

«LAST»

ZION LUTHERAN SCHOOL WAYSIDE

920-864-2468

**Nationally Accredited Through –
National Lutheran School Accreditation (NLSA)**

School Theme is from 1 Timothy 4:12

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.



PARENT HANDBOOK

2017 - 2018

Day School Staff Directory **2016 – 2017**

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Zion Lutheran School-Wayside

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School Theme is from *1 Timothy 4 : 12*
Don't let anyone look down on you because you
are young, but set an example for the believers in
speech, in life, in love, in faith and in purity.



TO KNOW HIM....

SCHOOL PHILOSOPHY

The mission of Zion Lutheran School is to provide a Christian education to the preschool – eighth grade child in our community by providing for the spiritual, academic, social, emotional, and physical development of each individual. God’s Word and Lutheran Doctrine are taught throughout all curriculum areas, to raise up disciples for Jesus Christ and to expand God’s Kingdom to the family, community, and the world.

THE MISSION OF ZION LUTHERAN SCHOOL

Equipping God’s Children for Life

PRAYER

Without God’s help, our effort would be in vain. We ask therefore, that you regularly pray that God will bless the work of the school. Pray for the teachers and for your children. With God’s continued guiding hand, Zion Lutheran School will continue to be a blessing.

During daily devotions, the teachers and staff pray for the School families.

OUR LUTHERAN HERITAGE

Since 1640

The Reformation had a tremendous influence upon the development of modern educational principles and systems. Consequently, the parochial schools that were established by the Lutheran Church in America, both in colonial and present times, are intimately connected with the European movement.

Lutheran education in America began with the Swedes who had established a number of settlements in Delaware, New Jersey, Pennsylvania, and Maryland. The first Lutheran school recorded in history was opened in 1640.

By the time of the Revolutionary War, there were approximately 70 Lutheran schools in the colonies with Pennsylvania, alone, having over 40.

History recorded at least 4,000 Lutheran schools in America by the year 1820.

Lutheran schools antedate the public school in America by 200 years. The Lutheran Church – Missouri Synod, of which our congregation and school are members, was organized in 1847. Lutheran schools have been an integral part of the Church's program from its beginning.

Today our church body has over 2,343 Lutheran Schools throughout the United States. Early childhood 1,376, Elementary Schools 879, High Schools 88.

The International Lutheran School in Hong Kong is the largest school of the Lutheran Church-Missouri Synod in the world with over 2,000 students.

Zion Lutheran School is proud to be a part of the Lutheran School System and, furthermore, proud to be a part of the American heritage.

We thank Almighty God for the freedom we have under our constitution to: teach - live - serve according to the beliefs and principles of our religious faith.



WHAT IS EDUCATION IN A CHRISTIAN SCHOOL?

In education, we are concerned with the development of knowledge, skill, ability, attitude, and character by means of teaching, training, study and experience. Christian Education has precisely the same general aims, but it is based on the Bible and has three specific goals:

1. To lead the individual to faith in Christ and to keep him in that faith.
2. To help the individual to develop into an even better and more perfect Christian in all of life's relationships, both secular and religious.
3. To keep before the individual, the goal of every child of God – eternal life in heaven.

The Lutheran School is the best agency for such Christian education because it provides for the total growth and development of the child.

Four types of growth are included in the educational programs thus described: mental, physical, spiritual and social development. All four types receive daily attention at Zion Lutheran School.

In this total program, the Word of God influences everything that the children learn and serves as a unifying and organizing force in the school program.

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

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

PARENTS: after reading this Handbook please sign page 36 and return it to the office by Sept. 15.

ACTIVITY FEE (See appendix #6)

There is an annual Activity fee of \$55.00/student in grades K – 8. This fee covers the cost of room parties, School Theme T-shirt, Lutheran Schools Week bowling, School picnic in June, and compensation for the Noon Duty supervisors. All fees are incorporated into tuition fees.

ACCIDENT AND ILLNESS

In case of an accident in school, First-Aid will be administered by teachers. If the accident is severe, every effort will be made to contact parents and if extremely severe, the EMT units will be contacted. In case of illness, the child is made as comfortable as possible until the home has been contacted and someone is present to take the child home. The school has a current EMERGENCY PROCEDURE FORM for each child. If you are unsure whether you have filled out an EMERGENCY PROCEDURE FORM, contact the School Office.

ADDITIONAL ACADEMIC ACTIVITIES

Mandatory:

- School Productions (Christmas Service, All-school Musical)
- Science & Art Fairs
- Spelling Bees:

Grades 5-8 have a Spelling Bee from which the school winner is determined. The top three winners participate in a Spelldown in the Reedsville School District Spelling Bee.

Non-Mandatory:

- N.E.W. Lutheran High School Expo

ADMINISTRATION

Zion Lutheran School is operated entirely by the members of Zion Lutheran Congregation. Final authority for all decisions of policy is vested in the Voters' Assembly. The affairs of the school are administered by the Board of Christian Day School as defined in the Constitution and By-laws of the congregation.

The Board of Christian Day School shall consist of at least three members, with a pastor and the parochial school principal as advisory members. They shall organize annually and elect a chairman.

The Principal is immediately responsible for the operation of the school under the direction of the Board of Christian Day School.

ATHLETIC DISCIPLINE CODE

(See Appendix #1)

ATHLETIC POLICY

(See Appendix #2)

ATTENDANCE

Children who will be absent for part or all of the school day (doctor or dentist appointment, etc.) must be excused **in advance** with a **written note** from their parents. Students absent for more than 1½ hours in a half day of class time will be considered absent for one-half day.

Parents should call the school office before 8:00 am if your child is ill and won't be at school. If there is no one to answer the phone, please leave a message on the answering machine. The secretary will call all parents who have **NOT** called the school when their child is absent.

Teachers should be consulted about any work that has been missed during the absence. An excuse slip should be signed by parents and brought back when the child returns to school from his/her absence, unless the child was excused after being at school for the day.

In case of extended illness or other absence, parents are requested to notify the teacher after the first day of absence.

Students will NOT be marked absent due to Bus transportation problems.

Those students having excellent attendance will be recognized at the end of the school year.

AUDIO VISUAL FACILITIES

Teaching aids such as tape recorders, CD players, Smart Boards, VCRs, television, copy machines, overhead projectors, computers and video equipment are available for instruction. Between the school and the library, we have available secular and religious videotapes, maps, globes and transparencies to supplement and enrich the curriculum.

BUS TRANSPORTATION

Free bus transportation is available to all students on the same basis as public schools. Students must conform to rules of conduct while they are riders. Drivers cannot allow children to be dropped off at any place other than home unless a written note from the parents indicates differently.

The school does NOT provide transportation for school events not held on school premises unless otherwise stated. We are thankful that parents and friends of the school are volunteering to provide transportation for these events by private auto.

CALENDAR

An annual school calendar will be published for parents. This will conform, in most cases, to the Reedsville Public Schools because of school bus transportation.

CHAPEL

Every Wednesday morning at 8:45 am, the students will assemble in the house of God for a special Children's Service. Chapel Talks by the pastor and teachers, and the hymns selected are especially designed to meet the needs and desires of the children. The offerings are used to help support mission projects. Parents are invited to attend these services also.

CHILDREN'S CHOIRS

Music and music appreciation are part of the curriculum for all grades. Students in grades K – 6 participate in a singing choir. The Bell Choir for students in grades 7 & 8 is part of their music curriculum. The choirs rehearse during school time and perform regularly in the church services during the school year. All children are expected to participate.

