

# Zion Lutheran School

## Parent-Student Handbook

### 2019-2020



***“For there is a proper time and procedure for every matter . . .”***

**Ecclesiastes 8:6**

This is the most current revised Parent-Student Handbook for the 2019-2020 school year. Please review its contents with your student.

# I. INTRODUCTION

## A. THE IMPORTANCE OF CHRISTIAN EDUCATION

Christian school education has a feature that is simply not available in any other form of education anywhere in the world. A Christian school is the only academic institution where the evangelical Christian witness to students is central to its mission. That fundamental mission is encouraged by the Zion School Association (LSA) Board, the administration and the teachers, the parents and most often by the students themselves. Martin Luther said, "I would advise no one to send his child where the Holy Scriptures are not supreme. Every institution that does not unceasingly pursue the study of God's Word becomes corrupt."

Christian schools offer a better-than-average learning environment. They have a sustained record of achievement test scores that are significantly ahead of most non-Christian schools of the nation. The only educational alternative to Christian education is non-Christian education. Non-Christian education, of course, does not conform to Biblical standards for the education and training of young people. Some will disagree, but we firmly believe that God did not intend for children of believers to attend schools where the philosophy of the teachers and the daily course of study are contrary to Biblical values.

If you are a Christian believer, you will agree that God's Word, the Bible, is the final authority on truth. Jesus said, "Thy word is truth" (John 17:7). Therefore, we say that all truth is God's truth. Christian school education teaches truth and exposes untruth. For example, we teach students the Biblical account of creation because it is true. We expose students to evolution and present it as false because it fails the Biblical test.

We teach that the monogamous marriage of a man and a woman is God-ordained. Our students learn right from wrong as taught in Holy Scripture. Students in secular schools are legally sheltered from that kind of training. Christian school education represents a broader, more complete, form of instruction.

Christian schools prove and develop leaders who know who they are and whose self-images are based on the saving Grace of Jesus Christ.

## B. STATEMENT OF FAITH

Significantly, the very first documents included in The Book of Concord are the three ancient ecumenical creeds compiled during the early, formative years of the Christian era — the Apostles' Creed (ca. third century A.D.), the Nicene Creed (fourth century) and the Athanasian Creed (fifth and sixth centuries). In addition, the Book of Concord includes Luther's Small Catechism (1529), the Augsburg Confession (1530) and five other 16th century statements, including Luther's Large Catechism and the Formula of Concord. Luther and the other writers of these confessions did not want to be doctrinal innovators. They, together with their contemporary descendants, maintain that we believe and teach nothing more and nothing less than what the Scriptures themselves teach and what Christians through the ages have always believed. We Lutherans are rightly considered evangelical - promoting the Gospel, or Good News, of Jesus Christ. Firmly rooted in the Trinity of God the Father, God the Son and God the Holy Spirit, we believe that sinners are justified (declared right) with the Creator God by *grace alone* and through *faith alone*, on the basis of *Scripture alone*. These three great Reformation declarations of the work of the Trinity provide an outline of what Missouri Synod Lutherans believe, teach and confess.

## **Grace Alone**

At the heart of what we believe is the conviction that salvation is the free gift of God's grace (undeserved mercy) for Christ's sake alone. "Since the fall of Adam all men who are born according to the course of nature are conceived and born in sin" (Augsburg Confession II, 1). This "inborn sickness and hereditary sin" makes it utterly impossible for people to earn forgiveness. If salvation were dependent on human initiative, there would be no hope for anyone. But God forgives our sins, says Luther in his Large Catechism (1529), "altogether freely, out of pure grace" (LC III, 96). The basis for the grace of God that alone gives hope to sinners is the life, death and resurrection of Jesus Christ. We believe, as Luther put it in his explanation to the second article of the Apostles' Creed, "that Jesus Christ, true God, begotten of the Father from eternity, also true man, born of the virgin Mary, is my Lord, who has redeemed me, a lost and condemned person...not with gold or silver, but with his holy, precious blood and with his innocent suffering and death..." (*Luther's Small Catechism with Explanations*, p. 14). We believe that the Scriptures teach that God's grace in Christ Jesus is universal, embracing all people of all times and all places. There is no sin for which Christ has not died.

## **Faith Alone**

After years of struggle over this question, Luther finally discovered that the Scriptures teach that sinners are saved "through faith alone". God's grace is the sole basis of salvation for the sinner. The implications of salvation "through faith alone" permeate everything we Lutherans believe and teach. For example, we believe that the conversion of sinners is a gift of God and not the result of a human effort or decision. Lutherans therefore confess in the words of Luther's explanation to the third article of the Apostles' Creed: "I believe that I cannot by my own reason or strength believe in Jesus Christ, my Lord, or come to him; but the Holy Spirit has called me by the Gospel." (*Luther's Small Catechism with Explanation*, p. 15). "Through faith alone" also implies that through the proclamation of the Gospel - in Word and Sacrament - the Holy Spirit gives the gift of faith. The proclamation of the Gospel Word in public preaching therefore occupies a central position in our Lutheran theology, and the sacraments are the Gospel made visible. Finally, to say "through faith alone" means that we believe that, to use a phrase Luther made famous, Christians are at the same time sinners and saints (*simul justus et peccator*). Justification is an act, a declaration from the cross. It is not a process.

