues, as stated above, the parents will be notified and the issue will be brought to the Board of Christian Education. A suspension and expulsion are a last resort to student behavior. Should a student’s behavior reach this point, a meeting will be set-up first between the teacher, parents, and school board to set a plan to correct the student behavior. If the

behavior continues, a second meeting will be set-up with the parents and teacher, and the following plan will be put in place:

- 1st Strike- 2 Day suspension
- 2nd Strike- 5 Day suspension
- 3rd Strike- Expulsion

Should these problems continue from one year to the next, each year begins with a new slate for the student. We plead that parents refrain from standing in judgment over the disciplinary actions of the school. If any misunderstandings or problems should arise in regard to discipline, be they minor or major offenses, we expect that parents will discuss them with the teacher involved first. If the parent feels that their problem has not been addressed, then the principal will be the next contact. The Board of Christian Education will be the final arbiter in any conflict.

### **Confidentiality of Student Records**

All information contained in the student files will be kept confidential unless otherwise stated in writing by the parent or legal guardian. The student files will be accessible to the teachers, pastor, and parents. The only files accessible to the parent are those of his/her own child.

### **Dress Code**

The dress code for Zion Lutheran School has one main concern: students dress in a God pleasing manner. We ask that each child's parents use their good judgment in following these guidelines:

- Clothing should be neat and clean and without unacceptable wording or graphics. Clothing should not be see-through. Students need to wear clothes of the appropriate length. Students should be able to raise their hands without their stomach showing. Ripped clothing should be monitored closely. Small rips and tears are okay. If there are large rips, leggings should be worn underneath.
- Students in all grades may wear shorts at any time using their own good judgment. Shorts should be longer than a student's fingertips with their arms resting at their side.
- Excessive make-up, jewelry, or hairstyles for boys or girls should be avoided. Make-up or hair care items should not be brought into the classrooms!
- No flip flops. Sandals with backs are permitted.
- No hats allowed in school.

The principal and teachers reserve the right to use their discretion in judging the appropriateness of student dress.

### **Donations**

The costs involved with operating our school are continually increasing. In addition to the tuition payments, Zion Lutheran Church and its members contribute substantially to fund the school every year. For this reason, voluntary donations by member or non-member families to Zion Lutheran School will be accepted, and greatly appreciated. Donations made to the School will be used for general school operating costs and / or improvements. If you would like to make a donation, or have questions regarding donations, we recommend contacting a Member of the Board of Education, the Pastor, or the Treasurer of Zion Lutheran Church and School. Zion Lutheran Church and School prefers that you do not make donations directly to the teachers or the principal. By avoiding this, we hope to avoid potentially influencing parent-teacher and / or student-teacher relations, or any associated conflicts of interest. Donations will be handled on a case by case basis. Thank you for your consideration.

### **Emergency Closing**

In the event of bad weather, please listen to KVSH 940AM for announcements made by our school, or check out Facebook page: Zion Lutheran Church, School, and Preschool. We will follow the Valentine Public School

system in their decision to close or have a late start. Parents have the right to pick up their child during the day if bad weather develops. In rare situations, we may have school when the public school cancels. Parents have the ultimate decision on if they send their child, and they will make the right call that's best for their situation. We respect and support that choice.

### **Field Trips**

Information for each field trip will be sent to parents in advance. There may be fees required for attendance of certain field trips. Parents may be called upon to serve as chaperones and drivers for such trips. Proper use of safety belts and taking every precaution to ensure the safety of the children is expected. This includes booster seat laws. Here is a link with the updated booster seat laws. (<https://dot.nebraska.gov/safety/driving/cps/>) Teachers should not be depended upon to be drivers for field trips.

### **Health**

Students are expected to attend class with good personal hygiene. ESU #17 provides health checks for our students in the fall of each school year.

The school and state law require that all children entering kindergarten and seventh grade have a physical examination. Forms for this exam are available in the school office.

In case of serious injury, parents and emergency services will be called.

Zion Lutheran School is in compliance with all federal and state legislation regarding blood pathogens, asbestos, hazardous chemical exposure, sexual harassment, and the like.

### **Homework**

You can expect that your child will bring home some degree of homework. Normally this will be the unfinished portion of schoolwork used to reinforce the lessons. If the homework your child brings home seems particularly excessive, please notify the teacher immediately.

### **Internet**

Zion Lutheran School is equipped with Internet access. Any use of the Internet must be under the supervision of the principal, teachers, or aides. Students may not transmit or receive any unauthorized personal or school information. Student internet usage will be monitored by GoGuardian. Any misuse of the Internet or computers will result in suspension from computer use.

### **Instructional Hours**

The State of Nebraska Department of Education requires grades 1 through 8 to have instruction for at least 1,032 hours during the year, and kindergarten to have at least 400 hours of instruction per year. We more than meet these requirements each year.

