

Zion Lutheran School

Parent Student Handbook

Zion C.A.R.E.S... Zion Students are...Christ-Centered, Academic Achievers,
Responsible Citizens with Exceptional Character and Servants' Hearts



December 2011

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WELCOME

Thank you for selecting Zion Lutheran School. We pray that our Lord and Savior will bless our efforts as we work together for the spiritual and academic training of your child. Growing up in Christ is different than just growing up. As Christians we constantly seek God's will for us and pray that He would lead us in His love daily. We are aware of our great responsibility: we are dealing with the souls, minds, and bodies of children – people precious to you, and to us, and especially to our Savior.

An important goal of our school is to share the good news of the Gospel. We want every student to know that he or she has a Savior in Jesus Christ, God's Son, our Lord. This salvation is a free gift, available to all who believe that Jesus is their Savior.

The purpose of this handbook is to familiarize you with our purposes, objectives, policies, and expectations. In addition to this handbook, we issue newsletters and bulletins to keep you up-to-date. You may also view this handbook on our website at any time.

Please read all the information carefully. It will help us to achieve a unity of purpose and successful cooperation.

--Zion Lutheran School Board of Education

BRIEF HISTORY

Zion Lutheran Church, in accordance with the historical tradition of establishing day schools by the Lutheran Church-Missouri Synod, established a day school in 1984. The school was dedicated on August 19, 1984. Zion Lutheran School is a ministry of Zion Lutheran Church, of the Lutheran Church-Missouri Synod.

MISSION AND PURPOSE

Zion Lutheran School, as a ministry of Zion Lutheran Church, exists to share the Gospel of our Lord and Savior, Jesus Christ. We are committed to meeting the needs of all students as they grow spiritually, intellectually, emotionally, socially, physically, and artistically. Students will be given the opportunity to learn in an environment characterized by Christian love, positive reinforcement, and professional excellence. We will encourage and assist students to work to their potential, to demonstrate responsible behavior, and to live according to God's Will.

PHILOSOPHY

Zion Lutheran School exists to share the Gospel of Jesus Christ as Savior and Lord, while developing the "whole child" in relation to his/her basic needs. Spiritual needs include coming to a saving knowledge of, and relationship with, Jesus Christ. The intellectual needs of the child (communication skills, thinking skills, knowledge of facts, and a lifelong love of learning) are emphasized in relationship to the child's ability. Satisfying physical needs not only includes a comprehensive program of physical education but also stresses the importance of accepting responsibility for the health, safety and recreational needs of the body. Social needs center around practicing a lifestyle consistent with God's Word and the need to develop a positive feeling of self-worth. Appreciating the God-given and God-reflecting beauties of nature and the fine arts while expressing oneself in different art media, are the basic components

of the child's aesthetic needs. This integrated set of beliefs interprets, determines, and evaluates educational objectives, practices, outcomes, needs and study material. Every activity carried on by the school, whether curricular or extra-curricular, will be governed by this basic philosophy.

Articles of Faith

Our Christian educational program is based on the inerrant and inspired Word of God as recorded in Scripture. It is here that we find the foundation of our beliefs. As a Christian school we believe and teach that . . .

1. God the Father, God the Son, and God the Holy Spirit exists as the Triune God as defined in the basic Creeds of the Christian faith (Apostles', Nicene).
2. Man is by nature a lost and condemned creature.
3. We have been saved from eternal death only by the blood of Jesus Christ, God's own Son.
4. Our hope of eternal life in heaven is not based on our own work, but has been made secure by the forgiveness given to us by God through the free gift of His grace.
5. We respond out of love for God by living our lives according to His will and dedicated to His glory.
6. The Holy Spirit empowers and directs our faith and new life in Christ.
7. The doctrines of the Lutheran Church, Missouri Synod, are solidly based on Scripture and form the standard by which we judge our religious teaching.

Educational Beliefs

When it comes to the education of each child, our school exists to help parents and the congregation to fulfill their God-given duty to "Train up a child in the way he should go." *Proverbs 22:6a*. In order to accomplish this task, we believe that . . .

1. Wisdom begins with the knowledge of God as revealed to us in the Holy Scripture.
2. Zion Lutheran School exists to provide each child with a challenging program that is based on this knowledge of God.
3. Each child in our school needs to grow in his/her relationship to God, and to Christ Who lives in him/her.
4. Our school exists to help each child develop those attitudes, values, and behavior habits which should move
 - a. him/her to be a lifelong Christian witness in the home, school, and community.
5. Students will better learn to be a Christian witness through the example of staff who live their faith in and
 - a. out of school.
6. Education is best accomplished under certain psychological conditions. Among these are:
 - a. An awareness of individual differences;
 - b. A state of readiness to learn;
 - c. A high degree of motivation;
 - d. A clear-cut purpose; and
 - e. A high degree of interest.

Home/School Partnership

A strong partnership between the school and the home is an essential element in educating the whole child. The school and home must work closely together for the welfare of the child. The spiritual, academic, emotional, physical and social growth of children begins in the home. Parents are the primary role models and educators for their children. The Zion staff is committed to working with families in helping to nurture the development of the whole child. It is the purpose of the school to be an extension of the home in Christian training. Working as partners, we share a oneness of spirit and purpose, supporting each other.

OBJECTIVES and EXPECTED SCHOOLWIDE LEARNING RESULTS

Objectives

Zion Lutheran School is fully accredited by the Western Association of Schools and Colleges and the National Lutheran School Accreditation. The school has adopted the following schoolwide learning outcomes for students upon completion of their eighth grade year.

Expected Schoolwide Learning Results: Zion C.A.R.E.S.

Christ-centered:	Zion students grow in their personal relationship with Christ demonstrated by the study of God's Word, prayer, and worship.
Academic achievers:	Zion students use their God-given gifts, think critically, communicate effectively, and use technology successfully.
Responsible citizens:	Zion students contribute individually and cooperatively to home, school, church, local, and global communities.

With

Exceptional character:	Zion students exemplify integrity, respect, and responsibility.
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and

Servants' hearts	Students demonstrate Christian care by serving others and Zion.
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SCHOOL TRADITIONS

Bible Verse: *"Those who hope in the LORD will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint." Isaiah 40:31*

Colors: Red, White, and Blue

Mascot: The Eagle

GENERAL SCHOOL POLICIES

ADMISSIONS

Selection of students is through application to the school and is based on evidence of character, ability, future promise, and willingness to become a part of the community.

Zion Lutheran School and Preschool admits male and female students of any race, religion, color, national origin or ethnic origin, and extends to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Zion does not discriminate on the basis of race, religion, color, national origin or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic programs, and other school-administered programs.

ABSENCE/ATTENDANCE

All students are to observe school time schedules. Prompt and regular attendance is important. Students will be held accountable for absences and tardies. Students are not to arrive on campus before 7:50 A.M. Classes begin at 8:00 A.M. If it is necessary for students to arrive earlier than 7:50 A.M., they must be signed into Daycare. No loitering on school grounds will be permitted.

