

Zion Lutheran School

Handbook

3600 South Chicago Avenue
South Milwaukee, WI 53172

414-762-1258

zionsouthmilwaukee.com



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This Parent-Student Handbook is a small guidebook which contains information about policies regarding our school and regulations for the pupils. 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.

PURPOSE

Zion Lutheran School's primary purpose is that each child would grow in the knowledge of Jesus Christ as his 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 pupils 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 pupils 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 pupil.
4. To teach our pupils to evaluate all education and activities from the Christian point of view.
5. To help our pupils, through the study of God's Word, to keep their sights set on the goal of eternal life in heaven.
6. To help each pupil work to the best of his God-given ability and "to be content whatever the circumstances." (Philippians 4:11)
7. To encourage and help our families and pupils share their faith and knowledge of Jesus Christ with one another and with each other.
8. To develop a close partnership between the home, school, and church through home visits, consultations, periodic group meetings, and other personal contacts.



ENTRANCE REQUIREMENTS

Children who are 5 years old before September 1 of the current school year may enroll in kindergarten. Pupils 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 Board of Education 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 Board of Education. At least one parent 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.

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."

Nurturing the pupil in the Christian faith cannot be just the task of our Christian Day 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%, 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.

Pupils sing for church services at various times throughout the school year. A singing schedule will be sent home periodically to each family. Please refer to the schedule frequently so your child(ren) will be prepared to sing for the services assigned. If, for valid reasons, your child(ren) cannot sing for a given service, please send a written excuse explaining the absence.

If a pupil 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 pupil will be permitted to participate in the activity.

BAPTISM

It is expected that all children who are or will attend our Lutheran Elementary School and are/will pay 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.

DAILY SCHEDULE

School doors are opened at 8:10 a.m. and locked at approximately 3:30 p.m. It is rather difficult for the teachers to supervise those who arrive earlier than 8:15 a.m. and still take care of last minute preparations for the school day. If pupils, because of transportation arrangements, must arrive considerably earlier than 8:15 a.m., we suggest that arrangements be made to place the pupil in our Day Care until it is time to arrive at school. When arriving at school all pupils are to go directly to their respective classrooms so they are ready for the start of the school day at 8:30 a.m. Upon dismissal at 3:15 p.m., students are to leave the school premises as soon as possible.

CURRICULUM

Since our graduates enroll in three or more different high schools and pupils 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. The Word of God 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

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

A	-	100 - 94
B	-	93 - 87
C	-	86 - 77
D	-	76 - 70
F	-	69 and below

TESTING

In addition to regular classroom tests, WKCE achievement tests are given to students in third through eighth grade in the fall of 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.

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 pupils. Generally speaking, as the pupil advances through the grades, he can expect the amount of homework to increase.



LETTERS HOME

Letters and notices are sent home periodically by the classroom teacher and principal. Please encourage your child to bring home all notices on the day they are received. In this way you will be kept well informed of what is happening in the school.

FIELD TRIPS

During the year the class that your child is in may go on a few short trips during school time to visit the public library, fire station, or other nearby places. This is done to provide your child with additional enriching learning experiences. In order for us to take your child on these trips, it is necessary for you to sign a permission slip at the beginning of each school year. Your child's teacher will notify you where and when the class is going before they make the trip. For any long field trips the teacher will send a separate permission slip for you to sign.

EMERGENCY SCHOOL CLOSINGS

When conditions require the closing of our school, announcements will be made over many local radio and TV stations. 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 will be contacted to make necessary announcements.

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

PUPIL ABSENCE

For the safety and welfare of each pupil in our school, we ask parents to follow the following procedures if your child will be absent from school:

1. 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, the date and time the child will be out of school, and signed by yourself.
2. If your child will be absent and has not been pre-excused, please call the school office between 8:10 and 8:25 a.m. on the day of the absence and give the name of the child, reason for the absence, and your name. In the event your child is absent and the school received no excuse for the absence, you will be called shortly after 8:30 a.m. We want to insure that your child didn't have some difficulty on the way to school or that there isn't a truancy.

INTERSCHOLASTIC ACTIVITIES

Opportunities for upper grade pupils to compete with pupils from other Wisconsin Synod Lutheran Schools in the Milwaukee area in spelling, forensics, math, basketball, volleyball, softball, and track are provided during the school year. Complete details are sent home when preparations for these activities begin. A pupil may be disqualified from any extra activities if the pupil is not performing scholastically to his or her God-given abilities, or if the pupil displays an unchristian-like attitude in or outside of the classroom.

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.



SAFETY

Proper habits in walking to and from school and crossing streets safely at the crosswalks should be stressed by parents and practiced by the pupils. 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 pupils. 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.

All forms mentioned below are available in the office and on our webpage.

Prescription Medications

A written, signed statement from the [parent/guardian](#) and a written, signed instruction from the [practitioner](#) must be on file in the office. The statement must include:

- Student name and date of birth
- Medication name, dose, route frequency, time/conditions, duration
- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of practitioner
- Parent/guardian signature, practitioner signature, date

Prescription medications must be brought in the pharmacy-labeled container indicating correct dosage and administration instructions.

Non-Prescription Medications

A written, signed statement 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 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.

HEALTH REQUIREMENTS

Sick children should not attend school for their own protection as well as that of their classmates. Children with a persistent cough or high temperature should be kept at home. The South Milwaukee Health Department provides services for our school. A nurse visits our school on a regular scheduled basis. Health records are kept for each student.

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

Any pupil who has contracted a contagious disease, head lice, or skin condition will not be allowed to return to school until a release has been obtained from the family doctor or the local health department. These requirements are specified by state law.