CHURCH/SCHOOL ATTENDANCE

Religion in school during the week is no substitute for Sunday worship. It is expected that children will attend services regularly with their parents. We expect our member families to faithfully worship here at Zion. Our school is founded for those who take Christianity seriously and demonstrate an active Christian faith and life in many ways, including regular worship. Teachers keep a record of every student's worship attendance. Families who become delinquent in this area, less than 50%, will be reminded of their responsibility during parent/teacher conferences. Let's continue the strong attendance pattern set by our forefathers at Zion.

Special recognition is given for faithful church; including Advent & Lenten mid-week services and Christmas season and Easter season services.

COMMUNICABLE DISEASES

When your child comes down with a communicable disease:

1. Keep the child home for the time allotted by the County Health Department.
2. Children with a fever should be kept home until they are without fever for 24 hours (naturally, not reduced with medication).
3. Notify the teacher so that they can be observant for other cases of the disease.
4. Be sure to inform the Brown County Health Department, 448-6429.

CURRICULUM

In keeping with the purpose of Zion Lutheran School, the curriculum is based on the Word of God. Subjects are selected with the view of enabling every child to develop himself into a "whole child". Religion is not a segregated subject in the day's work; rather its influence permeates and gives substance to all subject areas taught.

In keeping with a Christian philosophy of education and in regard to the requirements of the State of Wisconsin, children receive a thorough education in the following areas:

GRADE	K	1	2	3	4	5	6	7	8
Art	X	X	X	X	X	X	X	X	X
Current Events	X	X	X	X	X	X	X	X	X
Computer Education	X	X	X	X	X	X	X	X	X
Handwriting	X	X	X	X	X	X	X		
Language Arts (Phonics, Reading, Writing)	X	X	X	X	X	X	X	X	X
Mathematics	X	X	X	X	X	X	X	X	X
Memory Work	X	X	X	X	X	X	X	X	X
Music	X	X	X	X	X	X	X	X	X
Physical Education	X	X	X	X	X	X	X	X	X
Reading	X	X	X	X	X	X	X	X	X
Religion	X	X	X	X	X	X	X	X	X
Science/Health	X	X	X	X	X	X	X	X	X
Social Studies	X	X	X	X	X	X	X	X	X
Spelling		X	X	X	X	X	X	X	X

NOTE: The above subjects are scheduled so that not all are taught each day.

Departmentalization and some team teaching are part of these programs.

Teachers in grades K-7 teach formal religion classes. The pastor and DCE serve as the spiritual guidance counselors and teach Confirmation to the 5th – 8th grade students. Confirmation is an educational ministry of the Church, which helps the baptized child through Word and Sacrament to identify more deeply with the Christian community and participate more fully in its mission. If, at the time of Confirmation, a child wishes to become a confirmed member of the Lutheran Church, we trust parents will permit him to do so.

Physical Education is taught in separate classes for boys in grades 5-8 and girls in grades 5 – 8.

Regularly scheduled curriculum meetings are held by the faculty to continually study and make changes in the curriculum. The faculty's goal is to continually review and update the curriculum. This project is ongoing. Parents are invited to review curriculum before final decisions are made. The 5-year curriculum review and update is necessary to maintain our National Accreditation.

DISCIPLINE POLICY (See appendix #3)

EDUCATIONAL GRANT FUND (See page 18)

EMERGENCY SCHOOL CLOSING

In the event that school is closed or delayed due to bad weather this will be announced on radio & TV stations. Our school is included with the Reedsville School District announcement even though Zion Wayside may not be mentioned by name. (Our school will NOT be in session on days that the Reedsville Public Schools are closed due to bad weather conditions.) Preschool is included in any closing/delay.

ENROLLMENT POLICY

Even though Zion Lutheran School is maintained first for the children of members, enrollment is not limited to members' children. Community members will be accepted subject to rules of the congregation's Board of Christian Day School. There is no discrimination because of race, color, or national origin. Students transferring from another school should have a **Record of Transfer** or other documentation from the school previously attended.

ENTERTAINMENT—CODE OF INTEGRITY POLICY

The mission of Zion Lutheran School is to have every student walk closer to their Lord and Savior daily. He wants us to do all things for the glory of God according to 1 Corinthians 10:31. With this being a part of our mission, Zion Lutheran School will promote only music and entertainment, which does not offend God. Entertainment includes such items as videos played, music used for listening purposes, routines, or productions, or any other entertainment venue. Those planning to select entertainment choices should avoid those items that use or promote humanism, profanity, immorality, unethical values, and the like. Consideration should also be given to the artists as to whether or not they are good, Christian role models.

EXERCISE

As technology makes daily living less strenuous, we are faced with less physical exercise. The habits that children develop in their formative years can be very beneficial to their whole being.

Physical fitness and motor skills are two major areas of a child's physical life that contribute to his overall (social, emotional, mental) adjustment in life. Our school has scheduled physical education classes for all grades in which skills and fitness are taught and practiced.

We also feel that parents need to take time to participate in cardiovascular activities with their children. Such activities as walking, jogging, swimming, biking, hiking, rowing, and cross-country skiing are good family and individual activities to perform.

All students are to play outside at recesses and noon hour. Students will be kept indoors at recess if the wind chill is below zero degrees or when it is raining. The students should therefore be provided with suitable clothing, boots, mittens, etc. Students recovering from an illness will be allowed to stay in only if they have a written request from their parents. Students who need schoolwork assistance from their teacher or need to make up assignments will be kept in at the request of their teacher.

FIELD TRIPS (See appendix #6)

Students of all grades participate in several field trips each year. Places of educational interest are visited. The school relies on parents to furnish transportation for most activities away from the school premises. Parents/guardians willing to drive on these occasions must have complete and adequate insurance coverage on their automobiles. Seat belts must be available for **ALL** students (See Appendix #9 for State regulations on safety seats & booster seats). Parents are encouraged to **NOT** bring any other children outside of the class.

The Field Trip fee included in the School Fees covers the cost for most of these Field Trips including Bonduel Field Days for grades 5 – 8. (The Field Trip fee does not cover the 8th grade Class Trip.)

FIRST AID

Zion always has at least one staff person who has CPR certification. In all cases of injury, parents will be contacted. In case of major injury, "911" will be contacted first.

FIRE DRILLS

Fire drills are held monthly in our school. All children know which doors to exit and where to gather as a class outside the building. Attendance is taken to ensure that everyone is out of the building. A fire exit plan is posted in each classroom.

GUIDELINES FOR SCHOOL BEHAVIOR (See Appendix #4)

HALLOWEEN RESOLUTION

Be it resolved that in light of Halloween's historical position as a pagan holiday associated with many satanic practices, in the light of the growing presence of the occult in our society, and in light of the scripture's admonition to stay away from all that is demonic (Deut. 18:9-14), as well as our baptismal vow to "renounce the devil and all his works and all his ways," Zion Lutheran church and school be committed to avoiding any celebration of Halloween, including the usage of those symbols generally thought of as being a part of it.

HARASSMENT/BULLYING POLICY (See Appendix #5)

HOME AND SCHOOL COOPERATION

Working together, both the Christian home and the Christian school can best achieve their goal of guiding the lambs of Jesus. To this end, Zion affords a number of specific helps:

- Parents are encouraged to use Fast Direct to monitor their child's progress throughout the Quarter. Formal reports will no longer be sent home at Mid-quarter.
- The first quarter report cards are supplemented with scheduled parent/teacher conferences. Here the home-school life of the child is discussed, weaknesses and abilities studied, and plans for cooperative action proposed.
- Parent/teacher conferences may be scheduled as requested by parent or teacher after the 2nd and 3rd quarters.
- Information pertaining to the child's performance on standardized tests administered during the year is sent home with the 4th quarter report card.
- Parents are invited to visit classes and to make appointments with the teacher or principal to discuss any matter pertaining to the child's welfare. It is only ethical to assume that parents will, first of all, discuss these matters with the classroom teacher.
- During the summer months, teachers will visit the homes of new students who will be in their charge the coming year.