Importance of Attendance

- A. According to California State Law, attendance at school is compulsory.
- B. Since most subjects are cumulative in nature, punctual and regular attendance is extremely important.

Chapel

Chapel is held regularly, and students are required to attend. Chapel is a special and reverent time that is set apart for worship and prayer. Because chapel supports the mission and purpose of the school, it includes prayer, singing, a message, and occasional guest speakers. Students are expected to conduct themselves in a respectful manner as they grow in knowledge, skill, character and leadership in our Lord. Parents are always invited.

Notifying the School of an Absence

When a student is absent, parents are to phone the school office at 760-723-3500 or email zionschool@zics.org before 9:00 A.M. to let the school know why the child is not in attendance.

Tardiness

- A. For the best start to a student's day, please plan to arrive in the classroom ten (10) minutes before the bell rings so the student has the opportunity to be prepared for class to start.
- B. All students who arrive after the bell rings at 8:00 A.M. are marked tardy for that day.
- C. A tardy student must obtain a tardy pass from the office staff to be admitted into his/her classroom.
- D. All students who are tardy returning to classes during the day will be subject to the rules of the individual classroom teachers.
- E. Five (5) tardies in a quarter will earn the student an absence.

Missed Schoolwork Due to Absences

All assignments are due upon return to school but, at the discretion of the teacher, may receive a reduced grade. Parents need to formally notify the student's teacher and/or teachers three (3) days in advance to receive advance work. Family outings and vacations during school days are discouraged.

Perfect Attendance Award

- A. A student must be at school for a minimum of four (4) hours each school day and have no absences to be eligible for perfect attendance.
- B. Five (5) "tardies" in a quarter will earn the student an unexcused absence and deem the student ineligible for perfect attendance.

Illness While At School

If a child becomes ill during the day, it is essential that parents arrange to have the child taken home as soon as possible. The school does not have a nurse on staff.

Participation in After School Events

- A. Students who have been absent from school may not participate in after-school programs or events on that day without special approval from the Principal.
- B. A student must be at school for a minimum of four (4) hours or five (5) periods (middle school) to be eligible to attend after school events.

Medical Appointments

- A. Whenever possible, medical/dental appointments should be scheduled before or after school.
- B. Written notice should be given at least one (1) day in advance to the homeroom teacher if student has an appointment during school hours.

Leaving School Grounds

- A. At no time during the day are students allowed to leave the school grounds except by previous arrangement.
- B. Students must be signed out in the school office by a parent or an adult designated by the parent in order to leave school grounds before the end of the day. Written permission from the parent must be on file in the school office for a student to leave school grounds with anyone other than the parent.
- C. Whenever such permission has been granted, full responsibility rests with the student and parents. The school assumes no liability in cases where students leave the school grounds in disregard of this policy.

ACADEMIC PROGRESS

Homework

Zion School believes that homework is an important part of the education of all children. This could be work not completed during the school day or enrichment activities assigned in addition to the regular class work. A good rule of thumb for homework is 10 minutes for each grade, thus 10 minutes for first graders and 80 minutes for 8th graders.

Day Field Trips and Overnight Class Trips

Our educational program often utilizes day field trips and overnight class trips to enhance the curriculum. All trips are a part of the regular day, and students are expected to attend dressed in the proper school wardrobe. Classroom teachers handle all trip details and will notify parents of places, times and cost. Parent drivers must agree to the conditions of a qualified driver. Additionally, parent drivers and chaperones must be committed to supervising students at all times. At any time that a student does not attend a planned school field trip, students are required to remain at home.

Grading Standards:

The following is the grading standard for Kindergarten:

4=Advanced/Challenge
3=Proficient/Benchmark
2=Basic/Strategic
1=Below basic
X=Not evaluated at this time
CX=Credit only

The following are the grading standards for Grades 1, 2, and 3:

E = Superior
G = Good
S = Average
N = Below Average
U = Unsatisfactory

The following letter grades are used for the Intermediate and Middle School (Grades 3-8):

A+ = 98, 99, 100%
A = 93, 94, 95, 96, 97
A- = 90, 91, 92
B+ = 87, 88, 89
B = 83, 84, 85, 86
B- = 80, 81, 82
C+ = 77, 78, 79
C = 73, 74, 75, 76
C- = 70, 71, 72
D+ = 67, 68, 69
D = 63, 64, 65, 66
D- = 60, 61, 62
F = 59 and Below

Gradelink (Grades K-8 online grading system)

Zion Lutheran School utilizes Gradelink, an online grading and attendance system, which allows parents to stay up-to-date with student performance. Parents and students can access grades online at www.gradelink.com (School ID: 166). One of Gradelink's features is Automatic Grade Monitoring. This optional feature allows parents to receive emails automatically about current student progress. A personalized access code is distributed by our Information Technology Coordinator for every student at the beginning of the school year.

Midterm Progress Reports

Students in Grades 4-8 receive a Gradelink-generated progress report in the middle of each quarter. Teachers are available by appointment to discuss this report.

Report Cards (Grades Kindergarten-8th)

Report cards for all grades are issued quarterly. Students hand-carry their first, second, and third quarter report cards home. Fourth quarter report cards are mailed home (*as long as all financial obligations are met*).

Textbooks

The school issues basic classroom textbooks to each student for use during the school year. These textbooks are the property of the school and should be treated with care. Fees are charged for lost or damaged textbooks.

ACCREDITATION

Zion has successfully completed a rigorous accreditation process for both the Western Association of Schools and Colleges (known as WASC) and the National Lutheran School Accreditation from the Lutheran Church, Missouri Synod (known as NLSA). Our accreditations are reviewed regularly and maintained as a significant endorsement of the high-quality educational program available at Zion. Annual reports documenting the school's progress on goals are submitted to the Pacific Southwest District of the Lutheran Church, Missouri Synod, and to NLSA.

ADMINISTRATION OF THE SCHOOL

Zion Lutheran School opened in 1984 as an extension of Zion Lutheran Church. It is one of more than 2,000 schools under the auspices of the Lutheran Church Missouri Synod and is specifically a part of the Pacific Southwest District of the LCMS.

The Board of Christian Education governs the school. This Board is made up of members elected and appointed by the congregation and church council. They meet monthly to review and establish policy and monitor progress. The school is under the general supervision of the Principal.

ARRIVAL/DISMISSAL

Arrival

Grades K-8: Students may enter classrooms at 7:50 A.M. if the teacher is present. Students arriving before 7:50 A.M. must check into Daycare if dropped off by a parent, or remain with the parent by the Zion Fellowship Center (ZFC) or the classroom.

The parking area closest to the ZFC is for drop-off only before and after school. Parents are asked to park in the upper lot or the area closest to the church if they wish to get out of the car.

