

ZION LUTHERAN SCHOOL HANDBOOK

Our Mission Statement: Following Christ's example and empowered by the Holy Spirit, Zion equips students to grow spiritually as they succeed physically, academically, and develop socially and emotionally (SPASE).

Since 1903, Zion Lutheran's Congregation has been committed to providing its children with a Christ-centered education. Zion Lutheran School is open to the children of sister congregations and the children of the Pierce and surrounding communities. It is established to assist parents in their parental responsibility for the spiritual, social, emotional, physical, and mental training of their children.

OBJECTIVE

In education, we are concerned with the development of knowledge, skills, attitude, self-esteem, and character by means of teaching, training, study, and experience. Christian education has the same general aims, but it has an added plus; the Cross of Christ based on these Biblical goals:

- *Understanding the nature of the Triune God and man's relationship to Him.*
- *Trust in the Father as His Creator and Preserver.*
- *Grow in grace and knowledge of the Son, Jesus, the Redeemer.*
- *Grow in a life powered by the Holy Spirit, the Sanctifier.*
- *Believe that by grace through faith in Christ Jesus the goal of every child of God is eternal life in heaven.*
- *Grow in a deep faith of their personal Savior.*
- *Grow in Christian character.*
- *Grow in love for our fellowman as we apply the Christian principles to our life.*
- *Develop a rich devotional life as a source for spiritual strength.*
- *Grow in active participation in the church's life and work.*
- *Develop a faithful stewardship life in using time, talents, and treasures.*

1. ADMINISTRATION (New for 2015)

Zion Lutheran School operates by the authority of, and under the supervision and control of the Voter's Assembly of Zion Lutheran Church. The Pastor and Academic Leadership Team (see Policy Manual) are advisory members of this board. The Board for Parish Education meets on a monthly basis and conducts special meetings as needed. The Academic Leadership Team serves as the executive director of the school.

2. BOARD FOR PARISH EDUCATION

Joel Endorf- Chairman
Lynsey Herian- Vice-Chairman
Kayla Hoffmann– Secretary
Scott Peekenschneider
Brandon Hamilton
Casey Krueger

3. ZION LUTHERAN STAFF

Mrs. Misty Steffen *Preschool*
Mrs. Kathryn Test *Kindergarten*
Mrs. Jennifer Rohrich *Grade 1*
Mrs. Jennifer Snodgrass *Grade 2*
Mrs. Kelly Stonacek *Grades 3-4*
Mrs. Lavonne Fleer *Head Teacher & Grades 5-6*
Miss Sierra Hansen *Grades 7-8*
Mr. Mike Sindt *Instrumental Band*
Mrs. Stacy Johnson *Academic Coordinator*
Mrs. April Anson *Office Administrator*

Mrs. Tara Oestreich	<i>Paraprofessional</i>
Mrs. Audrey Hamik	<i>Paraprofessional</i>
Ms. Lorie Sullivan	<i>Lunch</i>
Ms. Connie Ziemer	<i>Lunch</i>
Mrs. Joyce Kutrous	<i>Lunch</i>
Mr. Mike Tinker	<i>Maintenance</i>
Mrs. Kathy Tinker	<i>Maintenance</i>
Mrs. Amy Miller	<i>School Nurse</i>
Mrs. Billie Graham	<i>Head Librarian</i>
Rev. Gordon W. Bruce	<i>Director of Ministries</i>
Vicar Travis Henry	
Ms. Lorie Sullivan	<i>Church Secretary</i>
Mrs. Laura Ahlers	<i>Director of Christian Education</i>

4. SCHOOL AND CHURCH NUMBERS

School Office	520 E. Main Street	402-329-4658
School Fax		402-329-4660
Church Office	520 E. Main Street	402-329-4313

5. NLSA & STATE APPROVED

Zion is a fully accredited school having achieved National Lutheran School Accreditation in 2009 and was reaccredited in 2014 and 2019. Zion is also a Nebraska State Approved School. All of our teachers maintain a current Nebraska Teaching Certificate. The approved system certificates are on display in the school office.

6. CURRICULUM

The Concordia Curriculum Guide (CPH, 2008) serves as a guide to implement standards and methods and develop the content for our instruction. The curriculum of the school has been developed to provide a well-rounded education. The core of the curriculum is our Bible-based religious training.

Zion Lutheran School offers all subjects required by the Nebraska Department of Education in order to be considered an approved school by the state as listed in Rule 14.

Reading and Language Arts	Science and Health
Mathematics	Physical Education
Social Studies	Art / Music

In addition, a course of religious education is offered to all students, and must be attended by all students who are enrolled in the school. All students are required to complete the course work in these religion classes.