## **Scripture Alone**

Luther's insight that salvation comes from grace alone through faith alone cannot be removed from "on the basis of Scripture alone". For it was directly as a result of his commitment to Scripture that Luther came to rediscover justification by grace alone through faith alone. Together with his contemporaries, Luther heard that the Bible is the Word of God and that it does not mislead or deceive us. Scripture alone, said Luther, is infallible. Missouri Synod Lutherans believe that Scripture alone - not Scripture and tradition, Scripture and the church, Scripture and human reason or Scripture and experience - stands as the final standard of what the Gospel is. But we also believe that confidence in the reliability of the Bible is not possible apart from faith in Jesus Christ. Christians believe what the Scriptures teach because they first believe in Jesus Christ. Christ is the object of faith, not the Bible. The key to understanding Scripture properly, we believe, is the careful distinction between the Law and the Gospel. The Law tell what God demands of sinners if they are to be saved. The Gospel reveals what God has already done for our salvation. The chief purpose of the Law is to show us our sin and our need for a Savior. The Gospel offers

the free gift of God's salvation in Christ. The whole Bible can be divided into these two chief teachings. It is in the proper distinction between Law and Gospel that the purity of the Gospel is preserved and the three *declarations* of "grace alone", "faith alone" and "Scripture alone" are united.

### **C. MISSION STATEMENT**

At ZLS, hereafter known as ZLS, we believe that the basis of all teaching is God and His Word. Our desire is to share the love of Jesus Christ through education, friendships and restored relationships with the goal that each student would receive Jesus Christ as his personal Lord and Savior.

ZLS reflects educational practices from a Christian perspective and offers its students opportunities to understand themselves and the world around them from a Christian worldview. Some of this education is formal (Chapel, Bible classes and studies) and some occurs as the faculty and students interact in the flow of school activity. The goal is to facilitate the development of the child spiritually, academically, physically, socially and emotionally. The School employs administration, faculty and staff who serve as role models in their Christian walks as they mature both professionally and in their Christian faith.

In training children to serve the Lord, ZLS makes a strong statement for high academic and social standards of conduct. We believe that school is an extension of the home and we expect parents to support the goals of ZLS as outlined in the Parental Commitment section (see Section II, A1 - Admissions Requirements of this handbook).

### **D. CORE VALUES**

In review of ZLS's historical mission statement of Proverbs 22:6 - *Train a child in the way he should go, and when he is old he will not turn from it* - the board and administration of ZLS summarized those thoughts and identified our core values - those deep truths and practices that identify us - into three categories: TEACH, PROCLAIM & SERVE. From these values stem our mission and ministry in all we do.

### **E. PHILOSOPHY AND GOALS**

It is our belief that children are a gift from God to be nurtured and trained that they may grow strong in character, wisdom and knowledge.

By placing God at the center of our hearts, environment and curriculum, we desire:

- To share the love of Jesus;
- To model and instruct in Christian character, values and principles;
- To communicate an "I care" message while creating a loving atmosphere for significant adult/child relationships and bonds to form;
- To facilitate the development of skills necessary to learn independence, self-control and acceptable socialization patterns;
- To provide experiences rich in creativity, exploration and expression;
- To provide an environment that will challenge and excite young minds;
- To faithfully teach a basic and fundamental educational program in a consistent manner;
- To cooperate with families in the responsibility to train up children in ministry.

## **F. ACCREDITATION AND WASHINGTON STATE APPROVAL**

ZLS is accredited through the National Lutheran Schools Accreditation (NLSA) Commission and AdvancEd.

ZLS is an approved school by Washington State standards.

## **G. RELATIONSHIP OF ZLS TO THE ASSOCIATION CHURCHES**

ZLS is in association with Messiah Lutheran Church, Marysville; Lamb of God Lutheran Church, Lake Stevens; Peace Lutheran Church, Monroe; and Zion Lutheran Church, Snohomish. This association of churches is the incorporated governing body of ZLS.

# **II. ADMISSION REQUIREMENTS**

## **A. ADMISSION STANDARDS**

Admission to ZLS is by application. ZLS admits students of any color, race, national or ethnic origin. It does not discriminate based on color, race, national or ethnic origin. ZLS complies with all federal and state disability laws (as applicable to the school), and it will make reasonable accommodations to otherwise-qualified applicants. ZLS cannot guarantee a student's eligibility for continued enrollment after his or her initial admittance to the School.