HOMEWORK

The challenging program at Zion has always required that some study be done at home. This is not only necessary for accomplishing the immediate goals, but also a helpful habit for future education, which is becoming more and more demanding. The amount of homework depends on the grade level and upon the ability and study habits of the child. Parents can help by providing encouragement and a quiet place for study.

Providing too much help is to be avoided. If your child is unable to complete his/her assignments for any reason, kindly send an explanatory note so that they may make up the work at a later date. If assignments are consistently burdensome, please notify your child's teacher so that adjustment can be made.

Teachers will assign all make-up work after the child returns from an extended illness or a special vacation.

HONOR ROLLS

Honor Roll recognition is offered to students in grades 5-8. To achieve High Honor Roll, a student must have an "A" average on their Report Card. To achieve Honor Roll recognition, a student must have a "B" average on their Report Card. Any "C-" will make a student ineligible. Students are recognized at the end of the year at our closing service.

HOT LUNCH

A noon meal is available to all students at a reasonable cost, presently \$3.10 per meal, which includes milk and Salad Bar. The Salad Bar alone is available at a cost of \$2.15, which includes milk.

Hot Lunches are prepared Monday, Tuesday, Wednesday and Friday at Zion by our Hot Lunch Manager and Kitchen staff. Thursdays, "Bring a bag lunch from home". Milk is available through the Hot Lunch Program. Milk is included in the cost of a Hot Lunch. Milk is available at a separate fee, presently \$.50 per carton, for students bringing a bag lunch, or wanting an extra carton of milk.

We do not participate in the National School Lunch Program.

Lunch Fees must be pre-paid before the student takes a lunch – you may pay any amount to cover as long a period as you may deem necessary. You will be notified via your Fast Direct e-mail when your account balance is low and more funds are needed to cover future meals. You can access your family's lunch account using Fast Direct.

IMMUNIZATION

It is the requirement that every student entering school for the first time, either in Pre-school or Kindergarten, or transfer from another state, must have his/her immunization program brought up to date. This includes the recent law, which has added a Tdap or Td Booster dose for students entering 6th grade to the list. This record has to be reported to the school. Schools are required to ask this of parents, and children will be excused from this only when parents sign a waiver as defined in the law.

The school recommends that parents see that their children receive periodical physical examinations and maintain proper levels of immunizations. Clinics for immunization are held regularly. A schedule of such clinics is available through your County's Health Department.

LEAVING SCHOOL PREMISES

Students are not to leave the school property at any time during the school day, unless they have written parental permission to do so.

LIBRARY

The purpose of the Library is to provide opportunities for children to pursue individual interests and projects, either as a result and extension of classroom activities or on the student's initiative.

Volunteers are available to assist the youngsters in selecting and checking out books. New volunteers are always needed! A nominal fee is charged for overdue or lost books.

LOST AND FOUND

All lost and found articles are turned in and stored in a box on the Commons coat rack. If these items would become too numerous, we will donate them to Bethesda Resale shop, so PLEASE keep your eye out for your child's lost items. Please write your child's name in their jackets, snow pants, sweat shirts, boots, hats, etc.

MAINTENANCE AND CUSTODIAL HELP

Since there are numerous projects that the custodians and the Trustees of the congregation do not have the time or resources to complete, we request that parents volunteer their time for various projects throughout the year. Please encourage your children to do their best to maintain an orderly school facility. Presently we have been blessed with a full-time custodian.

MEDICATION

At no time are students permitted to take medication of any kind without written permission. In case of cough drops, a note from home will suffice. Medications are to be turned into the teacher, both over-the-counter and prescription.

There are two different forms for parents to use when they request that the school staff administer medications to their children:

OTC MEDICATIONS (Over-the-counter):

- **Short Term** (1 – 10 days)
Send a signed note for the first day with child's name, medication name, amount to be taken, time to be taken, and number of days to be administered. A form** will be sent home for you to fill out and send back to school the next day.
- **Kept on hand** (To take as needed)
A signed note, as above, is acceptable for the first day. A form** will be sent home for you to fill out and send back to school the next day.

PRESCRIPTION MEDICATIONS:

Short Term and Kept on hand

- We cannot administer a prescription medication unless the doctor signs a form** and the **medication is in the original prescription bottle.**
- A form** filled out and signed by **both the parent and doctor** must be on file in the school office.

*** Forms may be found at the back of this Handbook, in the school office or your doctor's office.*

MISSION OFFERINGS

Money given at chapel is sent to various missions each year. These missions are pre-selected by the faculty from a list of various missions.

NATIONAL LUTHERAN SCHOOL ACCREDITATION

Zion Lutheran School is NLSA accredited. National Lutheran School Accreditation (NLSA) is a nationally recognized self-evaluation process. The process has been authorized by the Board of Parish Services of the Lutheran Church-Missouri Synod. This process identifies schools, which have maintained high academic standards for their schools.

NON-DISCRIMINATORY POLICY

Zion Lutheran Church of Wayside admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. We do not discriminate on the basis for race, color, national and ethnic origin in administration of our education policies, admission policies, and athletic and other school administered programs.

NOON DUTY POLICY

Several parents are asked to be a part of our Noon Supervision Team. Two parents are needed to monitor the recess activities of grades K – 8 every day. Noon recess runs from 12:00 – 12:20 for grades 5 – 8 and 12:20 – 12:40 for grades K – 4. Noon duty is reimbursed at \$7.00 per day. This money is taken out of the Activity Fee that is paid at the beginning of the year. New Noon Duty supervisor volunteers are always needed.

PARENT TEACHER LEAGUE (PTL)

This organization of parents and teachers is primarily concerned with bringing the home and school into a closer relationship. Parents with children at Zion are automatically members and are therefore urged to attend the scheduled events. There is an Open House at the end of September and a Family Fun Night in March. Also, there is a \$10 family fee.

Parents must be aware that extra funds are needed for the enhancement of our school. Therefore, we have fund-raisers during the year in which all families are expected to take part.

PARENTAL RESPONSIBILITY

1. Parents are the first and foremost teachers of the child.
2. We pray that this statement will help every parent of our students recognize the weight and significance of parental responsibility in the education of their child.
3. As parents, God has provided each of us with immeasurable opportunities for pleasure and responsibilities.
4. As an educational institution, Zion Lutheran Wayside exists to assist parents in the Christian upbringing of their children who attend Zion.
5. Zion's mission is to provide educational experiences that will enhance those provided by parents. In all humility, we feel every parent should know that our effort is to provide experiences outside of your home that meet excellent academic, practical, cultural, and religious standards.

In our effort to provide quality "Formal" education for your child, we strongly suggest serious and FREQUENT consideration of the following actions and traits of GOOD-PARENTING:

1. Pray with your child.
2. Plan for your child's present and future physical health.
3. Provide and enforce a balanced diet.
4. Provide supervised and spontaneous recreation.
5. Become involved in your child's recreation.
6. Know your child's teacher.
7. Take your child to church, to the museum, fair, circus, library, concert, or ball games instead of sending the child with a friend or have them go alone.

8. Monitor T.V. programs as well as other electronic media the child watches as well as the amount of time consumed by these devices.
9. Encourage your child to share information about school and play activities.
10. Know what is required of your child at school
11. Attend P.T.L. meetings (it keeps you informed).
12. Check homework regularly for: spelling, grammar, neatness, and completeness.
13. Praise and perhaps reward accomplishments such as good papers, tests, projects, chapel participation, and sports participation accordingly.
14. Become directly involved (occasionally) by helping to build a model for a report or by borrowing an item from a friend to help out on a special project or serve as a resource person for your child's teacher or be a teacher's helper for a day.
15. Know what and how much your child reads.
16. Give priority to your child's responsibilities, such as signing and returning teacher notes.
17. Involve your child in family devotions.
18. Provide time and a quiet place for your child to study and have privacy.