Dismissal

Grades K-8 will be in the parking lot at 3:05 p.m. each day. The area closest to the ZFC is for drive-thru pick-up. If you are parking and getting out of your car, please park closest to the church or in the upper lot. K-2 and 6-8 will be in front of the ZFC, and 3-5 will be on the church side of the parking lot. Remaining students will be checked into Extended Daycare at 3:10.

ATHLETIC PROGRAM

Eligibility

Students in grades 2-8 with less than an "S" or 70% average for any given quarter will not be permitted to participate in any interscholastic sports activities (including practices and competition) the following quarter. The following classes will be used in determining these averages: Language Arts, Reading/Literature, Social Studies, Math, Science, and Christian Education.

During any quarter, a teacher in any subject may place a student on athletic probation, during which time they may continue to practice and play in games. This will be for one week, during which the student must bring his/her grade up to at least an "S" or 70% average. If, after the probation period, the student is still deficient, they will be suspended from athletic eligibility for the remainder of that sport season.

Students may be ineligible to participate in athletic activities if they fail to maintain high standards of citizenship as well as academic performance. The homeroom teacher will make this decision, or it will be made as a joint decision of the middle school faculty. The one week probationary period will also apply to citizenship eligibility.

Code of Conduct for Athletics – Athletes, Parents, Coaches, and Spectators

The sports program of Zion Lutheran School has two main objectives: to develop Christian character and to develop athletic performance. The goal of the program is to honor our Savior in all ways.

Athletes:

1. must maintain a satisfactory academic standing in core classes and citizenship in all classes as outlined above.
2. must be in school for at least 4 hours or 5 middle school periods of the school day to participate.
3. will treat teammates and opposing competitors with respect.
4. will treat all coaches and officials with respect.
5. will use appropriate language at all times.

Parents and Spectators:

1. will show respect to all participants, referees, coaches and other spectators.
2. will not encourage participants to engage in unsportsmanlike conduct.
3. will use appropriate language at all times.

Coaches:

1. will follow the guidelines for parents and spectators
2. will be encouragers for all participants.
3. will model appropriate behavior.

AWARDS

Honor Roll:

Students in Grades 4-8 with a grade point average of or above 3.67, and who have displayed good citizenship throughout the grading period, will be eligible for the Honor Roll.

Merit Roll:

Students in Grades 4-8 with a grade point average of 3.17-3.66, and who have displayed good citizenship throughout the grading period will be eligible for the Merit Award.

“Student(s) of the Month” Award

Preschool through Grade 8 students who exemplify Christ-centeredness, academic achievement, responsible citizenship, exemplary character and/or a servant’s heart (C.A.R.E.S.) are awarded this honor. Students are selected by the homeroom teachers. These merit-based awards are presented to the students by the Principal at a monthly all-school chapel.

California Junior Scholarship Federation:

Zion Lutheran School has had an active chapter in the California Junior Scholarship Federation (CJSF) since 1991.

CJSF is “an affiliate of the California Scholarship Federations (CSF) at the high school level, a statewide organization which is also affiliated with the Association of California School Administrators. It was founded in 1967 for the purpose of fostering high standards of scholarship, service, and citizenship in the junior high school grades.” Its motto is “Scholarship for Service.” CJSF members complete service projects for the school, the church, and the community.

All students who qualify for this organization should apply and be recognized by Zion Lutheran School and the future school(s) they will attend.

Membership is determined by the grades earned during each 7th and 8th grade semester. A student must reapply each semester for membership, and membership is neither compulsory nor automatic.

The President’s Award for Educational Excellence:

To be eligible for this award, students must maintain at least an A- grade point average (90%) throughout grades 6 and 7 and through the fall semester of the eighth grade. They must also demonstrate high motivation, integrity, and good citizenship as determined by the middle school faculty.

In addition to the above, the student must achieve the 85th percentile or higher in either reading or math composite scores on their most recent Standardized Achievement test OR the student must receive the endorsement of the middle school faculty as a student of outstanding achievement in one or more core curriculum areas such as English, Mathematics, Science, Literature, or History. This endorsement must be supported by tangible evidence such as test results and/or assessments. This award is given at graduation.

The President's Educational Achievement Award:

To be eligible for this award, students must be selected by the middle school faculty as demonstrating exceptional effort in one or more of the core curriculum areas or in the fine arts, extracurricular activities, or community service. They must also demonstrate high motivation, integrity, and good citizenship as determined by the middle school faculty.

This award may also be given to a student who would have met the criteria for the President's Award for Educational Excellence, but due to illness, other personal crisis, or special needs, could not maintain such high standards during the year. This award may also be given to a student who demonstrates an exceptional, positive, behavioral change which produces notable improvement in learning and achievement. This award is given at graduation.

CALENDAR/SCHOOL HOURS/DAYCARE SECTION

Calendar

Zion's school calendar is available online at www.zlcs.org for viewing at anytime. For the convenience of our parents we attempt to follow the FUESD calendar whenever possible. Updates or changes to the calendar are noted in the weekly newsletter.

Minimum Day

A few minimum days are scheduled each year. The specific dates, dismissal times, and after-school daycare hours will be announced in the weekly School Newsletter and posted on the online calendar.

Closed Campus

Zion Lutheran School is a closed campus. Once on campus, students are not allowed to leave without permission. Students may not leave for lunch unless accompanied by their parent. A student must be signed out in the school office by a parent, guardian, or authorized person. Any student leaving campus without signing out will be considered truant. Students are to remain within eye and voice contact of classrooms.

Visitors to the campus must check in at the office first. Parents who come to the campus to help on a regular basis or occasional basis must also check in at the school office. Prospective student visitors must obtain permission from the Principal prior to their visit.

Alumni are welcome to visit and must obtain a visitor's pass from the school office. It is expected that all visitors will comply with Modesty of Dress Guidelines when on campus.

All students are to observe school time schedules.

Preschool Hours

7:50 A.M. Preschool may enter their classroom.

8:00 A.M. Classes begin.

12:15 P.M. Classes end; parents may pick up.

12:30 P.M. Preschool daycare begins.

3:00 P.M. Preschool daycare ends.

Preschool Extended Daycare

Extended daycare is available for Preschool at the end of the school day as shown above. Students not picked up after school (within 10 minutes) will be signed into daycare and parents will be billed accordingly. Fees for Preschool daycare are \$5.50 per hour, billed in half-hour increments. Extended daycare charges are assessed monthly and billed in arrears.

There is no morning extended daycare for Preschool.

Parents who pick up their child from daycare after the scheduled closing time will be charged \$20.00 for the first 5 minutes, and \$2.00 for every minute thereafter. These charges will be posted to the family's monthly account statement and will be in addition to the regular fees for daycare.

