

Zion Lutheran School 2020/2021

Parent/Student Handbook



Be still and know that I am God.

Psalm 46:10

Zion Lutheran Church & School 1557 W. Seidlers Road, Auburn, MI 48611

Phone: 989-662-4264

Fax: 989-662-7052

Email: office@zionbeaver.com

Website: www.zionbeaver.com

School Hours

School starts at 8:00am.
Drop off starts at 7:40am.
School is dismissed at 3:00pm for pick up.

School Administrator Office Hours

Monday, Tuesday, & Wednesday 7:45am-3:00pm
Thursday & Friday 7:45am-12:00pm

You may call the office to schedule an appointment outside of office hours if needed.

Faculty

School Administrator	Colett Dominowski
Senior Pastor	Andrew Menz
Associate Pastor	Seth Hemme
Preschool Director	Lacie Steelmon
Preschool Aide	
After Care	
Kindergarten	Angela Riske
1 st & 2 nd Grades	Bonnie Jammer
3 rd & 4 th Grades	Samantha Schnell
2 nd & 4 th Math & English	Kayla Panzner
5 th & 6 th English	Emily Menz
5 th -8 th Social Studies	Julie List
5 th - 8 th Math & Science	Patty Hemme
7 th & 8 th English	Mary Ann Woods

Support Staff

Church Secretary	Sara Ervans
School Secretary	Cherie Whalen
Custodian	Diane Horning, Ronni Ettlne
Kitchen	Veronica Riker, June Block, & Dian Behmlander

Board of Christian Day School

Chairman: Tonya Kuizenga,
Secretary: Dayna Pomaville
Members: Krista Wittbrodt, Jerry Diener, Bill Gehoski

Worship

Saturday 7:00pm
Sunday 9:00am
Sunday School/Bible Class 10:15 am
Contemporary Service
3rd Wednesday of the Month 7:00pm

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Mission Statement

The mission of Zion Lutheran Church and School is to better know and show Christ's love.

Philosophy & Purpose

The purpose for Zion Lutheran School is summarized in the words from Luke 18:15-17. *“Some people brought their babies to Jesus for Him to place His hands on them. The disciples saw this and scolded them for doing so, but Jesus called the children to Him and said: ‘Let the children come to Me and do not stop them, because the Kingdom of God belongs to such as these. Remember this: Whoever does not receive the Kingdom of God like a Child will never enter it.’”*

Parents in a Christian home have the first responsibility and gives the child his/her first Christian instruction and training. However, Zion Lutheran School shares this responsibility with parents, and it strengthens and supports the parents in this effort. Our desire is to assist parents in our congregation and community in leading their children into the open, loving arms of Jesus. The church's assistance comes in the form of providing an environment conducive to learning. We will attempt to enlarge each child's perspective, helping him/her to see himself/herself as a member of a community, and as a member of God's family. We purposely unite with the home in the common goals of guiding children both educationally and spiritually. May God bless our joint efforts.

Lutherans believe that the church has the responsibility for providing Christian Education to all children. Zion maintains an elementary school because it believes that this agency **best** fulfills the obligation of the Church. The family is the beginning and most important part of a child's education. Therefore, the church and school must equip adults for their important role in Christian Education. Parents and children profit from the unity of effort in home and school training.

Zion Lutheran School provides an environment in which the good news of God's love for all men in Jesus Christ can be taught and lived. As fellow members of the body of Christ, students and teachers can become vehicles of the Holy Spirit as they help each other grow and keep growing. Christian attitudes and conduct based on the Holy Scriptures influence all teaching in the curriculum. Spiritual, physical, mental, emotional, social, and aesthetic objectives are taught and maintained in every area of the curriculum.

Title IX Statement

Zion Lutheran School believes that educational opportunities and programs should be open to boys and girls on an equal basis. Employment opportunities should be available to men and women equally. The school shall therefore not discriminate on the basis of sex or race in administering our educational policies, programs, activities, and employment practices.

Church Attendance

God has instructed His people to worship and to be committed to that purpose. We all should approach our Lord with thanksgiving for what He has done for His people. We also should be coming to Him with our needs and concerns as He has promised to hear our supplications. Praising Him for all that He has done for us should be a top priority for all people.

Zion Lutheran School strongly encourages that all members, as well as nonmembers, to attend worship services regularly. Children need to become accustomed to adoring their Maker for their own good. Church attendance is at the very heart and soul of the purpose of the school. Therefore, the following church attendance policy has been set. Children should attend 50% of the Sunday services, minimally, during the school year.

1. Church attendance will be taken for each Sunday during the school year.

2. Church worship may be at Zion or a families' home church.

Child Protection Policy

The State of Michigan Child Protection Law (Act No. 238, Public Acts of 1975, as amended, being Sections 722.621 – 722.636, Michigan Compiled Laws) states that “Child Abuse” means harm or threatened harm to a child’s health or welfare, by a parent, legal guardian, teacher, teacher’s aide, or any other person responsible for the child’s health or welfare through non-accidental physical or mental injury; sexual abuse; sexual exploitation; or mal-treatment.

“Child Neglect” means harm or threatened harm to a child’s health or welfare by a parent, legal guardian, or any other person responsible for the child’s health or welfare which occurs through either of the following: a.) Negligent treatment, including the failure to provide adequate food, clothing, or medical care, b.) Placing a child at an unreasonable risk to the child’s health or welfare by failure of the parent, legal guardian, or any other person responsible for the child’s health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk. Zion Lutheran School treats child abuse and neglect seriously and will, therefore, adhere to the following guidelines in dealing with suspected child abuse cases according to the Child Protection Law.

- A. As a regulated child care provider, if there is reasonable cause to suspect child abuse or neglect, Zion shall immediately submit an oral report of the suspected child abuse or neglect to the Michigan Department of Human Services.
- B. Within 72 hours after making the oral report, the reporting person shall file a written report as required in this act. If the reporting person is a member of the staff, the reporting person shall notify the School Administrator of his or her finding and that the report has been made, and shall make a copy of the written report available to the School Administrator
- C. A member of the staff of the school shall not be dismissed or otherwise penalized for making a report required by this act or for cooperating in an investigation.
- D. The identity of the reporting person shall be confidential subject to disclosure only with the consent of that person or by judicial process. A person acting in good faith, who makes a report, cooperates in an investigation, or assists in any other requirement of this act shall be immune from civil or criminal liability that might otherwise be incurred thereby.
- E. A person who is required to report an instance of suspected child abuse or neglect under this act and fails to do so, is civilly liable for the damages proximately caused by the failure.
- F. A person who is required to report an instance of suspected child abuse or neglect under this act and fails to do so, is guilty of a misdemeanor.

STAFF

Screening Policy for Staff

All employees of our School and Preschool program have had a completed Child Abuse/ Neglect Central Registry check, a criminal history background check and fingerprinted with the State of Michigan and fingerprinted.

A staff member shall not be present in the center if he or she has been convicted of any of the following:

- A. A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.
- B. Child abuse or child neglect.
- C. A felony involving harm or threatened harm to an individual.
- D. A staff member shall not be present in the center until there is documentation from the

Department of Human Services on file at the center that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect.

Harassment/Anti-Bullying Policy

It is the policy of Zion Lutheran School to maintain learning and working environments that are free from harassment. It shall be a violation of this policy for any member of the Zion Lutheran Board of Christian Day School, faculty, staff, volunteers, or student body to harass a faculty, staff, volunteer, or student member of Zion Lutheran School through conduct or communications of a harassing or bullying manner.

I. Preamble

- A. Harassment or bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and Zion Lutheran School's ability to educate its students in a safe environment.
- B. "Harassment or bullying" is any gesture, written, verbal, emotional, graphic, or physical act (including electronically transmitted acts – i.e. internet, social media, texting) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on school property, at any school-sponsored function, or in a school-sponsored vehicle (field trip).
- C. When someone says or does something unintentionally hurtful and they do it once, that is rude. When someone says or does something intentionally hurtful and they do it once that is mean. When someone says or does something intentionally hurtful and they repeat doing it; even when told to stop by the recipient or the recipient clearly becomes upset; that is bullying.

