

ZION LUTHERAN **TIGERS**



COLOGNE, MN

Parent/Student Handbook

**Zion Lutheran School
14735 County Road 153
Cologne, MN 55322
(952) 466-3379**

**Tom Marcsisak, Administrator
(Revised 2020)**

*A reference handbook of the policies of Zion Lutheran School.
Please keep this book for the duration of your student's enrollment at Zion.*

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Our Commitment

EDUCATING CHILDREN has been a long-term goal of Zion Lutheran Church. Zion school uses this unique ministry with the goal of sharing the caring Christ. The faculty's care for children goes beyond simple or programmed techniques. Their caring stems wholeheartedly from their commitment to model Jesus Christ. They teach joyfully about the most caring of all times, the death of God's Son on a cross for the sins and forgiveness of the entire world. Central to every caring act of every day in Zion Lutheran School is Christ's love. When the children learn they are loved, by God and others, they learn to love Him and each other thereby having their lives touched forever.

ZION LUTHERAN SCHOOL is a Lutheran Christian school with pre-school through grade eight. The school is maintained and supported by Zion Lutheran Church, 14745 County Road 153, Cologne, MN 55322.

THE COMMITMENT OF ZION CONGREGATION - Many years ago Zion Congregation expressed its commitment to our Lord's mission in the paragraphs of its constitution. Article XII includes the following statement concerning Christian Education: "The Congregation shall maintain a Christian Day School at all times. It shall be the duty of the parents to send their children of school age to the Christian Day School, or otherwise provide for the sufficient instruction of their children in the Word of God."

AS A RESULT - Out of this basic pledge has come Zion's excellent program of Christian Education. A major emphasis of that program has been the Christian Day School, the finest means of training in the Word of God for Life!

The Voters Assembly of the congregation and its duly elected Board of Christian Education exercise control and supervision of the school. The Administrator of the school acts as the agent of the Congregation and the Board of Christian Education in the direct administration and supervision of the school.

Our Philosophy and Mission

PHILOSOPHY STATEMENT - Every child born into the world is first of all God's child, endowed with an immortal soul destined for eternity, therefore, it is our belief that the one cardinal objective of education, to which all others point, is to develop devotion to God as our Creator, Redeemer, and Sanctifier, whose love moves us to show our love for Him in every act, thought, word and desire of our daily life. As Christ is the center of our lives, so He is also in, with, under, and through our educational philosophy. To bring about such development, it is our constant aim to promote each individual pupil.

MISSION STATEMENT: The Mission of Zion Lutheran School is to "Feed My Lambs" through the teaching of the Christian Faith and guidance in the Christian Life for personal growth and development.

FAITH LIFE - Increased knowledge and understanding of the Bible. Increased dependence upon the Father as Creator and Preserver of life; and the Holy Spirit as the source and strength of faith and the New Life.

SANCTIFICATION - Service to God through worship, prayer, and mission endeavor. Service to the church through talents, time, treasures and testimonies. Service to his fellowman by living "as unto Christ."

PERSONAL LIFE ADJUSTMENT - Training for the maximum physical and intellectual capabilities of each pupil, with due recognition for individual differences, through the various stages of development.

A GOOD EDUCATION IS THE BEST INVESTMENT - "You parents cannot prepare a more dependable treasure for your children than an education in the liberal arts. House and home burn down and disappear, but an education is easy to carry with you at all times." Martin Luther.

**GENERAL
SCHOOL
INFORMATION
REGARDING...**

...ACCIDENTS/MEDICAL EMERGENCIES

- If a student has an accident or a medical emergency, which may require medical care, it will be reported immediately to the office. The supervising teacher or office will also contact you.

...ANNOUNCEMENTS

- Announcements go out each week with “Tiger Times”. Please know this is the main way of communicating with families, especially those effecting the whole school. Your student(s) teacher(s) will also send out periodic updates about class specific items/activities.

...ATTENDANCE

- Absences
 - After three (3) consecutive unexplained absences, or a pattern of irregular attendance, teachers will contact the student’s family to ascertain the reason for the absence and express the school’s concern. If the teacher is unable to make contact, an administrator should be provided with documentation of attempted contacts, including dates and times.
 - Absences are recorded as unexcused until a note (written or emailed) is received and the absence is determined to be excusable.
- Tardies
 - A tardy is defined as a student who arrives to school after 8:15 AM. However, there are two types of tardy excuses as listed below:
 - 1) Excused: Late arrival to school or class as a result of reasons defined herein as excused absences or as a result of events physically out of one’s control such as inclement weather, documented transportation delays, health related emergencies power outage, compliance with a court order, etc.
 - 2) Unexcused: Arriving late to school or class with or without the knowledge of parent/guardian, as a result of oversleeping, parent errands, etc., unless it is an excused tardy as defined above.
 - When students are tardy, teachers will use the following guidelines:
 - 1) At the fifth (5th) unexcused tardy, you will be contacted by the student’s teacher offering suggestions to remedy the problem and identifying instructional information the student is missing when tardy.
 - 2) After ten (10) unexcused tardies, you will receive a letter from the Administrator.
 - 3) Fifteen (15) unexcused tardies will result a report filed with CPS.

...BIRTHDAYS

- Birthdays are important at Zion and we try very hard to make sure every student feels special on their birthday. Students are welcome to bring in store bought, prepackaged treats for their birthday, to share with their entire classroom or the school. Please drop treats off with their student’s teacher or

send with student if possible. Summer birthdays can be celebrated at any point during the school year (i.e. half birthdays, beginning of school, end of school).

...BULLYING (SEE ALSO DISCIPLINE POLICY)

- The Board of Education prohibits bullying at any location or activity under jurisdiction of the school system. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- The Board of Education also expects students and/or staff to immediately report incidents of bullying to the principal or designee. Each complaint of bullying will be promptly investigated. If the complainant or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the administrator. Zion prohibits retaliatory behavior against any complainant or any participant in the complaint process.

...CELL PHONES & PERSONAL DEVICES

- Parents are encouraged to conduct all student communication through the office phone during school hours. Students are allowed to carry cell phones/personal devices in their book bags. Devices must be in the off position and left in their lockers/designated area during the school day (8 AM – Pick-Up). Cell phone use during the official school day will result in confiscation of the phone until the conclusion of the school day. The second offense will result in the phone being confiscated and returned directly to the parent, through the office.

...CLASSWORK

- Assignments
 - In most cases, students have the opportunity to complete assignments in school. We do feel that homework is an important process for academic understanding and responsibility. However, parents should consult with the teacher when the student appears to have an excessive amount.
- Curriculum
 - A well-rounded program of studies includes Language Arts, Social Studies, Science, Mathematics, Physical Education, Music, Art, Technology, Health, Spanish, and Religion. Christian teachers teach subjects with a Christian approach.
- Make-Up Work
 - Being absent from school does not excuse the pupil from assignments during that period. The work that is missed should be made up. Arrangements for such work can be made by consulting with the teacher. This is a parent /student responsibility.
- Physical Education
 - Regularly scheduled physical education and recess periods provide an opportunity for group games and activities at each student's level. Physical Education is a state requirement, and

students are expected to participate unless a note from parent or doctor indicates a reason for non-participation.

- Spiritual Aspects
 - Religion classes emphasize the learning of the chief doctrines of the Bible and of the Lutheran faith including memorization of prayers, Bible verses, and hymns. These classes make use of the Bible (English Standard Version), hymnal, (Lutheran Service Book) and Luther's Small Catechism. The student may purchase a Bible and Catechism (as needed for their classroom situation).
 - A weekly chapel service is included in the curriculum and is open to anyone interested in attending. A collection is taken at each service for a specified mission project.
 - Students are also expected to attend worship services with their parents. Parents set the example, in this regard and support the education process of Zion. God promises - "Train up a child in the way he should go; and when he is old he will not depart from it." Proverbs 22:6
- Teacher Credentials
 - Our teachers are certified by the State of Minnesota and have a comparable education to their peers.

...COMMUNICATION, TEACHERS/STAFF

- It is important to Zion to develop and maintain positive and on-going communication with teachers. Please provide the best way to reach both parent/guardians, in case of emergency or school closings.
- Parent/Teacher conferences are offered each fall/spring and serve an opportunity to meet and talk about your child's academic success.
 - Conferences may also be set-up at any point in the year by contacting your student's teacher and determining a time that works for both parties.

