

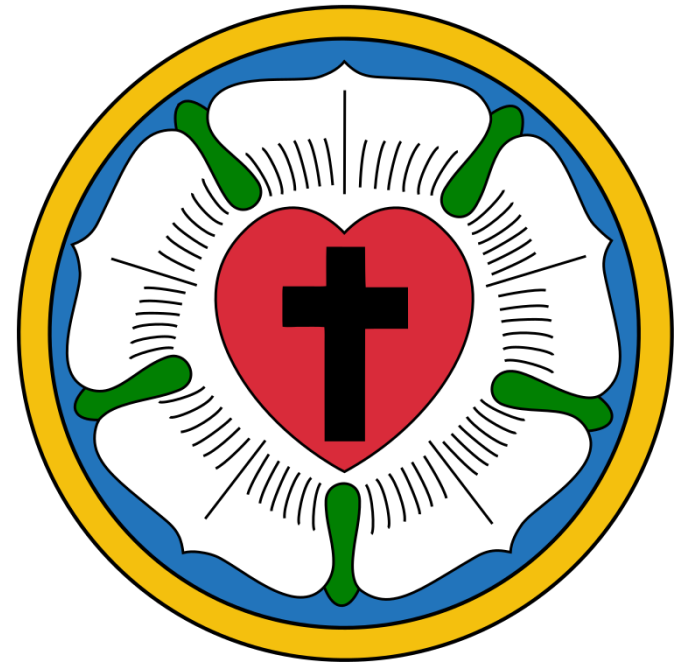
Zion Lutheran of Auburn 2017-2018 Calendar

Aug. 17	Orientation 6:00pm
Aug. 23	First Day of School (No BCPS Transportation)
Aug. 23-Sept.4	NO BCPS Transportation
Sept. 1-Sept. 4	NO SCHOOL -Labor Day SCHOOL RESUMES SEPT 5TH
Sept. 5	Preschool/Y5's Begins and BCPS Transportation Begins
Sept. 12	School Pictures
Sept. 29	Special Persons Day (Y5-8 th grade) DISMISSAL at NOON
Oct. 18	School Picture Retakes
Oct. 19-21	Apple Pie Fundraiser
Oct. 27	End of 1 st Quarter (46 days and 9 worship opportunities)
Oct. 27	Trunk or Treat
Oct. 29	Reformation Party
Nov. 6-9	Parent/Teacher Conferences
Nov. 10	Dismissal @ 12:00pm
Nov. 10	Veterans Day Celebration 10:30am
Nov. 20-24	Thanksgiving Break SCHOOL RESUMES NOV 27TH
Dec. 8	Santa Store
Dec. 13	Jesus' Birthday Party and Holiday Bazaar
Dec. 17	PS/Y5 & K sing at 9am Christmas Service
Dec. 17	1 st -8 th sing at 4pm Christmas Service
Dec. 20	Dismissal @ 12:00pm -Start of Christmas Break
Dec. 21-Jan. 1	NOSCHOOL - Christmas Break SCHOOL RESUMES TUESDAY JAN 2ND
Jan. 15	NO SCHOOL -(Teacher Professional Development)
Jan. 19	End of 2 nd Quarter (46 days & 12 worship opportunities)
Jan. 21	PS/Y5 & K sing at 9:00 am service
Jan. 22-26	National Lutheran Schools Week
Jan. 23	Junior Symphonic Band Winter Concert
Jan. 28	1 st -8 th sing at 9:00 am service
Feb. 16	Dismissal @ 12:00pm
Feb. 23	Zion's School Spelling Bee
March 1	7 th & 8 th Lutheran Schools Spelling Bee @ Zion Beaver
March 8	5 th & 6 th Lutheran Schools Spelling Bee @ Immanuel
March 8-9	NO-SCHOOL (Teacher Development) SCHOOL RESUMES MARCH 12TH
March 29	End of 3 rd Quarter (47 days & 10 worship opportunities)
March 30-April 8	NO-SCHOOL - Spring Break & Easter SCHOOL RESUMES APRIL 9TH
April 20	Earth Day Clean-Up for Church and School
April 27	Spring Play
May 6	Confirmation
May 7-11	Teacher Appreciation Week
May 8	Joint Lutheran Schools Celebration Worship at Saginaw Valley State University
May 17	Music Festival at Valley Lutheran High School
May 19	Zion's Annual Golf Scramble (<i>this is a tentative date</i>)
May 20	Graduation for Preschool/Y5's
May 24	Preschool/Y5 Last Day of School
May 25-28	NO-SCHOOL - Memorial Day SCHOOL RESUMES MAY 29TH
May 30	Volunteer Appreciation Night
June 1(tentative)	Honor Roll Field Trip 1 st -4 th
June 3	All school sings K-8 th & 8 th Grade Graduation
June 4(tentative)	Honor Roll Field Trip 5 th -8 th
June 6	Closing Chapel Service & Awards Ceremony: 9am
	Last Day of School-Dismissal @ 12:00 (41 days & 10 worship opportunities--180 total school days)