Please add your own additional GOOD-PARENTING TRAITS, but above all, pray that God will give you wisdom to be a God-loving example for your child.

PERSONAL APPEARANCE (See appendix #4, Guidelines for School Behavior)

PHYSICAL EDUCATION AND SPORTS

Our aim is to give every student an opportunity to participate in group games and activities according to their age level. Gym classes are a scheduled part of the school curriculum.

PICNICS

The Year-End School picnic is held at Way-Morr Park the last week of school. Zion Fest, the church/school picnic, is held in the Fall or Spring. Dates will be announced in the "Friday Note".

PROPERTY DAMAGE

Students are responsible for careless or willful damage or destruction of any school property; Parents will be billed for such damages.

RESOLVING A PROBLEM OR CONFLICT

(See appendix #7, Line of Communication in Resolving a Problem or Conflict)

ROOM PARENTS

Interested Volunteers sign up at the beginning of the school year. Volunteer parents assist with parties, field trips, and the like.

ROOM PARTIES

Room parties include Harvest, Christmas, and Valentines.

SCHOOL BEHAVIOR (See appendix #4, Guidelines for School Behavior)

SCHOOL BOARD MEETINGS

Your School Board is the policy-making body of your school. The date and times of meetings are given on the monthly church calendar and the Friday Note. Copies of the meeting minutes can be picked up at the school office. School parents may request to be put on the Agenda (See Appendix #8, for School Board Meeting Agenda Policy)

SCHOOL COMMUNICATIONS

Each week, a "Friday Note" is sent home updating the family on current activities. Please ask your oldest child for notes on Friday.

SCHOOL FEES (See appendix #6)

SCHOOL NUTRITION

We are becoming increasingly aware of the importance of proper eating habits. As a Christian Day School, we feel our subject material must reflect this vital educational area because it deals with our physical well-being.

There is increasing evidence that a child's performance is directly affected by the types of foods they eat. The eating habits that children establish early in life can have a positive effect throughout their life or their habits can lead to self-inflicted health problems.

Since schoolwork is a demanding activity, parents are encouraged to see that their children have a well-balanced diet. They should also have sufficient rest and sleep. Please pay special attention that school lunches/snacks include what is necessary for your child's good health and please exclude items that are not nutritious. Please do not allow your children to bring gum, candy, or soda to school.

We hope that parents will see this endeavor as our concern for the whole child, and the educational setting serving as an avenue of dispensing and practicing worthwhile life habits. As we develop these nutritional practices, we will communicate them to you so we can work together.

SCRIP CREDITS

- Credits are applied to your School Fees (book/activity/technology/school supply/field trip) account when you purchase scrip through our school.
- Any unused credits on your account will remain in your account and will be used to offset the next year's school fees.
- Scrip credits cannot be used for Hot Lunch.
- Any unused credits on your account after your youngest child graduates from 8th grade may be transferred once to their ZYP account or the Educational Grant Fund. Let Erica in the office know of your preference. If funds are not designated to a ZYP account by September 1st, they will be placed in the Educational Grant Fund.

(See Appendix #11 for School Board Policy)

SPORTS

Students may participate in various sports: volleyball (grades 5-8), basketball (3-8), softball (6-8). Students in grades 3&4 will be considered "C" teams, students in grades 5&6 will be considered "B" teams and students in grades 7&8 will be considered "A" teams. The sports teams are all under the direction of an adult Volunteer.

STUDENT PHOTOS

Photographs of the students are taken annually, during the fall months. You will be notified of the time and date. A Yearbook is compiled and is available for purchase.

STUDENT – TEACHER RELATIONSHIPS

In order that we may foster a God-pleasing spirit of cooperation and willingness to work together, both students and teachers must realize that all people are sinners and full of many imperfections and shortcomings. Teachers will think of children as precious souls for whom Christ shed His blood. The teachers will love children entrusted to their care and endeavor to train, to guide, to lead, and to properly discipline them so that they will receive the best possible education. The teachers will plan cooperatively with the children the work programs that are part of their learning and living experiences in the school.

Children will consider their teachers as gifts of God. Accordingly, they will willingly show love, respect, and obedience to their teachers as God directs in the Fourth Commandment. Students should confide in their teachers. They are there to help them with any problem. Should students feel that they have been treated unfairly in any way, they are encouraged to discuss the matter with the teacher. Parents, who feel that there has been a misunderstanding, are urged to discuss the matter with the teacher before coming to the principal.

TEACHER CERTIFICATION

All teachers at Zion are state certifiable. If a teacher is NOT state certified at the time of employment, they are given two years in which to become certified by the state.

TEACHER HELPERS

Parents with a varied amount of education and professional training are invited to serve voluntarily on a part-time basis as teacher-helpers. Teacher-helpers are used to assist the teachers in carrying out assigned routine duties so that the teachers are free to work with individuals and groups. Volunteer helpers are especially needed in grades 1 – 4.

TECHNOLOGY FEE (See appendix #6)

There is an annual technology fee of \$85.00 per student in grades K – 8. This fee covers part of the cost to keep our computers, their programs, printers, licenses, and other related technology up to date. There is a computer, printer, and digital camera in each of the classrooms as well as in the Computer lab. Related technology items include projectors that are used for Power Point presentations and other types of presentations; web content filtering and anti-virus programs, which need periodic upgrading at a cost; and replacement parts for all of the equipment.

TESTING PROGRAM

In addition to regular subject matter testing, standardized tests are given each year to students in grades 1, 3, 5, 6, 7, & 8. A screening battery is given to students entering Kindergarten. Individual and class results of these tests are utilized for the guidance of the individual child and for the general school and class curriculum planning.

TORNADO SAFETY

The possibility of tornadoes in the Wayside area makes it necessary that all parents and students be informed of the policies we will follow in the event of a tornado **WARNING**. We will not alarm the students when there is a tornado **WATCH**, which means weather conditions are such that a tornado could develop. We will take the following precautions when we have been informed by the weather-alert system in our school office in conjunction with the County Emergency department:

1. Students will not call home during a WARNING.
2. Students will not be dismissed from school unless accompanied by a parent or close relative.
3. Students will not be dismissed from school should a WARNING come at the regular time of dismissal. They will be dismissed as soon as the "all clear" signal has been given.
4. We ask parents' cooperation during a WARNING and ask that they do not call the school and thereby tie up the telephone.
5. Parents must come directly to the office if they want to take their children out of school.
6. In case of extreme emergency, upon recommendation of the County Emergency department, places of safety have been designated for your children. This procedure will be practiced by your children and their cooperation is expected.

TUITION (See appendix #6)

Due to some challenging budget constraints the School Board has decided that it is necessary to charge a tuition starting with the 2015-2016 school year. The amount of tuition will vary depending on the number of students in your family and also whether you are a Zion Church member or not. The cost to educate a child here at Zion is approximately \$5500.00 per year. The total tuition fees will help the congregation defer some of the costs.

We are asking each family to sign up for the **Electronic Funds Transfer** program that our church has available. This will give our church a steady stream of income to meet the financial needs of the school. We would ask that a blue EFT form be filled out before the start of the school year. These forms will be included in your tuition packets and are also available in the school office.

ZION EDUCATIONAL GRANT FUND

The Board of Christian Day School has established a fund from which assistance may be drawn. This fund is available to families who desire to have their children attend Zion Lutheran School but are unable to because of financial hardships.

Families must apply for financial assistance before August 29th. Exceptions may be granted in extreme cases.

An application must be filled out completely for each school year.