All grades are involved in formal religious education. The Confirmation Class (Grades 7 & 8) is instructed by the pastor. Christian education at Zion Lutheran is not, however, merely teaching “Religion” as a subject. It describes our total approach to everything we do. It is the way we view all subject areas, the way we relate to one another, and the way each of us relates to God. We strive to have our Christianity permeate our total lives.

The teachers and administration make a concerted effort to review the curriculum yearly and revise the curriculum periodically to give our students the best possible education. Towards this end, we work closely with the area public schools to develop curriculum that will prepare our students for their continued education.

7. INSTRUCTION

Zion Lutheran School’s school year is concurrent with the Pierce Public School calendar. The minimum required number of hours of instruction in the state of Nebraska is **1032**. (K-8) day school will consist of approximately 173 days or 1,121 hours per school year. Weather may affect and reduce the projected number but will never exceed the minimum requirement of days/hours.

The school day will go from 8:00-3:20.

8. SCHOOL ENTRANCE REQUIREMENTS/ENROLLMENT

- The Nebraska Legislature has changed the law governing when children begin kindergarten in public schools. Starting in the 2012-13 school year, students may enter kindergarten if they turn five years of age on or before **July 31**, a date that was previously October 15.
- Admission to Zion Lutheran School shall be open to all and shall not be denied on the basis of race, creed, color, or national origin.

The Zion Lutheran Board for Parish Education reserves the right to give preferential treatment when considering admission according to the following scale:

- First priority shall be given to children where at least one parent is a member of Zion, Pierce or St. John, Pierce.
- Second priority shall be given to the members of other Lutheran Churches.
- Third priority shall be given to mission prospects.
- Fourth priority shall be given to members of other churches.
- Non-member enrollments are subject to approval by the Board of Parish Education.

9. PRESCHOOL ENROLLMENT (Voted April 2018/effective August of 2018)

Enrollment schedule: Deadlines are non-negotiable. Once each deadline has passed, each student enrollment will be handled on a first come, first serve basis. Incomplete paperwork brought to the school office will not be accepted.

First day of Second Semester –January 31: Enrollment for currently enrolled pre-school students only.

February 1-End of February: Siblings of currently enrolled Zion students and/or a member of Zion Lutheran Church may enroll during this time.

March 1 and following: Round-up date will be announced. (Pierce Paper/Facebook/Zion website) – Open enrollment begins for next school year ONLY.

Class enrollment caps:

PK 3: 9 PK 4: 12 PK 5: 12

Class enrollment age cut-off dates:

3's: Must be 3 by August 1 and potty-trained

4's: Must be 4 by August 1

5's: Must be 5 by October 1

To be eligible for the Zion 5-year-old program, the student must turn 5 by October 1 OR have completed one year of 4-year-old pre-school in any pre-school program.

To hold a spot for a pre-school student, a family MUST HAVE ALL of the following:

1. **Registration Sheet**
2. **Copy of Birth Certificate:** The hospital keepsake certificate will not be accepted. If the certificate needs to be replaced, Zion has the DHHS form, APPLICATION FOR CERTIFIED COPY OF BIRTH CERTIFICATE, available for families to send in. Cost is \$17.00.
3. **Copy of Social Security Card**
4. **Copy of Immunization Records**
5. **Deposit: equal to one month tuition**

Your spot is secured when the office receives ALL 5. Again, incomplete paperwork will not be accepted.

Zion must be notified by August 1 of the current school year if a preschool student is not attending. The deposit will not be returned after August 1.

10. FEES & TUITION (New for 2012) *Please also see: 63. ZION LUTHERAN SCHOOL FINANCIAL OBLIGATIONS*

Members of Zion Lutheran Church: \$370.00 per child. Book fee assistance (not scholarship) will be arranged for those who provide a statement of need for financial assistance. Determination is made on the basis of free and reduced qualification. If you do not qualify for free and/or reduced meals, you will not be given assistance. Non-member tuition for families with more than one child enrolled in grades K-8 will be \$2000 for the first child in the family and \$1500 for each additional child. No tuition will be charged to new member prospects during the first year of enrollment. Parents will be expected to take the Adult Information Class and join the church during the initial year of their child's (ren's) enrollment. Those who do not become members during the first year will be charged tuition beginning the second year of enrollment.

Preschool payments are due on the first of every month:

The cost for the three-day class is \$100/month. The cost for the two-day class is \$70/month. Payment plans can be arranged with the school office.

11. STUDENT NONDISCRIMINATORY POLICY

Zion Lutheran School admits students of any race, creed, color, national or 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, creed, color, national, or ethnic origin, in the administration of its educational policies, admissions policies, athletic, or other school administered programs.

