



Parent and Student Handbook Policy and Procedures

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

**School Year
2019-2020**

Approved:

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I Introduction

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

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

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

Mission Statement

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

Vision

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

Values

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

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

Accreditation

Zion Lutheran Classical School is accredited through the Consortium for Classical Lutheran Education and through the National Lutheran School Association.

Philosophy of Christian Education

Christian Education presents a philosophy of man based upon the great salvation story that we all fall short and sin daily. God loved us so much that He sent Jesus to save us from our sins. God promised to save, and God alone is consistent in His activity to save as we see from His actions in the Old and New Testaments. Christian Education proclaims God is faithful to His promises, and it invites people to live their lives around the God who saves instead of around themselves.

The aim of Christian Education is to prepare the whole person – via spiritual, mental, emotional, physical and social means – through God’s Word, to come to the knowledge of salvation and to serve Him, both here on earth and in Heaven.

Statements of Belief

We Believe:

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

Standards Within our Community

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

Expectations

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

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

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

Classical Education Outlined

Additional information coming. See the Appendix in the back of the handbook soon.

II Policies & Procedures

A. Admissions

Admission Policy

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

Age Requirements for Entrance:

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

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

Kindergarten: A child must be 5 before or on September 1. A child who has not attended Kindergarten must be 6 years of age on or before September 1 to be considered for entrance for first grade. The child's overall readiness must be a deciding factor in the acceptance of such applications. Proof of age is required.

Class sizes:

*Preschool age 3: Ratio of 1:10

Kindergarten: Maximum of 20 students/class

*Preschool age 4: Ratio of 1:12

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

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

Registration Procedure

The parents of prospective students are encouraged to arrange a tour of the school (208-466-9141) or fill out the contact form on the website at zlsnampa.org under Admissions.

Download or pick up and complete the registration packet.

Return the completed application forms along with the \$20 Application Fee.

All registration packets are reviewed for acceptance.

School fees from the previous year must be paid in full before registration is accepted for the next school year.

A registration fee is charged to all children attending Zion. This fee covers the cost of texts, workbooks, etc. It must be paid before registration is complete.

Upon acceptance, payment arrangements are made with the Admissions Director. Prior to school starting, parents must bring the following:

1. Birth Certificate

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

2. Immunization record*

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

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

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

1) Your tuition and fees can be paid in full in the school office by the 1st day of school.

OR

2) Monthly payments can be made to Zion Lutheran School. Payments must be made by the prearranged due date. A 10-day grace period will be provided. After that a \$35 late fee will be assessed. We accept all forms of payment. However, there will be a 3% convenience fee for debit or credit cards.

Tuition Responsibility Total tuition cost is the responsibility of the parent/guardian registering the student. Final Tuition payment is due in full by the first week in May of the current school year. All fees are due by the 15th of May. Failure to complete payment of tuition may result in additional costs of hiring a collection agency.

Students with Learning Disabilities Policy Zion Lutheran School strives to accommodate children with varying abilities. Parents wishing to enroll children with disabilities must agree to have their child evaluated (tested) prior to enrollment. Children who are experiencing academic difficulty in the classroom during the school year as determined by the teacher and administrator, must be evaluated at that time if they wish to remain at Zion. Parents have the choice of having their child evaluated in the public school or with private physicians, at their own cost.

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

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

If the child is placed on a 504 plan, Zion must, in good faith, attempt to meet all the requirements of the 504 plan. A meeting of the parents and staff will take place to determine how that plan will look at Zion. The quality of education for the child will be of the utmost concern for Zion. If, after meeting state requirements, the staff at Zion feels a situation is impacting the education of the child and the education of

the rest of the children at school, an additional meeting will be set up with parents to make changes to the plan.

B. Academic Pedagogy

Chapel Services Chapel is held every Friday at 8:10 a.m. in the school gym. This important aspect of Christian growth is usually led by Zion's pastor. Parents are invited and encouraged to attend these services. Chapel offerings are collected for a specific mission project. This a wonderful experience for the children helping them to grow into Christian Service! It doesn't matter how much they give, just the act of sharing is important in their faith lives.

Bible class is taught four days a week, with chapel as our 5th day of instruction. Our Christian faith is practiced through daily living in God's Word with emphasis on His love and forgiveness. All classes in our curriculum will be intertwined with our Biblical World View.

Educational Choices - Zion offers two choices for education.