...COMMUNICATION, HOME

- Cell phones are not allowed during the school day. Students will be encouraged to use the office phone for all communication. Please use the office phone if you need to communicate with your student(s).

...DISCIPLINE (SEE ALSO DISCIPLINE POLICY)

- All teachers at Zion consider it a part of their responsibility to guide, direct and encourage the Christian discipline of the entire student body during the lunch hour, on the playground, and on the school premises in general. In serious cases, the child's teacher should be informed and involved.
- Each teacher will strive to develop self-discipline in children. "If you love Me, keep my commandments."
- Corporal punishment WILL NOT be used.

...DISMISSAL

- Students will be dismissed at 3:15 PM and can be picked up on the South Side of the school, outside Mrs. Moen and Mrs. McCloskey's classrooms. Students are expected to be picked up between 3:15 and 3:30 PM.
- Students remaining after the final bus must be picked up, in the assigned classroom, by their parent. Students will not be released alone.
- Pick-ups made by individuals other than parents/guardians/emergency contacts must be announced prior to departure. Students will not be allowed to leave with unauthorized individuals.
- If it is necessary for a student to leave school early, parents are required to contact his/her child's teacher. Parents or guardians are asked to go to the classroom to pick up their student.
- If a student misses the bus, he/she will call home. The student's teacher is to supervise telephone calls to their parents and wait until the parent arrives.

...DRESS CODE

- Students are expected to honor the dress code so that valuable school time is not spent examining attire to determine appropriateness.
- Zion's dress code is as follows:
 - Clothing or jewelry may not include words or visuals which are obscene, abusive, discriminatory, which advertise drugs or alcohol, or contain sexual innuendos, or as deemed inappropriate by faculty.
 - Hair should be kept neat and clean. Hats, other than head coverings, and sunglasses may not be worn in the building during the school day except on special "dress-up" days.
 - Ear and body piercings must be in moderation.
 - Footwear is to be worn at all times.
 - Clothing must be **MODEST**, clean, and a positive reflection on Zion Lutheran School and its community.
 - Clothes with excessive holes and frayed areas are not allowed.
 - Dresses, skirts, shorts, pant, etc., must be modest in length to be worn so that undergarments are completely covered when standing, walking, and sitting.
 - If leggings or tights or what is deemed to be a form fitting pant is worn:
 - They must be under dresses, skirts, or shorts which cover the top ½ portion of the upper leg.
 - Or they must be under a shirt, sweatshirt, or top that is long enough to cover the butt, front, AND sides completely. These coverings should maintain this length when moving.
 - Shirts, tops, blouses, etc., must be long enough so there is no exposed skin at the beltline, even when arms are lifted, and should be high enough in front to avoid showing cleavage. Shirts are not to be worn off the shoulder.
 - All shirts, tops, and blouses are required to cover the shoulders.
 - Undershirts must be worn with all tops that are sheer or knit which may allow undergarments to show through.

...EXTRA-CURRICULAR ACTIVITIES

- Interscholastic Competition
 - Zion competes with area schools in interscholastic sports. Flag football, cross-country, volleyball, basketball, and track and field are engaged in on a competitive basis. *Please note: every effort is made to provide activities for students. Based on enrollment numbers, we may co-op with an area school to fill a team. Please make preferences known early so we can arrange for co-op opportunities when possible.*

<u>BOYS</u>	<u>GIRLS</u>	<u>CoEd</u>
Flag Football (7/8)	Volleyball (5/6 & 7/8)	Cross Country
Basketball (5/6 & 7/8)	Basketball (5/6 & 7/8)	Softball
		Track & Field

Boys Flag Football	Games played in October and November
Boys Basketball (A-team)	Games played in December, January, and February National Tournament @ Valparaiso University, Indiana
Boys Basketball (B-team)	Games played in February and March.
Girls Volleyball	Games played in October and November
Girls Basketball (A-team)	Games played in December, January, and February National Tournament @ Valparaiso University, Indiana
Girls Basketball (B-team)	Games played in February and March
Track and Field	Track & Field Day (hosted by Mayer LHS) in early May
Play Day	On the last Wednesday of the school year, a day of friendly competition between St. Johns, NYA, Emanuel, Hamburg, and Zion, Cologne. Hosting rotates through participating schools.

- Each sport schedule includes teams from other area schools. Included in our league are St. Johns – Chaska, First Evangelical Lutheran – Glencoe, Emanuel – Hamburg, St. James – Howard Lake, Zion Lutheran – Mayer/New Germany, St. Johns – NYA, Trinity Lutheran – Waconia, St. Paul/St. Peter Lutheran – Watertown, and Redeemer – Wayzata. Games are also played against Cologne Academy; however they are not in our league.
- Student Eligibility
 - A student is eligible for participation in school activities when:
 - assignments are completed responsibly.
 - satisfactory marks are received in all subject areas.
 - cooperation is shown with teachers and fellow students.
 - A teacher or group of teachers will determine ineligibility. Parents and students will receive a notification of ineligibility. Ineligibility will be one week (exception see suspensions).
- Sportsmanship
 - Attendance and support is excellent at our school activities. Enthusiastic cheering is appropriate and appreciated. On the other hand, booing or yelling at officials, banging and stomping on bleachers is not a good Christian example. Students and adults should remember to keep the activity in the proper perspective. Our school's primary goal is to provide a Christ centered setting for student activities.
- Sports Uniforms

- Uniforms are issued for volleyball (girls) and basketball (boys and girls) and are the property of Zion Lutheran School. They are required to be returned to Zion following the completion of the sport. While in the athlete's possession, proper care and handling will help keep them in good condition.
- Elementary Band Programs
 - An elementary band program is available for students in grades 4-8 for a cost. An orientation meeting will be held at Lutheran High School in fall to provide more information on this program to interested families, select an instrument for the student, and provide information on purchasing/renting that instrument. Lessons will be held on a weekly basis at Zion and taught by a qualified instructor.
- Knights Program
 - An assortment of sports/activities are available for students in grades 1-8 for a cost. Watch for updates in *Tiger Times* or go online to www.mayerlutheran.org/knights-program/ for information regarding offerings and registration.

...FEES

- All fees paid to Zion Lutheran School are nonrefundable upon receipt. This includes, but is not limited to enrollment fees, band fees, sports fees, etc.

...FIELD TRIPS

- Students will have the opportunity to attend field trips periodically, throughout the year. Permission slips will be sent home prior to each field trip and must be returned prior to the field trip. Students without a signed permission slip will not be allowed to participate.
- Chaperones are also needed for some field trips. Please note that all chaperones will have a background check performed prior to being allowed to participate.

...FINANCIAL STATEMENTS

- Statements
 - Statements are sent home with students at the beginning of each month and will include the amount due for lunch/milk and tuition. Statements may also indicate payment due for field trips or books purchased. Questions regarding payments may be directed to the Administrative Assistant, Amanda Teschendorf.
- Registration Fee
 - A registration fee is charged to each family who has students in grades PK-8 and may be submitted with the registration form. Currently the fee is \$175.00. per family (with a reduced price of \$125 for early registration). A registration fee of \$50.00 per family applies if the family's only student is in pre-school.

- Tuition Fee
 - The cost to educate a student at Zion is estimated to be roughly \$10,000.00. Due to the generosity and commitment to Christian education by the members of Zion Lutheran Church, tuition is greatly reduced. Tuition rates are provided in the Yearly Update or available on request.
- Variable Tuition
 - Zion provides a “variable tuition” option to families where limited financial resources are a factor in attending Zion Lutheran School. We will be using the Free and Reduced Lunch application to determine qualification.

...INCLEMENT WEATHER

- Zion follows Central Public School District for School closures, early dismissals, and late starts. In the case of delayed starts, early dismissals, and school cancelations, emails will be sent out. Please provide email addresses for both parents (where applicable).