APPENDIX #1

ATHLETIC DISCIPLINE CODE

(APPROVED Sept. 1, 1992)

Any student whose habits and/or conduct (namely the use of alcoholic beverages, tobacco, drugs, and profanity) make them unqualified to represent the ideas, principles and standards of Zion Lutheran School shall be suspended from interscholastic competition. Furthermore it is a violation of this code when a student doesn't accept the responsibility for leaving any location or function whenever alcoholic beverages or drugs are being used or consumed in violation of this code or in violation of applicable state statutes. Certain periods of suspension are defined herein:

I. CONCERNING ALCOHOLIC BEVERAGES, DRUGS OR TOBACCO

1. **FIRST OFFENSE: (A)** Suspension of 4 GAMES of the sports season. Scrimmages are considered practice days and not games. If the violation occurs between sports seasons, the suspension will be enforced during the next sports season in which the athlete chooses to compete. If the violation occurs at the end of one sports season and not enough of the season is left, the rest of the suspension will be mathematically figured out to carry into the next sports season.
2. **SECOND OFFENSE: (B)** Suspension of the entire school year season of all sports. Same guidelines as above mentioned. (letter A)

II. CONCERNING PROFANITY

Students must send a letter to the school or individual he or she offended, which is to be approved by Athletic Director.

1. **FIRST OFFENSE: (C)** Suspension of 2 GAMES. Same guidelines as above mentioned. (letter A)
2. **SECOND OFFENSE: (D)** Suspension of 3 GAMES. Same guidelines as above mentioned. (letter A)
3. **THIRD OFFENSE: (E)** Suspension of the rest of that sport season. If the rest of the season does not consist of 4 games it will continue into the following season, until 4 games are missed.

*Students under suspension will be expected at practices unless coach dismisses them.

APPENDIX #2

ATHLETIC POLICY

PHILOSOPHY:

Zion Lutheran School exists to help its children and parents glorify and praise God. God is not only to be number one, but a way of life. Everything is to be done to the Glory of God. References:

1 Cor. 6:19-20, "Don't you know that your body is the temple of the Holy Ghost, who lives in you and who was given to you by God? You do not belong to yourself but to God; He bought you for a price. So use your bodies for God's Glory".

1 Cor. 10:31, "Well, whatever you do, whether you eat or you drink, do it all for God's Glory".

Prov. 22:6, "Teach a child how he should live, and he will remember it all his life".

OBJECTIVES:

We believe the child should grow in their relationship toward God and to that end the child should:

- 1) Live in the confidence that God will supply their needs.
- 2) Use God's gifts in a responsible way.
- 3) Thank and praise the Lord everyday.

We believe the child should grow into a Christian relationship toward others and to that end the child should:

- 1) Work and play harmoniously with others.
- 2) Reach out to others.
- 3) Live his faith in Christian love towards others.

SPORTS:

- 1) Emphasis is placed on the Christian in the total education program and high priority given to Christian conduct on and off the court or field.
- 2) Players need to be in school the day of a game or scrimmage when scheduled on school nights.
- 3) All players are to wear appropriate attire (t-shirts, shorts, socks, tennis shoes).
- 4) Players missing practices/games may mean non-playing time for a while at the discretion of the coach.
- 5) Players are to know the practice/games schedule. They are to inform their parents when practices are over to avoid unnecessary waiting around after practices/games. Avoid phone use.
- 6) Parents are responsible for transportation of their children to and from practices and games. Car-pooling is encouraged.
- 7) Parents have sole responsibility of the health of their children and will be asked to vouch for this before a child enters a sport.
- 8) The congregation, coaches, or school have NO coverage for injuries suffered as a result of participation.
- 9) Parent permission slips are needed before a player can practice or play in a game.
- 10) Students must have a grade average of a "C" or better to be eligible to participate.

Subjects used are Religion, Reading, Math, Language, Spelling, Social Studies and Science. Any "F", as a grade average, for students in grades 5-8 will make them ineligible to participate in sports, any 4th grader with a "D", as a grade average, is ineligible. Students that are ineligible will not be able to participate in practices or games for one week and will continue to be ineligible until their grades show improvement. Incompletes are considered "F's" until work is submitted.

** Students with learning disabilities will be given special considerations.

- 11) Teachers are to notify the student, parent, and coach if a student's grades are dropping.
- 12) Students under probation, suspension or expulsion are ineligible for all practices and games.
- 13) Uniforms are to be cleaned and returned to the coach at the end of the season.

Zion offers the following sports:

VOLLEYBALL: Girls from grades 5 – 8 Boys from grades 5 – 8

BASKETBALL: A-Team boys and girls from grades 7 – 8
If there are NOT enough players, 6th graders are eligible at the discretion of the A-Team coach and the AD. Players may play on only one team and the decision of which team is to be made by the second week of games. From that point on, 6th graders brought up must stay on the A-Team.

B-Team boys and girls from grades 5 – 6
If there are NOT enough players, 4th graders are eligible at the discretion of the B-Team coach and the AD. Players may play on only one team and the decision of which team is to be made by the second week of games. From that point on, 4th graders brought up must stay on the B-Team.

C-Team boys and girls from grades 3 & 4
If there were not enough to form a team, there would be NO C-Team games that year.

SOFTBALL: Girls from grades 5 – 8 Boys from grades 5 – 8

8th graders that have participated for at least 2 years, (one of those years being their 8th grade year and the other being in grades 6 or 7) on Zion's basketball, volleyball, softball, wrestling or cheerleading teams, will be awarded a trophy as an appreciation from the school.

POLICIES FOR BASKETBALL PRACTICE

Basketball practice may begin on or any time after October 15. In the event that a fall sport has not concluded its season, the basketball season may start one week after the conclusion of that season.

Approved by Board of Christian Day School

October 8, 1997

POLICIES FOR BASKETBALL:

- 1) We will remain in the Lakeshore Lutheran League and follow their schedule.
- 2) Lakeshore League basketball games must have at least one W.I.A.A. referee.
- 3) The first quarter report card grades determine eligibility for basketball and cheerleading.
- 4) A-teams may participate in a limit of 3 tournaments and B-teams in 2 tournaments. These would include the League tournaments.
- 5) Out of consideration for our children and parents, the total number of games, including scrimmages, permitted for any of our basketball teams will be ten (NOT including tournaments).
- 6) We encourage players to participate in local summer camp programs.
- 7) Girls may participate in both basketball and cheerleading in the same year.
- 8) Basketball games are played in the order of Girl's B, Girl's A, Boy's B, Boy's A as established by the league.

APPROVED: September 5, 1989- Board of Christian Education

POLICIES FOR THE SPORT OF VOLLEYBALL

- 1) Out of consideration for our children and parents, the total number of outings or meets, including scrimmages, permitted by our volleyball team will be 10 (Not including tournaments).
- 2) The volleyball team may participate in a total of 2 tournaments. This includes the League tournament.
- 3) Volleyball practice may begin on or anytime after August 15th. The team may participate in a total of 3 practices per week before the season and 2 after the season begins.

ADOPTED: 8-21-2001 - Board of Christian Day School

APPENDIX #3

ZION LUTHERAN SCHOOL-WAYSIDE DISCIPLINE POLICY

Zion Lutheran School is a Christian community that functions in partnership. In this partnership, our teachers and pastor help parents with their God-given responsibility for training their children in the ways of the Lord. Training includes instruction and discipline. In the school setting, the teachers and principal carry the God-given authority for disciplining students. Discipline will be administered out of Christian love, applying Christian principles for the welfare of the students and the school community. The teachers and principal will act with firmness, but with respect for the child and his/her sense of self-worth. Corporal punishment will not be administered. When normal disciplinary means prove ineffective in altering a student's unacceptable behavior, the student shows any disrespect toward fellow students, faculty members or any other adult, or a student continues to misbehave after being corrected, a detention will be given to help the student realize the behavior must change. The detention system follows these guidelines:

- The detention must be served on the detention day following the day the detention was given unless the child is absent on the detention day. Failure to do so may result in an additional detention.
- The student must be in the detention room at the beginning of the period, must remain silent in the detention room and must abide by the rules to serve a detention. The student will not be allowed to participate in any extra curricular activities on a detention day.
- The detention system will be used during any supervised school activity and any time a student is on school property.

