

Zion Lutheran School

Handbook

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This Parent-Student Handbook is a small guidebook which contains information about policies regarding our school and regulations for the children. Please refer to this handbook when any questions pertaining to our school arise. If the information is not given, please consult the principal or your child's teacher.

A supplement to this handbook is published each school year. This contains a listing of the faculty, registration and tuition fees, a calendar, and other pertinent information for the school year.

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THE WELS

Zion Lutheran Church and School is a member congregation of the Wisconsin Evangelical Lutheran Synod ([WELS](#)). The WELS was founded in the state of Wisconsin over a century and a half ago, and now has congregations throughout the United States and Canada. It also supports foreign missions in many parts of the world.



WISCONSIN - because it was founded in Milwaukee in 1850. Our church is active in all 50 states and 20 world fields

EVANGELICAL - because it is dedicated to the *Evangel* (Good News) of salvation by grace through faith alone

LUTHERAN - because it reflects the freeing message rediscovered by Martin Luther in the Reformation of the Church in the 1500's

SYNOD - because this Greek word, meaning "walking together" is a fellowship of over 1200 congregations working together to train pastors, to build home and world missions, and to preserve the pure teachings of God's Word in a world filled with so many of the devil's lies

WELS SCHOOLS

The Wisconsin Evangelical Lutheran Synod (WELS) has a long tradition of high academic quality in its elementary schools.

The WELS (www.wels.net) has operated elementary schools for over 150 years. Currently, WELS congregations and associations of congregations operate 371 early childhood ministries, 282 elementary schools, and 24 high schools across the country.

Christ-centered education is the purpose of our schools, but high academic excellence is also something for which we strive. This desire for excellence is reflected in the number of children enrolled in our schools.

The WELS has provided excellent instructors for these schools by training its own teachers at Martin Luther College (www.mlc-wels.edu) and its predecessor, Dr. Martin Luther College, since 1884. On average, students attending Lutheran schools tend to score higher than their peers on national achievement tests. Praise be to God for the wonderful blessings He has given through our WELS schools!

You can find out more about our WELS Christian schools (preschool, elementary, high school, college, and beyond) online at christianschoolsmilwaukee.com/wels/.

STATEMENT OF BELIEFS

Thank you for enrolling your child at Zion Lutheran School. We are pleased and privileged to serve your family. We are passionate about our mission and thrilled to share the joy of Jesus with our students!

The mission of Zion Lutheran School is very spiritual in nature. In addition to offering our Zion school education, we want every one of our students to learn more about God's Word and Jesus Christ. At Zion, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your child. Therefore, please read the following basic outline of what we at Zion Lutheran School and the Wisconsin Evangelical Lutheran Synod believe and teach. It is important to us that you have a clear understanding of how we will spiritually serve your child with the truths of God's Word.

We believe...

- The Bible is the true word of God. It clearly teaches all we need to know in order to obtain our eternal life. The Holy Spirit uses the Word of God to give and strengthen Christian faith; therefore, we want to hear, learn, and believe its message. ([2 Peter 1:21](#), [1 Corinthians 2:13](#), [2 Timothy 3:16](#), [John 10:35](#), [Luke 11:28](#), [John 5:39](#), [Romans 10:17](#))
- There is only one true God. In the Bible, God reveals Himself as three persons—Father, Son, and Holy Spirit. This is why He is called "Triune." These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us. ([Deuteronomy 6:4](#), [Matthew 28:19](#), [John 5:23](#), [Genesis 1:1](#), [1 John 2:2](#), [Romans 15:13](#))
- At the beginning of time, God created heaven and earth and all creatures. He did this in six regular days — He spoke His almighty word to create all things. He made everything out of nothing. Man and woman are God's special creation. ([Genesis 1:1](#), [Genesis 1:31](#), [Exodus 20:11](#), [Psalm 33:6 and 9](#), [Psalm 124:8](#), [Mark 10:6](#), [Hebrews 11:3](#))
- The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God's command. This brought on them the judgment of God. Since that time, all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds. ([Genesis 2:17](#), [Psalm 51:5](#), [Ephesians 2:1](#), [John 3:6](#), [Psalm 5:4](#), [Romans 5:12](#), [1 John 3:4](#), [Romans 8:7-8](#))

- The message of the Gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the Gospel promises. ([John 1:17](#), [Romans 1:16](#), [John 3:16](#), [Colossians 2:13](#), [Luke 2:10-11](#), [Ezekiel 33:11](#))
- Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the Virgin Mary. He became man to redeem all people. Taking our place, He lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay a price sufficient for everyone's sin. After rising from the dead, Jesus ascended into heaven. On the Last Day, He will judge all the people who are still living and those whom He will raise from the dead. ([I John 5:20](#), [Matthew 1:23](#), [Ephesians 1:7](#), [Galatians 3:13](#), [Hebrews 4:15](#), [Romans 1:4](#), [Acts 10:42](#))
- God judged all sinners righteous in His sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only by faith. A person is justified when he or she believes in Christ and His redemptive work. It is a gift of God. ([Ephesians 2:8-9](#), [2 Corinthians 5:19](#), [Romans 3:22-24](#), [Romans 3:28](#), [Romans 4:5](#), [Mark 16:16](#))
- Baptism is a holy act instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth brought through baptism. ([Matthew 28:19](#), [John 3:5-6](#), [Titus 3:5](#), [Mark 10:14](#), [Acts 22:16](#), [Mark 16:16](#))
- Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe. ([Matthew 26:26-28](#), [I Corinthians 10:16](#), [I Corinthians 11:27-28](#), [I Corinthians 10:17](#))
- Christians, empowered and guided by the Holy Spirit, will conform their lives to the Word and will of God, out of love and thanks to God for salvation and all blessings, and to witness their faith to others. ([I Thessalonians 4:7](#), [Galatians 5:16](#), [I Corinthians 10:31](#), [I Peter 2:9-10](#))
- Human life is the gift of a gracious God. Our life is a time of grace during which we have opportunity to learn the way of salvation through faith in Jesus Christ. Only God has the right to take the life he has given. Life begins at conception and ends when the soul leaves the body. ([Acts 17:25-26](#), [Isaiah 55:6](#), [2 Corinthians 6:1-2](#), [Psalm 31:15](#), [Exodus 20:13](#), [Psalm 139:13-16](#), [Jeremiah 1:5](#))