K-8 School Hours

- 7:00 A.M.** Daycare opens.
- 7:50 A.M. All grades may enter their classrooms.
- 8:00 A.M.** All classes begin.
- 3:00 P.M.** All classes end.
- 3:05 P.M. All grades will be at the parking lot.
- 3:10 P.M. Extended Daycare opens.
- 6:00 P.M.** Extended Daycare closes.

K-8 Daycare

Students arriving on campus before 7:50 A.M. must check into daycare if dropped off by a parent or remain with the parent by the ZFC or the classroom. If it is necessary for students to be signed into daycare, parents will be billed according to the established rates. Zion Lutheran School will accept no liability for students who are on the school grounds before the time allowed for entering their classroom and have not checked into daycare. No loitering on the school grounds will be permitted.

Students who are not picked up, or on their way home prior to 3:15 p.m., will automatically be checked into daycare. Parents will be billed according to the established rates. Parents must sign students out of daycare.

Parents who pick up their child from daycare after the scheduled closing time will be charged \$20.00 for the first 5 minutes, and \$2.00 for every minute thereafter. These charges will be posted to the family's monthly account statement and will be in addition to the regular fees for daycare.

COMMUNICATION WITH HOME/SCHOOL

Change of Address

Any change of address, telephone number, or e-mail address must be reported to the school office immediately. The school needs current information at all times.

Contacting Students in Class

If parents bring in forgotten items, they are to leave them in the school office rather than interrupt the class. If there is an emergency at home and the child needs to be contacted, the parent must do so through the school office. If parents wish to speak to a student over the phone or in person, they must contact the school office to make the necessary arrangements. Parents may not walk into a classroom unannounced.

Emergency Contacts

Parents/guardians are required to complete an up-to-date and accurate emergency medical form and general consent for their child(ren) each year. This form must include at least two local people who may be called upon in an emergency if the parent cannot be reached. The school office needs to be notified if there are any changes in insurance or medical information changes. Students may not attend class until these forms are completed and turned in.

SchoolReach

SchoolReach is Zion's automated parent notification system. The school utilizes this system for emergency and mass notification needs for the school. Parents are required to complete a SchoolReach form at the beginning of each school year to update the school's system. This form is part of the school's registration packet.

Visiting the Classroom

Visits to classrooms by parents or children are welcome as long as they are done in accordance with the following guidelines. At least one day's notice will be required. All visits will be scheduled through the school office. Visitors should make themselves as unobtrusive as possible. No classroom visits are permitted during standardized testing.

Grievance Procedure

In an effort to resolve a grievance, it is first necessary to talk to the teacher, then the department chairperson, and then the Principal. In the event that any student, or group of students, or parents, shall feel aggrieved of any policy or practice of employees, board members, or agents of Zion Lutheran School, they shall be entitled to use the following procedure for obtaining redress.

1. The student(s) or parent(s) shall file a written request with the Principal and set forth in detail the action or policy which is the basis for the grievance. The Principal may initiate a meeting with the aggrieved party(ies) upon receipt of the request.
2. If after 14 days following submittal to the Principal, the grievance is not settled, the aggrieved party(ies) may file a written notice or copy of the grievance with the Chairperson of the Board of Education. The Board Chairperson shall review with the Board (or appointed committee) the written grievance and respond in writing to the aggrieved party(ies) within 30 days of receipt of the grievance. The response may include the scheduling of a formal hearing to discuss the matter with the aggrieved party(ies).
3. The Board will act as the final authority in matters of student grievances.

4. During the pendency of the grievance, the policy in question will continue to be enforced unless specifically suspended or rescinded by action of the Board of Education at a regularly scheduled meeting.

Contacting Teachers via email

Our teachers may be contacted at any time via email. Please refer to our website for individual teacher email addresses at www.zlcs.org/TeacherSites.html. It is expected that teachers will respond to all emails within 24 hours.

Contacting Teachers at School via Phone

Teachers cannot be called to the phone during class hours. A message may be left with the school secretary, if desired. Full-time teachers can normally be reached at school between 3:15 and 3:45 p.m. Teachers can return your call in the evening hours with your permission, but they should not be called at home without prior arrangement.

Class Newsletters

Our teachers distribute short classroom newsletters each week. The purpose of these publications is to keep parents advised of classroom activities, field trips, special events, due dates, etc. It is imperative that parents take a few minutes to read these newsletters so that the school/home team can function in the best interest of the child.

School News

Parents are notified in the following ways of schoolwide news and events:

1. Zion Lutheran Church and School online Google calendar (updated daily) and available at www.zlcs.org
2. Principal's email blast reminders and information (weekly)
3. Principal's Page (monthly in Zion Lutheran Church newsletter that is also distributed to all school families) and
4. Zion Lutheran School website postings (updated daily, weekly, monthly, and annually, as needed) at www.zlcs.org

Use of Phones

Cell Phones

Students are allowed to have cell phones. However, **THEY MUST BE TURNED OFF** and kept in their assigned ZFC locker and/or backpacks. If a student is using the phone or it is heard while on campus, it will be confiscated. Confiscated cell phones will be held by the homeroom teacher for parents to pick up. Teachers are not responsible for damaged or lost confiscated cell phones. Continued violation of the cell phone policy may result in disciplinary action. Students may use their phones once they exit the building at the conclusion of the school day and at teachers' discretion.

Classroom/Office Phones

If there is an emergency during the day, students may use the office or classroom phones when given permission from teachers. In order to use the office phone, students must present a phone pass issued by a teacher to the office staff and must obtain and await permission to proceed before using the phone. Parents who need to reach their children are to call the office.

Lost and Found

Articles left on campus will be in the Lost and Found located in a bin next to the school office. On July 1st, unclaimed items are donated to the Angel Thrift Shop. Unclaimed uniforms are kept with the school for donation.

CONDUCT/BEHAVIOR/DISCIPLINE

Zion Lutheran School teaches and follows Christian principles in generally dealing with student behavior and discipline. We are ambassadors for Christ both on and off campus. All students will adhere to the principles of the Student Code of Conduct:

Student Code of Conduct

Out of my desire to honor God in response to all that He has done,

I commit myself to serving God

by showing respect for God, all students, those in authority, and myself.

I will not lie, cheat, steal, show disrespect, or condone those actions in others.

Teachers recognize that students need a consistent plan to assist them in developing and practicing positive behavior. The ultimate goal is that students develop self-discipline. Zion Lutheran School encourages student self-discipline based on Christian principles. Students are held accountable for their actions and are forgiven as Christ forgives. Christian discipline, as practiced at Zion Lutheran School recognizes that:

1. Students need to clearly know the school's guidelines and rules. Each classroom teacher/department will establish a system of rewards and consequences as befits the student's age level. At each grade level, the teacher will teach the meaning of respect, and apply behaviors and choices that are age-appropriate.
2. Each classroom will use a discipline plan that includes:
 - a. Clear identification of the class and school rules.
 - b. Clear identification of rewards and punishments that will be used in conjunction with these rules.
3. Discipline addresses the behavior and choices students make. Corrective action is a consequence for inappropriate behavior or choices. Rewards are results of appropriate behavior or choices.
4. In the midst of inappropriate behavior or choices, the student is still loved, but the act still has consequences. The students live under God's love and forgiveness (Gospel), but must also accept the consequences (Law).
5. The classroom management plans and discipline plans are additional ways the school partners with parents for the benefit of the student. The school encourages parents to set a good example and support the teachers.