DISCIPLINARY STEPS:

1. When a student receives a detention, a detention form will be given which is to be signed by a parent or guardian and returned the following day to the faculty member assigning the detention. The signed detention form will be on file in the School office.
2. Upon the receipt of the third detention during the school year a conference with the student, the parent(s) or guardian(s), the homeroom teacher and the principal will be held.
3. If NO positive results are evident from the above steps, the child may be suspended for one to three days. When suspension occurs, the parent(s) or guardian(s), teacher, principal, and the chairman of the Board of Christian Day School will meet in an attempt to resolve the matter.
4. If little or no positive results are evident after suspension, procedures for expulsion will follow. This is obviously an extreme measure and can only be taken by the School Board. The student has the right of appeal in such cases.

As Christians we look to the Law as the norm for behavior and find that the power of the Gospel motivates us to Christ-like actions. Scriptural principles govern the conduct of students and teachers, according to Matthew 18, the purpose of discipline is to solve the problem and win back the erring brother or sister. Please support the faculty in the exercise of their duties.

“Train up a child in the way he should go, and when he is old he will not depart from it”. Proverbs 22:6

APPENDIX #4

Guidelines for School Behavior

A. School Rules

1. Respect and obey all teachers at all times.
2. Respect the rights of fellow classmates.
3. Interfering with fellow classmates and other intrusive behavior is prohibited.

B. Building and Playground

1. Enter and leave the building in an orderly manner.
2. No swearing or foul language.
3. No activity that could cause injury to others.
4. No fighting.
5. No snowball throwing.
6. All children are expected to cooperate in keeping the school and school grounds neat and clean.
7. Nuisance items – Children are not to bring toys, stuffed animals, trading cards or nuisance items to school unless requested to do so by the teacher. Such nuisance items as toys, water guns, bean shooters, and the like which might be dangerous or disruptive, will be collected and retained by the teacher.
8. Cell phones, MP 3 players, and i pods are not to be used in the school building during the school day, they are to be kept in the student's locker or the school office and will be confiscated by the teacher if they are used during the school day.
9. There will be a zero tolerance policy regarding any weapons brought to school, which includes guns, knives or any other items considered a weapon.
10. No student will be allowed to have gum within Zion school or on the school grounds; *the cooperation of all is necessary and valuable.*
11. No consumption of soda is allowed in the school during the school day.

C. School Bicycle Policy

Students will not be allowed to ride bicycles on the sidewalks around school or on the playground. Bicycles must be walked in these areas. There will also be no riding of bicycles in the streets around school once students have arrived with bikes. This rule is for the safety of all Zion students. Any student found going against this school policy will have his/ her bicycle impounded and returned to his/ her parents for keeping.

D. Dress Code Policy

Zion Lutheran School is a place for instruction and learning. Christian modesty, neatness and cleanliness in dress are the main areas to be observed. Dress and personal grooming are to be in good taste and should reflect Christian modesty. Dress Code is in effect during any school

activities when students represent Zion Lutheran School to the community (such as field trips, co-curricular teams or groups). The purpose of having a school dress code is to simplify the matter of student attire and place that issue in its proper perspective with regard to the learning process. A dress code promotes a sense of equality among the students. Cooperation in staying within the dress code encourages responsibility and self-discipline on the part of the students and parents.

E. **General Dress Code Guidelines**

1. All clothing must be neat, clean and in good repair. It is not appropriate to wear clothing that is frayed, torn, or sloppy for school dress. *Boys are not allowed to wear only an undershirt.*
2. When two shirts are worn, the inside one must be tucked in.
3. Skirts, dresses, and shorts should be no shorter than 4" above the knee or the length of the long fingertip when arms are extended down at the sides. All pants, skirts, and shorts must be worn at the waist and now rolled over. Pants must be ankle length and may not drag on the floor. Clothing must be appropriately sized.
4. All clothing should be modest rather than revealing. The following items would not be acceptable: skin tight clothing, sun dresses, any tops or slack/jeans exposing the midriff, low cut neckline, tops that show cleavage, tank tops and any underclothing or inappropriate clothing that is visible. *Tight fitting leggings and tight yoga pants may only be worn with a shirt or skirt that is long enough to cover to the buttocks.* Shirts may not be cropped or tied in any way.
5. Accessories **not** to be worn in the building would be as follows: caps, gloves, mittens, hats, sunglasses, sweatbands, tattoos, earrings for boys, and body piercing.
6. Excessive make-up is **not** allowed, nor should hair spray, perfume, or cologne be brought to school.
7. Hairstyles, both boys and girls, should reflect a clean and neat appearance. NO EXTREMES. The shaving of any part of the head or hair carvings will not be acceptable. Hair should be no longer than the eyebrows, should not fall over the eyes and be kept out of the face. Boys' hair should not be longer than the earlobes and not extend below the collar of a dress shirt or be worn in a ponytail.
8. For health and safety, closed shoes* must be worn at all times in school (*required by the State of Wisconsin). Laces should be tied. **Athletic shoes must be worn for Physical Education.** Flip-flops, moccasins, and slippers.
9. Appropriate winter attire including warm coat, snow pants, boots, hat and gloves or mittens are required to play on snow mounds or in the snow. Students without boots or snow pants will be restricted to the cleared asphalt areas. We do have outside recess during the winter. **Appropriate winter wear is a must.**

10. Jackets and other outer apparel are not to be worn in the classroom during the school day. If a classroom teacher feels wearing a coat or jacket is necessary, it will be permissible only in that classroom, on that occasion. On cold days it would be wise to send along a sweatshirt or sweater with the students.
11. Outer apparel such as a hooded sweatshirt, a zippered fleece or jacket, a sweater, or a coat must be worn for recess or gym classes unless the temperature is at least 60 degrees.
12. Monogramming, manufacturer's logo, college or school names will be permissible. Any clothing, pictures or lettering advertising tobacco, alcohol, drugs, non-christian groups, or displaying vulgarity or suggestive writing or pictures may **not** be worn or under other clothing. Clothing may not be worn inside out.
13. The wearing of shorts, capris, cropped pants or any pant that is above the ankle will be allowed from the beginning of the year to October 15th and also from April 15th to the end of the school year. **Lettering along the buttocks of pants, shorts, etc. will not be allowed.**
14. Clothing that reflects a style too casual for the classroom is not acceptable.
15. We should remember that as Christians we are as Scripture says, "a peculiar people." That means that even though we are in the world, in certain things we are to set ourselves apart from the world. Even though Scripture doesn't specifically talk about what we are to wear, our choice of clothes is to fit the occasion and activity we are engaged in. Scripture also admonishes us to do everything in moderation and to His glory. As a Christian Day School, our student body should reflect these directives in Scripture by what we wear as well as by how we act. Please remember that dress can influence conduct. The dress code is designed to keep our students looking like the fine young Christian men and women they are.

If a child violates the dress code, they will serve a noon detention and will be given substitute clothing for the day.