You understand that admission and continued enrollment at the School and participation in its activities, are privileges which may be temporarily or partially suspended, totally withdrawn or terminated by the School at its sole discretion (a) for failure to pay, when due, any and all amounts due to the School under this Agreement for the current or any prior school year during which the Student was or is enrolled at the School; (b) for academic or disciplinary reasons; (c) for failure of the Student or any of his or her parents, legal custodians or guardians to fully comply with any and all policies, rules and regulations of the School as they now exist or as they may be amended or supplemented at any time; (d) in the event that the School determines, at its sole discretion, that there does not exist a constructive and positive working relationship between the school and the parent(s) or guardian(s) of the Student; of (e) for such other reasons as the school may determine to be in the interest of the health, safety or orderly learning environment of the student, other students, faculty or staff. Although the School will attempt to provide written notice two weeks prior to dismissal, the School also has a responsibility for care of all of the School's students and reserves the right to terminate this Agreement and to do so without prior notice if deemed necessary at the sole discretion of the School's administration. In the event that the School terminates the enrollment of your student for any reason after the start of the school year, you understand that any tuition and fees already paid WILL NOT be refunded and that you are obligated to pay the following tuition based on the scheduled detailed in your enrollment contract as well as herein.

It is essential for parents and students to realize that attendance at ZLS is a privilege, not a right, and that such privilege will be revoked from any family who is not willing to conform to the standards of conduct established by ZLS. See required signature page at time of registration.

## **PARENTAL COMMITMENT**

1. We invest authority in the School to discipline our child as the school feels necessary, according to the discipline policy, as outlined in the ZLS Handbook for Parents and Students. We have read, understand and agree to the discipline policy set forth. (Proverbs 13:24; 19:18; 23:13-14; 29:15,17; Ephesians 6:1-4; Colossians 3:20-21; Hebrews 12:4-13)
2. We agree that in case of questions or complaints, communication will be directed only to the school staff or personnel involved. (Matt. 18)
3. We hereby agree to support school functions and attend parent meetings when offered.
4. We understand that assessments will be made to cover damage to school property, including but not limited to breakage of windows, abuse of books, etc.
5. We agree to pay the tuition and fees according to the terms of the Financial Agreement.
6. We agree to support all standards of ZLS including dress standards.

### **STUDENT COMMITMENT**

ZLS is a Christian institution that seeks to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important to determine acceptable guidelines for the behavior and lifestyle of its students, and that those students understand and support the purpose and programs of ZLS. Enrollment is considered probationary for all students.

I recognize that ZLS is a Christian institution and accept its guidelines:

1. I shall endeavor to manifest loyalty to Jesus Christ and the Holy Scriptures in every area of my life.
2. I promise to revere God and respect all authorities, including teachers and ZLS staff.
3. I have read the ZLS Handbook for Parents and Students.
4. I am willing to be governed by all the rules of ZLS including policies on dress.
5. I commit to attend all school-sponsored retreats, field trips or other activities deemed necessary by ZLS.
6. I will control my tongue and avoid profanity, lying and gossip. (*Psalm 19:14*)
7. I will not use tobacco, alcohol or illegal drugs.
8. I will not engage in any inappropriate public displays of physical affection.
9. I will develop discretion in all my listening, reading and viewing habits (Internet, music, books, movies and television, etc.) (*Phil. 4:8*)
10. I will endeavor to memorize scripture as assigned by the School (*Psalm 119:11*)

### **CHURCH MEMBERSHIP**

ZLS seeks to aid parents in the spiritual growth of their children, but recognizes that the school is not solely responsible for the child's development. While church membership is not required, it is expected that ZLS students worship our Lord regularly with their parents at the church of their choice.

### **CODE OF CHRISTIAN CONDUCT**

Drawing on the Statement of Belief, Zion Lutheran School relies on Holy Scripture to support its policy of Christian Conduct. (Gen. 1:26-27; Gen. 2:18-25; Heb. 13:14; 1 Cor. 6:18;7:2-5; Matt. 15:18-20; 1 Cor. 6:9-10; Matt 5:16; Phil. 2:14-16; 1 Thess. 5:22)

1. Employees and students are required to dress in conformance with their biological sex;
2. Employees, students and guests use restrooms, locker rooms and changing facilities conforming with their biological sex;
3. Employees, parents and students abstain from all intimate sexual conduct outside the marital union of one man and one woman.

In addition, this Code of Christian Conduct addresses other behaviors such as cheating, stealing, and respect for authority. Zion Lutheran School reserves the right to discipline or ask a student to withdraw for any reason, and failure to comply with expected standards of conduct will subject the student or employee to potential disciplinary action, up to and including expulsion or dismissal.