Ways to handle bullying:

- 1. Stand up straight and say "Leave me alone".
- 2. Hold out your hand and say "Stop it".
- 3. Move away and go to a crowded area.
- 4. Talk to a teacher, parent, or friend.
- 5. Stay calm and stay friendly.

II. Policy

Zion Lutheran School's Board of Christian Day School (BCDS) prohibits acts of harassment or bullying. The BCDS has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

III. Procedure

The Zion Lutheran School BCDS expects students to conduct themselves in a Christian manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, teachers, support staff, and volunteers.

The Zion Lutheran School BCDS believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume their Christian responsibility and the consequences of their sinful behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline in a Christ-like manner.

The Zion Lutheran School BCDS requires its School Administrator to implement a proce-

sure that ensure *both* the appropriate consequences *and* remedial responses to a student who commits one or more acts of harassment or bullying. The following factors, at a minimum, are given full consideration by the School Administrator for determining appropriate consequences and remedial measures for each act of harassment or bullying:

- Age, development, & maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion as set forth in the BCDS approved student discipline policy.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the BCDS approved code of student discipline. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act.

Classroom instructors will monitor harassment or bullying by careful attention to student-to-student interactions. Teachers will use disciplinary measures to control the moments children begin to harass or bully other students. In cases when repeated incidents between students occur, the instructor will document the incidents, the measures taken, and the student responses. Based upon the severity of the incident, the School Administrator will become involved and will also document incidents. Each incident will be carefully monitored and the appropriate measures will be taken. Parent involvement will begin when patterns are repeated.

Sexual Harassment

The policy of Zion Lutheran School is to maintain learning and working environments that are free from sexual harassment. It shall be a violation of this policy for any member of the Zion Lutheran School Board of Christian Day School, faculty, staff, volunteer group, or student body to harass a faculty, staff, volunteer, or student member of Zion Lutheran School through conduct or communications of a sexual nature. If a violation does occur, please inform the school office or school administrator. Please ask at the school office for the appropriate directions.

Entrance Requirements

Zion Lutheran Church maintains its parish school *primarily* for the training of the children of its members. Children are eligible to register for Kindergarten if they are five years of age before September 1, 2020.

The Board of Christian Day School will also accept applications for students from other congregations and non-members who are interested in Christian Education. The Board of Christian Day School makes the final decision regarding community member enrollment. Our school should not be considered a corrective institution. All children, member or community member, must submit to the complete instruction in religion as outlined in our handbook.

All new students entering Zion Lutheran School need:

- a current physical examination record

- a copy of their birth certificate
- a copy of their immunization record
- a health history for the school's files.

When a new student is enrolled at Zion Lutheran School, paperwork will be submitted to the student's former school requesting their permanent record. That school will send the records to Zion. The School Administrator may request for the student to complete placement testing.

Health Requirements and Services

The State of Michigan requires that a Health Appraisal be held on file for each child. Immunization records must be up to date and recorded on the health form. These are to be completed and returned to school before classes begin. Any new immunizations should be reported to the school office. Student Emergency Forms are also kept in the school office. This form indicates which hospital students may be sent to in event of an emergency situation. Parents will be contacted immediately. However, in case the contact cannot be made, the information provided by this form will assist the school and emergency experts in decisions that will need to be made. **Please report any address or phone number changes to the school office immediately.**

The State Board of Health requires all children entering school for the first time to have eye and ear examinations. The child must also be protected against polio, diphtheria, hepatitis, tetanus, whooping cough, measles, rubella, and mumps. All necessary booster shots are also required.

A record of immunizations is monitored by the Health Department in consultation with the school. Should a student be behind in vaccinations parents will be notified and must comply by having their children immunized or registered with Health Department.

Consultants and nurses from the Bay County Health Department come to our school annually and administer screening tests of eyes and ears to specific chosen grades. However, any child may have the screening if parents request in written form. The dates of the tests are provided in advance of screening.

The school must also report communicable diseases to the Bay County Health Department. It is therefore important to advise the school of an occurrence of a disease or the nature of a child's illness.

Attendance Requirements

In accordance with the laws of the State of Michigan, all pupils are held to regular and punctual attendance. In case of absences, a call to the school on the day of absence is necessary. If no phone call is received, the school will attempt to call the home.

The school day starts at 8:00am and ends at 3:00pm. Doors open at 7:40am. Students are expected to be in their seats ready to learn by 8:00am. Anytime after 8:00am a parent or guardian/caregiver must sign the student in at the office. Students are not to walk in alone. Students must also be picked up by 3:00pm. If the student is not picked up promptly the student will be sent to aftercare and the family will be charged applicable fees. (See page 10-11 for after school care details.)

A student will be counted as tardy if they are late to school up to one-half hour or leaving school less than one-half hour early. A half-day absence will be credited for any absence beyond the one half-hour. A late bus and a verified (written) Dentist or Doctor appointment will not cause a tardiness or half-day absence.

Specific definitions of types of absences that will be used are as follows:

- **Excused Absence** – consists of an absence due to family complications (e.g. Funeral) or medical reasons. The missed work due to an excused absence is to be returned

completed according to the number of days equal to the amount of time missed. Contact with the teacher should have been requested for assignments. Extended medical absences should be accompanied by a doctor's report.

- **Unexcused Absence** – is considered an absence that is not prearranged or is not the result of medical or family complications. The School Administrator will determine an unexcused absence with advice provided by the teacher.
- **Excessive Absence** – shall be more than 3 unexcused absences.
- **Excessive Tardiness** – shall be more than 15 times tardy. Parents are invited to keep track of the child's absence totals using the Fast Direct service.

Student Illness

Children who have had a fever, sore throat, bad cold or cough, rash, unusual fatigue/irritability, or flu symptoms including vomiting and diarrhea in the past 72 hours **must** be kept home. In this way the child can get the extra loving care only a caregiver can provide during an illness. **Please call the school office if your child will be absent.** Any communicable disease such as Covid-19, strep, influenza, chickenpox, scarlet fever, pink eye, head lice, scabies, etc. should be reported to the teacher immediately so that other parents can be notified.

These rules are for the protection of all the children in the class. Small children are very susceptible to communicable diseases. With everyone's cooperation, the disease rate can be kept to a minimum. Parents will be notified if illness occurs at school starting in order of persons listed on the back of the white emergency card.

Staff Illness

Staff who have had a fever, sore throat, bad cold or cough, rash, unusual fatigue/irritability, or flu symptoms including vomiting and diarrhea in the past 72 hours **must** stay home. **They will notify the Administrator as soon as possible for arranging a substitute teacher.** Any communicable disease such as Covid-19, strep, influenza, chickenpox, scarlet fever, pink eye, head lice, scabies, etc. should be reported to the Administrator immediately.

These rules are for the protection of all the children in the school. Small children are very susceptible to communicable diseases. With everyone's cooperation, the disease rate can be kept to a minimum.

Medication

In compliance with Section 380.1178 of the Michigan School Code. Medication includes both prescription and over-the-counter medications. The Medication includes those taken by mouth, taken by inhaler, those that are injectable (Epi-pen), those applied as drops to the eye or nose, or applied to the skin. A **Permission Form for Prescribed Medication and over-the-counter** will be necessary for all medications. The forms are provided at the school office or are available at most doctors' offices. Medication should be brought to the school by the parent or guardian unless other safe arrangements are necessary and possible. ZLS reserves the right to verify the amounts of medication brought to the school.

All prescription medication will be brought to school in a **labeled container** as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration. A log of medication administration, by individual, will be kept.

Student Responsibilities

God would have His people show respect to everyone as one of His own children.

- Students are asked to treat everyone (fellow students, faculty, support staff, etc.) with respect at all times.
- Teasing, abusing, or hitting will not be tolerated.
- Talking back to a teacher and other disruptive behavior does not allow fellow students the opportunity to learn. It also prevents teachers from teaching.
- Students will treat the building, equipment, property, and grounds with respect at all times.
- Students are not to write, mar, or mark on desks, chairs, or building furnishings or parts.
- Toys (teacher's discretion), inappropriate magazines, and the like should be left at home. Such items will be confiscated if brought to school and become temporary property of the school. They will be returned to parents. Additional disciplinary action may also result.
- Students are permitted to bring ipads, tablets, and phones to school. However, they are to be left in their lockers and used only for purposes directed by the teacher or used during transportation times. The school will not be responsible for damage to such devices. If the items are misused they will be confiscated and returned to parents.
- Weapons or sharpened objects will not be permitted at school according to state law.
- Profanity and the improper use of God's name is forbidden by the Second Commandment.
- Due to safety concerns students will be asked to show courtesy by walking and remaining quiet while in line. Other classes are participating in meaningful learning experiences.
- When students enter the building they are asked to wipe their feet on the rugs that are provided.
- Students are asked to wipe off scuffmarks on the hallway floor even if they have not been directly responsible for the mark.
- Students are responsible for picking up in the building and outdoors.