- Marriage is the union of one man and one woman. It is a partnership in which the man is the loving head. Marriage is established by God. It is a holy relationship not to be broken. A married person sins if he or she divorces without a biblical reason. Before God, no divorce is valid except in cases of fornication or desertion. The tendency to consider marriage as unimportant results in great harm to the family, the church, and the nation. ([Genesis 2:18](#), [Ephesians 5:24-25](#), [Hebrews 13:4](#), [Matthew 19:9](#), [1 Corinthians 7:15](#), [Psalm 51:10](#))
- God clearly teaches us to have compassion, love, kindness, respect, and dignity with others ([Colossians 3:12-14](#)). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of the Wisconsin Evangelical Lutheran Synod and Zion Lutheran School.
- God created human sexuality and gender at creation when he tells us that “male and female he created them” ([Genesis 1:27](#)). These two distinct, complementary genders are God’s design for people as they relate to one another in matters dealing with human sexuality, marriage, and gender ([Genesis 1:26-27](#)). Rejection of one’s biological sex is a rejection of God’s creative action and design for the individual ([Psalm 139:13-14](#), [Jeremiah 1:5](#)).
- God intends sexual intimacy to occur only between a man and a woman who are married to each other ([1 Corinthians 6:18](#); [7:2-5](#)). We believe that any form of intimate sexual activity outside of God’s prescribed marriage bond is sinful and offensive to God ([1 Corinthians 6:9-10](#), [Hebrews 13:4](#)).
- God forgives all who confess and turn away from their sin, seeking His mercy and forgiveness through Jesus Christ ([Acts 3:19-20](#), [1 John 1:9](#)).

If you would like more information regarding what we believe, please refer to the website of the Wisconsin Evangelical Lutheran Synod at www.wels.net.

By enrolling your child in our school, you understand that the aforementioned will be taught and you are giving us permission to spiritually serve your child in this way. It is also understood that your child is expected to worship with our campus family as we come together for devotions and chapel. How blessed we are to openly and boldly give thanks and praise to God as we worship him.

It is also understood that your child will abide by the Christian and moral standards as prescribed to us in God’s Word and outlined in our the following handbook.

Again, we are so appreciative to be able to serve your family. We thank you for partnering with us as we carry out our mission to you — we are here to provide an exceptional education, preserve a Christ-focused school culture, promote spiritual growth and Christian service, and prepare life-long disciples of Jesus Christ. May God bless our partnership!

SCHOOL OVERVIEW

PURPOSE

Zion Lutheran School's primary purpose is that each child would grow in the knowledge of Jesus Christ as his or her personal Savior. It serves the parents of Zion Lutheran Church who are eager to follow the command of Jesus, who said, "Feed My Lambs" (John 21:15). It recognizes all children as gifts of God and does all it can for their eternal and temporal welfare.

Zion Lutheran School also realizes that the Lord desires us to make disciples of all nations (Matthew 28:19). Therefore, we are committed to reach out with the Gospel of Christ to others in the community who are not members of our church or of another Christian church.

As a Christian elementary school, our school differs from public schools in that it teaches God's Word and promotes the Lutheran faith. However, Zion also provides a well-rounded, current, secular education which equips the students for a useful life in God's creation. All areas of learning are presented in the light of God's Word. This means that the child is taught to behold the guiding hand of God the Creator, Redeemer, and Sanctifier as shown in the creation of the world, in the course of events in history, and in the entire life of every individual.



OBJECTIVES

The specific objectives of Zion Lutheran School are:

1. To teach God's Word diligently in obedience to God's command.
2. To provide for the temporal and spiritual welfare of our students by means of a systematic and thorough Christian education using whatever reasonable methods and resources are available to us.
3. To build Christian character on the basis of God's Word, which will show itself in the daily behavior and attitude of the student.
4. To teach our students to evaluate all education and activities from the Christian point of view.
5. To help our students, through the study of God's Word, to keep their sights set on the goal of eternal life in heaven.

6. To help each student work to the best of his or her God-given ability and "to be content whatever the circumstances." (Philippians 4:11)
7. To encourage and help our families and students share their faith and knowledge of Jesus Christ with one another and with others.
8. To develop a close partnership between the home, school, and church through home visits, consultations, periodic group meetings, and other personal contacts.

ENROLLING AT ZION

ENTRANCE REQUIREMENTS

Children who are 5 years old before September 1 of the current school year may enroll in kindergarten. Students transferring to Zion Lutheran School will be placed in the grade in which they were enrolled in the previous school. If the teacher in charge feels that a different grade placement would serve the best emotional and educational interests of the child, such recommendation will be discussed with the child's parents and the principal.