Revised 6-12-17 (Dates Subject to Change)

Zion Lutheran School 2017/18 Parent/Student Handbook

IT'S STILL ALL ABOUT JESUS



*"Jesus Christ is the same yesterday
and today and forever."*

Hebrews 13:8 ESV

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

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

Doors open at 7:30am

School is dismissed at 3:00pm

School Administrator Office Hours

Monday 7:45am-3:00pm

Tuesday 7:45am-3:00pm

Wednesday 7:45am-3:00pm

Thursday 7:45am-12:00pm

Friday 7:45am-12:00pm

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

Worship

Saturday 7:00pm

Sunday 9:00am

Sunday School/Bible Class 10:15 am

Contemporary Service

3rd Wednesday of the Month 7:00pm

Board of Christian Day School

Chairman	Tonya Kuizenga	430-1581
Treasurer	Kathy Barre	435-2534
Secretary	Dayna Pomaville	
	Krista Wittbrodt	
	Bill Gehoski	

Faculty

School Administrator	Colett Dominowski	
Senior Pastor	Andrew Menz	(269)313-2497
Associate Pastor	Seth Hemme	600-5343
Preschool Director	Lacie Steelmon	600-7344
Preschool Aide	Rachel Schwartz	
Preschool Aide/After Care	Anjani Mahabir	
Kindergarten	Angela Riske	450-7990
1 st & 2 nd Grades	Bonnie Jammer	662-6820
3 rd & 4 th Grades	Liz Massey	734-660-6603
5 th & 6 th Grades	Emily Menz	
5 th -8 th Grades	Julie List	835-6085
5 th - 8 th Grades	Patty Hemme	586-879-7038
7 th & 8 th Grades	Mary Ann Woods	835-7677
Handbells	Lauren Moeller	

Support Staff

Church Secretary	Jan Devos
School Secretary	Cherie Whalen
Custodian	Diane Horning
Custodian	Kevin Rash
Kitchen	Veronica Riker

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.

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Philosophy

Lutherans believe that the church has the responsibility for providing Christian Education for all its members. Zion Lutheran School provides a variety of Christian Education agencies. 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.

The Christian Day 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 all members, as well as nonmembers, attend worship services regularly. The chil-

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 upon 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 readmitted 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 recommendation shall be presented.

portant to assist in providing 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. Teacher and parent via phone call with student present. This will be done at teacher's availability. (Teacher determines if student needs to be present.)
4. Teacher 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.

dren 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. The Elders of the congregation also monitor attendance.
2. If a pattern of less than 50% church attendance continues or begins the Board of Christian Day School will be made aware of the situation and School Administrator will send a letter home with the reported worship attendance.

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, or any other person responsible for the child’s health or welfare by a teacher or teacher’s aide which through non-accidental physical or mental injury; sexual abuse; sexual exploitation; or maltreatment.

“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 sternly 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, by telephone or otherwise, file an oral report, or cause an oral report to be made, 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, required to report an instance of suspected child abuse or neglect, who is required to report under this act and who fails to do so, is civilly liable for the damages proximately caused by the failure.
- F. A person, required to report an instance of suspected child abuse or neglect, who is required to report under this act and who knowingly fails to do so, is guilty of a misdemeanor.

Harassment/Anti-Bullying Policy

I. Preamble

- A. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and Zion Lutheran School's ability to educate its students in a

Introduction to Discipline

Discipline in our school is not mere discipline, but Christian 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.

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

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 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 im-

tion. 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 children 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.

safe environment.

- B. "Harassment or bullying" is any gesture, written, verbal, emotional, graphic, or physical act (including electronically transmitted acts – i.e. internet) 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 or off school property, at any school-sponsored function, or in a school-sponsored vehicle (field trip).

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 procedure 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 Lu-

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.

PROCEDURE:

- 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 ac-

style that promotes alcohol, tobacco, death (e.g. skull and cross bones), drugs, games, violence, bigotry, or sexual connotations is prohibited.

- No skin tight items.
- 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 and all enclosed (toe to heel) shoes.
- No flip flops or crocs®.
- 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, of 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

theran 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, proper referral forms and procedures are outlined in school policy. 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, 2017.

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 should have a current physical examination record, a copy of their birth certificate, a copy of their immunization record, and 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. The school will send the records to Zion.

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 will be *necessary*. If no phone call is received, the school will attempt to call the home.