After School Program

Zion offers an after school program that is available to all children ages 4-14 years of age and attend Zion Lutheran School from 3:00-6:00pm. The fee is per child, per day. 3:00-4:30pm is \$5. Students staying after 4:30 until 6:00pm is \$10.

Our program closes at 6:00pm. The late pickup fee is \$15.00 for the first 1-15 minutes after 6:00pm. Each additional minute late after 6:15pm is \$1.00 per minute. We will set our clocks according to cell phone time. This fee is for each child in the program. Your child must be in your care and possession by 6:00pm.

The program will follow the school calendar, and if there are snow days, holidays, or no school days, the program **will not** be available for those days. Transportation to and from these programs are the parent/guardian's responsibility.

Please pack a light snack for your child to have in after care (no candy). The program will have structure including but not limited to: art activities, reading, gym/outside time, and time to complete homework. We ask that parents commit to days and times so we can properly staff the program.

All students must have a good health waiver signed by parents to attend the program.

Payment paid **in advance of service** and is due by Friday of each week for the upcoming week, at a minimum. If you would like to pay ahead for further weeks, months, etc. that is also acceptable. If a child is home sick or is excused from school with a prearranged absence there will be no charge for those days.

Drop-ins will be accepted *if space is available*. We have to follow the state laws in regards to the ratio of caregiver to student. In fairness to all families, payment **must** accompany the

child at the time of service or upon the time of pick-up. If drop-ins becomes a regular habit we will ask that families sign-up for the program and pay in advance.

After School Schedule

3:00pm-4:00pm	Homework, cognitive/quiet activity
4:00pm-4:15pm	Snack
4:15pm-5:00pm	Art, sensory, or music activity
5:00pm-6:00pm	Exploration time

This program follows the school calendar and is unavailable when there is no school.

Pesticide Advisory to Parents/Guardians

State of Michigan law requires that schools and day care centers that may apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that the Zion Lutheran School of Auburn utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, *other than a bait or gel formulation*, will be given by 2 methods. The first method will be posted at the main entrance to the school, which is located at 1557 Seidlers Rd., Auburn, MI. The second method will be posting in a public, common area of the school, other than an entrance. We will post in the main hallway, within the "Beaver Log" communication, and on the school's Facebook page.

Please be advised that parents or guardians of children attending Zion Lutheran School are entitled to receive the notice of a pesticide application, other than a bait or gel formulation, 3 days prior to pesticide application, if they so request. If you prefer to receive the notification by first class mail, please call Zion at 989-662-4264.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

Financial Responsibility

The registration fee for the 2020/21 school year is \$350.00 per student. The Registration Fee covers the book expenses and many of the supply expenses for the year. This fee must be paid in full by the first day of school.

The remaining costs of educating the children at Zion Lutheran School are taken through the annual budget of the congregation. Costs include salaries of teachers and custodians, capital investment of the building, overhead and repair, insurance, furniture, educational equipment, utilities, etc. The congregation has always been willing to support the institution of the Christian Day School so those children of the congregation may benefit from a sound Christian training. The cost of education in our school is around \$5400 per child per year.

Parents who enjoy the blessings of the Christian Day School should consider it a privilege and an obligation to support the school as God has blessed them.

Tuition

Tuition for 2020/21 school year will be \$900 per student, regardless of congregation membership. Different payment options are available per the registration/tuition agreement. Late payment charges may be accessed on delinquent accounts.

Preschool Tuition

Preschool Tuition Rate:

5 days a week: \$1800 yearly or \$200 monthly

Young 5 (whole day) Tuition Rate:

5 days a week: \$3600 yearly or \$400 monthly

Tuition fees will be collected on the first day of each month from September through May. Payments can be given to the school office or placed in the mail. (Payments through Fast Direct coming soon.) Should payments be late, notice must be given to the school office regarding circumstances. If not, a contact will be made to make arrangements. Tuition payments in advance may also be received.

Records

Cumulative records are kept in the school office. Grade records, scores for achievement and intelligence tests, special tests given by public school consultants, and pertinent emergency and family data are all kept in the student's file.

While student records are the property of Zion Lutheran School, the student's parents or guardians may review these records by making prior arrangements with the School Administrator. The only other authorized people to review these records are the school staff and educational consultants brought in for special testing and instruction. Other individuals wishing access to these records must have written permission from both the parent and the School Administrator.

Curriculum

In keeping with the philosophy of Zion Lutheran School, the curriculum is based on the Word of God. The pupil has the benefit of hearing this Holy Word taught daily in all its truth and purity. Our aim, therefore, is to teach religion, not as a subject only, but to let it be a part of all teaching and to model a truly Christian way of life.

Each school day opens with an all school devotion and includes religious instruction. The Bible is always the source of all Christian doctrine and Religion study.

As a child progresses through school, he/she learns more and more passages of the chief doctrine from the Bible. A Memory curriculum has been established that by grade six children will have been introduced to the Six Chief Parts of Luther's Small Catechism. The Catechism forms the basis for Confirmation instruction, and is an integral part of the seventh and eighth grade Confirmation program.

In keeping with a Christian philosophy of education and the requirements of the State of Michigan, our children receive a thorough education also in the following areas: reading, writing, spelling, English, mathematics, science, social studies, music, art, physical education, Spanish, computer/technology/STEM.

School Supplies

Each child is responsible for personal school supplies. A school supply list will be provided by August prior to orientation.

Report Cards and Consultation

Report cards are marked each quarter and given to the parents. Duplicates are also marked each quarter, kept on file by the teacher, and at the end of the year are put into the child's cumulative record in the school office.

Formal Parent/Teacher consultations are held for each student at the end of the first marking period. Optional parent/teacher conferences are held at the end of the second quarter. Parents are encouraged to effectively communicate with their teacher if other consultations are necessary.

When a report card or progress report are sent home they will be signed by the parent and returned to the school as soon as possible.

At the end of the year the teacher with administration consultation will make a professional recommendation for each student to advance to the next grade or repeat the current grade. This decision is based on grades, testing, social development, attendance, and academic readiness. The decision of the teacher and administrator are final.

Honor Roll

Honor Roll (Teacher's List) each quarter is awarded to students with a 3.5GPA or higher. High Honors (Principal's List) is awarded to students with a 3.75GPA or higher. A special reward is given at the end of the year to students that have worked to keep a cumulative GPA of 3.75 or higher.

Extracurricular Activities

In order to develop the children's specialized talents, Zion offers many extra activities besides school subject areas. Among those offered are Cheerleading Squad, Pom Poms, Choir, Band, Track and Field, Basketball, Volleyball, and Soccer.

Students participate in a sports league sponsored by the Bay/Midland Lutheran League. We encourage students to become involved in their interest areas so they may further develop talents and abilities.

Parents and other approved volunteers work with the children to develop skills. Participation is the primary goal of the programs and is not required.

Athletic Eligibility

Students are expected to place a priority on spiritual growth and academic achievement. Academic progress, good conduct, and behavior must be demonstrated in order to have the privilege of participating in Zion athletic activities.

In order to participate in school athletic activities, students need to be achieving at a passing level in each of their classes. Students may become ineligible for participation according to the following system:

The School Administrator will pull grades weekly and notify parents and students who are performing at a "69% or below" in any graded subject. At this point students will be put on the "Down" list. This means they will have one week to improve their grades to a 70% or higher. There are no restrictions on student's activity while on the "Down" list.

The teachers may provide the students on the "Down" list an opportunity to raise their grade during that week. Some possible ways of doing this could be through daily assignment, tests, getting work in on time and class participation. However, teachers are **not required** to accommodate, change, or add to their coursework for students on the "Down" or "Off" list.