12. SYCAMORE COMMUNICATION SYSTEM

Each family will receive a password to log into their own account. There you will be able to view the lunch menu, an up-to-date calendar, account balances, your child's grades, and the weekly newsletter. You are also able to view the handbook, school supplies list, computer policy, and the sports agreement. **Sycamore is our school's mass communication website. There is also an app, but if you are only using the app, you will not see everything. Go directly to the website to maximize your user capacity.**

13. IMMUNIZATION

Parents must present an up-to-date immunization record conforming to the education laws of the State of Nebraska. We request a doctor's physical for Kindergarten students, 7th grade students, and any child transferring in from another state.

If you have any questions or concerns regarding immunizations, please contact the school office at 329-4658.

14. SCHOOL SAFETY (New 2017)

All school door entrances will remain locked throughout the day. The north kitchen door will be open from 7:30-8:05 a.m. to allow students to arrive for school. Visitors to the church and school can enter through the church entrance and can also be buzzed in at the north kitchen door as well. **Visitors must then check in at the school office.** The north kitchen door will again be open for daily school dismissal and sports practices from 3:20-5:00 p.m.

15. BEFORE AND AFTER SCHOOL SUPERVISION (New 2012)

Students may enter the north door (kitchen door) any time after 7:30 a.m. and must report to the school gym. After school: Students MUST be picked up by 3:25 pm on the west side of the school. Students are not permitted to be in other parts of the school unless they are participating in a school sponsored program, such as sports, quiz bowl, etc. and have adult supervision. **Students who participate in the Faith Weaver Friends Program are not allowed to remain at school until the program starts at 5:15 p.m.**

16. PHONE CALLS/USAGE/CELL PHONES (2012)

Phone calls by students are for emergency and illness purposes only. If a student forgot homework, gym shoes, sports equipment, etc., they will not be able to use the school phone to call home. Incoming calls for students will be given in message form unless it is an emergency. Cell phones must be turned off and turned into your student's teacher first thing in the morning or upon arrival, during school hours. Violations or improper usage will result in a meeting with parents, teacher and school administration. The student will assume all liability for lost, stolen, misplaced, or misused cell phones.

17. TREASURES FROM HOME (New 2012)

Toys, radios, CD players, cell phones, musical devices or other items not needed for school work are not to be brought to school without the permission of the classroom teacher. Such items may be confiscated. Not only do these items cause a nuisance, but they also offer opportunity to be broken or stolen. It is also strongly advised that children do not carry excessive amounts of money, unless sent by a parent for a specific purpose.

18. EMERGENCY DOCTOR CARE

In case of emergency doctor care, we will contact the home/family and use your family physician whenever possible. In case parents are not home, we will use your family doctor if he/she is available in town; otherwise we'll use our own judgment. Bills incurred are the responsibility of the parents or guardian.

19. FIRST AID/MEDICATION (New for 2011)

Minor first aid will be administered at school. In case of illness or accident, the home will be notified immediately. If the parent or emergency contact cannot be reached, a doctor will be called. **Parents must complete the parental medication permission for granting written consent and authorization to school personnel to dispense medication, including aspirin.** Non-prescription medication must be sent to school in the manufacturers' bottle and prescription medication in the prescribed bottle or container. All medication prescribed or over the counter, must be turned in to the school office or to the child's teacher and cannot be kept in the student's desk, book bags, or lockers. Upon completion of the form indicated above, staff members will dispense the medication as per the parent's and/or doctor's request. The school cannot keep an inventory any over-the-counter medications on hand to dispense, including, but not limited to cough drops, pain reliever, etc. We can administer only what is sent to school with a permission form.

20. ASTHMA

With the common missions of preventing deaths in schools from asthma or anaphylaxis, the two groups, "Nebraska Board of Education" and "Attack on Asthma Nebraska," partnered together to provide schools with one emergency plan.

Life threatening asthma consists of chest tightness, wheezing, inability to speak and blueness around the mouth.

Anaphylaxis is a severe allergic reaction response after ingestion of a food, medication or exposure to animals, molds or bee/insect stings with symptoms of hives, difficulty swallowing, itching and swelling.

Zion Lutheran School has trained its staff members to respond to such life-threatening conditions. All staff members have been made aware of the protocol and symptoms to watch for. If a student would present with the above symptoms, the team will be activated and follow this protocol:

Assess the victim----Call 911-----Give Epi-Pen and Albuterol treatment-----Call Parents/Doctor

All victims given the Epi Pen MUST be transferred to a medical facility.

The schools Epi-Pen and Albuterol do not replace your child's own prescribed medication for asthma/allergy control and management. Please make sure that your child has their needed inhalers or Epi-Pen on themselves or at school and let the school be made aware of these needed medications.

If you do not want your child to be treated by this protocol, you must let the school know as soon as possible.

21. PLAYGROUND/GYM (New 2013)

Students will be under strict supervision while they are on the playground or in the gym. If students are allowed to

play unsupervised on the playground or gym while parents are volunteering or at meetings, the parents are responsible for all discipline and/or injuries of the child.