### **Legal Rights**

The legal rights of parents and students are followed and upheld by the staff at Zion Lutheran School and Preschool.

### **Lockdown Procedure**

In the event of a threat to the students in the area around the school campus, Zion will go on lockdown. This means that no students will be permitted to leave the school building without the supervision of a teacher or parent. Parents or others will not be permitted to come in to the building either.

In some cases we may be on a limited lockdown. During a limited lockdown, students will not be allowed to leave the school building. Parents will be permitted inside, but no other individuals will be permitted inside.

## **Medication**

The staff of Zion Lutheran School is legally obligated not to administer medication of any kind, unless a physician prescribes it. If this is the case, a form must be filled out indicating the dosage, frequency, and time of administration.

## **Mandatory Reporting of Suspected Abuse**

The faculty and staff of Zion Lutheran School are required by law to report incidents of suspected sexual, emotional, physical, or other abuse and neglect to the proper authorities. Under this law, parents are not to be notified of the report.

If a student or staff person is under investigation for any form of abuse, that person will be suspended until the Board for Christian Education has met to determine the next course of action.

## **Memory Work**

Memory work is a vital part of the child's training in the truths of Scripture. Parents are urged to help their child in this work, and to hear them recite the assignments before the memory work is due.

## **Miscellaneous Information**

Money: Please avoid sending money to school with your child, unless it is for a specific purpose and enclosed in an envelope clearly marked with the child's name.

Toys: Please do not allow your child to bring toys to school, unless requested by the teacher. Toys will be taken away if problems arise.

Electronics: All electronic equipment should remain in the students' book bags while on school grounds. This includes cell phones.

Gum: To keep our church and school neat and damage-free, gum chewing will not be allowed on the school or church grounds before, during, or after school.

## **Notice of Non-Discriminatory Policy**

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

## **Parent/Teacher Consultations**

Parent and teacher consultations will take place at the end of the first quarter and at the end of the third quarter. These consultations may take different forms, including student led consultations. Parents are reminded that they may schedule a consultation at any time during the year.

## **Parent/Teacher Relationship**

### ▪ Spiritual Situations

The steps below are based on Christ's instruction given to us in Matthew chapter 18: "If your brother sins against you, go and show him his fault, just between the two of you. If he listens, you have won your brother over." It is the aim of these steps to resolve spiritual problems in a God-pleasing manner.

1. *Prayerfully determine what the problem is. Determine with whom there is concern and find its cause.*
2. *Go directly to the person with whom you have the problem. Do not call uninvolved parties, such as other school parents or students.*
3. *If you have found that no solution has been found, take your concern along with the person involved to the principal as a second party.*
4. *Finally, if no solution has been found, consult the Board of Christian Education or Church Council.*

- Personal Situations

We realize that at times problems or misunderstandings between home and school will arise. It is not good to ignore these matters. Call to schedule a conference with the teacher immediately. Do not hesitate to call the teacher at home.

### **Promotion**

The promotion of each student from grade to grade is based upon the student's satisfactory achievement of required class work. A child will not be retained without previous consultation with the parents. Promotion is based on achievement standards the school has established and the God-given abilities of the student. If a child fails a subject for two quarters in a school year, they will be required to take that subject over again the following year to show mastery of the skills for that level.

### **Property Damage**

In practicing responsible stewardship with our possessions and those of others, children and parents are expected to pay for the replacement or repair of books, desks, or other property that is damaged due to mismanagement.

### **Refund Policy**

At the end of the school year, Zion Lutheran School may discover that over-payment of tuition(s) due have been received. If it is determined that any tuition has been received by Zion Lutheran School that exceeds the predetermined amount due, a refund will be given for the overpaid amount. This refund will be given back to whom it is due in the form of a check. Zion Lutheran School will contact you if you have the right to a refund. Should you discover that your records show payment in excess of the predetermined tuition amount due, please contact a member of the Board of Christian Education or the principal.

### **Report Cards**

Regular reports of student progress will be sent four times a year, each quarter. Please consult with the teacher if you have any questions concerning the report, or any concerns between reporting periods.

### **Role of Parents**

Parents play an important role in their child's education. There are a number of ways in which a parent can support the work of the school and the work of the student.

- Allowing the Word of God to be the sole guide in all daily living and conduct.
- Support the school with time, offerings, and prayers.
- Project a positive attitude toward Christian education.
- Communicate with and support the teachers.
- Support the school's policies and procedures.
- Attend church regularly and conduct regular family devotions.
- Encouraging a time and place where your child can do his/her homework to the best of his/her ability.
- Encourage sufficient hours of sleep and eating well-balanced meals.
- Participate in the Christian Parent Organization regularly.

### **School Telephones**

Students may not use the telephone without the permission of a staff member. If a parent must call the student at school, please do not call during scheduled class time. All calls to teachers should be made before or after school. Additionally, students' cell phones are not allowed to be on at school during the school day.