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.
- **Pre-arranged Absence** – absences that are due to family plans (vacations). In these cases the work is given to the student in advance of the vacation to be completed upon return. Parents will inform the teacher prior to pre-arranged absences with adequate time to properly prepare for the absence. Student’s work missed must primarily be the responsibility of the parents with the advice of the teacher.
- **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.

Health Requirements and Services

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.

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 care-less 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

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 lockdown 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

All children are strongly encouraged to spend recesses outside. In cold weather, children should wear appropriate clothes so as to remain warm. Proper clothing must include hats, boots, and gloves. Snow pants or a change of clothes would be appropriate when there is snow on the ground.

Students will remain indoors during cold days when the temperatures are 10 degrees or below with wind chill. Teachers will consult with the School Administrator regarding the temperature.

A record of vaccinations 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 vaccinated.

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 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.

Medication

It is in compliance with Section 380.1178 of the Michigan School Code. Medication includes both prescription and non-prescription 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** will be necessary for measured medication to be administered by the school personnel. 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. The procedure is strongly recommended when medication is a Schedule II controlled substance (i.e. Ritalin). 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. There will be times when students will be able to administer medication.

Self-administration means that the student is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or di-

rection. Self-possession means that under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self-determined administration. Students must inform the teacher when they will take the medication.

Tylenol will be considered as a self-administered/self-possession type of medication. The student's parent or guardian must provide written permission and request to the school to allow the student to self-possess and self-administer the Tylenol. Written instructions which include dosage and the time to be administered should accompany the permission. Students must first ask for permission to take Tylenol before self-administration. Teachers will **not** permit students to take Tylenol whenever the student feels they need to self-administer Tylenol. Discretion by the teacher will play into the administration of the Tylenol.

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 24 hours must be kept home. In this way the child can get the extra loving care only a parent can provide during an illness. **Please call the school office if your child will be absent.** Any communicable disease such as 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.

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.

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 car/walk/bike 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.

Bicycles

Bicycles may be ridden to school and parked in the rack. Bicycles must be ridden according to State Law to and from school on the right side of the road. Bicycles will not be ridden during the school day. At the end of the day children with bicycles will be permitted to leave after buses depart. Children are strongly encouraged to wear helmets.

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 7:30am 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

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 children'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.

- 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 radios and CD devices 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 Care Program

The after school program will be available to all children ages 3-14 years that attend Zion Lutheran School.

The program is available after school until 6:00pm. The after care program is \$8. Rates are per day and per child. 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.

The programs will have structure including but not limited to; art activities, reading, gym/outside time, and time to complete homework. Please provide a snack for your child-no candy. We ask that parents commit to days and times so we can properly staff the programs.

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

Payment is paid to the office. If you would like to pay ahead for further weeks, months, etc. that would be appreciated.

Our program closes at 6pm. The late pickup fee is \$15.00 for the first 1-15 minutes after 6pm. Each additional minute late = \$1.00. 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 6pm.

Drop ins will be accepted if space is available. We have to follow the state laws in regards to ratio of caregiver/student.

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 these 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

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 eaten 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— peanut butter/jelly sandwich, milk, and a fresh fruit. Zion will NOT refuse to serve a meal because parents have not paid their bill in a timely manner.

Please make all hot lunch payments on a timely basis to the school office on a regular basis.

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.

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

Fire and Storm Drills

The State of Michigan requires specific fire drills during the course of each school year. Each room, upon hearing the fire signal, will, without talking, file out of the building and line up in their designated places. The teacher will be responsible for opening the fire exit window, if necessary, and having in his/her possession their class Go-Kit. Fire exit routes are posted in each classroom in the area of the classroom door.

Upon reaching the designated place outside, the teacher will take roll call. 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.

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.**

Families who qualify are provided lunches at a reduced rate, or without charge. Applications are always required in advance of the service, and all information is kept private. All applications are subject to required audits.

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

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 listen 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 for an *Internet Criminal History Access Tool (ICHAT)* be completed by the school. ICHAT allows the search of public records contained in the Michigan Criminal History Record
3. Read and acknowledge the Volunteer Handbook.

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.
- 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.

Financial Responsibility

The registration fee for the 2017/18 school year is \$300.00 per student. The Registration Fee covers the book expenses and many of the supply expenses for the year. The 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 2017/18 school year will be \$755 per student, regardless of congregation membership.

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 Administra-

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.

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.

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.

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. If you want to receive these messages please contact the office.

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.

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

tor. 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.

School Supplies

Each child is responsible for personal school supplies. A list for each class is made available at the end of a school year for the new school year.

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.

Progress reports for grades 1-8 are sent home midway through each quarter to identify the student's progress. 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.

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 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.*