ENROLLMENT POLICY

Our school was established and is maintained by the members of Zion Lutheran Congregation for their children. Enrollment of member children shall be immediate upon application for enrollment through the principal. Enrollment of member children applying to transfer to Zion during the school year shall be approved by the Education Committee upon the recommendation of the principal. A member family fee is charged families in which at least one parent is an active communicant member of our congregation.

Wherever possible, we want to maintain our position as a mission endeavor so that children of unchurched parents may also be shown the way to heaven. The enrollment of tuition students is governed by the class size, an interview or home visit made by the school principal and/or pastor, acceptance of principal and pastor's recommendation by the Education Committee.

At least one parent of tuition students must enroll in [Zion's adult membership class](#) before a child will be permitted to attend a second year in our school. Just as membership in Zion Congregation is not denied anyone on the basis of race or ethnic background, so also no child will be denied enrollment in Zion School on the basis of race or ethnic background. Tuition shall be collected from all non-member parents payable in advance of the first day of each semester.

PROBATIONARY PERIOD

All new students are subject to a probationary review period. About halfway through the first quarter of enrollment, the child will be evaluated by the classroom teacher and the Education Committee in order to determine the permanent enrollment status of the child. If we cannot meet the child's behavioral, academic, or spiritual needs, the parents may be advised to transfer their child to another school.

CHURCH ATTENDANCE

God wants us to hear and learn His Word gladly. We observe special days, such as Sundays and festivals, to be fed with the Word, to praise God for His wonderful works, and to encourage one another in our faith and life. The Third Commandment clearly tells us "Remember the Sabbath day by keeping it holy. What does this mean? We should fear and love God that we do not despise preaching and His Word, but regard it as holy, and gladly hear and learn it."

Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another — and all the more as you see the day approaching.

Hebrews 10:25

Nurturing the student in the Christian faith cannot be just the task of our Christian School. The nurturing process must be practiced and developed in the home as well. Let us be faithful in bringing our children to church services regularly.

If the church attendance of a parent and/or child falls below 50% at Zion Lutheran Church, the parent will be required to pay the regular tuition fee for that child. Attendance will be reviewed on a quarterly basis. Payment of the tuition would be required within five days of the new quarter, or the students will be suspended from school. In extenuating circumstances where attendance has fallen below 50% due to work, hospitalization, sickness, etc., the principal shall be informed by the parents for a possible exception to this policy.

Several times during the school year, various groups will be asked to sing at a church service. Because this is a worship service, students are expected to dress in appropriate clothing. All students who are members of Zion are expected to attend the service in which they are singing. If the student cannot be there, the parents must inform the teacher beforehand. This is a common courtesy and enables the teachers to make proper plans to ensure that there will be sufficient voices to make singing possible.

We understand that families who are members of other churches may prefer to attend their own church — therefore, they are not required to sing with us. However, the classroom teacher should still be informed beforehand.

If a member student is involved in extra-curricular activities and misses the worship service prior to an activity, a legitimate excuse must be given in writing to the teacher before the student will be permitted to participate in the activity.

BAPTISM

It is expected that all children who are (or will be) attending our Lutheran Elementary School and are (or will be) paying membership tuition rates will be baptized. Psalm 51:5 states, “Surely I was sinful at birth, sinful from the time my mother conceived me.” At Zion church and school we believe that faith is a miracle and creation of God and can be created even in infants. In Acts we read, “Peter replied, ‘Repent and be baptized, *every one of you*, in the name of Jesus Christ for the forgiveness of your sins. And you will receive the gift of the Holy Spirit. The promise is *for you and your children* and for all who are far off — for *all* whom the Lord our God will call.’” (Acts 2:38-39) Zion school also teaches and believes that children can have faith (Mark 9:42). Since all families on “Family Fees” (member rates) are expected to be one in faith with us in ALL the teachings of Scripture that we hold, this will be required of all our students, except those paying non-member tuition rates. Failure or refusal of this gracious gift for children will result in ineligibility and/or discontinuance of member tuition rates.



REGISTRATION FEES

Half of the established registration fee is due in May of the previous school year. The remainder of the fee is payable on registration day in July or August. There is no refund of registration fees made after the start of the school year.

TUITION

Tuition of members and non-members of Zion may be paid in full on registration day, quarterly, or monthly. Quarterly payments are to be made at the beginning of each new quarter. Monthly payments are to start in August on registration day and on the first of each month through the first of May. If some payment plan is chosen, other than paying all on registration day in August, a written statement is to be submitted to the school office indicating the payment plan you have chosen.

Automatic Tuition Payment Authorization Form	
<small>By signing this form, you authorize the school to automatically withdraw tuition payments from your checking or savings account on the first of each month starting in August.</small>	
<small>1. Student Name</small>	<small>2. School</small>
<small>3. Account Number</small>	<small>4. Expiration Date</small>
<small>5. Signature of Parent/Guardian</small>	
<small>6. Date</small>	
<small>7. School Office Use Only</small>	
<small>8. Comments</small>	

A form is also available if you wish to use [automatic withdrawal](#) to pay tuition.

ACADEMICS

CURRICULUM

Since our graduates enroll in three or more different high schools and students from any of the grades in our school may transfer to other schools in our community, state, or nation, we try to present a general curriculum which will make such a transition as reasonable as possible. In so doing, however, we maintain what we consider a basic course of education in the fundamental areas of learning. Zion’s faculty evaluates portions of our curriculum each year with the purpose of providing the best instruction possible. A list of subject areas in our [curriculum](#) is provided on our website.