- Traditional Classical Christian School...Students attend Zion 5 days a week for all grades.
- Hybrid Schooling called Home/School Partnership (HSP) starting in second grade. HSP students attend Zion two days a week in their grade level, and then have the blessing of working at home with their parents the other days. For more information go to zlsnampa.org and click on Academics.

Database System: Myschoolworx.com

Parents will be able to monitor their children's progress via myschoolworx.com.

Grading Scale

Kindergarten Grading Scale:

E = Exceeds Expectations
M = Meets Expectation
V = Beginning to Develop
ND = Needs to Develop
X = Not yet taught

1st & 2nd Grading Scale

100-90 A
89-80 B
79-70 C
69-60 D
<60 F
E Excellent
S Satisfactory
N Needs Improvement

Grades 2-8

100-98 A+
97-94 A
93-90 A-
89-88 B+
87-84 B
83-80 B-
79-78 C+
77-74 C
73-70 C-
69-68 D+
67-64 D
63-60 D-
Below 60 Fail

Report Cards - Report Cards are issued quarterly (approx. every 9 weeks). At the end of 1st and 3rd quarters, parents are asked to come to school at a prearranged 15 minute **Parent-Teacher Conference**. At the end of the second quarter, the report card is sent to the parents by way of the children. Parents are encouraged to follow student's progress on myschoolworx.com. Final report cards will be available pending completion of all financial obligations.

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

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

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

Academic Probation - Upper grade (5th—8th) students who fail in more than one subject are placed on academic probation and required to attend a meeting with the Principal, Teacher, and Parent(s) to agree on terms for the Academic Probation Contract. Parents will receive weekly progress reports as needed. If the student is still failing one or more subjects by the midterm following establishment of the Probation Contract, an additional meeting must be held to determine whether or not the student may continue at Zion Lutheran. Two consecutive terms of more than one failing subject may result in expulsion.

Classwork Not Completed - Students (grades 3- 8) who do not turn in class work on time lose 10% of the grade they would have received for the first day it's late and a second 10 % for the following day. After the third day, students are still required to turn in their assignment, but they will receive no credit. Students with uncompleted assignments are required to attend Saturday School and are not eligible for any awards for that month. Refer to the Behavior and Consequences Rubric Appendix B.

Field Trips - Field trips are an extension of the academic content being provided in the classroom. Students are expected to follow the same rules as during any school activity. All students are required to return a Field Trip Permission Form signed by a Parent or Guardian prior to going on a field trip. A separate Field Trip Permission Form is required for each field trip.

Idaho currently has no age/weight limit for children seated in the front seat. For safety, students in third grade or under will not be allowed to ride in the front seat of any vehicle while traveling on a field trip. Parents are asked to disengage front seat air bags if a student is riding in the front seat of their vehicle.

Students age six and under must have a booster seat while in a car on a field trip.

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

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

1. Mastery – Consistent drilling of material leads to mastery.
2. Practice – Practicing skills is another form of mastery.
3. Remedial study - Homework can strengthen weak areas.
4. Special Projects – Allows students the opportunity to apply learned information.
5. Reading – Students are often assigned independent reading. This is a skill that will lead to overall success.

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

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

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

HSP Student's Unprepared Due to Illness A student may be ill on a day they do not attend the Hybrid classes and are unable to complete the assignment or prepare for a test, while still being able to attend the following classroom day. Parents should contact the teacher before the student returns to class, concerning the child's inability to do class work at home while ill. The student will be allowed to come to the next class period but will not be responsible for the assignments due or for taking a test. Parents should be aware that this might keep the child from participating in all learning activities because of work not completed. As with other absences, students have 1 day for each day gone to turn assignments in or complete tests.

C. Lifestyle Expectations

Attendance Policy

According to Idaho State Law, attendance at school is compulsory for students aged 7 - 16 (Idaho code 33-202), The primary responsibility rests with the parents. Students are expected to be in attendance 90% of the time. This is to instill a sense of high value and respect for their time at school. We believe that this is a foundation for a habit of work that will serve them beyond school. Parents are asked to plan family trips and vacations around the school calendar. See also Titus 2:11-12.

Fulltime students are expected to be at school all day every day with (no more than 18 absences per year-9/semester). HSP students are expected to be at school on assigned days (no more than 6 absences per year-3/semester).

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

Excused Absences

- Illness of the child (a statement from a healthcare professional may be required if excessive absences occur);
- Illness in the family (a statement from a health professional explaining why the child's absence was necessary may be required if deemed appropriate);
- Quarantine of the home;
- Death of a relative (absence is limited to 2 days unless reasonable cause is shown for a longer absence); or wedding of a relative, also not more than 2 days;
- Medical or dental appointment (a statement from a health professional may be required if deemed appropriate, and parents are reminded to make routine appointments after school hours);
- Emergencies or other sets of circumstances which, in the judgment of the Principal, constitutes sufficient cause for absence from school.