General School-wide Rules:

1. Common sense should prevail in all student actions. If there is a chance that someone could be hurt, the student should not proceed with such actions.
2. Gum is forbidden except at specified times and places.
3. When changing classes or going to and from school activities as a class, students will walk.
4. Bikes, skates, and skateboards are not to be ridden on school grounds. Bikes must be locked during the school day. The school accepts no liability for damage to, or theft of bicycles.

5. No electronic games, iPods, laser pointers, toys, matches, etc. are to be brought to school unless by special arrangement with the teacher. The school accepts no liability for damaged or lost personal items brought to school. Unauthorized items will be confiscated and returned to parents only.
6. Students are responsible for keeping their own desks and lockers neat and clean.
7. Proper behavior and attitude in Chapel will be expected of each student.
8. Harassment/bullying will not be tolerated. Please see Harassment Policy in this document.

At each grade level the teacher will teach the meaning of respect, and apply behaviors and choices that are age-appropriate. There are certain inappropriate behaviors that are more serious, and therefore can lead to suspension.

Suspensions:

Students who demonstrate persistent or flagrant misconduct, such as described below, are subject to suspension.

- Actions detrimental to the moral and spiritual welfare of other pupils
- Deliberate disobedience
- Open defiance of authority
- Disrespect shown to teachers, Principal, or any member of the school staff
- Use of profanity, vulgarity, or un-Christian slang
- Using, selling, or possessing tobacco, narcotics, or alcohol
- Damaging, defacing, or otherwise injuring in any way any property, real or personal, of school, staff, or other students
- Stealing
- Truancy or persistent unexcused tardiness
- Assault or battery, or any threat of force or violence directed toward any school personnel or student
- Possession of weapons or other objects which could cause personal injury
- Harassment (physical or verbal) against any student or staff member
- Any flagrant action that disrupts or interferes with the opportunities of others to learn

Suspensions from school for periods of 3 days or less are within the authority of the Principal. Zion Lutheran School adheres to the laws stated in the California Educational Codes with regard to suspensions.

Expulsions:

Formal expulsion from school will be done by Board of Education action only. The Principal, however, may authorize an emergency suspension if there is an immediate threat to school property, other students, or school personnel. Emergency suspensions can be of indefinite length. Emergency suspensions are to be followed immediately by appropriate Board of Education hearings and action. Expulsion can result from any of the actions listed under "Suspension."

COMPUTER/INTERNET USE

Internet Acceptable Use Policy

Access to the Internet enables students to explore many avenues of information and possibly exchange messages with Internet users throughout the world. Families are warned, however, that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to Christian people. The school's intent is to make the Internet access available to further educational goals and objectives as well as to apply technology to the practice and proclamation of the Gospel.

Even though the school has taken precautions to restrict access to controversial materials, students may, accidentally or purposefully, find ways to access other materials. Nevertheless, the school's position is that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and others responsible for minor students are accountable for establishing and communicating the standards that their children should follow when using media and information sources. This document establishes the standards that Zion Lutheran School will use and enforce within its Technology Program.

It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet are prohibited from using school Internet resources or accounts for the following:

1. To access, upload, download, or distribute obscene, or sexually explicit material.
2. To transmit or receive obscene, abusive, or sexually explicit language.
3. To violate copyright laws or any local, state, or federal statute.
4. To modify, vandalize, damage, or disable the property of the school, another person, or organization.
5. To seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
6. Any vandalism, unauthorized access, "hacking," or tampering with hardware or software, including "viruses" or pirated software, is strictly prohibited (California Penal Code, Section 502).
7. To employ or use the Internet for commercial purposes.
8. To harass, insult, or verbally attack others.
9. To encrypt communications so as to avoid security review.
10. To utilize the school's technology in any other manner not in keeping with the Christian standards of the school.

World Wide Web Internet Rules

1. Students are NOT to give out personal information (your own or any other person's) such as their own last name, address, telephone number, parents' work address or telephone number, or the name and location of Zion Lutheran School, without permission.
2. Students are NOT to enter CHAT areas. At some sites there may be an opportunity to enter a chat line. Students are NOT to do this.
3. At some sites, there are questionnaires to fill out. Students are NOT to do this without permission from their teacher or the Principal.

4. At some sites, there is advertising. There may be order forms to purchase something. Students are NOT to fill out any of these forms.
5. Students may not enter or attempt to enter social networking sites such as MySpace or Facebook, or any other similar website without permission from the teacher or Principal.

If a student arrives at a site that is offensive in any way, the student is to use the [BACK] button to leave the site and report it immediately to the teacher or Principal.

Computer Code of Conduct

Use of the computer, which includes the Internet, shall be in support of education and research that is consistent with the mission of the school. Internet use is limited to those students who have completed the appropriate agreement form and have received approval.

Users of the computer comply with the following guidelines:

1. Use the computer in such a way that it does not disrupt or interfere with its use by others.
2. Be ethical and courteous.
3. Treat information created by others as the private property of the creator.
4. Use the computer to access and store only educationally relevant material.
5. Treat computer hardware and software with respect and proper care.
6. Use only your password.
7. Never make appointments to meet people in person contacted on the Internet without school and parent permission.
8. Notify the teacher or other adult about information or messages that are inappropriate, dangerous, or make you feel uncomfortable.
9. Conserve system resources.

Each student's files will be stored in their own file on the server. Students may also save their files to an alternate storage device to work on them at home. Any files saved on the hard drives, unless special permission is granted by the teacher, may be purged at any time by school personnel.

Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with school policy and procedure.

Zion Lutheran School reserves the right to revoke a user's access, as well as take disciplinary or legal action if it is determined the user is engaged in unauthorized activity or is violating this agreement.

Students and their parents will be required to sign the "Zion Lutheran School Acceptable Use Policy, Computer Code of Conduct, and the World-Wide Web Internet Guidelines Agreement Form" that will be distributed during the first week of technology classes by Zion's Information Technology Coordinator.

CONFERENCES WITH TEACHERS

Quarter Conferences:

Report cards for the first quarter will be sent home the week prior to conferences. The school office will create an appointment schedule for parent sign ups. These are important opportunities for parents to discuss their child's progress with his/her teacher. All parents are expected to participate.

Special Conferences:

Circumstances may necessitate a special conference between teacher and parent. We encourage both teacher and parent-initiated conferences.