The Word of God is the most important subject in our school curriculum. It is not only taught as a separate subject, but it also influences our approach to all the subjects taught. God's Word and its application to the spiritual, social, and physical considerations of life is our most important concern.

Any parent who chooses to enroll a child in Zion Lutheran School, enrolls the child in the total program including all religious activities.

GRADING SCALE

Grading for 3-8 follows the percent and letter system. Percentile averages are assigned letter grades according to the following table:

A	-	100 - 95
B	-	94 - 87
C	-	86 - 77
D	-	76 - 70
F	-	69 and below

In addition, the following scale may be used in some subject areas:

E	-	Excellent
S	-	Satisfactory
N	-	Needs Improvement
U	-	Unsatisfactory
I	-	Incomplete

The kindergarten, first-grade, and second-grade report cards are standards-based, providing a comprehensive picture of progress in specific areas.

TESTING

In addition to regular classroom tests, MAP ([Measure of Academic Progress](#)) achievement tests are given to students in first through eighth grade three times each year. These tests measure key student competencies, allow for [comparison](#) to other school districts, and help us to understand trending strengths and development opportunities at Zion.

REPORT CARDS

Zion teachers use [Sycamore](#), a web-based grade book. Parents will receive a unique username and password to access those grades. It is a wonderful resource for parents to use to monitor progress and to ensure their children are remaining faithful in their schoolwork. A printed report card will be sent home at the end of each quarter.

HOMEWORK

Whatever school work cannot be completed during the school hours is to be considered homework. This amount will vary from time to time with the grade level of the students. Generally speaking, as the student advances through the grades, he or she can expect the amount of homework to increase. All assignments (homework and classwork) should be completed at the assigned day and time.

Parents are expected to help students set a time and place for homework that will help them establish a proper routine and set good study habits for all of their school life. If a child is burdened with too much homework, it is important for parents to contact the teacher to find out the reason. If there are special circumstances that prevent a child from completing a particular assignment, the parents are to send a note of explanation to the teacher. Teachers may make allowances for special circumstances.

Incomplete and late assignments create an extra workload for both the student and the teacher.

Parents are encouraged to continually monitor their child's work and grades in Sycamore. If incomplete and late work continue to occur the teacher, parents, and student are to meet and determine a solution to the issue.



CONSULTATION WITH TEACHERS

Two parent-teacher consultation days have been scheduled for the school year, as printed on the school calendar. However, parents or teachers may request additional periodic consultations if the need arises.



If any unusual difficulties arise, parents are requested to discuss the matter with the teacher involved. Please do not register complaints with the pastors, Education Committee, or the principal. FIRST discuss the matter with the person involved. If more consultation is needed, the pastor(s), principal, and the Education Committee may become involved if such a request is made.

We respectfully request that this procedure be followed. While every possible event cannot be foreseen, it is hoped that minor difficulties can be kept from becoming major problems when an orderly course of action is taken. Parents, please encourage your child(ren) to ask for help from their respective teacher(s) whether the problem be academic, social, physical, or spiritual.

ACADEMIC ELIGIBILITY IN INTERSCHOLASTIC ACTIVITIES

There are opportunities for upper grade students to compete with students from other Wisconsin Synod Lutheran schools in areas such as spelling, math, basketball, volleyball, and cross-country. Complete details are sent home when preparations for these activities begin.

Participation in any co-curricular activity is a privilege. A student may be disqualified from any extra activities if the student is not performing scholastically to his or her God-given abilities, or if the student displays an unchristian-like attitude in or outside of the classroom.

ATTENDANCE

Children are required by state law to be regular in their school attendance. Absences create extra work for both the student and teacher, so it is beneficial to avoid them whenever possible.

PLEASE NOTE:
State law allows 10 days of absence per school year.

Absence from school does not excuse the child from his or her daily work. All assigned work will be made up in any case of absenteeism. It is the child's or parent's responsibility to get the makeup assignments. Make-up work may be picked up at school, or arrangements can be made to send it home with a brother or sister. Assignments are to be returned in a timely fashion. Please try not to schedule vacations while school is in session. This helps avoid a disruption of your child's educational process.

STUDENT ABSENCE

Students in all classrooms are expected to be ready to learn at 8:30 AM each day. Students will be marked tardy if they are not present or ready to learn at this time. Students will be marked absent if they do not arrive by 10:00 AM. A parent or guardian of the child should contact the school office between 8:10 AM and 8:25 AM on the day of the absence. Give your name, the name of your child, and the reason for the absence. In the event your child is absent and the school received no excuse for the absence, you will be called shortly after 8:30 AM.



- If you know your child will be absent from school due to a doctor appointment, dental work, etc., send in a note to the classroom teacher in advance indicating the reason for the absence, along with the date and time the child will be out of school. Please make sure a parent/guardian signature is included.
- After a student's four absences in a quarter, a doctor-signed note is required for any additional absences, or else a sit-down meeting with the principal is required. We recognize that there may be extenuating circumstances that will warrant exceptions to be made by the principal and Education Committee.
- In recent years many parents have taken children out of school for vacation — either extended weekends or weeklong trips. These will be marked as unexcused absences. This is disruptive to a child's education and is an inconvenience. If a child is to be gone for more than a day, it is necessary for parents to inform the teacher as far in advance as possible, and to understand their obligations in helping their child get any missed work finished. Parents must understand that in no way will a teacher be able to compensate for the lost classroom experience.