Unexcused absences- Any other absences than those mentioned above will be considered unexcused.

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

Pre-Approved Absences

Parents are asked to give careful consideration before taking a trip resulting in missed class time, based on the potential negative impact on student grades. To receive approval for a planned absence, please submit a completed **"Pre-Approved Absence Request Form"** at least three (3) school days

before the date of the requested absence. Adherence to this procedure is essential. **Absences that do not meet excused absence guidelines and/or are not requested at least three (3) school days in advance WILL NOT be approved and will be considered unexcused. Pre-approved absences may not be requested after the date of absence.** Students who have already reached ten (10) total absences during a school year should not request permission for a pre-approved absence. If a family emergency arises that does not meet these guidelines, it is at the principal's discretion as to whether the event is approved. All work missed due to absences (excused/unexcused) must be completed and turned in within the same number of days absent (if the absence occurs near the end of a grading period, the student must turn in all work by the last day of the quarter).

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

Tardy Policy - Students in preschool through 8th grade are asked to arrive no later than 7:55 a.m. Monday-Friday. This allows students to be ready for class opening at 8:00 a.m. Teachers begin instruction promptly at 8am. If a student arrives after 8:00 a.m. he/she is marked tardy. If there is a legitimate reason for the tardy, the parents must notify the school office. Habitual tardiness is disrespectful to the teacher and fellow students, and becomes a sin of the heart as well as a truancy issue.

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

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

Academic & Achievement Awards:

Quarterly Awards Grades 3-8

Principal's Award Given to students with all A's in every subject.

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

Perfect Attendance All grades and with no more than 3 tardies

Monthly Awards All grades

Fruit of the Spirit Award given to students demonstrating exemplary spirit in the Fruit of the Spirit of the Month and without any unexcused absences or tardies.

Behavior Philosophy

We look at the heart of the child and try to change the heart. We want to teach the children to love the standard and love the good that God loves! As parents and teachers, we accept the challenge to "train up a child in the way he should go." Proverbs 22:6 ESV. Cooperation between the home and school in the interest of the child is a necessary component of education. In Christian education, the home, the church, and the school must work closely together.

God expects respect for all those in authority. Thus, students must show obedience to all teachers and staff, including aides, office personnel, lunchroom staff, and substitute teachers.

Social Behavior and Relationships

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

Student Safety and Security

Weapons Violations

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

Student Actions

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

Definitions

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

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

Reporting & Referrals

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

Enforcement

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

Harassment & Bullying

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

Bullying behaviors include but are not limited to:

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

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

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

Cyberbullying includes but is not limited to, the following misuses of technology via harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological

tool, such as sending or posting any inappropriate or derogatory email message, instant messages, text messages, digital pictures or images or website postings (including blogs) which has the effect of:
Physically, emotionally, or mentally harming anyone,
Placing anyone in reasonable fear of damage to or loss of personal property or,
Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

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

Cell Phones In School

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

Discipline Policy

Zion's Rule: "Obey right away, all the way, cheerfully, every day!" This is the rule upon which we set our discipline policy.

Zion's Law: "Zion students show Respect, Order, Unity (Kindness and Inclusiveness), Diligence and Honesty"

Our goal with misconduct is to bring about change within students, not to punish them. We strive to maintain an environment where students can grow spiritually, intellectually, and socially. Discipline standards will be discussed with each class at the beginning of the year. Our standards have been established to encourage consistency in our expectations. **Our Discipline Rubric is located in Appendix B.**

School Rules

Be Respectful – Students will show care and concern for the safety, space, and time of others
Students will honor and obey pastor, teachers, parents, and others in authority.
Students will show proper care for the property of the church and school.
Students will set a Christian example in thought, word, and deed.

Be Responsible -- Students will be responsible for their behavior.

Be Safe -- Students will use good health and safety habits.

Classroom Rules

Listen carefully. Matthew 13:43b

Be obedient. Romans 13:1

Respect people and property. Matthew 7:12a

Do your personal best. Proverbs 12:27b

Keep a place for everything and keep everything in its place. 1 Corinthians 14:40

Disciplinary Terms defined

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

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

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

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

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

Expulsion - The school administration reserves the right to recommend to the School Board for immediate expulsion any student who has grievously and repeatedly violated written and/or spoken school policies or its principles. For students who cannot adjust to the conduct and behavior acceptable to the school, it may become necessary for the administration and School Board to request the parents to seek a setting that will meet the needs of their child.