...LUNCH/MILK PROGRAM

- Program Participation
 - Zion provides an excellent hot lunch program. Because of the size of our school we depend on each student to participate in the program to make it cost effective. Bag lunches are strongly discouraged in order to maintain program efficiency. Zion provides a well-balanced lunch that meets federal requirements for nutrition, and also takes into account special dietary needs of students.
- Program Payments
 - You will receive a monthly statement indicating your account balance. It is possible, and encouraged, to carry a credit on your account. Your prompt payment assists us in keeping the program's cost at a minimum.
- Program Assistance
 - If paying for your student's lunch is financially difficult; please refer to the Free and Reduced Lunch Application available in your orientation folder.
- Program Donations
 - Donations to the program also assist us in keeping our costs at a minimum. Donations of non-perishable items such as flour, sugar, salt, brown sugar, Jell-o, chocolate chips, etc. are appreciated. Check with Betty Meuffels for details and current needs.
- Milk Break
 - Milk is available for your student during scheduled breaks in the school day. Teachers will keep track of milks for students who drink milk during these breaks, and by students who drink more than one milk at lunch (1 milk is provided with lunch). The milks will be added to your monthly statement.

...PARENT-TEACHER ORGANIZATION

Zion Education League (ZEL)

- **Purpose:** In an effort to establish a close understanding between parents and teachers, the Education League serves as a Parent/Teacher organization at Zion. Subjects related to the school program of Christian Education are discussed. All parents who have children in our school and all other interested persons are automatically members of this organization and are urged to participate in the three or four meetings held during the school year.
- **Volunteer Options:** Zion Lutheran School offers an outstanding educational opportunity for students but also depends on the involvement of parents to be successful. Volunteers are extremely helpful in the classroom and special projects. The help offered by parents assist teachers with copying, bulletin boards, cooking projects, and coordinating projects. Discuss volunteer opportunities with your student's teacher.
- **Moms in Touch:** "Where two or three are gathered in my name, there am I in the midst of them" (Matthew 18:20). With this thought in mind, the mothers of Zion would gather weekly to pray for the needs of our children and school. If you are interested in taking part of this weekly gathering of prayer and devotion, please speak with Pastor.
- **Fundraising Opportunities:** Fund-raising projects are an integral part of the education process at Zion. These extra funds help purchase special items for the classroom or reduce the cost of tuition for families. Once again though, this is possible only because of parent involvement. Here are some ways that you can become involved.
- **Aluminum Can Collection:** Save your aluminum cans and drop them off in the aluminum can trailer in the school parking lot. Education League delivers the cans to the recycling center and credits the Education League treasury with the proceeds.
- **Silent Auction:** The Education League sponsors a Silent Auction. This has become a very successful fund-raising event for the group. Donations of items are collected from area businesses and families and put out for bid. Funds from items purchased are designated for specific needs of the school.
- **Craft Sale:** The annual craft sale, held in November, is an opportunity for members to donate bake goods and craft items.
- **Boxtops For Education:** General Mills offers a cash rebate for products labeled with the "Big G Box Tops for Education" symbol. There is an app called Boxtops For Education where you would designate the school you want and scan your receipts. Ask Brittany Moen if you have any questions.

...STUDENT ASSESSMENTS

- Parent-Teacher Conferences
 - Conferences will be held following the first quarter. These conferences are held to:
 - discuss the student's progress.
 - discuss student's report card.
 - consider individual concerns related to schoolwork.
 - help the teacher and parent to become better acquainted with one another.
- Permanent Records
 - Complete scholastic, attendance, health, and family records are kept of each student in the school's permanent files. This file will transfer with the student when they leave Zion. Condensed copies of these records are retained by the school.

- Report Cards
 - Report cards are issued every nine weeks as indicated on the school calendar. Grading scale will be as follows 90 -100 A, 80 – 89 B, 70 – 79 C, 60 – 69 D, 59 and below F. For some subjects we use O for Outstanding, S for satisfactory, and N for needs improvement. These grades make up our dual marking system. Grades one through eight will receive a mid-term report. Students 1-8 will be eligible to receive quarterly academic awards that will be presented at chapel.
 - Administrator’s List 97% - 100% (\$25 Visa Gift Card to students Grades 5-8)
 - High Honor Roll 93% - 96%
 - Honor Roll 89% - 92%
 - Bringing Up Grade Award (B.U.G)
- Standardized Testing
 - In addition to regular subject matter testing, standardized achievement tests are administered to the students in grades 1-8 once a year (Iowa Assessments). These test scores are recorded in the student's permanent record. Your student's progress is important to us, and the teachers are available throughout the school year to discuss your concerns and questions. Please schedule an appointment with the student's teacher if you have a concern. We request that parents not use the time prior to the beginning of school for conferences.

...STUDENT HEALTH/SAFETY

- School Security
 - For the safety of our students, the school building will remain locked during school hours. All visitors must enter through the main doors (next to the church). Visitors must check-in through the office upon arrival.
- Health Program
 - We are concerned with the health of each student attending Zion. Nurse, Diane Miller, coordinates a health program. Staff members are medically trained to provide first aid including CPR.
- Hearing and Vision Screening
 - Our health program includes Hearing and Vision Screening. Parents will receive details of this program in fall along with a request for parental signature granting permission for their student to participate in the program.
- Immunization
 - Please check with your family doctor for the required immunizations for MMR, DPT, Hepatitis B, and other vaccines.
- Emergency Information
 - Providing the school office with emergency information regarding your student is essential. Contact will be made with the parent if a student becomes ill while at school or in need of medical attention. It is important to update this information if it should change during the course of the year. We want to be able to reach you if your student needs you.
- Student Illnesses
 - Deciding if your child should attend school or stay at home for the day can be a difficult decision. Please check the guidelines outlined in the following section if you are undecided. If your student will be absent from school, please notify Zion of your decision. This policy

insures that all students are accounted for. Calls should be made to school prior to 8:30 (a message may be left on the answering machine.) If a student is absent and has not been excused a call will be made to the parent's home or office. We would like to keep these calls to a minimum so please remember to place the call yourself.

- An ill child should remain at home if these symptoms exist:
 - Acute cold - bad cough, excessive discharge from nose
 - Elevated temperature - over 100.3
 - Vomiting
 - Diarrhea
 - Undiagnosed rash
 - Sore throat
 - Inflamed eyes
- Children should not return to school until temperature, vomiting and diarrhea have returned to normal for a 24-hour period.
- **Sickness at School**
 - Parents will be notified at home/work if their student becomes ill while at school. A parent is expected to pick up the child or make arrangements for someone to do so. In the event the parent cannot be reached, the emergency alternate will be contacted.
- **Injuries at School**
 - First aid treatment by a staff member is limited to that of cleansing a wound and covering with a bandage. If a serious injury should occur and you are unable to be reached, your physician will be contacted and his recommendation followed. If necessary, the 911 emergency system will be activated.
- **Communicable Diseases**
- **Re-admission to school for the following communicable diseases will be:**
 - Chicken Pox - all lesions are dry and crusted (5-7 days).
 - Strep Throat - at least 24 hours after start of medication.
 - Conjunctivitis (pink eye) - at least 24 hours after start of medication.
 - Impetigo - at least 24 hours after start of medication. If no improvement is shown within 48 hours a physician should reassess the child.
 - Lice and Scabies - following medical treatment with insecticide or lotion.
 - Hepatitis - physician statement required for re-admittance.
 - Ringworm of scalp and skin - following treatment with fungicide.
- **Administration of Medication**
 - If administration of medication is required, please provide parental permission in writing. Also indicate the name of the medication and instructions for administering. Students will not be allowed to self-administer medication. An adult must administer them.
 - Prescriptions must be current and properly labeled with child's name, date, name of physician, name of medication, dose and frequency of administration. Ask your pharmacist to divide home/school doses to avoid the need to transport medication.
 - In accordance with MN Department of Health recommendations the school will NOT provide any medications (including Tylenol). If non-prescription medications e.g. Tylenol, cough syrup or antihistamines need to be given, they can be administered for a maximum of 5 days with written parental permission following above guidelines. After that time orders from a physician will be required.