PLEASE NOTE:
State law allows 10 days of absence per school year.

Truancy and Excused/Unexcused Absences

What is truancy?

- Any full or partial day absence from school without an acceptable excuse.
- Five unexcused absences for all or part of a day (per semester) is considered "habitually truant" and is illegal by Wisconsin law.
- Any absences without a written medical excuse from a doctor, if the student has reached ten or more excused absences.



Parents/guardians have two school days to excuse absences. After two school days, all absences will remain unexcused, regardless if information is provided.

The following are some of the acceptable excuses for an absence:

- Personal illness (doctor confirmation may be requested)
- Personal/family emergency
- Required court appearance
- Other circumstances approved by the principal and/or Education Committee

Unexcused absences include, but are not limited to:

- missing the bus
- car problems
- leaving the building without approval
- haircuts and/or other appointments pertaining to grooming,
- oversleeping

SCHEDULES

DAILY SCHEDULE

For the safety of our students, faculty, and staff, it is Zion’s policy to have the doors locked throughout the school day. Doors are open from 8:10-8:30 AM for arriving students and again from 3:15-3:45 for students to be picked up from school.

It is rather difficult for the teachers to supervise those who arrive earlier than 8:10 AM and still take care of last-minute preparations for the school day. If students, because of transportation arrangements, must arrive considerably earlier than 8:10 AM, arrangements should be made to place the student in our daycare until it is time to arrive at school. Our daycare director can inform you about prices and availability.

When arriving at school, students are to go directly to their respective classrooms so they are ready for the start of the school day at 8:30 AM.

Upon dismissal at 3:30 PM, students are to leave the school premises as soon as possible unless they are in after-school activities. Please ensure that your children are picked up on time. If you know that you will be late for some reason, please call the office to let us know. At 3:45 PM, remaining students will be sent to daycare. A parent must come into the daycare to check them out. The daycare will assess a fee depending on the time of check-out. The daycare closes at 6:00 PM.

Morning Care	6:30 — 8:10 AM
School Doors Open	8:10 — 8:30 AM
School Day Begins	8:30 AM
School Doors Open	3:15 — 3:45 PM
School Day Ends	3:30 PM
Afternoon Care	3:30 — 6:00 PM

EMERGENCY SCHOOL CLOSINGS

When conditions require the closing of our school, announcements will be made over many local radio and TV stations, on our website (zionsouthmilwaukee.com) and on Facebook (facebook.com/ZionSouthMilwaukee). If no cancellations have been announced concerning our school specifically, you can quite safely assume that classes for that day will be in session.

In the event of an emergency other than weather conditions, the same stations and online pages will be contacted to make necessary announcements.

Zion will close if the South Milwaukee public schools close due to weather, or if the bus is not able to operate due to inclement weather conditions.

OTHER

COMPUTER/INTERNET USE

Technology is a gift from God to use for the benefit of all. However, as is true with most gifts God has given, people can use them for God-pleasing or sinful purposes. Since this is true also of computers and the Internet, a policy has been developed for students regarding the use of computers and the Internet. It is our desire that our students' experiences in using the Internet are God-pleasing and safe, and that they promote educational excellence.

Zion Lutheran School has taken several precautions to restrict access to sites that are not in harmony with our goals. However, on a global network it is impossible to control all materials. It is imperative that parents and teachers teach their children about making God-pleasing decisions about the material accessed.

A significant amount of time and money has been invested in technology at Zion. The use of school computers and having access to the Internet through them is a privilege. Inappropriate use will result in the cancellation of those privileges. The faculty will deem what is inappropriate, and its decisions are final.

- Students and parents will read and sign an acceptable use form.
- Computer areas are to be kept free of food and drink.
- Malicious attempts to harm or destroy hardware or software will result in the cancellation of all computer privileges. The person(s) causing the damage will replace broken or damaged items.
- Student use of computers is strictly for educational purposes and research.

TEXTBOOKS

Families are responsible for purchasing copies of the religious books and materials used in our Word of God curriculum (Bible, hymnal, grades 7 and 8 Catechism). These books may be purchased on registration day. We hope these materials become treasured resources in years to come. If students damage or lose their copies of their religious books, they are responsible for purchasing replacements.

Our school owns all other textbooks and lends them to the students to use during the course of the year. We encourage students to cover all hard-cover textbooks within the first few days of the school year. Students should take good care of the books. The student and his/her parents will need to pay for any textbooks that are lost or damaged.

SCHOOL SUPPLIES

The children are asked to bring some needed supplies to school. A list for each classroom is sent home in our summer letter and is available at other times upon request. It is important that students have these supplies and keep them at school.

INSTRUMENTAL MUSIC

Music lessons for band instruments and piano are offered to students in eligible grades. More Information on these programs is available at the beginning of each school year.



CONFIRMATION INSTRUCTION CLASSES

Children of the seventh and eighth grades will participate in catechism instruction classes scheduled each week. The classes will typically be conducted by the pastor.

FIELD TRIPS

Your child's class may go on a few short trips during school time to visit the public library, fire station, or other nearby places. Field trips enable students to grow culturally, expand awareness of their home state, motivate them to engage in further study, and offer a break from the normal classroom routine. Attendance on field trips is a privilege based on good academic standing and proper classroom conduct. Your child's teacher will notify you about where and when the class is going, and parents or guardians must sign a consent form in advance.