Class Parties - We recognize the pleasure of classroom parties for the children. The following parties may be observed:

Christmas Party, Valentine party with handmade valentines exchanged.

Birthdays will be recognized if the child and his/her parent so desires. The children may give out treats in the classroom for all the children. All children are to be included. Birthday or any party invitations may only be given out if the entire class is invited; all other party invitations need to be sent from home.

Communication during the school day

Communication is key to success at any school. For any classroom concerns, please contact teachers as soon as possible outside school hours. Teachers are at school 30 minutes prior to school starting and 30 minutes after school. If you wish to speak with a teacher or your child, except in an emergency, please do so either before 7:55 a.m. or after 3:00 p.m. When teachers are with the students they must give 100% of their attention to the class. If you need to leave a message, please write it out and give it to the school secretary who will deliver it to the teacher. Please do not interrupt class while it is in session! Parents can expect the principal to protect instructional time. Interruptions are kept to a minimum.

ELECTRONIC/TECHNOLOGY USE POLICY

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

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

ACCEPTABLE USE

1. All use of the Internet and other technologies at Zion Lutheran is to be in support of education and research and must be consistent with the mission of a Lutheran School.
2. The user must abide by the acceptable use rules of any network being used/accessed.
3. Any use of the Internet to facilitate illegal activity is prohibited.
4. Any use of the Internet for commercial or for-profit purposes is prohibited.
5. Any use of the Internet for advertisement or political lobbying is prohibited.
6. Unauthorized use of copyrighted material is prohibited.
7. Downloading information or research, whether public domain or copyrighted, and submitting it as one's own original material is plagiarism, and will result in appropriate consequences.
8. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage software components of a computer is prohibited.
9. Vandalizing the data of other users is prohibited.

10. Hate mail, harassment, discriminatory remarks, cyberbullying, and other antisocial behaviors are prohibited.
11. The illegal installation of copyrighted software for use on school computers is prohibited.
12. Use of the Internet or school technology (computer, iPads etc.) to access obscene or pornographic material is prohibited.
13. Use of the Internet to transmit material likely to be offensive or objectionable to recipients is prohibited.
14. Posting of anonymous messages is prohibited.
15. Email use at Zion Lutheran shall be limited to legitimate school educational purposes, and shall be conducted only through school-arranged accounts.
16. Any attempt to circumvent system security, network security, or the Internet filtering system is prohibited.
17. Users will not reconfigure, modify, repair, or attach external devices to school technology unless under the specific direction of a school staff member.
18. No content created and stored on the school hardware or school authorized accounts may be considered private. School personnel have the right to monitor and review all data stored on school hardware and school authorized online accounts at any time.
19. Additional rules, restrictions, and guidelines may be added at any time.

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

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

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

SCHOOL RESPONSIBILITIES

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

REGARDING SCHOOL-ISSUED IPADS FOR STUDENTS

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

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

PERSONAL ELECTRONIC DEVICES

No electronic devices are to be allowed at school except for school issued iPads unless a teacher allows it for a specific project. We understand that parents may want their students to carry personal cell phones. Students may bring them to school as long as they remain turned off and in their backpack during the school day. If not, all such devices will be confiscated by the teacher; they may be picked up after school. Because of the possibility of such devices being broken, lost, or stolen, if such a device comes to school, Zion staff will not be responsible for the device or any data contained on the device.

GOOGLE APPS FOR EDUCATION

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

LIMITATION OF LIABILITY

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

Student Technology Use Agreement Procedure is located at Appendix C

Gum Chewing

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

Handouts

No one will hand out any materials without prior approval of the Principal.

Leaving School Grounds

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

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

- Parents pick them up. The parent/guardian is required to sign student in/out.
- Released for special activities.

Recess

Students will enjoy being outdoors for recess every day, unless the wind chill temperature reads 20° or below. Please ensure students have appropriate dress to accommodate varying weather conditions.

Student Uniform Code

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

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

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

Uniform Non-compliance:

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

1st offense – Level 1

2nd offense – Level 1

3rd offense—Level 2

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

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

D. Daily Routine**School Hours**

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

School starts promptly at 8:00.

Classrooms: Children may enter the classroom at 7:30 to put up their backpacks then go to the gym. Because classes begin at 8a.m., students are asked to **be in their classrooms at 7:55 a.m.** to be ready to begin at 8a.m.