If a student has been put on the "Down" list for one week and has failed to raise his or her grades to a 70% or higher in all subject areas, they will then be put on the "Off" list until they have raised their grades to a passing level for a period of at least one week. Students who are on the "Off" list will not be allowed to participate in any games, but must continue to practice with the team and dress for games.

The School Administrator will notify the student, parents and coaches when students are placed on the “Down” or “Off” lists. Notification will come by email or phone call.

Fast Direct

Zion Lutheran School uses a web based program for the purpose of communicating with parents. The Fast Direct program will keep track of children’s attendance, hot lunch records, report cards, and financial records. Parents have constant access to these records.

*Parents login, with their user id and password, which can be obtained from the office.

In addition, the web site has the ability for teachers to communicate with parents and vice versa. A school calendar and a listing of all students and their phone numbers are available.

**The web site is www.fastdir.com/zionbeaver.*

Remind

Zion Lutheran School uses an app by the name of **Remind**. **Remind** allows the school to text or email parents with information quickly. In addition, we will use the service for reminders and announcements, as well as weather related closures. Examples of usage include cancellation of games and practice, announcements of deadlines, and snow days. To receive Remind messages follow the steps below corresponding with your students grade.

1. Text number: 81010

- For whole school messages send: @beaverzion
- For Kindergarten send: @zionkinder
- For 1st grade: @ziongrade1
- For 2nd grade: @ziongrade2
- For 3rd grade: @ziongrade3
- For 4th grade: @ziongrade4
- For 5th grade: @ziongrade5
- For 6th grade: @ziongrade6
- For 7th grade: @ziongrade7
- For 8th grade: @ziongrade8
- For Preschool: @zionbeaver

2. You will then receive a welcome text from Remind.

Snow Days

In the winter months there may be snow or ice days, on which the buses cannot travel. Zion administration will determine if school is closed. Announcements are made over TV stations WNEM-TV and NBC. Our school, Zion Lutheran Auburn will be specifically listed. We no longer follow Bay City Public Schools. Please look for Zion Lutheran Auburn. The Administrator will also send a Remind message and post on Facebook.

If children are already in school and school is dismissed early, a Remind message and Facebook post will notify the families. If conditions worsen you may pick up your child any time you think weather conditions warrant it.

**Do not contact the School Administrator directly to inquire about closings. ALL families will be notified as soon as a closure is determined.*

Leaving the School Campus

Pupils who need to leave the school campus during the school day **must** have permission from their parents, or guardian in writing. Permission to leave with a friend or relative should also be included.

Parents, relatives, or friends are asked to report to the school office and the secretary will

then call for the student. The student must be signed out. Full responsibility rests with the adult designated to take the child from the school.

Parents are asked to make doctor, dental, or any other appointments for their child after school hours when possible. When this is not possible, care should be used to lose as little school time as possible.

Parents are reminded to have the dentist or doctor sign a form designating the appointment. The returned document will excuse the student from an absence on the record.

All other times away from school will be considered as absences.

Field & Service Trips

School field trips allow students to get better acquainted with community resources and provide educational experiences that will enhance classroom and extracurricular learning activities.

Parents are strongly encouraged to be a part of the field trip experiences that are available to their students. The field trip experience provides the parent an opportunity to share the class atmosphere and participate in the children's learning experiences.

The faculty will select trip locations with the approval of the school. A permission note will be necessary for each student (siblings should have their own permission slip note). **Verbal permission will not be accepted.**

Transportation will generally be provided using private vehicles. There will be a driver serving as chaperone in each vehicle. The driver/chaperone must be at least twenty-one years of age with a valid drivers license and current vehicle insurance. A copy of driver's license and insurance card must be provided to the office before the field trip.

A vehicle will take only as many passengers as can be restrained by a safety belt. All the passengers must use the seat belts provided in the vehicle. Safety belts may not be shared. Until students are 8 years old OR 4'9" they must use a booster seat according to State Law. Zion also recommends for the safety of students that a student must be at least 12 years of age to ride in a front seat.

Individuals who provide transportation to school sponsored events will need to fill out a **Volunteer Information/Driver Form** and have had **an ICHAT clearance** completed by the school. Forms are available in the school office.

- A **Student Emergency Form** is kept in the school office. This form indicates which hospital students may be sent to in event of an emergency situation. Parents will be contacted immediately. However, in case the contact cannot be made, the information provided by this form will assist the school and emergency experts in decisions that will need to be made.

Individuals who provide transportation to school sponsored events should be covered with adequate **"No Fault"** automobile insurance and medical coverage for the driver and passengers as approved by the State of Michigan. Individuals who provide transportation to school sponsored events shall have a driver's license with no more than six points against it.

Teachers will provide information for all drivers regarding directions and scheduling. Additional information regarding the field trip procedures will be available.

EMERGENCY EVACUATION PROCEDURES

Fire Drill Procedure

The State of Michigan requires specific fire drills during the course of each school year. At the sound of the alarm, all children will line up with the teacher(s) at the closest exterior door. The teacher will lead the children out the door. The lead teacher will assist and be responsible for children with special needs & chronic illness during emergency procedures. The teacher will make sure the lights are off and the doors are closed as they follow the last child out. The teacher will take along a class roster and their "go bag" and once outside, they

will count the students and take roll to ensure all students are present. When the School Administrator gives the all-clear signal, the teacher will lead the students back to the classroom. Fire drills are checked and timed by the School Administrator, and no one shall return to the school until given permission to do so.

Students working in other classrooms will join that classroom group. Students working in other areas will join the nearest class group to exit the building. Parents or support staff workers in the building at the time of a fire drill will exit the building by the nearest fire exit assisting teachers.

Storm drills are signaled by an announcement over the PA. Children will take a hard cover book with them to the assigned positions and listen for directions from their teacher.

Tornado, Man-Made, and Natural Disaster Procedure

In case of tornado, high winds, or a civil defense situation, it is important that students avoid flying glass. At the sound of the tornado alarm, all students will enter the classroom bathroom. The students will face the wall and crouch down with their hands over the backs of their heads.

The lead teacher will assist and be responsible for children with special needs & chronic illness during emergency procedures. The teacher will follow the students and make sure the lights are off. The teacher will take along a class roster and their “go bag” they will count the students and take roll to ensure all students are present. When the School Administrator gives the all-clear signal, the teacher will lead the students back to the classroom. ***If for any reason any emergency situation is expected to last for a long duration, teachers will walk students to the church across the street, where parents may reunite and pickup their children.***

Serious Accident or Injury

A school staff member will contact emergency personnel while the Teacher remains with the injured child and the Aide will involve the other children in classroom activities. An accident report will be filed in the school office in the case of a serious accident or injury. Parents will be notified in the event there is a change in the child’s health (fever, vomiting, etc), when a child experiences an accident, injury, or incident (broken bone, bleeding etc.) or when a child is too ill to remain with the group. In the case of an accident, injury, or accident, a parent will be contacted via phone call or text immediately and a signed accident report will be given at the time of pickup. Anytime a child leaves our care looking differently than when they arrived, is when an accident report will be written.

Hot Lunch Program

Daily hot lunches and breakfast snacks are served to children who wish to partake. The cost of lunch is \$3.50 while a breakfast snack and/or breakfast milk is 50¢ each. This may be raised or lowered if cost demands it. **Parents are asked to pay in advance regularly.**

Extra milk may be purchased in addition to the ½ pint of milk served with lunch. Extra milk and an extra main entrée is charged in addition to the cost of the lunches. The cost for an extra milk is 50¢ and the extra main entrée is \$1.00.

Each day a snack is also offered to the students. The snack (including crackers, granola bars, etc) or a milk is offered during breakfast time. The cost for the snack and/or milk is 50¢ each subject to change according to costs.

Hot Lunch Payments

Payments for hot lunch and breakfast snacks can be sent to the school office any day. The Fast Direct program will keep track of each meal or snack/milk the child uses.

Each day an account of a child’s hot lunch and/or breakfast snack is registered with Fast Direct. Each parent has the opportunity to see exactly what their child has purchased each

day.