## **B. APPLICATION PROCEDURES**

Each February, enrollment for the following academic year is opened to new and current families. ZLS reserves the right to admit or to dismiss students based on its own criteria of spiritual commitment, academic performance and personal qualifications including a willingness to cooperate with the School Administration and to abide by its policies and regulations. Important: There are no guarantees of placement, expressed or implied, by ZLS

The enrollment procedures for new students are as follows:

1. A personal family tour/interview is required for new applicants. Both parents and all student applicants are requested to be present. A family interview must be completed before a student is considered for admission. After completing the family interview, the enrollment package is given to interested families.
2. Enrollment forms and the required non-refundable New Family Fee need to be returned to the school office in order for the enrollment process to begin. Each new applicant in Grades 1-8 is required to include with Enrollment materials a copy of his/her most recent report card and standardized test results (if applicable). New applicants are required to submit copies of their birth certificates with their applications. Official school records will be requested from the last school attended. Both parents or legal guardians must sign all forms, if at all possible. Incomplete forms will be not accepted.
3. Students must have a current IMMUNIZATION CERTIFICATE (CIS) submitted to the School Office (as required by Washington State law).
4. To be eligible to attend the *Just for 3s* class, students must be three (3) years of age on or before September 1 of that school year. Beginning at this grade level, the child must be able to take care of his or her own toilet needs.
5. To be able to enter *Preschool or Kinder-Ready* classes, students should be four (4) years of age before September 1 of that school year.
6. To be eligible to enter Kindergarten, students should be five (5) years of age before September 1 of that school year. Any exceptions or other considerations are on a case-by-case basis.

## **III. ZLS FINANCIAL POLICY**

### **A. TUITION: Payments begin in July and end in June the following year**

The annual cost of education and tuition is levied on a *per year* basis and is determined by the Lutheran School Association Board, the governing body of ZLS. To assist you in the payment of the yearly tuition, you must choose one of the following plans:

1. Make full payment of tuition and fees by July 1 or at time of enrollment
2. Automatic payments through TADS.

ZLS herein reserves the right to use the school finances in any way or manner we deem necessary. Further, any designations of tuition funds are merely suggestions and are not binding upon ZLS.

All payments made on an account will be applied to the oldest outstanding invoice in the following order:

1. NSF or Late Payment Fees
2. Activity Fees
3. Materials and Supplemental Fees
4. Tuition

ZLS reserves the right to grant an exception to this financial policy on a case by case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose student attends ZLS.

**Dispute Resolution Procedure. All disputes and claims related to a student's participation and/or enrollment at the school including but not limited to, any statutory or common law claims for discrimination, breach of contract and all other claims shall be resolved by mediation and binding arbitration. Mediation and arbitration shall be before a mutually acceptable person who: is a practicing attorney with a minimum of ten years experience, or is a retired judge. In the event that the parties cannot agree on such a person, each shall appoint a qualified person and the two shall agree on a third qualified person to be the sole mediator or arbitrator. The arbitrator shall not be the same person as the mediator. The parties hereby incorporate, and the arbitration shall follow, the procedure of Chapter 7.04 RCW. The laws of the State of Washington shall govern.**

## ***B. FEES***

1. CAPITAL IMPROVEMENT, TECHNOLOGY and REGISTRATION FEES: These fees are included in the total cost of tuition.
2. NEW FAMILY FEE: One-time \$200 assessment upon enrollment.
3. FACILITIES FEE: A \$200 per family annual fee for facility repairs throughout the year and is non-refundable.
4. ACTIVITY FEE: Activity Fees are charged per student by grade to support field trips, yearbooks, auction and class supplemental activities. If early withdrawal occurs, this fee may be refundable based on use at that point in the school year and is up to the discretion of school administration.

Families of students who do not return textbooks by the end of the school year - or sooner if a student withdraws from ZLS - may be assessed a financial penalty per textbook. This penalty will be refunded, less a handling fee, if the book is returned before the beginning of the next school year.

## ***C. WITHDRAWALS***

After a student has been enrolled for the new school year, the school must be notified in writing thirty (30) days before the withdrawal date. Verbal notification only releases a child's classroom seat. However, that does not constitute a release from the requirement for a written notification. Unused Activity Fees may be refunded to a withdrawing student's family at the discretion of the administration.

<b>If written Withdrawal:</b>	<b>% of Full Tuition Owed:</b>
Before Aug 1 <sup>st</sup>	5%
After Aug 1 <sup>st</sup> before Sep 1 <sup>st</sup>	10%
After Sep 1 <sup>st</sup> before October 1 <sup>st</sup>	20%
After October 1 <sup>st</sup> before Nov 1 <sup>st</sup>	30%
After Nov 1 <sup>st</sup> before Dec 1 <sup>st</sup>	40%
After Dec 1 <sup>st</sup> before Jan 1 <sup>st</sup>	50%
After Jan 1 <sup>st</sup> before Feb 1 <sup>st</sup>	60%
After Feb 1 <sup>st</sup> before Mar 1 <sup>st</sup>	70%
After Mar 1 <sup>st</sup>	100%

Requests for the transfer of transcripts or records are processed only after the family's financial account is reviewed.