DRESS CODE

Zion Lutheran School believes that a child who is dressed neatly tends to be well-disciplined. The impression that Zion students present to the community is a reflection of both the home and the school. A neat and healthy appearance is an effective means for students to honor God and show submission to His authority in their lives. The clothes worn very often reflect values. Scripture says, "...let your moderation be known to all men." (Philemon 4:5).

With this in mind, Zion Lutheran School adheres to a school uniform policy for Kindergarten-8th grade students. All uniforms can be purchased at:

True Grits School Uniforms

9823 Pacific Heights Boulevard #K

San Diego

858-535-0022

www.truegrits.com

School ID: ZLS092

The primary purpose for our school uniform code is to assure that the students of Zion are neat, clean, and well-groomed for all school activities, thereby advancing an organized, prepared approach to successful academic accomplishment. Uniforms eliminate the distraction of fashion competition and emphasis on dress, and serve to provide uniformity and the development of a sense of modesty and decorum. Students who do not adhere to the dress code will be asked to change clothes and will have their parents will be notified.

Approved Uniforms

The school recommends that families purchase all uniform items from *True Grits School Uniforms* in order to maintain consistence of style, color, and quality. However, to be sensitive to the financial needs of school families, parents may purchase certain uniform items at the store of their choosing. Pants, shorts, skirts, or skorts may be purchased from any other store. These items may not be oversized or undersized and may not display labels, logos, or writing. They will also need to be in keeping with the same color scheme (navy, khaki) of Zion School uniforms. On cold days, students may wear either a plain (without labels, logos, or writing) navy blue or red jacket or sweatshirt, or a navy blue or red jacket or sweatshirt purchased from *True Grits School Uniforms* with the Zion logo.

Monday through Friday students will be required to wear:

- White, red, or blue polo top with Zion logo – girls and boys – *from True Grits only*
- Navy blue or khaki pants or shorts – boys
- Navy blue or khaki pants, shorts, skorts, or skirts – girls
- Zion plaid skirts and jumpers – girls – *from True Grits only*
- Solid-colored jacket, sweater, or sweatshirt of red, navy blue, or white

Chapel Days require the following:

- White polo shirt, white button-down collared shirt, or blouse with Zion logo – girls/boys – *from True Grits only*
- Blue pants – boys (K-4 may wear blue shorts.)
- Plaid skirt (Grades 3-8) and jumper (Grades K-2)– girls – *from True Grits only*

P.E. for Grades K-6

Students are to wear proper footwear such as tennis shoes, running shoes, high-tops, or athletic shoes which provide proper support.

P.E. for Grades 7 and 8

P.E. uniforms will consist of a Zion school t-shirt and Zion shorts purchased from the school office. Proper footwear (tennis shoes, running shoes, high-tops, athletic shoes with proper support) are to be worn. No skating shoes will be permitted. All shoes must be laced and tied properly at all times. P.E. clothing is not to be worn to other classes. In cold weather, navy blue sweatshirt and sweat pants may be worn over the PE uniform. Part of the P.E. grade will be based on compliance with this policy.

Clothing must be sized appropriately, neither oversized nor undersized, and fitted to the waist. The final decision of what is or is not acceptable is left to the Principal.

Other Considerations:

1. On Fridays, students may wear blue jeans with the Zion polo shirt or Zion Spirit shirt if there have been no dress code violations during the week.
2. Boys or girls may not wear baseball caps or hats on campus during school hours, except during P.E. classes, elementary recesses, and middle school breaks. Hats may only be worn for sun protection.
3. Appropriate clothing is to be worn in accordance with the weather to avoid illness or discomfort. Clothes should be comfortable and not restrict normal school day activities. Shoes must have adequate foot protection and must be laced and properly tied at all times. Socks are required for shoes designed to be worn with them. Sandals or similar footwear must have a heel strap. No clogs are permitted.
4. Short skirts or tight pants, see-through shirts, halter tops/tank tops, etc. will not be allowed. Girls may wear “bike shorts” only if covered by a dress or a skirt. Boys and girls must wear pants above the hip. Shorts, skirts, and skorts must be at least mid-thigh in length. Chapel skirts, when measured while kneeling, may be no shorter than 5 inches above the knee.
5. Hairstyles should reflect moderation – no extreme styles, no ponytails on boys, no shaving to the scalp, no full-head bleaching or dyeing. Hair should not be in a student’s eyes and boys’ hair must be above their collars.

6. Clothing or accessories that are contrary to Christian values are not acceptable. This includes, but is not limited to, clothing and/or any pictures, drawings, or symbols with values advertising; material that promote or advocate the illegal use of drugs, alcohol, or tobacco; anti-Americanism; racism; sexual promiscuity; slang expressions; cults; secular rock or rap groups, etc.
7. No items deemed dangerous to the welfare of the wearer, or to others will be allowed. Oversized pants and shirts that can be worn in a sagging manner are prohibited. No gang-related clothing, apparel, or accessories may be worn. Gang related clothing is defined by the current and on-going standards established by the San Diego County Sheriff's office or local police agency.
8. Jewelry may be worn in moderation and good taste. Other than girls' earrings, no other type of body piercing is allowed for either boys or girls. Wallet chains and bandanas are prohibited. Belts with spikes are not allowed.
9. No tattoos are allowed.
10. All clothing should be clean, unwrinkled, and carefully mended if necessary. No cut-off, ragged, or torn garments are permitted.
11. No cargo pants or shorts are allowed.
12. There may be certain days designated as special dress days. These will be planned and announced in advance. Participation is optional. Standard uniforms are required when not participating in the special day dress.
13. Official Boy or Girl Scout uniforms may be worn to school the day of the scout event. If you have only a portion of the official scout uniform, you must wear your regular school uniform for the other portion.

FUNDRAISING

As is the case with most private schools, fundraising is necessary to supplement the cost of education. Zion Lutheran School conducts an Annual Golf Tournament, a Jog-a-Thon, an Annual Benefit Dinner/Auction, and various other activities and events to achieve the school's revenue and program requirements. All proposed fundraising activities must be submitted to the Principal for approval prior to implementation.

HARASSMENT POLICY

Zion Lutheran School is committed to providing an environment for students, faculty, and staff that is free from unlawful discrimination. In keeping with that commitment, the school maintains a strict policy prohibiting harassment based on race, color, national origin, ancestry, physical handicap, sex, disability, or age. This policy prohibits unlawful harassment including verbal, physical, sexual, technological, and visual harassment.

Any student who believes that he/she has been the victim of unlawful harassment should **immediately** report the matter to the school administrator or person of higher authority. Complaints of harassment will be promptly investigated, and appropriate corrective action will be taken.