- Student Accident Insurance
 - Zion Lutheran School provides student accident insurance for all students in pre-school through grade eight. This insurance is purchased from Student Assurance Services, Inc., and provides the following coverage to students (please refer to the attached policy schedule for exact coverage):
 - Attending regular school sessions,
 - Participating in or attending school-sponsored and supervised extracurricular activities,
 - Participating in school-sponsored and supervised interscholastic sports, and
 - Traveling directly to and from school for regular school session; and while traveling to and from school sponsored and supervised extracurricular activities in school-provided transportation.
 - PLEASE BE ADVISED THAT THE COVERAGE THE SCHOOL IS PURCHASING IS A SUPPLEMENT TO YOUR FAMILY HEALTH INSURANCE. It pays only after your family health or auto policy and then within the limits of the policy's benefits (explanation of benefits attached). This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage.
 - Additional accidental insurance coverage can be purchased through Student Assurance Services, Inc (see form in parent packet).
 - CLAIM PROCEDURE: Filing of the claim is the parent's responsibility.
 - Parents notify the school and obtain a claim form immediately. The school will fill out Part A if it is a school injury.
 - Parents complete part B. Answer all questions.
 - Parents submit copies of your itemized bills to your own family insurance first, even if you have a large deductible. You will be sent a report called an Explanation of Benefits (EOB).
 - Parents send the claim form, copies of itemized bills and the EOB to:
Student Assurance Services, Inc.
PO Box 196
Stillwater, MN 55082
 - The claim will be completed when all of the above documents have been provided. Should you have a question as to the status of a claim, you can contact Student Assurance Services, Inc. at 1-800-328-2739.
 - NOTICE: Student must have been treated by a licensed physician within 60 days of the date of the injury. Proof of claim should be submitted within 90 days from the date of accident, or a reasonable time thereafter not to exceed one year. The company is responsible only for expenses incurred within one year.

...SUPPLEMENTAL ACADEMIC PROGRAMS

- Speech, DHH, and Developmental Services provided through Central.
- Unique Learners
 - Zion, in conjunction with Lutheran Special Education Ministries, provides a part-time program for students with special needs. This program, taught by Terri Bentz, provides personal attention to a specific subject area. Standardized tests, informal assessments, daily

class work, as well as teacher and parent input contribute to determining whether a child needs additional services. Steps are in place through Zion's Unique Learner program, offered by Lutheran Special Education Ministries (LSEM.org) to provide interventions when deemed necessary. Additional testing can also be provided by Public School District 108. More information will be available on the program if your child is referred.

- Student Assessment Reports
 - Parents will be informed of student's progress through mid-term reports and report cards. Dates can be found on the school calendar.

...TOBACCO FREE ENVIRONMENT

- The use of tobacco products is prohibited by all individuals on school grounds.

...VISITING SCHOOL

- Visitors other than immediate family (parents/siblings) must be communicated through the classroom teacher prior to visitation.
- Visitors are welcome and encouraged at the school any time. They should, however, check in through the office. Classroom observations must be pre-arranged through the classroom teacher. Please maintain confidentiality regarding the performance level and placement of individual students in the classroom when a visitor.

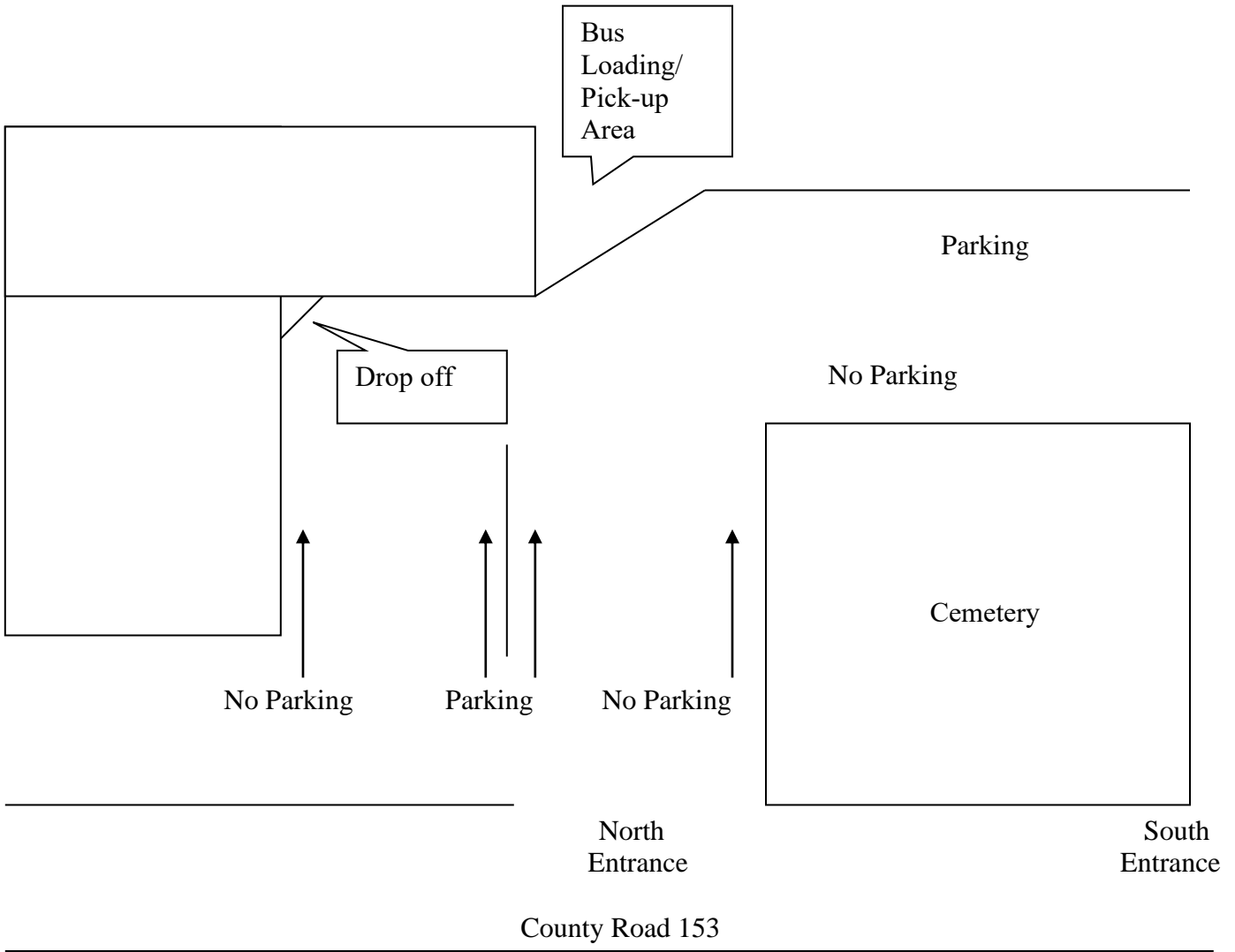
...VOLUNTEERING IN THE CLASSROOM

- All teachers are encouraged to use parent volunteers in a variety of ways in their classrooms. All parent volunteers must complete a background check and be cleared by the office.

...TRANSPORTATION

- Busing
 - The names of students requesting transportation to Zion, including Kindergarten students, are submitted to the local public-school districts. Transportation is provided by the Central and Waconia school districts. Each district determines bus routes and schedules for students in their district. The Waconia School District may determine that transportation is not feasible from your home to Zion and retains the right to deny transportation. If this occurs, you are eligible to apply for transportation reimbursement.
- Privileges
 - The State of Minnesota has declared that riding a bus is a privilege, not a right. This means a student may lose busing privileges if their conduct is questionable! Students will also be instructed on bus safety as part of the school curriculum.
- Transportation Reimbursement

- Students who reside in a school district other than Central or Waconia, and are transported by parents, may apply for transportation reimbursement from the school district in which they live. Parents may contact their district's office for an application.
- Bicycles
 - Bicycles may be ridden to school and placed in the designated area upon arrival. Bike riding is not allowed during the school day, and bicycles must be ridden straight home following the dismissal of school. Bikers may not use the parking lot as a riding area following the close of school due to the amount of vehicle traffic. This is a matter of student safety. Please be sure that your children are aware of this if they are riding their bicycles on school property.
- Notice
 - Motorcycles, snowmobiles, and ATVs are not permitted on the property of Zion Lutheran Church. Our church is not covered for accidents involving such vehicles on the church property. Neither will the congregation be responsible for any damage that occurs to a vehicle while parked on church property.
- Parking Procedures
 - In an effort to make our parking lot as safe as possible for our parents and students, procedures have been established for the drop-off and pick-up of students. All children must be supervised when in the parking lot and should not be allowed to run freely between the bused area and the parking area. The policy also asks parents and students to observe the following traffic patterns to reduce the risk of injury.
 - **Morning Drop-Off/PK Pick-Up:** All vehicles will use the south entrance (gravel driveway) when entering the grounds on Monday through Friday and proceed through the parking lot to the front church doors. All vehicles will exit using the north entrance (by the mailboxes) when leaving the grounds. This will accommodate traffic flow in an orderly manner.
 - **Afternoon Pick-Up (3:15 – 3:30):** When picking up students between the times of 3:15 and 3:30 PM, please use the south entrance (gravel driveway) when entering the grounds on Monday through Friday and proceed through the school parking lot.
 - Please park vehicles on the east side of the parking lot (facing farm/pine trees).
 - Please DO NOT park in spaces next to cemetery as this poses problems and safety concerns when cars/busses are present.
 - **Afternoon Pick-Up (after 3:30):** If students must be picked up after 3:30 PM, students will be in the responsible teacher's classroom. Parents may have to pick-up their students at the classroom. Students will NOT be released to the parking lot until their parents arrive.
 - The back loop (gravel road behind school) is limited to deliveries only and should not be used by parents as a drop-off/pick-up location.
- Consent for Release
 - Students will only be released to immediate family members (parents/older siblings) or adult guardians specified on student information forms. If your student is to be picked up by someone other than the adults specified on the student information form, consent must be given to the administrative office or classroom teacher prior to pick-up. Students will not be allowed to leave unless proper consent is obtained.