In order to purchase food for the hot lunch/breakfast program there must be sufficient funds to purchase food items. If a family chooses to wait and accrue a balance in excess of \$20, measures will be taken to insure that the payment is made. The final result will be that students will be served the most economical meal that we can serve— cereal bowl, milk, and fresh fruit. Zion will NOT refuse to serve a meal because parents have not paid their bill in a timely manner.

Lunch Hour Mannerisms

- As at all times, manners will be used when addressing those that are working in the lunchroom. Students will use “Please” and “Thank you” as courtesy to the ladies that are serving or cooking.
- Students are asked to speak in soft voices while standing in line and eating.
- While standing in line, students are asked to respect the person in front of them by not moving themselves ahead in the line.
- Clean up of space and spillage must be done in a proper manner.
- Trays, silverware, and garbage should be put in their proper places. Students are asked to take their time in cleaning.

Bus Service

The bus service for children living in Beaver, Kawkawlin, and Williams Township is provided by the Bay City Public Schools. Bus time schedules, routes, and rules of discipline are planned and arranged by the Transportation Bureau of the Bay City District. The School Administrator works with the district transportation manager. Children in the Bay City School District are entitled to bus transportation to Zion Lutheran School. Parents of children in other school districts must arrange for their child’s transportation.

Any transportation problems may be brought to the School Administrator and the Board of Christian Day School for consideration. Final arrangements rest with the Bay City School Transportation Director.

Bus Guidelines

Students and families will follow the regulations set up by the transportation services provided by Bay City Public Schools. Zion Lutheran School will follow all guidelines outlined by the Bay City Public School transportation system.

While the Bay City School District provides transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus—and only at that time—does he/she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. In view of the fact that a bus is an extension of the classroom, the Board of Christian Day School shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended.

Prior to the beginning of the school year students and parents will be provided with a list of regulations regarding the use of the BCPS Bus Transportation. Please read and follow to avoid transportation issues.

Change in Transportation

Changes in transportation arrangements must be communicated with the school. When changes in the normal bus transportation are necessary, parents are required to send a signed note to the school teacher detailing the change. **The note will be given to the**

School Administrator who will initial the note for the bus driver that communication with the school has been accomplished. The leader of the bus line takes the signed message to the bus driver.

When changes in the normal transportation are necessary parents are required to send a signed note to the teacher detailing the change. When changes occur during the day and are phoned into the school office, the school secretary will write a note. The secretary will advise the teacher and the student about the change. The parent **MUST CALL THE OFFICE BY 2:30pm.**

Students may only ride a different bus with parent permission following the previous steps.

Monitored Door Guidelines

Any time students are in the building under the care of the school the building's exterior doors will be locked for entrance.

No student is allowed to open an exterior door, even if it is their parent.

The north and east doors will be open at 7:40am and locked again at 8:00am. The east door will be unlocked for Preschool parents upon drop off and pick up.

A guest wishing to enter the north door or the east door will be identified by the person monitoring the door after they have buzzed for entrance. Upon identification entrance will then be permitted.

Guests entering the locked doors should enter as individuals. "Piggy backing" should not be allowed. The monitor of the door will visually watch the entrance of the guest until the door is closed to watch all guests who enter.

If whoever is monitoring the door does not have visual recognition of the guest and the person does not identify themselves, the person monitoring the door will tell the guest to "please wait a minute" and then find the school administrator, a pastor, or a teacher. One of the three persons listed above will then approach the door cautiously and then make a judgment whether to allow the guest entrance.

If an intruder does enter the building, the person monitoring the door should immediately all call the school with an announcement of an intruder. Then the school will go into a lock-down situation. Office personnel should, if possible, call 911 to alert the authorities of the danger.

Exceptions:

- When a funeral luncheon is served in the school both the east door and the northeast door will remain *locked*. Funeral guests will be ushered into the building at the doors by volunteers.
- Evenings of athletic events and/or school functions, the east and northeast doors will be opened one half hour before the event begins.
- Any other special occasions such as book fair, special persons day, etc. the north door will be opened.

Playground

Recess is an important part of the overall school environment. As a staff we have observed that fresh air and being outdoors is good for children. Therefore, we will do all that we can to have your child spend at least some time each day outside.

The only times we won't go outside are if it's raining, lightning, colder than 10 degrees above zero Fahrenheit with wind-chill. We utilize the "feels like" temperature on weather apps.

What does this mean? Expect that we will go outdoors for recess! It means that your child needs to be dressed and prepared to play outside! Coats, hats, and mittens or gloves, are in order. Children wishing to play in the snow need boots. If they wish to roll around in the snow

they need snow pants.

Written instruction from a parent is required if a child is to remain inside during free periods or physical education classes. Special cases should be discussed with the teacher.

Property Care

The child must reimburse the school for the loss of or careless damage to textbooks, library books, or athletic uniforms and equipment. Church and School property is not to be defaced, marred, or damaged in any manner. Replacement or reimbursement will be required.

Dress Code

As Christian people we reflect Christian ideals in all areas of living. We, therefore, take pride in personal appearance and the clothes that are worn. We realize that ideas and attitudes vary widely, but pictures, lettering, or logos become offensive when they imply profanity, vulgarity, or anti-Christian groups and ideas. Such clothing is not permitted. Teachers will advise students if or when the teacher feels that a particular piece of clothing is objectionable.

We also realize that it is often considered “fashionable” to dress in a sloppy manner. Holes and tears sometimes occur during the day, but clothing should then be properly repaired or kept for use at home.

Students at Zion are reminded that dress also reflects personal attitudes. Let clothing reflect the finest attitudes, particularly on those days when we have our Chapel worship opportunities. By this we honor also our Lord Jesus for making each of us His own child.

Students of Zion Lutheran School are expected to be neat, orderly, and modest in the way they dress. The appropriateness of student appearance is essential to create and maintain a classroom environment conducive to learning. The suitability of student appearance will be at the discretion of the teacher.

BOYS AND GIRLS:

General Guidelines:

- Any article of clothing or accessory with logos, words, or a style that promotes alcohol, tobacco, death (e.g. skull and cross bones), drugs, violence, bigotry, sexual connotations is prohibited or anything that may go against the Lutheran Church Missouri Synod doctrine.
- No band/concert t-shirts.
- No skin tight shirts.
- Leggings may be worn as long as their bottom is covered with a shirt.
- No baggy or oversized clothing.
- A two inch wide shoulder seam/strap with no undergarments appearing. The midriff does not show when bending, stretching, or seated. No undergarments appearing.
- Socks must be worn with all athletic shoes, crocs®, and all enclosed (toe to heel) shoes.
- No flip flops.
- No tattoos (excluding sticker tattoos), body piercing (excluding ears), or body art allowed.
- No exaggerated jewelry (i.e. dog collars, studded bands).
- Hair should be neat and clean. It is preferred no unnatural color, no extreme cuts or shaven images.

Shorts:

- Boys: shorts are to be no shorter than mid thigh.
- Girls: shorts/skirts/dresses are to be no shorter than mid-thigh in length.

Pants and Jeans:

Must be in good repair, holes in jeans are not permitted. When an offense to the dress code is determined by the teacher the following steps will be taken:

1. A prepared document is sent home with the child asking that the article of clothing not be worn again. In the case of torn knees, the jeans can be worn again after repair. In some cases, alternative clothing may be given to the child to wear during the school day. The borrowed clothing should be worn home and returned to the school laundered.
2. Should consistent abuse of the code be continued the teacher will bring the case to the attention of the School Administrator.
3. The School Administrator will contact the parents to discuss the code violations.
4. If the code continues to be violated the parents, School Administrator, and members of the Board of Christian Day School will meet to discuss the situation.
5. The decision of the Board of Christian Day School will be final.

Cell Phone/Electronic Device Policy

- A. The use of cell phones and electronic devices (e.g. iPods) has become a major part of life for young people and parents.
- B. The main concern is prohibiting use during instructional time and not disrupting the school atmosphere.