22. GENERAL SAFETY AND CONDUCT GUIDELINES (New 2012)

1. Every child must be supervised by an adult on school property before, during, and after school. See #22.
2. Always show love, respect, and concern for everyone.
3. Always show respect for school property. Appreciate God's gifts given through the time, talents, and money of our parents and members.
4. Use all playground equipment safely.
5. Look carefully in all directions when chasing any object that has gone into the street.
6. No running in the hallways, library, or the classrooms.
7. No playing in the hallways during school events.
8. Keep to the right when walking in the hallways and stairs.
9. Take turns when getting a drink or using the restrooms.
10. There will be NO CHEWING OF GUM IN SCHOOL.
11. Knives and guns cannot and will not be brought to school (zero tolerance policy for weapons).
12. All students must be picked up on the west side of the school by 3:25 pm. This ensures that students are properly supervised and accounted for as they leave school for the day. This is for the safety of the students.

23. DISCIPLINE (2011)

Teachers are expected to engage students at an appropriate level of mutual trust and concern. We will “be there” for our students when needed. We are all about building bridges, not building walls. Our teachers constantly strive to improve and maintain proper Christian relationships. At the beginning of the year, classroom guidelines will be shared. There will be allowable differences in expectations from classroom to classroom because of student age differences.

In the spirit of love and concern for the welfare of the child, sometimes we need to correct and admonish children who require correction in a timely way. Remember - time spent by the teacher dealing with improper behavior reduces the time available for teaching, so matters will be dealt with swiftly and to the glory of God. In case of continued misbehavior and lack of cooperation on the part of the child, parents will be contacted. Unfortunately, failure to adjust to appropriate standards could result in suspension.

24. DETENTION

Discipline Detention – Our goal is to help a child reach self-discipline, however, whenever a student becomes a discipline problem for any teacher during the day, parents will be notified as soon as possible that their child is being detained during lunch or during school that day. Detention will normally be the same day as the problem arose, but various circumstances will be given due consideration. Exemptions will not be allowed on the basis that a student rides the school bus.

The basis of discipline detention is determined by the teacher-ALT team. It may be for (but is not limited to):

1. Disturbances in the classroom which do not promote a quality educational environment.
2. The use of profanity, cursing, swearing, and/or fighting in the classroom or on the playground.
3. Endangering the safety of another person, intentionally or unintentionally.
4. Disrespect for another student, teacher, and/or a visitor.
5. Smoking, (on school property), use of illicit drugs, and alcohol (See drug free policy).
6. Any other violation of the individual teacher's classroom management plan.

Effective home-school communication (both positive and negative) is the key in any situation.

Academic Detention – We will counsel and advise students who miss the mark academically. Parents can always check grades online with Sycamore. Failure to have work completed will usually be dealt with the same day and in a reasonable manner. Academic detention results in limited sports involvement.

25. SUSPENSION

Suspension may be administered to those students who do not respond to detention or who commit a serious offense. Suspension may be administered normally based on documentation by the classroom teacher and/or principal, or other school related personnel for repeated discipline problems or any other disciplinary problem, which detracts from the educational process.

Suspension may be administered for up to three days by the principal. There may also be in-school suspension. In the case of in-school suspension, it will be necessary to hire a substitute teacher to supervise the activities of the affected student(s). It will become the responsibility of the family to pay the expenses involved in such a situation. Suspension should be understood as the step before expulsion from school.

26. EXPULSION

Students who do not cooperate and do not respond to other disciplinary action may be expelled from school by action of the Board for Parish Education upon the recommendation of the principal. This will be done on the basis of repeated and documented use of discipline detention, suspension, and/or following consultation with the parents or guardian.

27. RETENTION

There may be times when it is necessary to give due consideration to the retention of a student in the same grade for a second year. Reasons for such action may be quite varied:

1. Immaturity of the student to cope with his age group and/or with the level of study expected.
2. Missing an abnormal amount of days, especially unexplained or unexcused absences. (Above 10%)
3. Failure to do required work, having an "I don't care" attitude, or simply just not working up to one's potential.

Parents will be counseled concerning the possible retention of their child. All social concerns will be considered.

28. DRUG FREE POLICY

Zion Lutheran Church and School, its staff and students, are committed to providing a healthful, educational environment that is free from the harmful and detrimental effects of illicit drugs and alcohol. As a redeemed child of our Lord living in citizenship in the United States and the state of Nebraska, we desire to uphold and defend the laws of our country and state.

It is unlawful, therefore, absolutely prohibited, for any employee or student of Zion Lutheran Church and School, to engage in the unlawful possession, use, or distribution of illicit drugs or alcohol, on school premises or as a part of any of the school's activities.

The penalty for the above shall be:

EMPLOYEE – Suspension without pay and eventually leading to permanent dismissal after providing information regarding professional counseling, treatment, and rehabilitation.