LETTERS HOME

Letters and notices are sent home and/or e-mailed periodically by the classroom teacher and principal. Encourage your child to bring home all notices on the day they are received so you will be kept informed of what is happening in the school.

LEAVING SCHOOL GROUNDS

Students must remain on the premises during the school day. When a child must be excused from his or her class during the school day for medical or dental appointments or any other valid reason, a written request should be sent to the teacher(s) in charge before the child is to be excused.

SAFETY

Proper habits in walking to and from school and crossing streets safely should be stressed by parents and practiced by the students. Walking through the halls and on the stairways is a habit which must be encouraged. Concern for others on the playground must also be practiced to help prevent injury to our students. Christian consideration for the well-being of others will be most helpful in these matters.

MEDICATIONS

If a student requires medication (prescription or over-the-counter) while at school, it must be brought to the office for safe storage and proper dispensing. Exceptions are made for inhalers and epi-pens, which may be kept safely in the classroom by the teacher or by responsible students. Parents or guardians must fill in a [medication consent form](#) for all prescription or non-prescription medicines. Forms are available in the office or at the bottom of the school [webpage](#).



Prescription Medications

Prescription drugs are to be administered consistent with the student's practitioner and as provided in written consent by parents or guardians. A written, signed statement ([medication consent form](#)) from the parent or guardian and practitioner is required.

Prescription medications must be brought in the pharmacy-labeled container. It should specify the name of the student, the name of the prescriber, the name of the prescription drug, the dosage, the effective date, and the directions in a legible format. Any precautions, possible untoward reactions, and/or interventions would also be good information to supply to the office.

Non-Prescription Medications

A written, signed statement ([medication consent form](#)) from the parent/guardian must be on file in the office. Non-prescription medications must be brought in the original manufacturer's packaging with ingredients and recommended therapeutic dose. The student's name must also be clearly attached to the container.

Self-Administered Medications

A written, signed statement ([medication consent form](#)) from the parent/guardian must be on file in the office. Inhalers and epi-pens may be kept safely in the classroom by the teacher or by responsible students.

Upon use of epinephrine or glucagon, the incident should be reported to an emergency medical service provider or 911.

HEALTH REQUIREMENTS

Sick children should not attend school for their own protection as well as that of their classmates. Children with a persistent cough, vomiting, or temperature of 100.4° or higher should be kept at home.

If your child has a fever and you give fever-reducing medication (Motrin, Tylenol, etc.), this does not count as being fever-free. For the health of your child and for the good of all at the school, if your child has a fever in the morning, do not send him or her to school.



We follow the 24-hour rule here at school and at our daycare. This states that if your child has a stomach illness or fever, you should not send him or her to school until they are symptom-free for at least 24 hours – without the use of medicine.

The [South Milwaukee Health Department](#) provides services for our school. Health records are kept for each student.

Health services provided at Zion include vision and hearing screening, scoliosis screening, health promotion, and first aid.

To help contain the spread of contagious disease or head lice, the student should not return to school until the problem is controlled. A helpful chart is available at <https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf>, or you may contact the local health department.



MILK AND LUNCH

When possible, Zion has a hot lunch program with delicious and nutritious meals at reasonable prices. Monthly menus are sent home, and are available on the [calendar](#) page of our website.

Milk is served with each hot lunch, and is also available for students who bring a cold lunch from home. Soda is not available during the lunch hour, and should not be brought with cold lunches.

Lunch and milk payments must be made in advance in the office. Please make sure that the payment is labeled clearly with family name, amount of payment, and the word *lunch*. Bills will be e-mailed home when an account runs low. More information is available in the office.

If your child will be leaving school during the lunch hour, please notify the teacher in advance. Students are not permitted to eat lunch at a local restaurant unless accompanied by a parent.

SNACKS AND SPECIAL DAY TREATS

As part of Zion's School Wellness Policy and nutrition program, parents are encouraged to provide nutritious snacks for their children as well as treats that are sent for birthdays, etc. Nutritious snacks may include fruits, veggies, whole grain products, nuts and seeds, for example.

LIBRARY

Students are encouraged to take advantage of the opportunity to draw books from our school library on library days. Volunteers serve as librarians. Books are checked out for a week at a time and may be renewed twice. The fine on all overdue books is \$0.25 per day. Any books damaged or lost will be replaced by the student.

Each year our school library is enlarged by a number of new books purchased through gifts to our Library Fund. It is suggested that in addition to a birthday treat, the student buy a book for the library or donate to the Library Fund.



LOST AND FOUND

Many unclaimed items of clothing are left at school. If your child is missing an item, please check our lost and found area. It would be a good idea to attach name tags to the clothing worn by younger students.

MISSION PROJECTS

To encourage Christian stewardship of the gifts which God has given us and to give our students the opportunity to express their faith by financially supporting the preaching of the Gospel to others and helping those in need, mission projects are set up for the school year. Students are encouraged to participate. A collection of offerings takes place during our Friday morning chapel services.



TELEPHONE CALLS

So that classroom order is not disrupted, please limit your calls to any member of the faculty to the following times: 8:00 AM to 8:25 AM or after 3:30 PM —except in case of emergency.

Students should limit outgoing calls to only such that are absolutely essential. At no time should any student use the school telephone without a teacher's consent, except in case of an emergency. Students who wish to use the school telephone must obtain a teacher's consent.

STUDENT CELL PHONES

We strongly recommend that cell phones should not be brought to school. If a parent feels that a student cell phone is necessary, these rules must be followed (unless there is a medical exception approved by the principal):

- The phone must be turned off before the student enters the building.
- The phone must be given to the teacher for safe-keeping.
- The phone must remain off until the student is outside the school.