POLICY:

- Students will be permitted to have cell phones and electronic devices at school under direct supervision of faculty and staff.
- Students who do have cell phones and electronic devices must have them **POWERED OFF** at all times during school hours.
- Directly after school hours cell phones and electronic devices may be used only with permission on school grounds. Permission will be granted by faculty and staff only.
- Individually owned laptops or notebooks are also permitted under direct supervision of the faculty. The laptops or notebooks will be used during the school day as a tool of instruction. Internet access will be available and monitored. Network availability will be prohibited.
- Cell phones may be used in emergency situations only during the school hours with permission of faculty or staff.
- Zion Lutheran School will not be responsible for lost, stolen or damaged electronic signaling devices.

PROCEDURES:

- A. Students will keep their cell phones and electronic devices in their locker, or locker area at all times. Cell phones and electronic devices must be left powered off. Students will place the devices in the locker or locker area upon entering school.
- B. The cell phone is powered off during school hours as well as during school day functions in which the student participates – e.g. school field trips.
- C. Use of electronic signaling devices at any time during school hours will result in confiscation and possible disciplinary action. The cell phones and electronic devices will only be returned to a parent or guardian.

Students may use the devices outside of school hours, but only outside of the building, unless given specific permission by a teacher, staff, or administrator.

Due Process—Parent/Teacher

A cornerstone of successful education is the cooperation of the home and school. Parents and teachers must work together as a team in building up the Body of Christ. It is our hope that teamwork among parents and teachers can be maximized for the benefit of the chil-

dren whom God has entrusted to our care.

Unfortunately, we are all human and we do make mistakes, both teachers and parents. When a concern arises, the parent-teacher dialogue is almost always the most beneficial and productive way to come to the resolution of a mistake or to achieve a common understanding. We will only harm our children and the cause of Christian education if we criticize one another among friends and in the presence of children.

A due process of dealing with Parent/Teacher relationships will be based on Matthew 18:15-17. Parents, Teachers, and the Board of Christian Day School will follow the procedures outlined.

1. If the parent is offended by the action of a teacher, administrator or other staff member, the parent should go directly to the teacher, administrator, or staff member and discuss the problem with a Christian mindset and try to resolve the conflict. If the problem comes up again, the parent should, after prayerful consideration, go to the teacher or staff member and resolve the issue or come to understand the viewpoint of the teacher or have your viewpoint understood by the teacher.
2. If the problem persists, the School Administrator, teacher, and parent should meet to discuss the situation and arrive at a suitable answer to the problem.
3. If the problem continues, the School Administrator, teacher, and parent should meet with the Board of Christian Day School.
4. Concerns will be handled in a timely manner during school hours. If a concern is issued on nights, weekends, or holidays it will be addressed the next school day.
5. If a parent wishes to address a concern with the School Board, they should call the office to request to be added to the next meeting agenda. School Board members are not to be called directly.

Introduction to Discipline

Christian discipline always has the good of the child uppermost in mind and is carried out in a spirit of love for the Lord Jesus, for the child, and for the class. Teachers care enough for their students to be concerned for student conduct. Teachers love their students enough to require behavioral standards that are demanding but reasonable.

Behavior intervention is Biblical. "The Lord disciplines those He loves, and punishes everyone He accepts as a son." Hebrews 12:6. Where intervention must be imposed for repeated and/or severe offenses, such actions are carried out in a spirit of love and concern for the student. Consequences will usually include, but not necessarily be limited to, removal of a privilege or assigning a special task.

It is the intention of the "Discipline Code" to let students and their parents know the requirements and permit teachers to function as parental representatives during the class day. Parents will be asked to give additional help where the teacher feels such help is beneficial to the child and to the welfare of the class.

An Assertive Discipline program is used to manage the daily activities in the classrooms and areas where the students work, play, and learn. Specific student rules have been made for the classrooms, the halls, the gym, the schoolyard, and for the cafeteria. When a student chooses to ignore or break a rule, specific negative consequences are identified for the first offense, second, and so on. Likewise, positive reinforcements are identified for students who keep the rules, and work hard at demonstrating good conduct. As seen as necessary, the teacher deals with severe offenses.

School Discipline Policy **(according to Matthew 18:15-20)**

It is the desire of the Board of Christian Day School and the faculty of Zion to provide the best and most complete Christian education for all the children who attend Zion. Communication between parents and the teachers is extremely valuable and important to assist in provid-

ing that atmosphere. Support from parents will help us to provide a great Christian education.

A Christian school operates on the premise that we are fellow redeemed children of God, that we have forgiveness in Jesus Christ, and that we live in a community of believers. However, we all sin and fall short of the glory of God but together we can become stronger and more like Christ in our behavior. It is therefore necessary to outline a discipline policy to operate at Zion. This policy must operate in the balance of Law and Gospel according to Scripture.

At Zion Lutheran School we believe that every child has the right to an excellent Christian learning environment. Parental support of our discipline policy and management of the school is expected. Therefore:

- All students need to respect themselves, adults, fellow students and property.
- A purpose of our school is to put Christian teaching into practice.
- Children need to develop responsibility (self-discipline).
- When problems arise, there will be consequences and there will be forgiveness. All discipline needs to be as consistent as possible.

CONSEQUENCES AND/OR STEPS OF DISCIPLINE:

1. A conference consisting of teacher and student.
2. Child sent to the office to sit with a school/church authority figure.
3. School staff and parent conversation with student present.
4. School staff with parent and student. At this conference, the parent and student will be given a Plan of Action form to fill out at home and return to the teacher the following school day.
5. Teacher, school/church authority with parent and student.
6. Teacher, BCDS representative, (may be school/church authority), and parent with student. Pastoral participation at the discretion of teacher/school administrator/parent.

Suspension Procedures

Suspension is defined as the denial of the right to attend school for a specified period of time up to ten school days. If a student is to be suspended, the following procedures shall be followed:

- A. The School Administrator will determine that the Board of Christian Day School policies are being followed and that the suspension is appropriate.
- B. The School Administrator shall give written notice to the student of all charges against him/her, setting forth the nature, time, and place of the violation charged and the duration of the suspension. The parent or guardian shall be notified prior to suspension, and a copy of the written notice shall be served personally or by certified mail to the parent or guardian. The notice shall include the time, place, and date of a hearing if a hearing is deemed necessary prior to the student being re-admitted to school. The notice shall advise the student and his/her parent or guardian of the right to have counsel present at the hearing. The hearing on the charges shall be so conducted that both sides shall have full opportunity to be heard. This shall include the right to hear and examine adverse witnesses and the right to testify and present evidence and witnesses or affidavits in his/her own behalf.
- C. The student, and his/her parent or guardian may appeal the decision of the School Administrator to the Board of Christian Day School.

Expulsion Procedure

Expulsion is defined as the denial of the right to attend Zion Lutheran School on a permanent basis. If a student is to be expelled, the following procedures shall be followed:

- A. A student shall be expelled from school only by action of the Board of Christian Day School.

- B. If it is the judgment of the School Administrator that a student should be recommended for expulsion he/she shall make such a recommendation to the Chairman of the Board of Christian Day School. A written justification and the necessary supporting pupil's personnel data justifying his/her recommendation shall be presented.

Appeal Procedure

Students of Zion Lutheran School have the right to a fair and impartial hearing in cases involving disciplinary action such as the right to appeal an adverse decision through appropriate channels.

- A. A student, parent, or guardian has the right to appeal the Board of Christian Day School's decision to the Board of Elders.
- B. The student, parent, or guardian also has the right to appeal the Board of Christian Day School's decision through the courts.
- C. The Chairman will review the case and discuss it with the parents.
- D. If the Chairman or his representative concludes that the pupil should be denied the privilege of attending school, the student and his/her parent or guardian will be notified that such a recommendation will be presented to the Board of Christian Day School.
- E. The student and his/her parent or guardian will be notified of the following:
 1. The nature of the recommendation.
 2. The date, time, and place the recommendation will be presented to the Board of Christian Day School.
 3. The right to be present and participate in the proceedings in person by legal counsel.
- F. The right to have a hearing with representatives of the Board of Christian Day School prior to the official Board of Christian Day School meeting if desired.
- G. The information furnished to the Board of Christian Day School shall be the following.
 1. A record of all preliminary procedures.
 2. The recommendation that the student is to be expelled.
 3. The justification for the recommendation.

PRESCHOOL REQUIREMENTS & SPECIFICS

Entrance Requirements

Children are eligible to register for our program at the age of 3 years or older.

Children must be potty trained and able to take care of themselves in the bathroom with minimal or no assistance.