STUDENT -- Five day temporary suspension, during which information regarding professional counseling, treatment, and rehabilitation will be provided to the student and parents (guardians), followed by permanent dismissal from school.

Each employee shall sign the above stated policy upon reading and discussing it as an acknowledgment of their competent understanding of the policy.

29. AIDS POLICY

In the event a student or an employee of Zion Lutheran Church and School contracts AIDS and is diagnosed as having HIV positive, Zion Lutheran Church and School will continue to minister to the individual and family in the manner that seems most feasible.

The family or the individual will be asked to meet with the pastors, principal, and chairman of the Board for Parish Education. After meeting with the family and/or individual in the above step, we will then want to meet with the family physician or other medical consultants, to determine the threat of infection to any child in school, teachers, or anyone who regularly has any casual contact with the individual who has the AIDS virus.

If the physicians and/or the medical team agrees on the interpretation of the medical records and that the health of the student or employee allows them to perform adequately in school, then the individual may pursue their education or employment.

The child or employee will be allowed to continue to attend Zion Lutheran School with three (3) exceptions:

1. An individual who might exhibit aggressive behavior such as biting others.
2. An individual who is unable to control bodily secretions.
3. An individual who exhibits open sores or lesions that cannot be covered.

The primary concern will be for the health and safety of all, including the individual with AIDS. It will be necessary to have continuing communication between the school and the family as a means of monitoring the progress of the virus. The purpose of this monitoring will be to protect the individual as well as considering the welfare of the student body. As children of the family of God we will be concerned about the spiritual, physical, and educational welfare of all.

30. HOT LUNCHES (2011)

Zion Lutheran School serves hot lunches in the lunch room and the gym. The lunches are prepared by Pierce Public School. Prices are subject to change at any time during the school year. Please log on to Sycamore and view your child's lunch balances. **All family accounts must maintain a \$5 credit in the hot lunch program.**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

31. SNACK MILK (2011)

Students are able to have snack milk. We encourage parents to log in to the Sycamore database to view your student(s) milk count. Due to fluctuating milk and fuel costs, milk prices may vary through the school year. A 4 oz. juice will also be available as well.

32. IN SCHOOL SNACKS AND PARTIES

Students are allowed to bring a "healthy" snack for the classroom milk break. For classroom parties and special events like birthdays, please remember that not all parties need cupcakes. Plan the event with your teacher. Zion maintains a separate health and wellness policy which is required of every school in the state. No child is to bring pop or candy for a snack OR lunch or we could lose state funding for our lunch program.

33. CHAPEL AND OFFERINGS

Weekly chapel services are held in the church each WEDNESDAY at 8:10. Parents and friends are welcome to attend. We would encourage parents to have their children use the chapel offering envelope each week. This teaches them to give willingly and faithfully when they provide for their own livelihood. Home stewardship training is important. We are all financially responsible for our church and school. Make Christian stewardship a family activity. We recommended that all students dress accordingly for chapel (see dress code).

34. ABSENCE POLICY AND MAKE-UP WORK (New for 2019)

Regular attendance is important to the progress of the child and the maintenance of school standards. Absences for reasons other than illness are to be avoided. When a student knows he/she will be gone from school, his/her teacher should be informed **PRIOR** to the day of absence. Teachers will provide the student's assignments prior to the day of absence. Absence for 2-4 hours shall count as half day. Absences longer than 4 hours shall be a one day absence. There are no quarter day absences. A student is counted tardy following the 8 a.m. bell. Students must arrive **BEFORE 10 a.m.** to be counted as a full day.

The **school office** should be informed by **8:30 a.m.** when a student is ill. **You may leave a message on the school office number which can be retrieved when staff arrives.** The office will notify the teachers. Students who are absent will make up any work that he/she has missed. Each student has as many days as they were absent to make up their work. The teacher may extend the time granted according to the circumstances that caused the absence. The make-up work will be assigned at the teacher's discretion.

If a student would need to leave school early, the parents must provide a note or phone call to the teacher, who will communicate this to the office. A verbal request by a student will not be accepted.

Students are allowed ten (10) aggregate days of absence per semester. *Absences verified in writing by a doctor, dentist, counselor or judge for a sickness or injury that prevents a child from being in school, including family emergency will NOT be counted in this total but will be considered an excused absence.* Please bring doctor's notes for all absences from appointments. If a student accumulates more than ten absences per semester that are unexcused, a letter will go home. Subsequent action will be taken on a per case basis.

Students who are absent because of illness on a day that they are scheduled to participate in an extracurricular activity, **must arrive BY 10:00 a.m.** or they will not be allowed to participate in their activity that day or evening. This includes but is not limited to: music concerts, athletic events, plays, practices, meetings, etc. This same rule applies for 10:00 a.m. late starts and early dismissal days as well.