Adopted: 4/07/03
Board of Christian Day School

APPENDIX #5

HARASSMENT/BULLYING POLICY

Adopted 11-27-01/ Revised 2-01-08
Board of Christian Day School

PHILOSOPHY OF ZION LUTHERAN SCHOOL - WAYSIDE

Zion Lutheran School is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere, which promotes equality and is free from harassment or discrimination in any form. Harassment/Bullying of any student or employee by any other student or employee is prohibited. The School will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

The school encourages the prompt reporting of all incidents of harassment/bullying regardless of whom the offender may be or the offender's relationship to the church or school. The school assures that an individual who reports an incident of harassment/bullying will not be subject to retaliation and that the school will make every effort to keep the matter as confidential as possible.

The school recognizes the degree of complexity and emotional turmoil often involved in the confrontation between a harasser/bully and the victim of harassment/bullying. However if possible, we encourage the individuals who believe they are being harassed/bullied to firmly and promptly notify the offender that his or her behavior is unwelcome. If such a confrontation is impossible or ineffective for any reason, individuals should then promptly follow the steps as outlined in this policy.

A charge of sexual harassment will not in and of itself create the presumption of wrongdoing. However substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students or employees found to have made false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

DEFINITIONS OF HARASSMENT & BULLYING

Harassment

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment can occur any time during school related activities. It includes, but is not limited to, any of the following:

1. Verbal harassment: Derogatory comments and jokes with the intent to harass; threatening or obscene words spoken to another person.
2. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
3. Visual Harassment: Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning, or inflammatory posters, cartoons, written works, or drawings.

4. **Sexual Harassment:** Includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

Bullying

A student is bullied when he or she is repeatedly exposed to negative actions on the part of one or more students causing emotional, psychological, and /or physical harm. These negative actions are intentional and hurtful. Bullying involves an imbalance of power, and creates fear. It can be:

(Definition of Bullying continued)

- ◆ Emotional – being unfriendly, excluding, tormenting (i.e. hiding books, threatening gestures, etc.)
- ◆ Physical – pushing, kicking, hitting, punching or any use of violence
- ◆ Racist – racial taunts, graffiti, gestures
- ◆ Sexual – unwanted physical contact or sexually abusive comments
- ◆ Verbal – name-calling, sarcasm, spreading rumors, teasing
- ◆ Cyber – all areas of the Internet such as e-mails or Internet chat room misuse; text messaging and calls; misuse of associated technology, camera, video, etc.

Impact of Bullying

The presence of bullying has a broad range of effects on the learning environment and on relationships. We acknowledge the effects of bullying and are committed to providing a safe learning environment for Zion Lutheran School students by discouraging and holding accountable those who engage in counterproductive behaviors such as bullying.

Procedures for Addressing Bullying

1. Zion Lutheran School will actively deal with bullying. Teachers will actively and consistently teach and model positive behavior, and deal with aggressive or harassing behavior.
2. Students demonstrating bullying behaviors will be subject to the discipline process as summarized below:
 - A. Address the situation with appropriate apologies given.
 - B. Loss of privileges: (recess, free time, etc.)
 - C. Visit the principal's office
 - D. Inform parents
 - E. Parent/Teacher/Principal/Student conference
 - F. Referral: counseling as recommended
 - G. Suspension-due to repeated bullying or refusal of counseling
 - H. Dismissal- to an alternative education program that is best suited to meet the student's individual needs.
 - I. Proper authorities will be notified when criminal intent is obvious or when the situation warrants such action.

Strategies for Teachers

1. Make expectations clear.
2. Consistently confront inappropriate behaviors and consistently recognize appropriate conduct.
3. Model good behavior by using good communication, anger management and conflict resolution skills.
4. Help students learn how to express themselves in positive ways.
5. Recognize the importance of supervision in reducing bullying behavior(s).
6. Listen, validate, and intervene when bullying occurs.

7. Report bullying when it occurs. (report forms are available in school office, for both students and teachers)
8. Consistently enforce consequences for bullying behavior(s).
9. Help the student take ownership for his/her behavior(s) by helping him/her accept responsibility, by fostering growth in self-discipline, by encouraging a Christian model of repentance and forgiveness.
10. Review strategies with the students- Bully, Target, and Witness.

Strategies for Students

Each classroom teacher will discuss with his/her class the strategies as put forth by the school. A copy of these strategies are available in the school office.

Strategies for Parents

1. Model good behavior by using good communication, anger management and conflict resolution skills.
2. Help own children learn how to express themselves in positive ways.
3. Make expectations clear. Consistently confront inappropriate comment, jokes, and gestures.
4. When children are present, recognize the importance of supervision in reducing bullying behavior(s).
5. Respond immediately to incidences of bullying by first visiting the appropriate staff person. Follow up with the administrator if necessary.
6. Help children take ownership for their behavior.
7. Empower children to report bullying.
8. Differentiate between “reporting” and “gossiping”. Reporting is necessary to conflict resolution. Gossiping prevents conflict resolution.

RESPONSIBILITY/ Addressing Harassment/Bullying Issues

Board of Christian Day School

1. Implement this policy through regular meetings with the administrator to ensure that they understand the policy and its importance.
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discrimination, intimidation, harassment or bullying.

Staff, Students, and Parents

1. Conduct himself or herself in a manner that contributes to a positive school atmosphere.
2. Avoid any activity that may be considered discriminatory, intimidating, harassing, or bullying.
3. Consider immediately informing anyone harassing/bullying him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination harassment or bullying to school officials.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing, bullying or unwelcome conduct to discontinue that conduct immediately.

COMPLAINT PROCEDURE

Step One:

Staff or students who feel aggrieved because of the conduct that may constitute harassment /bullying should directly inform the person engaging in such conduct that the conduct is offensive and must stop. If staff or students do not feel comfortable doing this or are unable to do so, they shall direct their complaint to the Principal. Those persons that have been designated to assist in resolving harassment/bullying complaints (Principal and Board of Christian Day School) will exercise a high degree of confidentiality. The person receiving the complaint will inform the alleged harasser/bully that the offensive behavior must stop.

Step Two:

If the complaint is not resolved by action taken in Step One, staff or students may appeal to the Principal by filing a written complaint. Complaint forms are available in the Principal's office. The staff/student must file the complaint in the office of the Principal. The Principal or designee shall hear the appeal within ten (10) working days. Both parties shall be afforded a full and fair opportunity to present their side of the issue in a hearing before the Principal or their designee. Within five (5) working days after the hearing, the Principal or their designee shall render a decision in writing, which shall be sent to both parties. This decision shall include the findings and the disposition of the complaint, the rationale for the decision and a recommended course of action, if any.

Step Three:

Both parties shall have the right to appeal the Principal's or designee's decision to the Zion Lutheran Board of Christian Day School by filing a written notice thereof. Appeal forms are available to staff/students in the School Office. The appeal should be directed to the Chairman of the Board and must be filed within twenty (20) days of the date upon which the Principal or designee issued a written decision.

BOARD REVIEW

The Board of Christian Day School shall, upon receipt of the appeal notice, review the prior proceedings and the action taken. The Board may, within its discretion, conduct further investigation. The Board may, upon such review, make its determination and shall have the right to:

1. affirm the action reviewed, or
2. reverse the action reviewed, and/or
3. modify the action taken, and/or
4. modify the penalties imposed, if any.

The decision of the Board of Christian Day School shall be made within sixty (60) working days from the receipt of the appeal and shall be in writing and sent to each of the parties. The findings and disposition of the complaint, the rationale for the disposition, and corrective action, if any. Such action shall be the final action of Zion Lutheran School-Wayside. The Board's written decision shall advise the complainant of the right to appeal the decision by filing a civil action.