To complete the exit process an interview with a school administrator or a completed Exit Survey is desired.

#### ***D. CONTROLLING POLICY***

The financial policy as set forth in this ZLS HANDBOOK FOR PARENTS AND STUDENTS is the controlling policy of ZLS.

##### **ROLE OF AN EXCEPTION**

ZLS reserves the right to grant an exception to this financial policy on a case-by-case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose student attends ZLS.

#### ***IV. ATTENDANCE POLICY***

Regular and punctual attendance is essential for success as a student. Absences and tardies interrupt the process of learning for all students. Therefore, in order to maximize the learning experience, ZLS discourages unnecessary absences and vacations on school days. To be excused, an absence must be due to an unavoidable emergency or illness. In some cases, other reasons may be accepted if previous arrangements are made.

ZLS is a “closed campus”, meaning that students may not leave the school grounds at any time without prior permission and checkout in the school office.

## **A. ABSENCES**

1. If your student is ill or prevented from attending by some other emergency, it is recommended that parents call and notify the school office of their student’s absence.
2. **Action required after an absence:** It is the student’s responsibility to make up missed work. The student is responsible to get all required assignments from the teacher and turn them in by the assigned deadline.
3. Excessive Absences: A student may receive failing grades as a result of excessive absences. A parent may petition for credit if the parent believes extenuating circumstances merit review of the student’s record. The petition process begins by a parent calling the office to schedule a review.
4. Pre-arranged absences: If a parent knows in advance that the student will be absent, the teacher should be given advance notice.
5. School-related absences are excused and do not count as absences, but still require class make-up work.

### **ROLE OF AN EXCEPTION**

ZLS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose student attends ZLS.

## **B. TARDIES**

A student arriving in the classroom late (after 8:30) is marked by the classroom teacher as tardy. **Students arriving at 8:40 or later must first check in at the school office to receive an admit-to-class slip.** Excessive tardies may lead to a conference with the child’s homeroom teacher.

## **C. ARRIVAL/DISMISSAL PROCEDURES**

1. Children are brought to school no earlier than ten (10) minutes before classes begin. Children arriving before 8:20 must check in to Before Care in the gym. Otherwise, supervision of students will begin when doors open at 8:20am.
2. ZLS discourages early dismissals from school, yet it is sometimes necessary to obtain doctor or dental appointments during school hours. If so, we request that communication with the teacher occur prior to the appointment. In this way, the teacher can plan for the student’s absence. Parents finding it necessary to pick up their student early must check the student out in the office first. **ALL STUDENTS MUST BE SIGNED OUT** prior to being released. Students will be released from class once the authorized adult signs the students out in the office. *Students need to be picked up from the school office.*
3. Teacher supervision will conclude ten (10) minutes after school is dismissed. Any student

in Kinder-Ready through 8th grade remaining past that time will be taken to the Extended Day After School Program and charged accordingly.

4. Parents or guardians deliver students to Just for 3s/Preschool/Kinder-Ready and Kindergarten classrooms and also pick up students from the classrooms.
5. Students involved in extracurricular activities are to be signed into the Extended Day After School Program by their coaches following their activities if their appointed rides have not arrived by the end of practice. Siblings of students in extracurricular activities must be either accompanied by an authorized adult for the duration of the school activity or be signed into the Extended Day Program.

## ***VI. IMMUNIZATION REQUIREMENTS***

ZLS is required by the State of Washington to maintain proper immunization records. ZLS must have a completed and signed Washington State Immunization Status Form on file by the first day of school or the student may not be permitted to attend classes. The Immunization Status Forms are available in the school office.

EXEMPTIONS: Only two (2) exemptions are allowed under Washington law and are as follows:

1. Medical exemptions (which require a parent/guardian AND a physician's signature), or
2. Personal/religious/philosophical exemptions (which require parent/guardian AND a physician's signature)

## ***VII. CHANGE OF CHILD CUSTODY***

If a student has a change in custody or guardianship, a new Financial Agreement must be completed and signed by the new custodian parent or guardian within thirty (30) calendar days of the date that the change becomes effective. Additionally, a copy of the Parenting Plan must be submitted to the school office. Enrollment may not be continued until such agreement is completed and on file in the school office.

### **ROLE OF AN EXCEPTION**

ZLS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends ZLS.

## ***VIII. ACADEMICS AND ENRICHMENT***

### ***A. CURRICULUM***

ZLS is committed to its students' academic and spiritual needs. In the pursuit of academic excellence and in order to facilitate the stated philosophy and goals of ZLS, the School provides

superior quality curriculum materials, as well as professional Christian educators committed to education from a Christ-centered perspective.