Half day students:

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

Full day students

Grades: PK – 2nd dismisses at 2:45 p.m.

Grades: 3 and up run until 3:00 p.m.

Morning Arrival Procedures

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

Afternoon Dismissal Procedures/Release of a Child

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

After School Care (ASC)

Parents may register their child/children for ASC. Any child who must remain at school after 3:00 p.m. will be signed into ASC and parents will be assessed. If a parent is in the building after school hours, parents are responsible for the supervision of their children.

E. Health & Safety

Building Security

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

- The front door is locked after 8:00 am.
- To enter the building, please press the bell button on the security keypad to notify the front desk for entrance.
- A Front Desk Representative is dedicated to covering the front desk at all times and will monitor visitors through a sign-in sheet.
- Throughout the year, we will perform lockdown, escape, and other emergency response drills in compliance with Idaho state laws and regulations.

Early Dismissal/Inclement Weather

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

Emergencies

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

Family-Custodial Situations-Relationships with Zion Lutheran School:

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

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

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

In cases of an actual divorce decree awarding custody to one parent, the custodial parent is to inform the office of this fact. A certified copy of the decree is to be submitted to the office. Unless told otherwise, we assume Zion Lutheran School communications will be sent home to the custodial parent.

Custodial parents need to clearly understand that unless the divorce decree specifically limits the non-custodial parent's rights to access records, the non-custodial parent has the right to the same access as the custodial parent. The Zion Lutheran School will, unless instructed by a court order, release such records upon request to the non-custodial parent. We encourage the custodial parent to cooperate with the school and share information, correspondence and conference appointments directly with the non-custodial parent. We will respect all privacy requests related to all communications and documents shared with us under this policy.

Also, unless restricted by a court order, any non-custodial parent has the right to attend any ZLS school activity of the child. It is hoped that parents will keep each other informed as to these activities to avoid miscommunications.

In cases of "joint custody" entitling both parents access to Zion Lutheran School staff and activities, we send home with the child two copies of communications and information, and we ask that this be shared by and between the parents.

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

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

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

Illness

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

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

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

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

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

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

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

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

III Parent and Community Involvement Policy

1. Communication

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

- Newsletters: email and printed available
- Phone calls: 208-466-9141
- Remind: Group text messaging system
- Parent-Teacher conferences
- Email: zlsoffice1@gmail.com
- Facebook: Zion Lutheran School
- School website: zlsnampa.org
- Teacher's weekly newsletters
- Parent meetings
- Myschoolworx.org*

*With myschoolworx you will receive a user name and password to access this system. Student assignments, teacher messages, grades, etc. will be posted here.

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

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

Any step may be repeated, as often as is necessary as long as all parties agree, otherwise the leading supervisor will set a meeting for the next step.

Delivering messages – Our goal is to provide uninterrupted learning time for your child. We know that occasionally a non-emergency message is necessary; we ask that you contact us no later than 30 minutes prior to the end of school. Messages are delivered at the end of the school day. If you have an emergency, please call the school office at 208-466-9141.

2. Participation

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

- Classroom Aides
- Office/clerical assistants
- Event Coordination (social/academic)
- Classroom enrichment/presentations
- Room moms and/or dads

3. Parental Expectations

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

- Consistent refusal to comply with school policies including but not limited to consistent tardiness, dress code violations, and homework violations.
- Behavior which demonstrates a lack of concern or insensitivity to the rights, needs, and feelings of others including harming or threatening harm to students or school personnel whether in person, by phone, or by electronic media.
- A display of attitude, speech, and behavior that is inconsistent with the objectives of the school.
- Willful disturbance of school activities.
- Lying during the admissions process or during counseling, falsifying documents of past schools and legal problems.

4. Parent/Teacher Fellowship

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

5. Fundraising Opportunities

Our annual auction is our biggest fundraiser. Your help is needed for its success. Income from this fundraiser allow us to improve student life while keeping tuition low.

Other fundraising support comes from Collecting Box Top, Labels for Education and Linking Amazon Smiles to Zion Lutheran School. Though much smaller income comes from these sources, we appreciate your support and generosity in supporting Zion Lutheran School and your student's education.

If you have a special talent in fundraising, please let us know.
Volunteer Guidelines are in Appendix D.

IV. General Information

Business Office Hours

Zion Lutheran School office will operate business hours during normal school hours. Outside of normal school hours, Office Staff will seek to respond to emails, voicemails, or text messages within 1 business day.