HEALTH AND SAFETY

The physical health and safety of each student is of the utmost importance. Please take the initiative to keep your child at home when he/she is ill. Most importantly, do not return your child to school until he/she is able to participate fully in the normal school day. The school does not have a nurse on staff.

School Accident Insurance

The school carries a school-time secondary insurance policy for all students enrolled. In the event the parent has no primary insurance, the school policy will become a primary policy. All injuries are to be reported to the office and appropriate paperwork must be completed. The benefits payable under this policy are payable only to the extent that they cover accidental injuries while at school or on school-sponsored activities.

Communicable Diseases

Zion requires, in the case of confirmed or suspected infectious and/or communicable disease, that the student be excluded from school until written documentation of the non-contagious status is received from the pupil's private physician or local public health department.

Disasters/Emergency Preparedness

Zion Lutheran has a crisis plan in place, as well as an emergency preparedness plan. It is available for viewing in the school office. Regular drills are conducted for fire, earthquake and lockdown.

Emergency First Aid Procedures

Emergency first aid will be administered to stop bleeding, restore breathing, or prevent shock or infection. Parents will then be notified. If they can be consulted immediately the school will abide by the parent's wishes unless, in the opinion of the school representative in charge of the situation, a sufficient emergency exists that might threaten the welfare of the student. If deemed necessary, emergency transportation will be arranged by the school to the nearest emergency care facility. A school representative will remain with the student until the parent assumes responsibility. Internal medications in emergency situations will be given only by or on the order of a physician. It is understood that enrollment at Zion confers upon the school the obligation to select emergency care providers in the absence of the school's ability to reach the parents, and that no liability would attach to such a decision in the event parents cannot be reached.

Head Lice

Students found to have head lice will immediately be separated from the other students and sent home at the earliest opportunity. All students in the class will be examined to determine the extent of the infestation and a notification will be sent home to all parents of the class. Students with head lice may return to school the day after treatment, provided the parents declare in writing they are completely nit-free. Returning students must be re-inspected by the school to certify that they are free of nits.

Immunization

California law requires that each child have on file in the school office a copy of their immunization record before attending school. The immunization record must show the date (month, day, and year) the child received each dose of the required immunizations. Each entry must be clearly identifiable as having been entered by the physician and display the stamp of the medical facility or the physician's signature. To ensure the safety of all students, it shall be the policy of Zion Lutheran School to refuse or delay admission of

any student whose immunizations are not current. This “no shots, no school” policy will be strictly adhered to, with the only exception being a medical waiver substantiated by a physician’s report or Personal Belief Affidavit to be signed by the parent or guardian. The Board of Education reserves the right to deny admission to any student they determine might pose a health risk to other students.

Medical Records

Updated California Immunization Records are required for all school-age children. Forms are available in the office or from the child’s doctor. It is the parents’ responsibility to keep these records updated.

Medication

The purpose of allowing a medication to be given to pupils by authorized school personnel is to help provide for the general welfare of each student by following the instructions of the physician and/or parent. Administration of prescribed medication by school personnel will be permitted only when the medication is in the prescribed container with instructions and is accompanied with a signed and dated form from the parent. Non-prescription medications may be given with parental approval. Medication Request Forms are available in the office and online and must be completed by the parent and kept on file in the classroom.

Pets on campus

Family pets are to remain inside vehicles when on campus. Special visits to the classroom for sharing must be pre-arranged with the child’s teacher.

Physical Exams

California law requires a health checkup for school entry. All preschool children are required to have a complete physical exam prior to each year they are in preschool. Each first grade student must have a complete physical exam within 18 months prior to his/her first day of school.

Lunch and Snacks

Children are encouraged to bring a healthy snack to be eaten during their morning recess/break. Parental cooperation will be needed in having a well-balanced, nutritional lunch for the child each day. The school cannot guarantee a full lunch will be provided for those children who forget their lunch. Children should not bring items that need to be heated (via a microwave/oven) or refrigerated. Please remember to send utensils.

LEGAL MATTERS

Child Custody Matters

Copies of legal documents must be on file in the school office if there is an issue of legal custody of a child. Without such documents, the school personnel cannot deny access to any parent or their designated agent. It is the parent’s responsibility to notify the office about these matters.

Child Abuse Reporting

Employees of Zion Lutheran are considered Mandated Reporters. In accordance with California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school may not

contact parents in advance of making a report to legal authorities. The clear intent of the law is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once a reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Cumulative Records

Zion Lutheran School keeps a cumulative record on individual students. This file contains enrollment forms; grades; transcripts; attendance records; immunization records; health records; dates of graduation or withdrawal; progress reports; parental notes; teacher notes; curriculum standardized test results; and some discipline reports. It is only accessible to the teaching staff and office staff who are charged with the responsibility of maintaining the files. If parents wish to view their child's file, please contact the School Principal.

Parents or legal guardians have the right to inspect their child's permanent record file in the presence of the principal and by appointment. A student who is 18 years old is considered eligible to see his or her own records. The Family Educational Rights and Privacy Act gives parents the right to inspect, correct, and control access to their child's cumulative file.

Parents have the right to have records corrected if they are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child. If parents are not satisfied with informal proceedings concerning removing or changing a portion of their child's records, the parents are entitled to a hearing. If the outcome of the hearing is that the information, in the opinion of the parents, is not accurate, parents have the right to put a statement in their child's records commenting on the contested information.

Releasing Student Files

Official transcripts are mailed to the receiving school or delivered by a school official; they are never given to parents or students for delivery to another school. State law (California Education Code 48904) requires that any public or private school must transfer a pupil's permanent record, or a copy thereof, on request from the district or private school where the pupil intends to enroll. Pupil records shall not be withheld from the requesting district or private school because of any charges or fees owed by the pupil or his/her parents. Parents will be informed of their rights every year by giving each family a copy of the Parent/Student Handbook in which this policy shall be printed.

PARENT PARTICIPATION

Parents are encouraged to be actively involved in the education of their child(ren), to build a strong community, and to provide an incentive for parents to contribute to the operation of the school. Parents are required to serve 20 participation hours per year, per family, or pay a \$200 fee in lieu of serving participation hours. A variety of opportunities are available for parents to serve their hours including: fundraising activities; classroom volunteering; driving and chaperoning on field trips; volunteering on campus (both church and school); and a myriad of other activities. For information on how parents can be involved, please contact the Principal or school office.

PARTY INVITATIONS

We are happy to have a student's classmates help celebrate a birthday at school. All parties must be arranged in advance with the classroom teacher. Parties should not be elaborate, and healthy refreshments are encouraged.

Private party invitations may be distributed at school only if all students in the classroom are to be invited to the party. An exception may be when it is a party for boys or girls only. In this case, all the boys or all the girls in the room must be included. Invitations are to be distributed at a time approved by the classroom teacher.

Holiday parties are planned by the classroom teacher and room parent. Parents will be encouraged to help in the preparation of activities and serving food.