## **School Day**

The regular school hours of Zion Lutheran School are from 8:30 A.M. to 3:30 P.M., Monday through Friday. Kindergarten is held all day Monday through Friday. Students must be picked up by 3:45 P.M., unless otherwise scheduled with the teacher. After 3:45 P.M. parents will be charged \$5 for every 15 minutes they are late.

Chapel will be held on Wednesday at 9 AM at the church. Mission offerings will be collected at this time to be sent to a project of the students' choosing. Parents are invited to attend these chapels on Wednesday mornings.

## **Special Needs**

Students with special needs are not barred from admittance into Zion Lutheran School and Preschool. During the registration process, parents and principal will meet to discuss the needs of the student. Every effort will be made by Zion Lutheran School, within the scope of its power, to accommodate the student. If it is determined that Zion has the resources and can faithfully and successfully use those resources for the student, the student will be admitted. If, because of a lack of resources or time, Zion cannot give the student the care and attention he/she needs, he/she will not be admitted.

To help in this endeavor, Valentine Community Schools can test the student for additional help that they can provide while at Zion. Parents must be the one to contact Valentine Community Schools to set up an appointment. If needed, with the help of parent and teacher here at Zion, Valentine Community Schools will set up an IEP (individualized education plan) for the teacher to use in educating the child.

All IEPs will be followed by the teacher and kept confidential.

## **Teachings**

Zion Lutheran is part of the Wisconsin Evangelical Lutheran Synod (WELS) and follows its teaching in scripture throughout our classroom lessons. Zion primarily uses the New International Version (NIV) for biblical use.

According to Matthew 28:19, Zion follows and teaches everything God commands. Recently, many of God's commands are challenged by society, and society has accepted those teachings contrary to God's Word. Zion will not shy away from teaching the things God has commanded us to teach (including male and female sexuality and how we are to live as God's people). Students will be taught what God says about these things, and how God tells us to handle a situation like this that is close to us in our lives.

## **Testing**

Throughout the year, students in grades kindergarten through eight are given achievement and aptitude tests through MAP. The school uses the results of these tests to determine curriculum strengths and weaknesses as well as identify gaps in student learning.

## **Tuition and Fees**

An annual registration fee of \$100 for each elementary school family will be charged to help defray a portion of the cost of cleaning and damages. Tuition will be charged according to the following rates. Students with unpaid fees at the end of the school year will not be re-enrolled for the next school year until tuition is paid in full.

Tuition payments can be made monthly and is due on the 1st of every month. If payments are not being met, payments that are 15 days late from the date they are due will receive an email and a letter stating that payment is past due. If payment is still not received by the end of that month, another letter will be sent out stating that payment is past due. Full payment for the previous month and the current month are expected to be made by the

15th of that month or the removal of the student from the school will be made. We understand that unforeseen circumstances do happen and are unplanned. If for whatever reason there is a time during the school year where you know things won't be coming together for a payment, please speak with a Board of Christian Education member to set-up a timeline of when that payment will be made. During the course of the school year, payments can be paid-in-full at any time. You can also choose to pay the whole tuition amount before the school year begins. Talk to a member of the Board of Christian education if you would like to discuss a 12 month payment plan.

There is a drop box that is inside the school where tuition payments can be dropped off. Payments should be put inside of an envelope and the name of the student that the tuition is going for written on the envelope. Payments will not be handed to teachers at Zion Lutheran School.

<b>DAY SCHOOL TUITION COSTS 2020-2021</b>		
	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
Kindergarten - 8 <sup>th</sup>	\$2,736	\$2,988
2 <sup>nd</sup> Child	\$2,520	\$2,736
3 <sup>rd</sup> Child	\$2,304	\$2,556
All additional	\$2,304	\$2,556
Registration Fee (Grade School, per student)		\$100
 <b>PRESCHOOL TUITION COSTS 2020-2021</b>		
4 year-old		\$1,908
3 year-old (4 day)		\$1,692
3 year-old (2 day)		\$1,296
Registration Fee (Preschool, per student)		\$100

### **Half-Time Enrollment**

Half-time student enrollment at Zion is determined on a case-by-case basis. Half-time enrollment consists of 5 ½ day mornings from 8:30-11:30. Students are expected to complete the work and assignments given while at Zion. Participation in school mandated activities, such as Taste of Nations, Skit Night, and Science Fairs, are required. Parents would be required to teach the subjects not covered while at Zion to follow state law.

### **Tuition Incentive Program**

In this program, any family who refers a new student to the school in grades K-8 will receive \$100 off their tuition for the year, per student referred. If you have already paid your amount in full, \$100 will be returned back to you.

### **Weapons**

A weapon is any object that is designed to harm an individual or used for the intent to harm. Guns and knives are a few examples. Weapons are illegal to possess on the school campus. Any student(s) found to be in possession of a weapon will have their parents called immediately and removed from campus. This will initiate the suspension/expulsion guidelines found on page 10.