Friday absence: Students must be in attendance by **10:00 a.m. on a Friday** to participate in a Saturday activity. Exceptions to the any of the above rules must have documented administrative approval.

35. TRUANCY

Any student who misses school for no apparent reason or is habitually absent or tardy will be subject to the following procedure:

A letter will be sent to the parents notifying them of an abnormal amount of absenteeism and/or tardiness. Parents are responsible for the attendance of their children in school.

If correction is not obtained, the proper officials will be notified.

36. SPORTS (New for 2011)

Students in grades 5-8 have the opportunity to compete against other schools in sports by playing on the Zion Lutheran club team per Rule 14. Zion's sports include: football (at PHS), volleyball, cross country, basketball, and track (at PHS for grades 7/8) Fourth grade students are eligible to practice in spring track and basketball when participant numbers allow. All students will participate in spring field activities.

Sports activities are a privilege granted to students who have completed their assignments to the best of their ability. Students who have incomplete assignments or are not working up to their ability will lose this privilege. School policy states that students must not be failing more than 2 subjects to be eligible. Parents are encouraged to monitor their students' grades and set personal goals for their students in regard to student academic performance. Parent standards need to be communicated to the teacher. Students not setting a good example of Christian sportsmanship will also be excluded.

If a student wants to be a member of an athletic team, he or she will be expected to attend practices. Being a part of the team calls for commitment. Therefore, irregular attendance, inattention at practice sessions, and unexcused absences from practice may jeopardize team participation. If a child must, for an appropriate reason, miss a practice session, we prefer that parents send a written excuse. Junior high football will run from 2:45 to 4:00 each day and volleyball will run from 3:20 – 4:30 (app.) each day. Parents will need to pick up their children following these practices. During the seasons of basketball and track practices will run from 3:30 to 5:00.

There is a \$10.00 school uniform fee/deposit for each school year that can be paid to the Zion PTLs.

37. BAND

Students in grades 6-8 who show desire to take instrumental lessons and who gain their parents' permission, are given released time to take lessons. Students, in most cases, are asked to provide their own instruments. These may be rented or owned by the student. Those students who do well may be asked to play in the Pierce High School Junior Band resulting in excellence for levels beyond the middle school.

38. ASBESTOS AWARENESS

Zion Lutheran Church and School does have limited asbestos containing materials. These are limited to the ceiling tiles (friable) and floor tiles (non-friable). The ceiling tiles are regularly monitored. In a test of the friable material in May 1983, there was less than 1% of asbestos present. At this rate, the asbestos is considered to be at a safe level. The areas of possible non-friable asbestos (floor tile) are in excellent condition and pose no health hazard. A follow-up three-year inspection took place in the summer of 2010, 2013 and 2016. An Asbestos Management plan is kept on file of the school office and is available for review during normal school hours.

39. DRESS CODE

Students should wear **clean** and **neat** clothing. Extremes in personal attire will result in a consultation with that student followed up by a phone call to the parent. The judgment of the teaching staff will determine what constitutes proper dress and dress appearance. Failure to follow these guidelines may result in parents being asked to deliver acceptable clothing to school. **In order to set our chapel day apart from the remaining days, it is recommended that students wear clothing appropriate for attending worship in God's House.**

40. DRESS CODE GUIDELINES FOR Pre K- 8(New for 2011)

1. Tank tops, mesh shirt, or muscle shirts are not permissible for any grade level. All shirts and blouses for all grade levels must extend below the belt or waistline. There will be no midriff exposure allowed. Rule of thumb: If you can raise your arm and expose the midriff it is not acceptable.
2. If your shirt or blouse has a picture and/or printed message, it **MUST BE** a message and/or picture that presents a positive image. A negative or un-Christian image or message is not permissible.
3. Sweatbands, wristbands, caps, hats, and sunglasses are inappropriate in the classroom.
4. For safety purposes shoelaces shall be tied at all times and flip flops or backless sandals are not allowed.
5. It is very appropriate to remove caps and hats when entering school or church. Please practice proper etiquette at all times.
6. **HOT WEATHER DRESS CODE:** Seasonal dress is preferred. Rule of Thumb: Shorts shall be at or beyond finger-tip length from the top of the knee when you stand with your arms out to your side.
7. The only type of body piercing acceptable is pierced ears for girls.
8. Extremes in hairstyle (unnatural hair colors or tinting and cut outs) will not be tolerated.

41. DRESS FOR PHYSICAL EDUCATION AND RECESS (New 2013)

All students in grades Preschool-8 are to purchase a regular pair of gym shoes for PE and recess time. Students in grades 5 – 8 are to purchase a regular pair of gym shorts for PE and athletic practice.

42. LOST AND FOUND (New 2013)

Zion keeps a lost and found bin by the school office. Items left for two weeks will be given to Goodwill.