POLICIES & PROCEDURES

DISCIPLINE POLICY

- Our behavior and words should be viewed in terms of the Christian life and the example of our Lord Jesus Christ. Christ is our moral force and our example of love and forgiveness. Every disciplinary event is viewed as having potential for the child to learn and grow. The child learns what God expects of him: learning to communicate effectively with peers and teachers. Increasingly, the child learns to control his or her own behavior; to make demands on himself or herself in achieving goals to be successful, and to be an example of Christian standards.
- All teachers in a Lutheran school consider it a part of their responsibility to guide, direct, and encourage the Christian discipline of the entire student body during the school day and extracurricular activities.

Infraction of any rules will be handled in five steps:

- The teacher and the pupil.
 - The teacher and the parent.
 - The teacher, the administrator, and the parent.
 - The teacher, parents, student, and Board of Education.
 - Expelled or referred for counseling.
- Suspension and Expulsion
 - Only the administrator has the authority to suspend a student. Expulsion requires action by the Board of Education. If a teacher feels a student has done something to warrant suspension or expulsion, the teacher will consult with the Administrator.
 - Parental Cooperation
 - We expect the full cooperation of all parents. The school stands in the place of the parent during the school day. The school exists to benefit each child in his or her spiritual, emotional, social, and academic development. We would like the children to benefit from the best we have to offer in our Christian environment.
 - Student Conduct and Discipline Guide
 - Our ultimate authority and guide for our life in and out of school is God's Word. Jesus Christ was asked which is the greatest commandment in the Law? His reply, "Love the Lord your God with all your heart and with all your soul and with all your mind"..."Love your neighbor as yourself." Matthew 22:37, 39. The following discipline guide has been established to provide a specific procedure for handling student misconduct:
 - Each teacher has established a plan for dealing with classroom problems. This plan will be discussed thoroughly with the class. The following principles have been agreed on by the staff.
 - 1) Be prepared for learning.
 - 2) Listen and follow directions.
 - 3) Show respect for others and their property.
 - 4) Keep hands, feet, and other objects to yourself.

DETENTION/SUSPENSION/EXPULSION PROCEDURES

- Detentions
 - Situations that may incur an immediate detention are:
 - Leaving the school grounds, skipping or leaving class without teacher's permission.
 - Fighting
 - Offensive language
 - ✓ using God's name in vain

- ✓ cursing
 - ✓ using profane or vulgar language
 - ✓ 'put downs'
 - Lying or cheating
 - Disrespect toward staff/parent helpers (sassing or refusing to cooperate)
- Procedure
 - Student receives a copy of the detention, teacher keeps one copy, and the administrator/head of discipline receives the third copy.
 1. Student's copy must be taken home, signed by parent/legal guardian and returned the next day to the teacher who issued the detention. Failure to return the signed notice may result in a 2nd detention.
 2. Failure to report to the detention period will result in a 2nd detention.
 3. The third detention of a school year the student will have a conference with the administrator/head of discipline.
 4. With each set of four detentions in a school year the student will receive a REFERRAL.
 - Detentions will be served Friday afternoons from 3:15 - 4:15 PM unless other arrangements have been made.
- Referral/Suspension
 - Situations that may result in an immediate referral/expulsion include:
 - Harassment or intimidation of fellow students.
 - Especially serious types of behavior that could lead to legal action such as: sexual harassment, abuse, assault, carrying concealed weapons, stealing, vandalism, etc.
 - Procedure:
 1. The administrator/head of discipline will meet with the student. This meeting is to notify the student of the concerns and to provide the student an opportunity to defend him or herself.
 2. The administrator/head of discipline will give oral notice of the concerns and the student will have the opportunity to provide his or her side of the story.
 3. A judgment is made by administrator/head of discipline, based on the evidence and the student's defense.
 4. Immediately following the decision to give a referral, the parents will be notified in writing of the length of the suspension and any special conditions relating to it.
 - Consequences:
 - 1ST REFERRAL - Letter to parents/ legal guardian, a written plan to correct the problem, one day in house suspension.
 - 2ND REFERRAL - parents contacted by phone followed by a letter to parents/legal guardian, a written plan to correct the problem, two day home or in house suspension. Student will be on PROBATION for up to one (1) month during which he/she may not participate in any extra-curricular activities of the school.
 - 3RD REFERRAL - Three days home or in house suspension. Write a plan to correct the problem. Letter to parents/legal guardian. Probation for one month. Students and parents/legal guardian may be required to appear before the Board of Education.
 - 4TH REFERRAL - Expulsion (see below)
- Expulsion

- An expulsion from school may result from a student having received his/her fourth referral that would indicate "persistent disobedience". The student may also be expelled by the administrator/head of discipline for serious types of behavior.
- Procedure:
 - Informal hearing between administrator and student in referral.
 - Parents given written notice and telephone call of the administrations' intent of recommended expulsion. The notice will include:
 - a. the concerns and evidence for the concerns.
 - b. the length of time recommended for expulsion (semester, year, permanently).
 - c. the time and place of the meeting with the Board of Education to consider expulsion.
 - d. a description of the hearing procedure (who will conduct it and how).
 - e. a statement of the student's rights including the right to be represented by the parent, the right to give testimony, present evidence and otherwise provide defense.
 - f. a statement of the right to request the attendance of school personnel who are party to the incident or who have accused the student of violating school policy or rule.
 - Expulsion will be by formal action of the Board of Education. The Board may meet in closed session when requested by student or parent/guardian.
 - a. The Board must act in public session with a quorum present.
 - b. The expulsion must be by formal motion and confirmed by vote.
 - c. The action must appear on the minutes and be part of the public record.
 - Notice of expulsion will be sent to student's school district and juvenile division of the Probate Court for students ages 6 through 16.
 - Where the Board rules in favor of the student, the student shall be reinstated immediately. The student shall be allowed to return to school without prejudice or penalty unless otherwise directed in the motion of the Board.

DRESS CODE POLICY

- A student's clothing should be a reflection of Christian values and appropriate in an educational setting. Attire should be neat and clean. The clothing of students should be marked for easy identification, especially boots and school bags. Each year, clothing accumulates at school because items are not marked, and the owner is unknown. A lost and found box is kept at school for these items.
- The following code is offered to guide parents and students as decisions are made regarding appropriate wear for school and school activities. A standard is needed but standards vary from family to family and person-to-person, so no code will please everyone.
- Values Upon Which the Code is Based:
 - At best, clothing should support Christian values; at least, clothing should not cause offense.
 - Personal appearance should not distract from the learning process. The primary focus of the Zion schooling experience is on spiritual and academic development.
 - This code should allow clothing appropriate for some play and exercise during recess and physical education classes.