## ***B. RELIGION CLASSES***

ZLS believes that the basis of all teaching is God and His Word. Our desire is that each student will accept Jesus Christ as their personal Lord and Savior. We seek to nurture and train our students toward the goal of growth in godliness of character and action, and to encourage a deepening faith and personal relationship with our Lord. Religion classes and faith life activities are from a Christian base with a Lutheran perspective and curriculum. The study of God's Word is a vital element in the life of a Christian; therefore, Religion is a required course of ZLS without exception. Memory work based on appropriate grade level expectations is assigned.

## ***C. ELECTIVES***

Classes may be supplemented by such specialized classes as, but not limited to: choir, music, dance, art, drama, public speaking and various technology experiences. \*\*Physical Education: Every student is required to participate in P.E. classes unless exempt for medical reasons.

## ***D. CHAPEL***

Chapel is a special time set aside each week for worship, praise and sharing God's message. Special guests, pastors and speakers are brought in regularly to share and to teach. Individual classes may also participate by presenting programs to share with the rest of the School. Chapel attendance is mandatory for all student: parents and families are invited to attend. Students are expected to regard Chapel with heightened respect and should dress appropriately for those days. Offering is collected at Chapel and designated toward worldwide, national or local needs.

## ***E. HOMEWORK POLICIES***

Homework plays an important role in the student's education by helping to carry over the learning process outside the school setting. It also requires that the School and parents work together to achieve the desired goals.

Students are generally allowed time in class to work on their daily assignments. Work not completed, however, may become homework. Teachers may also give additional assignments that require library research or other work outside the classroom. It is the responsibility of the student to complete the work and turn it in when it is due, including assignments missed due to absence. If a student (grades 3 through 8) regularly has more than one (1) hour of homework a night, parents should contact the teacher for clarification.

The purpose of homework at ZLS may include, but is not limited to, any of the following:

1. Making up work not completed during the school day or work missed because of illness;
2. Practicing or refining skills, such as working with flash cards, tasks that reinforce daily assignments, book reports, etc.;
3. Preparing students for the next day's classroom work;
4. Extending assignments to apply learning to new situations, which may include activities of a practical nature such as keeping a journal of a trip or writing to a pen pal;
5. Completing long-range assignments requiring several days or weeks to complete;

6. Developing responsibility, independence, effective study skills and productive work habits.

**F. GRADING STANDARDS**

**GRADES 7 - 8: HONOR ROLL: 3.00 G.P.A. and above**

<b>A+</b>	<b>100%</b>	<b>C+</b>	<b>81</b>
<b>A</b>	<b>93</b>	<b>C</b>	<b>71</b>
<b>A-</b>	<b>92</b>	<b>C-</b>	<b>70</b>
<b>B+</b>	<b>91</b>	<b>D+</b>	<b>69</b>
<b>B</b>	<b>83</b>	<b>D</b>	<b>61</b>
<b>B-</b>	<b>82</b>	<b>D-</b>	<b>60</b>

**GRADES 3 - 6: HONOR ROLL: 3.00 G.P.A. and above for Grade 6 only**

<b>A+</b>	<b>100%</b>	<b>C+</b>	<b>79</b>
<b>A</b>	<b>95</b>	<b>C</b>	<b>75</b>
<b>A-</b>	<b>90</b>	<b>C-</b>	<b>70</b>
<b>B+</b>	<b>89</b>	<b>D+</b>	<b>69</b>
<b>B</b>	<b>85</b>	<b>D</b>	<b>65</b>
<b>B-</b>	<b>80</b>	<b>D-</b>	<b>60</b>

**PRESCHOOL through Grade 2:**

<b>E, 1, + =</b>	<b>Outstanding Work</b>	<b>Mastered</b>
<b>G, S =</b>	<b>Progressing</b>	<b>Exceeds expectations</b>
<b>S, 2 =</b>	<b>Developing</b>	<b>Is meeting expectations</b>
<b>N, 3, NY =</b>	<b>Needs Improvement</b>	<b>Does not meet expectations</b>

*A plus (+) or minus (-) may also be used*

Students receiving failing grades in core subjects - Math, Language Arts, Science, Social Studies - at the close of the regular school year may be required to successfully pass a remedial class before continuing on in the next grade level.

## **STANDARDIZED TESTING**

Zion Lutheran School administers a standardized test to students in grades 4-8 each year in the spring. That means the test questions cover both what the student may have learned up to that point as well as over the next several months. The point is the testing is trying to reach a broad spectrum of possible learning. We choose the Stanford, in part, because it doesn't require children to be timed. We want to know how much they've learned rather than how fast they can prove it. Please remember, it is merely a snapshot, not a precise account. We need this data for many reasons but, in our opinion the results should always be combined with all other aspects of reporting; benchmark tests, unit tests, teacher observations, written work, oral work, and other forms of assessment. It is important to note that at ZLS we compare your child's test scores to his/her past scores to make sure there has been the proper amount of academic growth.