43. BICYCLES

Pupils may ride bicycles to and from school, but not while at school. Parents assume full responsibility for bicycles used and for students conduct while bicycles are in use. All bicycles are to be placed in the racks provided on the school ground. Riders who do not use good judgment in the operation of their bicycles will forfeit the privilege of riding to school.

44. SKATEBOARDS/SCOOTERS

Students are discouraged from riding skateboards to school. For those riding them to school, it is necessary for them to leave them outside where the bicycles are stored.

45. TOYS AND ANIMALS

Unless they are items for Show and Tell in the lower grades; comic books, matches, knives, candy, gum, toys, and animals should not be brought to the school since they usually create nuisances. Such items will be confiscated if brought to school. Teachers should be contacted if animals are brought to school. They are not permitted on the school bus.

46. DAMAGES (2011)

A certain amount of wear and tear on textbooks, school desks, and school property is to be expected. However, excessive damages inflicted by pupils to any school property will have to be compensated for by the student. **Book covers are required on all hard cover books by the second week of the school year.**

47. SCHOOL TRANSPORTATION

Students living within the Pierce Public School District or who have brothers or sisters in high school riding the bus have the privilege of using the school bus. Those outside the district must provide their own transportation. The use of the school bus or parents delivering their children is the preferred means of transportation. Walking is always an acceptable and healthy means for arriving and returning home from school.

48. THE BOARD FOR PARISH EDUCATION DISCOURAGES THE USE OF A NEBRASKA SCHOOL DRIVING PERMIT AT ZION.

Safety is our number one concern for discouraging the use of a school permit.

1. We have a concern for the safety of the children who are driving as well as the brothers and sisters they may have accompanying them.
2. Our second safety factor is the number of lower grade children as they arrive at school and upon the dismissal of them at the end of the day.
3. Our third safety factor is the temptation of the seventh or eighth grader to give someone else a ride. State law permits only the transportation of the immediate family. Parents have been able to transport their children from pre-kindergarten through sixth or seventh grade for extra-curricular activities. Therefore, it should be feasible to transport them in grades seven and/or eight. We are asking parents of the fourteen year old who has the school permit to:

1. **Use the school permit on a very limited basis.**
2. **Parents must communicate with the school prior to any student driving to school. The purpose of the communication is to discuss the particulars of the situation.**

49. FIELD TRIPS (2012)

Occasionally throughout the year our students may be taken on field trips. Parents will be notified of these beforehand and may be asked to drive or act as chaperones. These trips are to help the pupil become acquainted with community resources and to provide a quality educational experience.

The 7th and 8th grade field trip will be funded through fundraisers during that school year. The amount of the funds earned will dictate the type of field trip the 7th and 8th grade students are able to have, unless personal funds are used.

Students in the 7th and 8th grade are asked to equally contribute to fundraising efforts.

50. PARENT TRANSPORTATION

Parents who volunteer to drive for field trips or athletic events on behalf of the school are a valued asset. To help assure a safe, comfortable, and an enjoyable experience for both driver and student, the following guidelines have been established and are to be followed by all parents, teachers, and students of our school.

1. Teachers will assign riders to each vehicle honoring the parent's request regarding the number of riders.
2. Drivers will require riders to use all available seat belts.
3. Students are to sit still - keeping hands, feet, and objects to themselves.
4. Students are to ride quietly, listening to the driver and respecting their wishes.
5. Drivers are expected to notify the teacher in charge of any problem that occurs with a student.
6. Students failing to bring their permission slip will not be allowed to attend the event.
7. Drivers may be offered this money to help reimburse their costs. If the driver chooses not to accept the money it will be placed in the school's chapel fund.
8. Drivers will be expected to have a valid Nebraska Driver's License and their proof of current automobile insurance coverage.
9. Drivers will be expected to drive directly to and from the school sponsored event. There shall be no stopping for shopping. Stopping for a snack or refreshment may be permissible if it was agreed upon by the principal, teacher, and all drivers prior to leaving for the event. Students will then know if they need extra money for the snack or refreshment. Rule of thumb: Plan Ahead!
10. Due to recent legislation, schools are not able to use 15 passenger vans unless a safety conversion has been completed and documentation provided to the school.

51. PARENT/TEACHER GROUP (PTLS)

Zion Lutheran School has a Parent/Teacher Group, which strongly supports the school. **All parents are members.** The group sponsors various events during the school year. This is a great chance to meet other parents of our students and also to have an active voice in the promotion and growth of our school. Please plan to attend these monthly meetings.

52. SCHOOL PICTURES

School pictures are taken of all students in the fall. The primary reason for this is for school records, which is why everyone is to be photographed. Special packages are prepared that may be purchased by parents, but this is strictly voluntary.