Registration for Preschool is \$50. All students entering Zion Lutheran Preschool must have a physical examination record, a copy of their birth certificate, a copy of their immunization record, Emergency card, and a health history for the school's files. Vaccination requirements include one Hepatitis B, two MMR's, one Varicella (chicken pox), and up-to-date vaccinations on DTP, Polio, and Hib as well as Pneumococcal Conjugate, or a signed document on file from the parents stating they have decided not to vaccinate their child. These forms must be submitted within 30 days or enrollment will be suspended.

Zion Lutheran Preschool reserves the right to exercise professional discretion regarding the suitability of the program for the admission of any child. The decision will be based on the criteria of physical, social, emotional, and intellectual development. Students that will be attending kindergarten the following fall will be considered Young 5's and expected to enroll for full day.

Curriculum

Curriculum in the early childhood classroom is what happens throughout the day that contributes to the growth and development of the young child. It is the totality of all experiences from the first “hello” upon arrival to the last “good-bye” at the conclusion of the day. Zion Lutheran Preschool meets all state requirements and includes Bible stories and worship, music, art, language, social studies, sensory & science, math, fine and gross motor skills, and physical development activities. These subject areas are not taught separately, but rather are integrated into the happenings of the entire day. Young 5 students will work on kindergarten readiness.

Faith development is the core of the curriculum in a Lutheran Preschool program. All activities add to the spiritual life of young children. Faith development is more than having an isolated “Jesus Time” in the daily schedule. Integrated in the curriculum are experiences that help a child understand God’s love for all people.

Time and Schedule

Preschool hours are Monday through Friday 8:00am-3:00pm. Three year olds leave at 11:00am. The classroom will be opened at 7:40am.

Daily Schedule

The Preschool daily schedule is as follows:

7:40-8:00am	Arrival
8:00-8:45am	Free play
8:45-9:00am	Clean-up
9:00-9:15am	Group time
9:15-9:30am	Snack and books on the carpet
9:30-9:45am	Group time
9:45-10:45am	Centers
10:45-11:00am	Closing group time
11:00-11:15am	Bathrooms and get ready for lunch
11:15-Noon	Lunch
Noon-1:00pm	Recess
1:00-1:15pm	Rest time
1:15-2:00pm	Centers
2:00-2:15pm	Snack time
2:15-3:00pm	Large group time

The daily schedule of activities is just a guide. Certain activities and projects will require changes to the schedule. The goal is to explore, grow, and learn and adhering to a strict schedule cannot always accomplish this. Parents are always welcome to visit the classroom.

Arrival and Departure

The transportation of children to and from Preschool is the responsibility of the parents. Parents driving in a car pool are asked to provide the Teacher with a written schedule and list of names. If it becomes necessary for a child to leave school with someone other than a parent or carpool driver, prior authorization must be given in writing to the Teacher.

The children are to remove hats and coats in the hallway before coming into the classroom. Hooks are available outside the classroom door. The classroom door will be opened at 7:40am. Pick up will be promptly at 11:00am. Parents are asked to wait in the hallway until the students are dismissed. **An adult must accompany children when walking to and from the Preschool classroom.**

Snack

We ask that each family pack snacks in the provided “snack pack”. Snack is offered at 9am and 2pm each day. Pack two snacks for all day and one snack for half-day students. Please do not send candy or fruit snacks. The other option is buying a school snack for \$0.50, that will be charged to a lunch account in Fast Direct.

Discipline

The staff will use positive methods of Christian discipline, which encourage the development of self-control, self-direction, self-esteem, and cooperation. The rules are simple. 1) Walk in the classroom and school building. 2) Use inside voices in the school. 3) Keep hands to themselves. 4) Put toys away after they are used. Generally, discipline means to have respect for self and others.

If unacceptable behavior persists, a “time out” period will be observed, followed by a discussion with the Teacher or Aide. A conference with parents may be requested, if the behavior of a child in the classroom is interfering with the total learning process.

Discipline is always used in a firm and loving manner. Children learn they are forgiven and to forgive others, just as our loving God forgives.

Withdrawal

If it is necessary for parents to remove a child from Preschool, advance notice of this intention is requested at the school office. **Parents are held accountable for tuition costs up to the date of leaving plus one full month following the withdrawal.** Additional unused tuition monies will be refunded. If a child does not make proper adjustments to Preschool, or if his presence is considered a severe detriment to other children in the Preschool program, a parent may be required to withdraw such a child. Unused tuition fees will be refunded in full.

Zion Lutheran Preschool reserves the right to exercise professional discretion regarding the suitability of the program for the withdrawal of any child. This decision will be based on the criteria of physical, social, emotional, and intellectual development.

Clothing

Special clothing is not necessary for Preschool. Regular play clothes are recommended. Clothing should be simple, washable, and appropriate to the season. Children should be able to handle their clothing in the bathroom. Complicated snaps, buttons, fasteners, etc. can cause great difficulty and should be avoided. All outdoor clothing should be clearly marked with the child’s name for easy identification.

A pair of gym shoes (never worn outside) must be sent to school for the sole purpose of wearing them in the gymnasium. It is up to the parent if they want to keep them at the school or in the child’s backpack. For a child to participate in gym time, these shoes are required!

School Bag

Children should bring a full sized back pack (no wheels) to school each day for taking home art projects and parent notes. The bag should be easily opened and closed by the child and should be clearly marked with the child’s name.

Items/Toys from Home

Please keep toys, games, stuffed animals, etc. at home. The classroom provides many toys. We have experienced bringing in items from home to be extraneous.

Birthdays

Birthdays are special occasions in the life of Preschoolers and they will be celebrated during the school year. For summer birthdays, a school birthday celebration will be chosen by the Teacher. The snack calendar will be adjusted so that a child may bring a snack on or near their birthday. The teacher and parent will work together to make appropriate plans for the birthday snack.

Progress Reports and Conferences

A report of each child's progress will be given through a scheduled Parent/Teacher conference in April. Portfolios, checklists, and other assessment tools may be used for reporting purposes. Additionally, parents or the teacher may request a special conference at any time.

PRESCHOOL STAFF

Screening Policy for Staff

All employees of our Preschool program have had a completed Child Abuse/Neglect Central Registry check, a criminal history background check and fingerprinted with the State of Michigan and fingerprinted.

A staff member shall not be present in the center if he or she has been convicted of any of the following:

- A. A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.
- B. Child abuse or child neglect.
- C. A felony involving harm or threatened harm to an individual.
- D. A staff member shall not be present in the center until there is documentation from the Department of Human Services on file at the center that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect.

Staff Development Policy

- A. All program directors, site supervisors, and caregivers shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities, including, but not limited to , child development/learning; health, safety/nutrition; family/community collaboration; program management; teaching/learning; observation, documentation, & assessment; interactions/guidance; professionalism; and the child care center administrative rules.
 - I. The center shall provide an orientation of policies, procedures, and administrative rules to all new hires.
 - II. Before unsupervised contact with children, all staff will complete blood-borne pathogens training.
 - III. All staff are to review emergency procedures, responsibilities, and reporting procedures twice a year.
- B. All program directors, lead caregivers, and at least 1 caregiver on duty in the center at all times in programs serving preschool age children and younger shall have current first aid and infant, child and adult CPR training. Each staff will renew this training each year.
- C. An on-going professional development plan must be developed and implemented to include all the training and professional development required by these rules. The professional development plan for Preschool Staff is located in the file cabinet in the preschool room, along with staff files.
- D. Verification of all professional development required by this rule shall be kept on file at the center. Verification shall be issued from the training organization or trainer and include the date of the course, the name of the training organization or trainer, the topic covered, and the number of clock hours.

VOLUNTEERING

T.E.A.M. Assembly (Our version of PTO)

T.E.A.M.= Together Enhancing Academics and Ministry.

We want to help you help your child! Get involved with our school because statistics prove that doing so will be good for your child. We have officers and parents room representatives. TEAM hosts a variety of activities during the school year for the children such as: Trunk or Treat, Jesus' Birthday, Easter Egg Hunt, Fun Fair/Silent Auction (odd years), Father/Daughter Dance (even years), Teacher appreciation Week, etc. TEAM also provides funds for such things as: Accelerated Reader program, Teacher Wish List, Computer Lab upkeep, as well as the events hosted by TEAM. They host an apple pie fundraiser to fund the budget every year and many hands are needed. Please consider joining us at our monthly meetings. Childcare can be provided with notice ahead of meeting. All parents are encouraged to participate.