**A NOTE OF SPECIAL EMPHASIS:** Please keep in mind that achievement and school ability test are only one measure of a student's academic progress. Class grades, general alertness and response, and personal observation by parents and teachers are also valid indicators of learning ability and academic achievement. Parents should not be overly alarmed if a child's score is not as high as may be expected on achievement and ability tests. Some students simply do not test well (they tend to "freeze up" on tests). Others seem to test beyond their capability.

Please keep standardized test scores in their proper perspective. They do give an indication of how well a child is doing, but they are **not the final and only measurement of academic ability and/or achievement.**

## **G. SUPPLIES**

Each student is expected to come to school prepared for the day's activities. In order to maximize the students success in this area, a supply list compiled of basic items each student needs is provided by the School Office prior to the first day of school. The students are expected to bring the necessary items on the first day of school, and to replenish supplies as necessary throughout the school year.

## **H. CONCERTS & PROGRAMS**

ZLS presents concerts and programs each year, generally at Christmas and in the late spring. These concerts are used to showcase the God-given talents of our students. Students are expected to participate in these events and are required to communicate any differences in that expectation with their directors. Friends and families are invited to attend these concerts.

### **I. FIELD TRIPS**

School Administrators and teachers reserve the right to make the decision that a student cannot attend a field trip based on behavior and/or attitudes. Parents will be informed of this decision prior to the field trip. Students not attending a field trip must still attend school that day and will be placed in another classroom. For all-school field trips, parents must provide their own child

care for any child not attending.

Parents/guardians recognize that there are risks involved in any field trip or off-campus activity, and have the option of nonparticipation in field trips to which they object. In the event that you opt your Student out of a field trip, the School can generally put the child in another classroom for the day. However, in the event of all school field trips, the School does not provide an accommodation for the care of Student(s) whose parents have opted out of the particular activity. If a Student will not be accompanying his/her class to an event, parents have the sole responsibility for their child at that time.

**In consideration for the participating Student's ability to take part in the field trips and the related transportation, Parents/Guardians agree to release, waive and forever discharge the School from any liability and hold harmless and indemnify the School, its officers, directors, trustees, employees, instructors, coaches and agents, including any students' parents/guardians assisting in or providing transportation for the field trips (collectively, the "Indemnified Parties") for any injury to the Student arising out of or resulting from the Student's participation in the field trips, including the Student's traveling to and returning from any and all field trips, but only to the extent that such injury is not caused by the gross negligence or willful misconduct of the Indemnified Party, and for any damages and costs, including attorney's fees and cost of litigation which may be incurred by any Indemnified Party in defense of a claim or claims brought against them by the Student or any other person or entity. This Release of Liability shall be legally binding upon the Student, the Students' parents or guardians, heirs, personal representatives, and assigns. Parents/Guardians further agree not to sue the Indemnified Parties for injury or losses sustained by the Student, even if such injury or loss arose from the negligence of school personnel. However, this release would not apply to acts of gross negligence or intentional acts.**

Students represent themselves, their class and the school when they attend field trips. It is expected that behavior will be excellent and will reflect positively on the School's reputation. All of the School's behavioral expectations apply to field trips and off-campus activities.

## ***IX. PARENT POLICIES***

### ***A. PARENT PARTICIPATION PROGRAM***

Helpers are needed at ZLS in a variety of capacities. In order to facilitate fellowship, encourage parent involvement, and help keep tuition costs down, parents are expected to contribute Parent Participation Program hours. The Parent Participation Program in a positive way to assist the school ministry program as it seeks to do God's will. Families are expected to contribute service hours to the school program according to the following schedule:

Families with children in Just For 3s: ***10 hours per year***

Families with children in Preschool and/or Kinder-Ready: ***15 hours per year***

Families with children in Kindergarten through 8th Grade ***30 hours per year***

The total hour requirement is determined by the oldest child's enrollment. Example: A family who has their children enrolled at Zion, preschool, grade 1 and grade 4 is required to contribute a total of 30 hours of Parent Participation for the entire year.

Service hours may include, but are not limited to:  
Volunteering time and talents in school fundraisers  
Tutoring students in individual classroom subjects  
Landscaping, weeding, and mowing  
General yard work  
Attending Parent-Teacher League (PTL) meetings  
Classroom, library, or computer assistant  
Room Mother/Father  
Copy work in the office  
Keyboarding/typing  
Assisting with field trips  
Athletic Department volunteer (i.e. coach, concessions...)  
Gift Card fundraising team

Many activities are eligible for PPP hours including work done at school and at home. Upon fulfilling volunteer hours, volunteers complete the PPP Recording Form and ***submit the signed form to office personnel within one week of service performed to receive volunteer credit.***

## ***B. Parent Teacher League (PTL)***

The Parent Teacher League (PTL) is an all-school organization of parents and teachers designed to uphold and enhance the education of our children. They are not a governing body, but serve to provide cooperative support to the school administration and staff and its policies. Participation in PTL activities is applicable for the required PPP (parent participation program) hours.