PHOTOGRAPHS

Zion Lutheran School obtains written permission of minor child(ren)'s parents before using any photographs and/or information about their child for public use. If the parents do not give permission, that child's photograph and/or information will not be used for public use. Parents may indicate their permission by checking the box on the school registration form. If the parents give written permission, minor child(ren)'s photographs and/or information may be used by the school for public dissemination. However, in order to protect the safety of school children, only the child's first name will be used for identification purposes.

PROMOTION/RETENTION

Promotion for Grades K-2

Promotion to the next grade is determined at the discretion of the teacher, in consultation with the Principal, and is based on progress in academic work.

Promotion for Grades 3-8

Students in grades three through eight must achieve a grade average of 70 percent or higher in all core classes to be promoted to the next grade level. The major courses of study are Math, Language Arts, Science, and Social Studies.

Retention

If, after careful observation, a teacher determines that retention is a possibility, he/she will consult with the principal. Depending on the child's progress, a recommendation for retention will be made to the parents by the classroom teacher with the principal's approval.

When a teacher has recommended retention, the teacher will provide remedial activities for the student and guide the parents in seeking additional help in the form of tutoring; home-based exercises; and/or professional testing and counseling.

If retention is still recommended after intervention, it will be the sole responsibility of the Principal to make this decision using information provided by the child's teacher(s). If the parents do not agree with this recommendation, they may appeal the decision in

writing to the Board of Education. The Board will review the appeal at its next regularly-scheduled meeting and respond in writing to the parents no later than 10 school days following the meeting.

Retention will generally not be authorized after grade 3. An exception would be a student new to the school that has not progressed through Zion's primary (K-3) program.

Retention will generally not be done without parental consent. The school reserves the right, however, to retain a student when it is determined that promotion would be detrimental to the child.

Moving a child to a lower grade may occur during an academic year, but will generally not be considered after the end of the first quarter.

Notice of retention will be placed in the student's permanent record.

Skipping a Grade

Every effort will be made to ensure that a student is placed in the appropriate grade level at the beginning of the school year. The school will generally not promote a student to a higher grade during an academic year. An exception might be in the case of a new student if, after careful observation and consultation between parents and staff, it becomes obvious that the child belongs in the next grade. If a parent requests that a child skip a grade, this request must be made in writing not more than 4 months in advance of the beginning of the next academic year. A decision will be made by the Principal after consultation with the child's current teacher(s).

STANDARDIZED TESTING

Students in grades 2-8 participate in standardized testing in the spring of each year. These nationally-normed tests serve as an additional tool for evaluation of student performance and curriculum offerings. Results are mailed to each home along with the final report card.

STUDENT WITHDRAWAL

1. Parent must notify the school office **in writing immediately** if the student is withdrawing from Zion.
2. The contractual financial obligations of a withdrawal are described in the school's Registration and Enrollment Contract. If there are any questions, please contact the business office.
3. An exit interview (either in person or via telephone) should then be scheduled with the school Principal to discuss the reasons for leaving.
4. The student's books must be turned into the school office on the same day as the exit interview.
5. The school secretary will prepare any necessary transition documents when the parent notifies Zion of the new school's requirements.
6. The parent must go to the Business Office to pay for any tuition and/or outstanding charges.

7. In the event an outstanding balance is due at the time of the student's withdrawal, including unreturned or damaged books and school equipment, the school may withhold the student's grades and transcript and notify the student's new school regarding the outstanding charges due.

TUITION AND FEES

There is a Registration Fee payable at the time of registration and this must be included with the registration paperwork. This fee will hold a student's place in the class until all registration requirements have been met and the student is either enrolled or the registration process is terminated. It is non-refundable.

Tuition rates are indicated on the Enrollment Contract. Zion Lutheran School uses the "Simply Giving Plan" ACH for automatic deductions of monthly payments for students in Grades Kindergarten through Eighth Grade. The Simply Giving Plan covers tuition payments only. Zion will bill all daycare charges through the school office. Parents will receive a separate billing and will need to pay the school directly for any daycare, lunch, field trips, and other incidental charges.

Tuition charges do not cover the total cost of operating the school. Zion Lutheran Church supports the school through church offerings, private donations, and its development program.

TUITION ASSISTANCE

Families of students needing financial assistance with tuition costs for the following year may apply through the FAST online system. The Board of Education's Scholarship Committee will review each recommendation made by FAST and issue an approval or denial letter. All applications will be held in the strictest confidence. It is a policy of the Scholarship Committee that students who are members of Zion Lutheran Church will be served first by the available funds and then non-members will be considered. Only Grades Kindergarten through Grade Eight are eligible for scholarship funds. Decisions will be made by May 1st of each year.

TUITION POLICIES

Tuition is an annual amount. To assist parents in budgeting, tuition is billed in equal installments over a period of either 10 or 12 months. Payments are made to the Thrivent's Simply Giving Plan. A pre-payment discount of 2% will be granted if the entire year's tuition is paid in advance prior to August 1st. The cut-off date for this discount is August 1. After school has begun, tuition will be pro-rated accordingly. There is a 10% multi-child discount given to younger siblings enrolled in K-8. Members of Zion Lutheran Church receive a 10% discount on tuition. There is also a discount given for active-duty military members; please contact the school for the current rate.

Daycare charges are computed from the 25th to the 25th of each month, and are billed in arrears.

A late charge will be assessed for payments received after their due date. Tuition is generally non-refundable. A two-week notice of withdrawal is required. Families who become delinquent in their tuition payments face penalty fees and possible removal of their

children from the school. A late fee is automatically assessed to the family account every time a payment is more than 10 days in arrears of the tuition due date. This late fee amount is established annually by the Board of Education. A notice indicating the amount of any overdue balance will be included in the transcripts of students who transfer to another school. No eighth grader will be allowed to participate in graduation exercises and no diploma will be awarded if overdue tuition and fees are not fully paid by June 1st. Report cards will not be released until full payment is received.

Zion sends out automatic reminders to families with past due accounts according to the following schedule:

1. When an account is more than 30 days delinquent, a letter asking for immediate payment is mailed to the parent or guardian.
2. Any Zion account that is delinquent more than 60 days is subject to a review by the Board of Education and may result in termination of enrollment.
3. If there is still no satisfactory resolution of the delinquency and the account is more than 90 days past due, the account is referred to the Board of Education to send to the school's collection agency.

The Board of Education reserves the right to handle each delinquent case on an individual basis. Every effort will be made to deal with families within the context of a Christian community. It must be clear, however, that the Board of Education has an overriding obligation to ensure the financial viability of the school and, as such, must enforce its delinquent tuition policies fairly and consistently.

Families who demonstrate a pattern of delinquent payments may be required, at the discretion of the Board of Education, to pre-pay as a condition for enrollment.

The Board of Education reserves the right to refuse admittance of any student whose tuition payment is overdue.