- General Guidelines of appropriateness, modesty, moderation, cleanliness, neatness, and safety.
- No code of dress and appearance can cover every style and fad. It is understood that the faculty, under the direction of the administrator, will, from time to time make decisions regarding styles and fads, which may not be specifically mentioned below. Such decisions will follow the general guidelines above in keeping with past practice and decisions.
- Students are expected to honor the dress code so that valuable school time is not spent examining attire to determine appropriateness.
- Zion's dress code is as follows:
 - Clothing or jewelry may not include words or visuals which are obscene, abusive, discriminatory, which advertise drugs or alcohol, or contain sexual innuendos, or as deemed inappropriate by faculty.
 - Hair should be kept neat and clean. Hats, other than head coverings, and sunglasses may not be worn in the building during the school day except on special "dress-up" days.
 - Ear and body piercings must be in moderation.
 - Footwear is to be worn at all times.
 - Clothing must be **MODEST**, clean, and a positive reflection on Zion Lutheran School and its community.
 - Clothes with excessive holes and frayed areas are not allowed.
 - Dresses, skirts, shorts, pant, etc., must be modest in length to be worn so that undergarments are completely covered when standing, walking, and sitting.
 - If leggings or tights or what is deemed to be a form fitting pant is worn:
 - They must be under dresses, skirts, or shorts which cover the top ½ portion of the upper leg.
 - Or they must be under a shirt, sweatshirt, or top that is long enough to cover the butt, front, AND sides completely. These coverings should maintain this length when moving.
 - Shirts, tops, blouses, etc., must be long enough so there is no exposed skin at the beltline, even when arms are lifted, and should be high enough in front to avoid showing cleavage. Shirts are not to be worn off the shoulder.
 - All shirts, tops, and blouses are required to cover the shoulders.
 - Undershirts must be worn with all tops that are sheer or knit which may allow undergarments to show through.

ENROLLMENT POLICY

- Zion Lutheran School admits students regardless of race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs. Exceptions to admittance may be encountered when a student presents a need for which the school is not equipped and for which the teachers have not been trained. Students will receive a Lutheran education and we urge parents with no church affiliation to attend services at Zion in order to gain understanding of the teaching of the Christian faith.
- Children entering Kindergarten must reach the age of five on or before the first of September, children entering First Grade must reach the age of six on or before the first of September. Pre-

school children must be at least three years of age on or before the first of September. Exceptions may be made through discussions through the school.

- Procedure, New Students
 - New students are always welcomed. All applications for new student enrollment can be made through the administrator's office. The following procedure will be followed for new families.
 - Parents will complete a registration form.
 - Zion obtains information from the previous school or teacher, especially in the case of students above kindergarten.
 - Upon enrolling your child(ren) to Zion, you are agreeing to the following conditions.
 - ✓ Spiritual - The student is open to the religious instruction.
 - ✓ Social - The student conforms to discipline procedures outlined in the Parent/Student handbook.
 - ✓ Academic - The student's needs and concerns can be met by our teaching staff.
 - If the above conditions are not able to be met, the student may be asked to seek educational opportunity in another school.
- Procedure, Returning Students
 - "Continuous Enrollment" forms will be signed at the beginning of each school year. Students will remain enrolled at Zion until such time they decide to withdraw. Students may be withdrawn at any point during the school year, but a specific "re-enrollment" period (January through March) is designated to serve as a reminder of our "continuous enrollment" policy.

FIELD TRIP POLICY

- Field trips are an exciting part of the learning process. Policies have been developed to ensure that students enjoy a safe outing. Our policy states that:
 - Students may be bused when attending a field trip.
 - Local trips may rely on parents to provide transportation.
 - One adult chaperone per 6 students is required.
 - Medical equipment and personal student information is included with the coordinator of the trip in case of emergency.
 - We will adhere to current car seat standards.
 - All chaperones require a completed background check prior to the trip.

HARASSMENT AND VIOLENCE POLICY

- General Statement of Policy
 - It is the policy of Zion Lutheran Church and School to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. Zion Lutheran Church and School prohibits any form of religious, racial, or sexual harassment and violence.
 - It is a violation of this policy for any pupil, teacher, administrator, or other school personnel of Zion Lutheran Church and School to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion and race

as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of Zion Lutheran Church and School.)

- It is a violation of this policy for any pupil, teacher, administrator, or other school personnel of Zion Lutheran Church and School to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon any pupil, teacher, administrator, or other school personnel.
- Zion Lutheran Church and School will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, or sexual harassment of violence and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.
- **Racial, Religious, and Sexual Harassment and Violence Defined**
 - **Racial Harassment Definition:** Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
 - has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment
 - has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - otherwise adversely affects an individual's employment or academic opportunities.
 - **Religious Harassment Definition:** Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
 - has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment
 - has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - otherwise adversely affects an individual's employment or academic opportunities
 - **Sexual Harassment Definition:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - submission to that conduct or communication is made a term of condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 - Sexual harassment may include but is not limited to:
 - ✓ unwelcome verbal harassment or abuse
 - ✓ unwelcome pressure for sexual activity
 - ✓ unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
 - ✓ unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status

- ✓ unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - ✓ unwelcome behavior or words directed at an individual because of gender.
- **Racial Violence Definition:** Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- **Religious Violence Definition:** Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- **Sexual Violence Definition:** Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
 - Sexual violence may include, but is not limited to:
 - ✓ touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - ✓ coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - ✓ coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - ✓ threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- **Assault Definition:** Assault is any of the following:
 - ✓ an act done with intent to cause fear in another of immediate bodily harm or death;
 - ✓ the intentional infliction of or attempt to inflict bodily harm upon another; or
 - ✓ the threat to do bodily harm to another with present ability to carry out the threat.
- **Reporting Procedures:** Any person who believes he or she has been the victim of religious, racial, or sexual harassment or violence by a pupil, teacher, administrator, or other school personnel of Zion Lutheran Church and School or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator, or other school personnel should report the alleged acts immediately to an appropriate Zion Lutheran Church and School official designated by this policy. Zion Lutheran Church and School encourages the reporting party or complainant to use the report form available from the administrator, but oral reports will be considered complaints as well. Nothing in this policy will prevent any person from reporting harassment or violence directly to the human rights officer (head pastor) or the Board of Christian Education.
 - **Administrator's Responsibility:** The administrator is responsible for receiving oral or written reports of racial, religious, or sexual harassment or violence at the building level. Any adult Zion Lutheran Church and School personnel who receives a report of racial, religious, or sexual harassment or violence will inform the administrator immediately. Upon receipt of a report, the administrator must notify Zion Lutheran Church and School human rights officer (head pastor) immediately without screening or investigating the report. The administrator may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon

as practicable by the administrator to the human rights officer (head pastor). If the report was given verbally, the administrator will personally reduce it to written form within 24 hours and forward it to the human rights officer (head pastor). Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the administrator. If the complaint involves the administrator, the complaint will be made or filed directly with the Board of Christian Education or the human rights officer (head pastor) by the reporting party or complainant.

- **Human Rights Officer:** The Board of Christian Education hereby designates a human rights officer (head pastor) to receive reports or complaints of racial, religious, or sexual harassment or violence. If the complaint involves the human rights officer (head pastor) the complaint will be filed directly with the Board of Christian Education chairman. Zion Lutheran Church and School will conspicuously post the name of the human rights officer (head pastor), including a mailing address and telephone number.
- **Submission of Report:** Submission of a good faith complaint or report of racial, religious, or sexual harassment or violence will not affect the complainant or reporter's future employment, grades, or work assignments.
- **Report Forms:** Use of formal reporting forms is not mandatory.
- **Privacy Issues:** Zion Lutheran Church and School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses with as much privacy as possible, consistent with Zion Lutheran Church and School's action, to conform with any discovery or disclosure obligations.
- **Investigation:** By authority of Zion Lutheran Church and School, the human rights officer (head pastor), upon receipt of a report or complaint alleging religious, racial, or sexual harassment or violence will immediately undertake or authorize an investigation. The investigation may be conducted by Zion Lutheran Church and School officials or by a third party designated by Zion Lutheran Church and School. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances leading to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct is a violation of this policy, Zion Lutheran Church and School should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident is a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, Zion Lutheran Church and School may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged religious, racial, or sexual harassment or violence.