MILK AND LUNCH

Zion has a hot lunch program with delicious and nutritious meals at reasonable prices. Monthly [menus](#) are sent home and are available on our webpage.

Free and low-cost hot lunches are available for qualifying students. Please ask for the proper forms in the office at the beginning of the year.

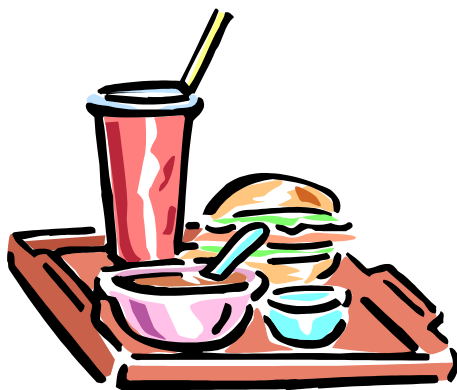
Milk is served with each hot lunch, and is also available for students who bring a cold lunch from home. Soda is not available during the lunch hour, and should not be brought with cold lunches.

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 or sent 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. Pupils 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 include fruits, veggies, whole grain products, nuts and seeds, for example.



LEAVING SCHOOL GROUNDS

Pupils 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.

LIBRARY

Pupils are encouraged to take advantage of the opportunity to draw books from our school library on library days. Ladies from our congregation have volunteered to 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 \$0.05 per day. Any books damaged or lost will be replaced by the pupil.

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 pupil 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 pupils.

MISSION PROJECTS

To encourage Christian stewardship of the gifts which God has given us and to give our pupils 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. Pupils are encouraged to participate.

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 a.m. to 8:25 a.m. or after 3:15 p.m. — except in case of emergency.

Pupils should limit outgoing calls to only such that are absolutely essential. At no time should any pupil use the telephone without a teacher's consent, except in case of an emergency.

Pupils who wish to use the school telephone must obtain a teacher's consent and pay \$0.50 per call.

No student cell phones are allowed, and will be confiscated by teachers.

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. No unnecessary noise or loitering on the premises.
3. Radios, skateboards, mp3 players, tape recorders, walkie-talkies, cell phones, personal music or game players, etc., are not to be brought to school. These items will be confiscated by any teacher.
4. Rules regarding the use of bicycles:
 - 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. All 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 pupil conduct, wherever he is or in whatever activity he 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); cyber-bullying (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.

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, Board of Education, or the principal. FIRST discuss the matter with the person involved. If more consultation is needed, the pastor(s), principal, and the Board of Education 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.

DRESS CODE

As a school which stresses Christian education, we are concerned that our students' dress reflects their Christian values and attitudes. The overall appearance of our students has an effect on learning and the Christian atmosphere of our school. Modest and age-appropriate clothing should be encouraged for school and school-related events.

When making clothing selection for your child, please consider the following guidelines. Students are allowed to wear shorts until the end of the first quarter and after May 1.

Articles of clothing considered unacceptable:

- Tattered, dirty, frayed clothing
- Halter tops, tank tops, bare midriffs, short tight tops
- Mini skirts, short tight shorts, spandex, cutoffs
- Sunglasses, caps, bandanas, or outdoor wear in the classrooms
- Clogs or strapless sandals (shoes must be securely fastened to the foot and socks are to be worn with all footwear)
- Unbuckled bib overalls
- Jeans or pants with lacing up the side above the knee

Selective clothing with logos may be worn. However, shirts and tops with the following types of lettering or pictures are not acceptable:

- Relating to beer, alcohol, or drugs
- Suggestive, negative, or double meanings (ex. 'Brat', 'Flirt', 'Spoiled', etc.)
- Music related (groups, concerts, album covers, etc.)

If something is questionable, it is best not to let the child wear it.

Children should provide their own combs and brushes. Various types of scalp conditions and lice can easily be spread if these items are shared. *Dyed or bleached hair, makeup, multiple body piercing, and body art are not acceptable.*

Pupils will be advised if their dress or appearance is unacceptable. The principal and faculty reserve the right to judge the appropriateness of the student's dress or appearance. We must work together to insure that the dress and attitudes of Zion's pupils are kept within proper Christian guidelines.

SUSPENSION-EXPULSION

If a pupil's behavior becomes so disruptive that a reasonable teaching and learning atmosphere cannot be maintained, or if the safety of the other pupils is endangered, or if the pupil 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 Board of Education may be asked by either the principal, teacher, or parents to attend.

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

DAY CARE

A Day Care is provided for children 30 months or older. Families with children enrolled in Zion are encouraged to consider the before 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 a.m. to 5:30 p.m. on days the school is in session. Contact the school office for cost, other details. The telephone number of the Day Care is 762-2824.



PRESCHOOL

To enroll in Zion's preschool a child must be 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. Consult the Preschool Handbook or contact the Preschool Director for more detailed information.

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 August. There is no refund of registration fees made after the start of the school year.

Bibles, catechisms, Bible story books, memory work books, and hymnals are to be purchased by the pupil and may be obtained from the school office.

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.

CHRISTIAN EDUCATION ASSOCIATION

A Christian Education Association (C.E.A.) 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 the C.E.A. We would appreciate it if each family would become involved and sign up for one or more of the following projects:

1. Room Mother
2. Field Day (May)
3. Banners
4. Pizza Sale
5. Pot-lucks
6. Concessions
7. Cradle Roll/Nursery
8. Church Fellowship Hour
9. Library
10. Hot Lunch Help
11. Scrip
12. Other

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

We welcome suggestions for other projects and possible topic(s) you would like presented at future meetings. Three regular meetings are planned for the school year and more if the interest and topics merit more meetings. The Christian Education Association will only be successful if you are willing to participate in its functions.