Deliveries from Outside Vendors

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

Lost and Found

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

Lunch Program

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

School Lunch/Milk Charges

The purpose of this policy is to allow a means by which a student who occasionally forgets or loses his/her lunch money to be provided a lunch. No more than \$10.00 or 3 lunch charges (per student) will be allowed at any time. Parents will be notified by either phone, email, or letter before the students reach the maximum limit of charges.

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

School Calendar- is available at zlsnampa.org

Visitors

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

Willful Destruction of Property - Any person willfully destroying the property of Zion Lutheran School and Church including text books or library books will be held responsible for their

actions and be required to pay the costs of replacement and/or repair of damaged or destroyed property. The School Board has the right to assess repair or replacement costs to the parent.

Withdrawing Your Student from School

The procedure for withdrawing students is as follows:

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

Should a collection agency be used to collect unpaid fees. The payee will be responsible for any costs incurred in the collection.

The Parent Student Handbook is subject to additions and updates.

References

The Marks of a Classical and Lutheran School (www.ccle.org)

The Marks of a Classical and Lutheran Educator (www.ccle.org)

Dorothy Sayers’ “The Lost tools of Learning”

A Handbook for Classical and Lutheran Education (smile.amazon.com)

Curriculum Resources Guide for Classical Lutheran Education (smile.amazon.com)

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

Classical Education by Veith and Kern

Lutheran Education: From Wittenberg to the Future (www.lcph.org)

Joel Brandes’ No Greater Treasure

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

Martin Luther’s Sermon on Keeping Children in School

John Milton Gregory’s The Seven Laws of Teaching

Wisdom and Eloquence by Littlejohn and Evans

Appendix A

Attendance Policy Rubric

Absences per semester	Consequences	Interventions
1 or more unexcused absence	Ineligible for student awards	Noted in myschoolworx.com
3 or more consecutive excused absences	Need a note from a health care provider for a continued excused absence (Grades 1-8)	Noted in myschoolworx.com Absence slip sent home
5 or more absences	A letter sent home from school.	Possible detention, documentation via a letter in permanent file
9 unexcused absences	Meeting with student, parent, and principal; Parents notified of status, and Contact made with the School Resource Officer	Letter placed in permanent file indicating excessive absences with warning of Truant Status, Saturday School
10 or more total absences	Nampa Police Department may cite parent/guardian for failure to supervise, per IC 33-206. Excessive absences may result in a student not being promoted to the next grade.	Letter placed in permanent file indicating Truant status

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

Appendix B

Discipline Rubric for Behaviors & Consequences Rubric

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

Appendix C

Student Technology Use Agreement Procedure

Date _____

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

Zion Student Technology Use Behavior Procedure Agreement:

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

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

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

_____ I will keep my passwords safe and protected.

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

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

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

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

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

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

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

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

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

1. Be polite.
2. Abstain from vulgar or obscene language.
3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.
4. All communications and information accessible via the Internet belong to someone, and should be assumed to be private property usable only by permission. Pirated movies, music or other media is prohibited.
5. Do not intentionally disrupt the network or other users.

6. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
7. Do not provide or reveal your full name, address, or phone number (or those of others) without specific teacher or parent approval.
8. School email or other school communication is not private. Email etc., should always be written with the understanding that it may be reviewed by a staff member.
9. Apply Christian ethics and values to all actions related to use of the Internet and the school network.

PENALTIES

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

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

Student Signature _____



Appendix D Zion Lutheran Classical School Volunteer Guidelines

Code of Ethics

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

Teaching methods vary; there is no best way.

Avoid comparing students in the classroom.

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

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

Always support the teacher in front of the students.

Volunteer Do's and Don'ts

Do

Praise and Encourage

Be understanding

Be dependable and prompt

Be supportive of the school, staff/administration

Commit to regular attendance

Build caring/supportive rapport

Bring specific student concerns to the teacher

Be considerate of the teacher's time

Maintain age appropriate student interaction

Don't

Berate or belittle

Criticize the teacher

Present a cold/uncaring demeanor

Forget to call in if you cannot make it

Violate confidentiality by passing on information to the community

Discuss students in front of their peers

Discipline students—that is the teacher's job

Volunteers Responsibilities, Rapport, and Reward

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

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

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

Helpful Hints

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

-When working with children, encourage them to think independently, give them plenty of time to answer.

-Silence often means they are thinking and organizing their thoughts.

-Catch students being/doing something good.

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

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

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

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

_____ I have read and agree to abide by the above guidelines. Date _____