If there is any violation of these rules, the phone will be confiscated, sent home, and the student will not be allowed to bring a cell phone again.



DRESS CODE

As Christians, we want to bring glory to God in everything we do. We want to follow what God says totally, without hesitation. We want to be imitators of Christ in our thoughts, words, and actions. We want all our thoughts, words, and actions to help promote Christ's kingdom.

Parents, you are a vital link and the first line of enforcement of our school dress code policy. We thank you for making the commitment to seriously enforce the dress code with your sons and daughters. We also thank you for respecting the dress code while you are on campus and at school events.

Hair should be carefully groomed, combed, and kept neat and clean. Extreme hairstyles and hair colors are prohibited. Boys are not to wear earrings.

Light make-up may be worn in moderation by girls.

All clothing should be fitted, clean, and the proper length. This includes, but is not limited to:

- No bare midsection to be exposed during normal activity.
- Neckline of shirts – use the collarbone as a guideline.
- Sleeveless shirts may be worn, but NO spaghetti straps or tank tops (you may use the two-finger rule as a guide for shirts of a similar nature).
- All printed shirts must be of an inoffensive nature; not of rock groups, skulls, or any suggestive or double-meaning logos.
- Students are allowed to wear shorts during the entire school year. Shorts and skirts must reach the fingertips while standing, walking, or sitting (without adjusting).
- Pants should be worn at waist level so undergarments are not visible. There will be no writing on the seat.
- Grades 5-8: if leggings, tight spandex or other form-fitting pants are worn, then tops, sweaters, or skirts should be worn to cover the buttocks.
- Shoes must be safe and secure on feet and must not mark the floors.

We ask that parents keep modesty in mind as clothing is chosen for special occasions too, including Christmas services, performances, and graduation.

Thank you for your support in maintaining appropriate God-pleasing dress for our school.

RECESS

Since students will typically go outside for recess, all students are expected to be dressed according to the weather conditions. If your child is unable to go out for recess, a note must be given to your child's teacher. The note should describe the specific health reason why your child must stay in.

BEHAVIOR-CONDUCT-DISCIPLINE

Standards of behavior and disciplinary measures for misbehavior are needed if we are to function in an orderly way. As Christians we turn to God's Word for whatever is needed here. The Law of God's Word is our basic rule. The Gospel of Jesus Christ shows us how to deal with those who repent of their wrong doing.

For the sake of good order, the following guidelines have been established:

1. Parents are expected to repair or provide for the replacement of items damaged, ruined or lost by their children.
2. There should be no unnecessary noise or loitering on the premises.
3. Personal music or game devices, skateboards, or distracting items are not to be brought to school. These items will be confiscated by any teacher.
4. Bicycles are not to be ridden on the premises before, during, or after school. Zion assumes no responsibility for lost, stolen, or damaged bicycles.
5. Rough games and the throwing of snowballs will not be permitted on the school grounds before, during, or after school.
6. Foods and liquids are not to be consumed outside of the school building. Lunches and snacks are to be eaten only in the designated areas at times specified by the teacher in charge.
7. Gum is not permitted on school property.
8. All school and church property is to be treated with proper respect.
9. Neighborhood properties are to be given the respect required by the Seventh Commandment - "...help him to improve his property and business." Parents are responsible for their child(ren) as they travel to and from school.
10. All student conduct, wherever the child is or in whatever activity the child participates, should be governed by the words of Christ, "...let your light shine before men, that they may see your good deeds and praise your Father in heaven." Matthew 5:16.

BULLYING

Bullying is known to have harmful social, physical, psychological and academic impacts on the bullies, the victims, and the bystanders.

Bullying is defined as deliberate or intentional behavior using words or actions intended to cause fear, humiliation, intimidation, harm, or social exclusion. Bullying may be repeated behavior involving an imbalance of power motivated by an actual or perceived distinguishing characteristic, such as (but not limited to) age, national origin, race, ethnicity, religion, gender identity, physical attributes, physical or mental ability or disability, and social, economic, or family status.

Zion's policy prohibits all bullying, whether it is physical (assault, hitting, kicking, theft); verbal (threatening or intimidating language, name-calling, cruel rumors, racist remarks); indirect (spreading rumors, social exclusion and isolation); cyberbullying (bullying e-mails, instant messages, text messages, digital pictures or images, cell phone messages, website postings); bullying by proxy (engaging in bullying through another or on behalf of another); or between students and students, students and adults, or adults and adults. A complete bullying policy is available from the school.

All Zion staff may receive reports of bullying. The reports must be placed on an incident referral form and sent to the principal. If the report is regarding an employee, the principal shall investigate and take appropriate action. The principal will notify parents or guardians of the accused and the accuser that a report has been made. The principal will investigate the report, making a finding, and (if necessary) will impose appropriate consequences.

Zion is committed to making our school a safe and caring environment for all students. We encourage students at Zion Lutheran School to do the following things to prevent bullying:

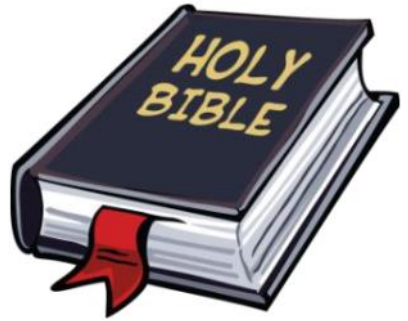
- Treat each other with love and respect

In John 13:34 the Lord commands us "As I have loved you, so you must love one another." and in Ephesians 4:2 we read "Be completely humble and gentle; be patient, bearing with one another in love."

- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult

DISCIPLINE

In the Fourth Commandment, God commands children to love all of His representatives, including teachers. In the absence of respect or obedience, God's Law and Gospel both have their place in disciplining. Discipline in the school is done out of concern for the spiritual well-being of the child and love for his or her soul. Any feelings of injustice are to be discussed privately by the student or parents with the teacher involved.



Disciplining students may be done by the appropriate teacher or adult in charge, the before/after school person in charge, and/or the principal.

Disciplinary matters will be documented by the classroom teachers and/or the school office. Discipline will be handed out in an escalating fashion equal to the severity, and/or frequency of the offense. Possible consequences include:

- Time-outs
- Phone calls to parents
- Meetings with parents, and/or the students(s), and/or the principal
- Detentions - 30-to-60-minute sessions at a time and date as arranged by the teacher and agreed upon by the teacher and parent/guardian. These sessions are not study halls and students can expect to be completing service projects for the school during a detention.
- Suspensions - Suspended students may not interact with other students of the school or attend any school event after hours on days of suspension. These include but are not limited to sports practice, games, and other school programs
- Exclusion from field trips
- Exclusion from athletics

Please note that this list is not exhaustive and other consequences may be used as deemed necessary and appropriate.

Communication is important as we exercise Christian discipline. Expect teachers to contact you if there are disciplinary issues with your student(s) and if you would like more information about a situation involving your child, please contact the teacher.

SUSPENSION-EXPULSION

Since it is a privilege for children to attend Zion Lutheran School, we expect full cooperation from students and parents regarding all rules and regulations. We operate on the premise that the school has the authority to reprimand, suspend, or expel a student when rules are not obeyed.

If a student's behavior becomes so disruptive that a reasonable teaching and learning atmosphere cannot be maintained, or if the safety of the other students is endangered, or if the student refuses to submit to reasonable disciplining by the teacher, then the offending child may be suspended from attending Zion Lutheran School.

When a child is suspended, the parents will be called to pick the child up from school. The suspended student is not to leave the premises until the teacher is assured that one of the child's parents has made the necessary arrangements for the child to get home or to a place designated by the parent(s). The suspended child will be allowed to return to school only after the matter has been settled in consultation with the parent(s) and the child. This consultation will be scheduled only after school hours in the afternoon or evening. The pastor and/or a member or members of the Education Committee may be asked by either the principal, teacher, or parents to attend.

If the previous action must be repeated and the child involved shows by his or her attitude, words, and actions that he or she will not submit his or her will to Scriptural principles, then the expulsion of the child will be recommended to the Education Committee. Final action will then be taken by this committee.

PARENTAL QUESTIONS AND CONCERNS/RESOLVING CONFLICT

Parents with questions and concerns about incidents in their child's classroom, on the playground, or in school in general should speak to their child's teacher first. In this way you may alert the teacher to a problem of which they may not be aware, or you can receive clarification from the teacher. If, after speaking to your child's teacher, you would also like to speak to the principal along with the teacher, please feel free to do so. If you feel the need to discuss the matter further, you may speak with the pastor and/or Education Committee chairman. Matters not resolved by the above procedures will be referred to the Education Committee for a final decision.

Generally speaking, discussion of your concerns or questions without including the teacher is not going to be productive. Also, we want to avoid the temptation to gossip, and rather be encouraged, as Ephesians 4 reminds us, to speak the truth in love directly to those involved in a matter.

PARENT ORGANIZATION

A group for parents and friends of Zion Lutheran School has been organized. The purpose of this organization is to strengthen and foster a better understanding between school and the home and to ultimately improve our school and the education it offers. Several projects are carried out by this group throughout the year.

Our school has been blessed over the years with parents who have volunteered their services in many areas. Through participation, you can become active doers in support of our school and church.

VOLUNTEER REQUIREMENTS

To help promote a strong school community, the Education Committee requires each family to volunteer a minimum of four hours at a school activity or event during the course of the school year. Parents with children in sports will also have separate yet similar volunteerism expectations.

Examples of activities and events are:

- Coaching
- Lunch help
- Fundraisers
- Grandparents’ Day
- School cleaning
- Tutoring
- Fun Friday
- Open House
- Easter for Kids
- Advent or Lenten Meals
- Etc.

If the minimum hours are not met during the year, a fee of \$100.00 will be charged to the family’s tuition or registration fee.

We will announce volunteer opportunities throughout the year, and some will be available on Sign-Up Genius. We will also have an online page to record your volunteer hours.

Thank you for your participation. Our hope is that this will not only help our school but be an enjoyable fellowship experience as well.



DAY CARE

Families with children enrolled in Zion are encouraged to consider before-school and/or after-school care for their children. The on-site location of our [Day Care](#) eliminates the problem of transportation to other child care providers and provides a well-disciplined Christian atmosphere and supervision in familiar church/school surroundings. The Day Care is generally in operation from 6:30 AM to 6:00 PM on days the school is in session. Contact the childcare director for cost and other details. The telephone number is 414-762-2824.

PRESCHOOL

To enroll in Zion's [preschool](#), a child must be 3 or 4 years old on or before September 1 of the current school year. The preschool is a self-supporting, non-profit program structured to develop the whole child spiritually, socially, physically, and intellectually. Contact the preschool director for more information.