53. CHOIRS

Our schools' teachers will work with K – 8 grade students to rehearse songs that can be sung during church services. These performances are scheduled throughout the school year. It is requested that you continue to make every effort for your child to be in church on the Sundays he/she sings. If you find it impossible to be there, please inform the director beforehand.

54. SCHOOL CLOSING INFORMATION (2012)

Zion Lutheran follows Pierce Public School closings for inclement weather, and should be a tag with Pierce's announcement. If school is called off, postponed, or released early because of bad weather or for any reason, it will be announced on US92, 94 Rock, and 780 WJAG. The Zion Lutheran Sycamore text system will be utilized to notify parents of any school time changes or closings. If the Board for Parish Education decides to have school and you do not agree, the ultimate decision of sending children to school rests with the parents. If parents have a question, they should call the Board for Parish Education chairman or principal.

55. SCHOOL NURSE – HEALTH CHECKS (2012)

The school nurse will do our annual health checks. When she finds a health problem, a written recommendation is

sent to the parents. The decision for action always rests with the parents.

56. STUDENT EMERGENCY DRILLS

In the interest of student safety, the pupils are instructed in the proper safety procedures to be followed in case of an emergency.

Fire and tornado drills are rehearsed in accordance with regulations of the State Fire Marshall and state law. Yearly intruder drills will be conducted to teach children how to shelter in place and, when appropriate, leave the scene.

57. REPORT CARDS

Report cards are issued every quarter. All report cards should be discussed between parents and child. Parents are encouraged to view their child's progress through Sycamore.

58. PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are conducted on a formal basis in the middle or end of the first and third quarter. We ask all parents to attend both conferences. Other conferences are scheduled as the parents or teacher desire. If you have any concerns about your child's progress, contact your child's teacher and set up a conference.

59. GRADES

Grades: Kindergarten receives a checklist of skills mastered.

The grading scale for grades 1 – 8 is as follows:

100%	A+	97 – 99%	A	93 – 96%	A-
90 – 92%	B+	87 – 89%	B	84 – 86%	B-
80 – 83%	C+	76 – 79%	C	73 – 75%	C-
70 – 72%	D+	67 – 69%	D	65 – 66%	D-
Below 65	F				
No Paper	“0”				

60. HONOR ROLL

For grades 4th through 8th the honor roll is as follows:

High Honor Roll	99 – 100 Average
A Honor Roll	93 – 98 Average
B Honor Roll	84 – 92 Average

The GPA is determined by the average of Religion, Memory, Mathematics, Language Arts (Reading, Spelling and English), Science and Social Studies grades for a quarter.

61. ACHIEVEMENT TESTING/MAPS TESTING

The students in grades 2nd through 8th grade will be participating in MAP® - Measures of Academic Progress®. Understanding each student's academic level gives their teacher the power to help them excel. MAP computerized adaptive assessments are the tools that make it possible – providing educators with the detailed information they need to build curriculum and meet their students' needs, one child at a time.

62. COMPUTERS/TECHNOLOGY

Zion Lutheran School is aware of the ever-changing use of technology in society. In an effort to keep pace with

current trends, it is our desire to provide our students with as much access to the most up-to-date computers/Chromebooks as circumstances allow.

Our current goals are to produce basic computer literacy (understanding and how to use it), develop keyboarding skills in grades kindergarten – 8, and make use of the computer as an educational tool in various subject areas. Internet skills are also introduced and closely monitored. Ipads are also being used in K-4 as well.

Use of school computers for personal business, social networking, or shopping during school operational hours is strictly prohibited. Students are not allowed to participate in social networking at home on a school owned computer. They are not to alter computers in any way, including passwords and screens. Permission by a teacher is needed if alteration is wanted.

Please note separate yearly “Acceptable Use” computer policy document will need to be signed and returned before permission is granted for computer use.

63. ZION LUTHERAN SCHOOL FINANCIAL OBLIGATIONS (New for 2020)

Each fall, on Back to School Sunday, a set of clipboards with sheets attached, provides a quick and easy method for parent signatures. Because people move through the stations relatively fast, there is a concern that not all of the information is thoroughly seen.

One of those signature sheets is labeled “Financial Obligations”. It states the following:

I understand that I am responsible for meeting all financial obligations incurred while my child is a student at Zion Lutheran School and promise to make all payments on time according to the schedule set by the school. I understand if my account is not kept up to date, it may jeopardize continued enrollment of my student. I show my agreement by signing below.

Zion Lutheran School office administration is available Monday-Friday, 8:00 a.m.- 4:00. p.m.

If you have any questions or concerns regarding your account, would like to set up a personalized payment plan, would like to prepay, delay a payment, or any other matter, please contact the office during those hours. We will be more than happy to work with our families to help find a plan that works for them. We appreciate all communication and look forward to serving you each year!