Zion Lutheran School – Wayside

8/3/2017

TUITION SCHEDULE K - 8

Zion Wayside Members

2017- 2018	Actual cost to educate children in Grades K – 8		
	\$5,500	\$11,000	\$16,500
Tuition per child	1 st Child	2 nd Child	3 rd Child
	\$1,100.00	\$1,000.00	\$910.00

Community Members

2017- 2018	Actual cost to educate children in Grades K – 8		
	\$5,500	\$11,000	\$16,500
Tuition per child	1 st Child	2 nd Child	3 rd Child
	\$1,240.00	\$1,140.00	\$1,050.00

Registration Fee for K – 8

New registrations \$25.00 per child
 Re-enrollments \$25.00 per family

The Educational Grant fund is available to Zion Wayside members.

Please talk with Mr. Jacoby to see if you qualify. All applications are kept strictly confidential.

Electronic Funds Transfer or Paid in Full \$50 off Tuition

Each family who signs up for 8 months of EFT or pays their tuition in full at the Orientation Meeting, in August, will have their total tuition bill reduced by \$50.00.

By purchasing Scrip from Zion Wayside any school family can accumulate scrip credit that can be used for Tuition.

Zion Lutheran School admits students of any race, national or ethnic origin.

APPENDIX 7

Line of Communication in Resolving a Problem or Conflict APPROVED: April 10,2006

Step 1

Meet with the teacher or staff person who is directly involved with the situation.

Step 2

Meet with the Principal

Step 3

Meet with the School Board

NOTE: While the Board welcomes input from the parents it is recommended that the above procedure of contacting the teacher and the principal be followed to assure timely action.

- In most cases an issue that has not been brought to the attention of the teacher and principal will be reverted back to them for attention before the Board would act.
- If you prefer, an individual Zion School Board member may attend the parent/teacher or parent/principal conference with you at your request. The individual Board member must inform the Board Chairperson about the parents' concerns.
- In order to give your concern a place on the Agenda of a Zion Lutheran School Board meeting the Zion board chairperson must be contacted at least one week in advance of the scheduled School Board meeting. The Zion Lutheran School Board chairperson must be sure that the Lines of Communication policy has been followed.

APPENDIX #8

School Board Meeting

APPROVED: April 10,2006

- 1) Opening Devotion
- 2) Presentation by non-board members
 - During this period, persons who have made a prior request to the School Board chairperson and the school Principal may address the Board for a period of time up to 15 minutes.
 - Board members are to listen to the person(s) addressing them and to ask clarifying questions, but not to workshop their ideas and try to solve their problem or concern at the meeting.
 - The Board Chairperson and the Principal will determine the time and place to discuss the issue.
- 3) Regular Board Agenda
 - During this period all normal Board business will be conducted.
 - This portion of the meeting is open for guests. Guests may observe the workings of the meeting but may not speak without advance notice.
- 4) Executive Session
 - These sessions will be held as necessary.
 - During such sessions, matters such as discipline problems, tuition delinquencies, staff evaluations and other matters of a personal or sensitive nature will be discussed.
 - This portion of the meeting will be closed to visitors.

APPENDIX #9

State of Wisconsin Child Safety Restraints, Booster Seats and Safety Belt Requirements

(Effective June 1, 2006)

1. A child who is at least one year old and weighs at least 20 lbs. but is less than four years old or weighs less than 40 lbs. must be properly restrained in a forward-facing child safety seat in the back seat of the vehicle.
2. A child who is at least four years old but less than eight-year old, weighs at least 40 but not more than 80 lbs., and is no more than 57 inches tall must be properly restrained in a "child booster seat".
3. A child who is under the age of eight who exceeds the weight or height limits specified in item 2 above must be properly restrained in a seat belt.

APPENDIX #10

Internet Access policies of Zion Lutheran School

(Updated 8/16/06)

The students are:

1. To use the Internet access in support of education and research, consistent with the educational objectives of Zion Lutheran School;
2. To use the internet only with the permission of the responsible teacher, not to, knowingly, degrade or disrupt the Internet services or equipment, as such activity is considered a crime under state and federal law; this includes, but is not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, violating copy right laws;
3. Not to knowingly try to gain access into any part of the Internet, deemed inappropriate, by the Zion Lutheran School Board or by the supervising teacher;
4. To immediately report problems of breaches of these responsibilities to the responsible teacher.

APPENDIX #11

Scrip Credit Use Policy

The Scrip program was set up with the intention and purpose to give our families a source of funding to help with their tuition, if there is tuition at the school. The funds from this program may be used to cover expenses for book fees and/or tuition only. The minimum needed to remove funds from the family's account is set at \$100.00. The fees may not be used for hot lunch, field trips, or any other school expenses. The generated funds will also not be available for a cash withdrawal. When the last child of that family graduates and if there is still a balance in their account then the balance may be transferred to their church Youth Account or be put into the Educational Grant Fund account.

Approved by Zion Lutheran School board – 12/1/2011

ZION LUTHERAN SCHOOL – Wayside

PARENT REQUEST FORM FOR SUPERVISING OVER THE COUNTER MEDICATIONS

DATE

Parents requesting that the school supervise the taking of over the counter medicines by their children must provide the school with the information listed below:

1. Child's Name _____

2. Name of Medication _____

3. Purpose of Medicine _____

4. Time(s) to be administered _____

5. Dosage to be administered _____

6. Possible side effects _____

7. Termination date for administering the medication _____

In making the request, the parent's signature releases the school personnel from liability should reactions result from the medications.

Parent's Signature

Date

ZION LUTHERAN SCHOOL - Wayside

PARENT REQUEST FORM FOR SUPERVISING PRESCRIPTION MEDICATIONS

DATE

Parent/Guardian:

- Please fill out the top portion of this form.
- Have your child's physician complete the bottom portion.
- Return this form to the school office.

Parents requesting that the school supervise the taking of prescription medicines by their children must provide the school with the information listed below:

Child's Name _____ Date of Birth _____

Physician's Name _____ Phone # _____

In making the request, the parent's signature releases the school personnel from liability should reactions result from the medications.

PLEASE NOTE: Any medication brought to school should be in a duplicate labeled pharmacy container.

Signature of Parent/Legal Guardian

Date

PHYSICIAN:

Pursuant to the request of the above-named parent, we have been asked to administer medication in the school setting.

In order for us to proceed with the medication regime that you have prescribed, please provide us with the following information:

Name of Medication _____ Dosage _____

Number to be taken _____ approximate time of day _____

Possible side effects _____

Termination date for administering the medication _____

PRN medication

Conditions under which it should be given: _____

Physician's Signature

Date

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Love One Another as I Love You
John 15:12



Responsibility
Empathy
Sharing
Politeness
Equality
Considerate
Truthful
Forgiving
Understanding
Loving

SHOW PROPER
RESPECT TO
EVERYONE.

I Peter 2:17a

(2004 – 2005)

ATTITUDE

Your attitude should be the same
as Christ Jesus. Philippians 2:5

(2005 – 2006)



Growing in Christ Ephesians 4:15
(2006 – 2007)

Jesus @thers You

I have no greater JOY than to hear that my children
are walking in the TRUTH. 3 John 4
(2007 – 2008)

In Christ We Can

**"I can do everything through Him who
gives me strength."**

Philippians 4:13

(2010 – 2011)

HOPE AND A FUTURE



**"For I know the
plans I have for
you," declares the
Lord."**

Jeremiah 29:11
(2011 – 2012)

KEEP MY COMMANDMENTS

John 14:15

(2012 – 2013)

Growing in the
Word



2 Peter 3:18

(2013 – 2014)

I love to tell the story



**"These are written
that you may believe
that Jesus is the Christ, the Son of God"**

John 20:31

(2014-2015)



*You are my disciples if you love
one another John 13:35*

"Come, follow me," Jesus said,
"and I will make you fishers of men"
Matthew 4:19 (2008 – 2009)



WALKING IN THE Light

**"Your word is a lamp to my feet
and a light to my path"**

Psalms 119:105 (2009 – 2010)