The investigation will be completed as soon as possible. Zion Lutheran Church and School's human rights officer (head pastor) will make a written report to the Board of Christian Education upon completion of the investigation. The report will include a

determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

- **Zion Lutheran Church and School Action:** Upon receipt of a report, Zion Lutheran Church and School will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Zion Lutheran Church and School's action taken for violation of this policy will be consistent with requirements of applicable Minnesota, federal law, Zion Lutheran Church and School and synodical policies. The result of Zion Lutheran Church and School's investigation of each complaint filed under these procedures will be reported in writing to the complainant by Zion Lutheran Church and School following state and federal law regarding data or records privacy.
- **Reprisal:** Zion Lutheran Church and School will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports alleged religious, racial, or sexual harassment or violence or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.
- **Right to Alternative Complaint Procedures:** These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.
- **Harassment or Violence as Abuse:** Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statute 626.556 may be applicable. Nothing in this policy will prohibit Zion Lutheran Church and School from taking immediate action to protect victims of alleged harassment, violence, or abuse.
- **Distribution of Policy and Training:** This policy will be conspicuously posted throughout the school building in areas accessible to pupils and staff members. This policy will appear in the student handbook. Zion Lutheran Church and School will develop a method of discussing this policy with students and employees. This policy will be reviewed regularly for compliance and also available on-line at www.zion-cologne.org or a printed copy is available upon request.

PROBLEMS WITH FACULTY POLICY

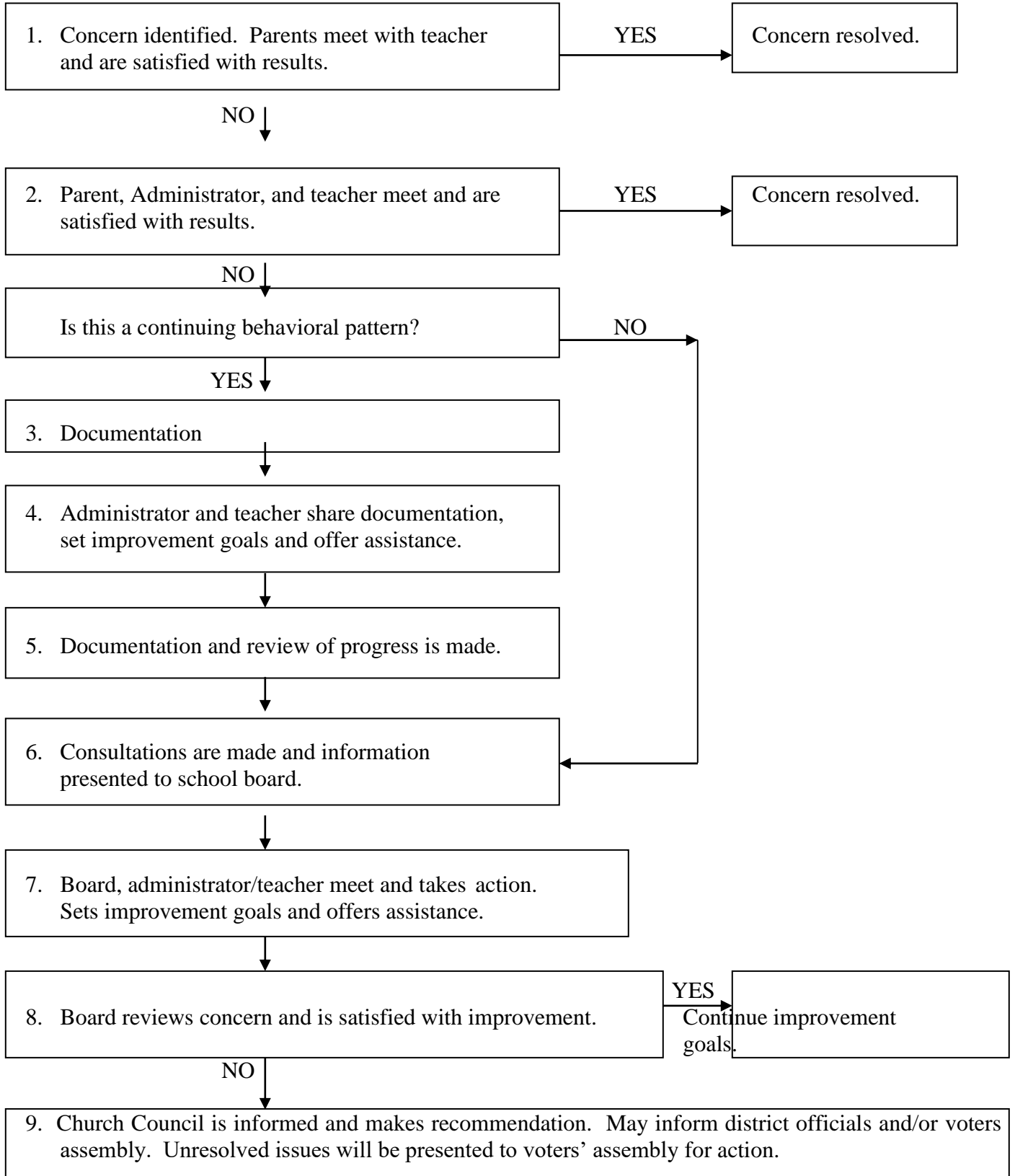
The authority of scripture as stated in Matthew 18 is the source of this policy. When a problem is encountered with the actions of a teacher or the administrator the following steps should be taken until there is a resolution of the problem.

- Procedure:
 1. Present the concerns to the educator personally and privately. If the complainant does not feel comfortable presenting the concern the administrator* may be included in the discussion.

2. Parent, administrator*, and teacher meet to mediate a solution. (May go to step 6 if this is not a recurring problem.)
3. Administrator*, and complainant document in writing continued evidence of incompetency or error.
4. Administrator* will share this documented evidence with the educator.
 - Specify improvements required of the individual
 - Offer help for retraining of the individual.
 - Set a date for the review of progress.
5. Administrator* will continue to gather evidence and confront the individual again at the review date.
6. Administrator will consult with pastor and district officials, then present the evidence to the school board.
7. Call a school board meeting to confront the educator with the evidence and to take specific board action relative to the problem.
 - Specify improvements required
 - Offer help.
 - Set review date.
8. Meet with the individual at the review date, and continue review plan or
9. Bring the issue to the church council for recommendations. Action may be taken by the council or referred to the voters' assembly.
10. Inform district officials of recommendations for voters' assembly.
11. Take action at voters' assembly meeting.
 - Specify improvement required for the individual.
 - Offer help for retraining the individual.
 - Request the individual to seek a ministry elsewhere.
 - Release the individual from future service
 - Begin procedures to suspend or expel the individual from synod.
 - Indicate a termination point for the individual's salary, benefits and housing arrangements.
 - Terminate the individual's salary and benefits immediately.

**In the case of a problem with the administrator, substitute Board of Education member.*

FLOW CHART FOR CONCERNS:



TECHNOLOGY POLICY – CELL PHONE/PERSONAL DEVICE

Cell phones are a wonderful way to communicate to friends and family, but like everything else they have an appropriate time and place to be used. At Zion we have no problems with students having them, but they will have to follow very specific guidelines.

- Parents are encouraged to conduct all student communication through the office during school hours.
- Students are allowed to carry cell phones in their book bags.
- Phones must be in the off position and left in their lockers/designated area during the school day.
- Cell phone use during the official school day will result in confiscation of the phone until the conclusion of the school day.
- The second offense will result in the phone being confiscated and brought to the office, to be returned directly to the parent.
- Teacher's discretion will be used on the above policy.

TECHNOLOGY POLICY - INTERNET

- Internet Access
 - Internet access has become an integral part of the education process. Access to the Internet will enable students to explore thousands of libraries and databases. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Zion uses an internet filter/security program to limit access to inappropriate content on the internet. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet in the form of information, resources, and communication opportunities exceed any disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end Zion supports and respects each family's right to decide whether to allow access.
- Parental Permission
 - We require students to review our Internet policy and receive parental permission. Please review Zion's "Internet Rules" below and refer to the "Internet Agreement" in your orientation packet.
- Acceptable Use Policy

An Acceptable Use Policy is a written agreement signed by Zion Lutheran School - Cologne staff, parents/guardian and students (grades 1 – 8) that describes the terms and conditions for the use of technology available to all persons during TLO sponsored activities. This agreement outlines the rules of acceptable behavior during online Internet/offline Intranet sessions and the consequences for misbehavior. This agreement delineates published usage of student photographs and student work on the Internet/Intranet.