Volunteers

An integral component of the children's education at Zion Lutheran School is partnership that develops between the school and the families that use Zion as their elementary education center. The partnership is manifested in the many times that parents are a part of the process at Zion through the many volunteer hours that are given at the school. The school benefits tremendously from parents that sacrifice time to be a part of their child's educational process.

Volunteering, or service, is a proper model of the life of our Savior, Jesus Christ. Jesus spent His entire life as a servant for all people. He is our most important model of the way we are to give of our time and talents. Children model their parents in various ways. It is important for children to see that parents believe a life of service to others is important. Children also need to see that their education is equally important to their parents.

Volunteers at Zion Lutheran School will be assessed for their suitability to work at the school by the staff and the School Administrator, with the School Administrator holding the overriding decision of suitability.

For the purpose of the volunteer policy, a volunteer is a person who supervises and/or works with students of the school in a relatively indirect supervised manner. Examples of such volunteers include coaches of sporting teams, people of the school community who drive children to and from excursions, people who assist with classroom routines such as listening to reading under the direct supervision provided by paid staff.

A volunteer's assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character. Potential volunteers:

1. May be required to attend an interview and attend a training session.
2. Are required to complete:
 - School Volunteer Information Form
 - Authority to Access Personal History Information
 - Authorize and complete The Child Care Comprehensive Background Check Program.
3. All staff and volunteers shall provide appropriate care and supervision of children at all times.
4. All staff and volunteers shall act in a manner that is conducive to the welfare of children.
5. All supervised volunteers shall receive a Public Sex Offender Registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center.

The School Administrator's decision is final in determining who is eligible to function as a volunteer at the school. Any applicant not accepted for volunteer work will be advised in writing.

A volunteer must adhere to the Volunteer Responsibilities document shared with those wishing to volunteer. A Volunteer Driver Information Sheet will need to be filed in the school office for those parents that drive children as a volunteer. Forms are available in the school office.

- A **Volunteer Form** must be on file in the office if a parent or other friend serves as a volunteer for the school.
- A **Driver Information Form** must be on file if a volunteer is used to drive for a school outing.

Screening Policy

(This policy includes all volunteers including those that are parents of children enrolled.)

Volunteers are not permitted to be with children unsupervised. If he or she has been convicted of any of the following, they will not be able to volunteer.

- A. A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.
- B. Child abuse or child neglect.
- C. A felony involving harm or threatened harm to an individual.
- D. Any individual listed on the Public Sex Offender Registry (PSOR) IS prohibited from having ANY contact with any child in care.

Parent Participation Guidelines

Volunteers are dedicated persons and they help the school serve the students. Volunteers enhance the learning of students by assisting in a variety of ways.

These guidelines are designed to be helpful for volunteers who have sustained contact with students. They are intended to make volunteering a valuable experience for the students and for the volunteer. We are thankful that God has provided a great number of dedicated volunteers for various school programs. Our programs would not be as good as they are if we didn't have these great volunteers.

- A volunteer is dependable and prompt and remembers that class work, students' actions and student progress is CONFIDENTIAL at all times, and is kept between the teacher and the volunteer. Volunteers should not discuss a child's apparent behavior problems or academic needs with the child's parents— and certainly not with other parents. Volunteers who have concerns about what they've observed should discuss their concern with the teacher.
- Depending on the event, minimize conversation with other adults during volunteer time.
- Encourage your own child to stay with his/her class and not to expect special treatment for this short period of time. Encourage him/her not to have conversations with you during these times. We also ask you not to bring siblings or other children with you during these times, unless noted differently from school staff.
- Discipline is under the direction of the trained professional staff. Volunteers are not responsible for administering any disciplinary measures. The volunteer should instead report behavior problems to the teacher.

Student Safety: Student safety is a paramount concern at Zion Lutheran School.

1. Injuries:
 - a. Report all injuries to the appropriate teacher of that child.
 - b. Administer first aid if needed.
 - c. Contact 911 and then notify other appropriate staff in a life-threatening situation.
 - d. Fill out the appropriate written incident report.
2. Open Door Policy:
 - a. When meeting with children always stay visible to at least one other adult and keep the door to the room open unless hallway noise makes it too difficult.
3. Never meet a student off campus:

- a. For a variety of reasons, contact with students for school purposes should only happen at Zion's campus.
- 4. No inappropriate touching:
 - a. Zion does not allow corporal punishment by anyone.
 - b. As relationships are built with students, a hug or similar gesture may be appropriate, but always make sure it is done within sight of another adult.

Field Trip Volunteers

Parent volunteers will have the responsibility helping to maintain the supervision and safety of students on a field trip. Parent volunteers are also expected to set a good example in responsibility and conduct at all times. Only designated volunteers are permitted to participate on the field trip. **No other individuals should attend or meet at the events.**

Background Checks:

- 1. **All** volunteers are subject to background checks. Obtain appropriate paperwork from the school office.
- 2. Criminal History Internet Check through the State of Michigan will be obtained for each individual having contact with any student.

Promptness/reporting absences:

- 1. Even though no pay is exchanged, we are counting on you to be present at the agreed upon time. Your promptness is expected and a good example for the children.
- 2. Contact the school office as soon as you know you will be absent (the sooner, the better).
- 3. Report to the school office each time you are coming to volunteer.

Attire:

- 1. Avoid inappropriate or suggestive clothing.
- 2. Dress for the activity in which you will be participating.

Behavior of Volunteer:

- 1. Christian behavior is expected from all adults.
- 2. Coming to school while intoxicated or under the influence of drugs is grounds for dismissal. You will not be allowed to volunteer in that situation.
- 3. No profanity or harsh language is permitted.
- 4. Outward expressions of un-Christian life-style will be addressed by the person in charge.
- 5. Ridicule of others, especially staff members, is not allowed.

Dealing with inappropriate student behavior:

- 1. You may inform the student that their behavior is inappropriate and needs to stop.
- 2. Report inappropriate student behavior to student's teacher.
- 3. Seek the advice of the teacher if inappropriate behavior persists.
- 4. Never physically discipline a child.

Driving Accountability:

- 1. All drivers must have proof of insurance and driver's license on file in the school office.
- 2. All drivers must have signed and returned to the office the "Volunteer/Driver Form".
- 3. Useable seatbelts for each passenger are required or the student must be in an approved booster seat.
- 4. Avoid stops to and from destination unless approved by the staff person in charge. This approval should be prior to making the stop.
- 5. Avoid showing videos during the trip.
- 6. All drivers **MUST** follow all traffic regulations including the speed limit while Zion students are in their vehicle. If it is noted that this was violated, you will forfeit being able to drive for future

trips.

FAILURE TO SECURE NEEDED DRIVER/CHAPERONES WILL RESULT IN CANCELLATION OF THE FIELD TRIP.

Athletics

Parents of athletes are volunteers by default. To have a successful sports program here at Zion parents of athletes are expected to volunteer in various ways. Therefore, a volunteer form must be filled out and turned in.

Volunteer Expectations

- Call each student by name.
- When assisting students, praise students and use positive reinforcement as much as possible, for even the smallest success.
- Volunteers can teach appropriate behavior by example; they show by demonstration the appropriate way of conduct in the classroom and outdoors, proper handling of school materials and supplies, courtesy and manners. By being polite to others, they can help students learn good manners and develop acceptable behavior characteristics.
- Be flexible! Use your initiative when adjustments are necessary. Do not be afraid to admit mistakes; no one is perfect, and students and staff appreciate the honesty. Please see these are also learning opportunities.
- The teacher and school administrator are to handle all discipline problems.

THE STAFF OF ZION LUTHERAN SCHOOL SINCERELY THANK ALL OF ITS VOLUNTEERS!
MANY OF THE PROJECTS WE DO COULD NOT BE ACCOMPLISHED WITHOUT THE SUPPORT
AND ASSISTANCE OF SO MANY VOLUNTEERS.
THANK YOU!!!