Zion Technology

With the use of electronic networks, including both Internet and Intranet, Zion is expanding technology access for students, parents, staff and community users. With this access comes the responsibility for appropriate use. Students, parents, staff and community users are expected to maintain Christian ethics in making appropriate decisions regarding their technology use provided by Zion. In general that requires

efficient, ethical, and legal utilization of the network/non-network resources. Thus, the following principles will be applied:

1. The signatures required in accordance with the AUP are legally binding and indicate the parties who signed have read the terms and conditions carefully, understand their significance, and agree to abide by them.
2. Failure of users to abide by the AUP guidelines may cause the elimination of a user account at any time as required.
3. In accordance with the AUP guidelines, the Zion School Board in its sole discretion will deem what is inappropriate use and all such decisions by the School Board are final.
4. Additionally, if Zion incurs a financial cost due to user misuse or intentional malicious action, the user will bear the sole responsibility for the financial cost incurred.

Zion Network Users

The electronic networks are “public places” and user actions are visible to other users on the network. Zion has the right to monitor network use to ensure that the network continues to function properly for all of its users.

All Zion existing policies and regulations apply to the use of technology. Community Users and students are expected to comply with the following procedures when using the Zion networks or accessing any resource via the Internet.

1. Users will follow Zion Acceptable Use Policy.
2. No user is allowed to use any material that is not preloaded onto the computers or approved by Zion network administrators.
3. Sending, reviewing or viewing material or information that is threatening, intimidating, hostile, harassing, offensive or discriminatory on the basis of race, sex, color, national origin, religion, age, handicap or military status or any other status protected by law. In addition, the receipt of such material and/or showing such materials to co-workers is strictly prohibited.
4. The use of the computer to Users of Zion technology shall promote efficient use of the networks to reduce congestion of the networks and interference with the work of others using the networks. Such interference or disruption includes, but is not limited to the following:
 - a. Altering the computer system’s operating perimeters such as screensavers, desktops, sounds, or other appearance aspects of the computer
 - b. Propagation of computer worms or viruses
 - c. Using the network to make unauthorized entry into other computational, informational, or communications devices or resources.
 - d. Access of files belonging to anyone else on the network without express consent.
5. Networks or equipment shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution would violate any applicable law or regulation or would likely be offensive to the recipient(s).

Zion Internet Users

Use of Internet activities must be in support of ministry, education and research that is consistent with the goals, objectives, and policies of Zion Lutheran - Cologne. There is a wealth of information on the Internet. Zion network users will have the opportunity to access that wealth, and will be required to use the Internet responsibly. The use of the Internet is a privilege, not a right, and inappropriate use will result in a

cancellation of that privilege. Prior to participation, a user will receive information pertaining to the proper use of the Internet and sign the AUP user agreement.

Zion has taken reasonable precautions to restrict access to controversial materials; we spend technology dollars on keeping our surf protection software current. However, on a global network such as the Internet, it is impossible to control all available materials. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may procure material that is not consistent with the goals of Zion. It is the user who controls the material accessed. With this in mind, we believe that it is imperative to teach our community members to make Christian choices about the type of material they access.

Internet Etiquette

Users are required to abide by the accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities, or other inappropriate language. Try to resolve conflicts in person following Matthew chapter 18.
2. Illegal activities including but not limited to downloading computer worms or viruses; any action for the sole purpose of plagiarizing any image, object or document; viewing pornography, violent materials, or any other information generally considered inappropriate in a Christ-centered learning environment; is strictly forbidden.

In addition, these rules apply for our students.

1. Do not reveal your personal information (i.e. name, address, phone number) online.
2. If a student accidentally finds anything inappropriate on a website, they are to turn off their monitor and notify a teacher or adult immediately.
3. Students are not allowed to download documents or software from the Internet without a teacher's permission.
4. Zion school students will use the Internet for educational purposes only.
5. A teacher or adult must be present at all times while a youth is using the Internet. The student must ask for and receive permission to access the Internet from that teacher or adult.

The following guidelines apply to employees' use of School Networking and Internet Sites.

1. All personnel should use good judgment and act prudently when using Social Networking Sites.
2. No statement, comment or publication may be posted that in any manner appears to be made on behalf of or in connection with Zion without obtaining permission prior to such publication.
3. Employees should use caution when publishing in any medium commentary regarding issues germane to the interests of Zion and/or its members, in order to ensure they make no published statements that are, or appear to be, in conflict with or are adverse to the interests of Zion and its members.
4. All publications by Zion personnel on Social Networking Sites are subject to and must comply with your duty to preserve client confidences and must also comply with Zion's policies on confidentiality and non-disclosure of confidential, proprietary and/or member data/information.
5. Zion's policy against harassment applies with respect to the use of Social Networking Sites by Zion personnel.

Electronic Mail

Users should be aware that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Transmission and viewing of any material via e-mail that is in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to plagiarized copyrighted material, threatening or obscene materials or materials protected by trade secret or classified government information. All e-mail users are required to abide by the accepted rule of network etiquette.

Consequences

Interpretation, application, and possible modification of these policies shall be within the sole discretion of Zion School Board. Violation of these policies will be reviewed on a case-by-case basis by the Zion School Board and appropriate action taken if necessary. The Zion School Board may at any time make determinations that particular uses are or are not consistent with the purposes of the network and computer resources. Furthermore, the Zion School Board reserve the right to discontinue access to the computing equipment and network at any time for any and all users.

Notification will be made to the parent/guardian of the student involved in any violation of this Acceptable Use Policy. Violations include, but are not limited to, the following:

1. Internet Abuse including but not limited to choosing to visit inappropriate websites; downloading controversial material; abusive language.
2. Hardware Abuse including but not limited to malicious mistreatment of any piece of technology hardware.
3. Software Abuse including but not limited to amending program instructions; initiating to illegally copy media.
4. Network Abuse including but not limited to illegal/inappropriate use of username and password; accessing non-authorized files; misuse of network resources.

Community Users and Student Photographs and Work

For the safety of students, Zion will not include the names of any student on websites with public access. Student pictures will not include any identification information. Artwork of Zion students that are placed on websites also will not include any means to identify the artist.

VISITATION POLICY

Parents wishing to visit their students during a school day are expected to contact their child's teacher prior to their planned visit day. Parents must check in through the office upon arrival. Parents are also extended a special invitation to visit for planned activities during Lutheran Schools Week.

WELLNESS POLICY

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

- General Statement of Policy
 - The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
 - The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.

- The school encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- **Guidelines**
 - Students' lifelong eating habits are influenced by the types of food and beverages available to them. Schools have a responsibility to help students establish and maintain lifelong healthy eating patterns.
 - All foods and beverages made available on campus will be consistent with the current USDA Dietary Guidelines for Americans. The Dietary Guidelines for Americans encourage most Americans to eat fewer calories, be more active and make wiser food choices.
 - Food service personnel will take measures to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
 - Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
 - The school will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students who are eligible for free and reduced-price school meals.
 - The school will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
 - The school will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
 - The school will discourage tutoring, club, or organizational meetings or activities during lunch times, unless students may eat during such activities.
- **School Food Service Program/Personnel**
 - The school will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
 - The school's food service program administrator will be responsible for the school district's food service program. Duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
 - As part of the school's responsibility to operate a school nutrition program, the school district will provide continuing professional development for all food service personnel in schools.
- **Nutrition Education and Promotion:**
 - The primary goal of nutrition education is to positively influence students eating behaviors.
 - The school will encourage and support healthy eating by students and engage in nutrition promotion that is:

- a) offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b) part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c) enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
- The school will encourage all students to make age appropriate, healthy selections of food and beverages.
- **Physical Activity:**
 - The primary goal for a school's physical activity component is to provide opportunities for every student to: develop the knowledge and skills for specific physical activities; maintain physical fitness; regularly participate in physical activity; and understand the short and long term benefits of a physically active lifestyle.
 - Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
 - Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
 - Students should be encouraged to participate in physical activities outside of the school day.
- **Communications with Parents:**
 - It is important that students receive consistent messages throughout school, home, community and media regarding good nutrition and healthy lifestyles.
 - The school recognizes that parents and guardians have the primary and fundamental role in promoting and protecting their children's health and well being.
 - The school will support parents' efforts to provide a healthy diet and daily physical activity for their children.
 - The school encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods of minimal nutritional value.
 - The school will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.
 - The school encourages teachers, parents, and staff to model good nutritional behavior while on campus.
 - The wellness policy will be made available at school and on the school website for parent review.
- **Implementation and Monitoring**
 - After approval by the school board, the wellness policy will be implemented at school and reviewed annually.
 - The school's food service program administrator or designee will ensure compliance with the wellness policy and will provide a report of the school's compliance with the policy to the school board as requested.