## ***C. Emergency Closures***

A goal of ZLS is to establish a safe and consistent teaching environment for both students and employees. During winter weather, closure or delay may be required because of safety concerns. In cases of inclement weather conditions, ZLS will endeavor to monitor the weather conditions as reported for the surrounding areas. Families will be contacted via SchoolMessenger, the emergency school communication system if school hours change. Families may also find school emergency closure information on the local TV stations. Do not call the school office for emergency school closure information.

## ***D. Notification of Information Changes***

Parents are requested to notify the school office immediately in case of changes in family/student information including new addresses, phone numbers, cell numbers, work phone numbers, email addresses, carpools, emergency contacts, custody, and pertinent student medical information, such as allergies, etc. Parents may also update their own information on the Sycamore Education information site, the school's secure web data system.

## ***E. Back-to-School Family Orientation***

To acquaint parents with our school system, orientations are held prior to the start of school.

## ***F. Communications***

1. The school website: [www.zionls.org](http://www.zionls.org), where families can find resources and links to school information and programs, is updated regularly and contains important information for parents and students such as calendars, announcements, and other news, as well as links to classroom information. The school data management system link ([app.sycamoreeducation.com](http://app.sycamoreeducation.com)) gives families access to more specific student and classroom information, including assignments and grades. Sycamore Education may also be accessed through our website as Sycamore under Links. Families may also access the faculty and staff email directory through the school management website. Each new family receives access information (username and password) prior to the beginning of the new school year. Parents are expected to visit the school management website on a regular basis.
2. Newsletter: The School publishes, emails, and posts in each classroom a weekly newsletter with important information pertinent to the School. It is expected that each family diligently review information in these communications in order to be kept up-to-date in areas of school events and policies.
3. Classroom Newsletters: Each week, teachers may send home newsletters covering activities and curriculum information for the coming week. These communications will keep families informed of classroom events and needs as they arise.
4. School Phone Line: 425-334-5064 is the published school number.
5. Report Cards: Report cards are made available at the end of each semester. If families are unable to view these from our school data management information site, they may contact their children's teachers so hard copies can be generated.
6. Conferences: Parent/teacher conferences are held to inform parents of their child's progress and development. Parent/teacher conference are essential, and may also be scheduled independently of the formal set times. Parents are expected to attend formal conferences, and sign up through their Sycamore Education sign-in.

## ***G. Lost and Found***

Lost and Found items are kept for only short periods of time due to the lack of storage space. Items labeled with names are returned to students. Parents are requested to label students' items to avoid loss. Unmarked items are regularly displayed, and any unclaimed items are periodically donated to a local charity. ZLS is not responsible for lost or misplaced items and is not liable if any unclaimed items are given to a charity of ZLS' choice.

## ***H. Personal Property***

ZLS is not responsible for damage, destruction or loss of personal property. Parents are asked to monitor any items children bring to school. Electronics, toys, or other expensive items are not appropriate to bring to school.

## ***I. Visitors on Campus***

1. Parents: parental visits to the classroom must be pre-scheduled.
2. Other Visitors: ZLS does not usually allow visits by students not attending our School, and ZLS reserves the right to refuse to allow anyone on campus for whatever reason before, during and after school hours.

All visitors, including parents, are required to check-in with the School Office to obtain a Visitor's Badge.

### ***J. Illness/Medications (refer to the Medical Consent/Release...signature form)***

1. Illness: If a student becomes ill at school, he or she will be sent to the school office and the parent may be called. The parent should pick up the child within an hour of the call. Should the parent find this difficult, arrangements should be made, prior to the need, for a relative, friend, or neighbor to be able to pick up the student. Any student with a communicable disease or a temperature of 100 degrees or higher should not be brought to school.
2. Procedure regarding head lice: Based on recommendations from the Center for Disease Control, the American Academy of Pediatrics and the National Association of School Nurses, Zion has adopted a "no-exclusion" strategy for dealing with head lice. The following information is shared from health professionals:
  - a. A head lice infestation is a mild health condition without serious health consequences
  - b. Head lice cannot be completely eliminated from communities or schools.
  - c. The most effective point of control of head lice is the household.
  - d. School policies should reflect the mild nature of this condition. Policies and practices should have minimal disruptive effect on children's educational experiences and minimal stigmatizing impact on children.

Therefore: A student with suspected head lice infestation will be sent to the school office to be checked. If live lice are found, the parent will be notified and advised of the need for treatment. The child will be sent home that day to begin treatment. A notice to parents of students in the same grade as the child with the infestation may be sent home. School office staff may monitor for further signs of re-infestation. If only nits (egg cases) are found initially, the parent will be notified and advised of the need for treatment. The office staff may check the child again in a few days to detect any live lice; if found, the school office staff will recommend to the parent that treatment should begin. School wide screenings will not be done. Studies demonstrate that screenings for head lice in schools does not decrease the incidence of head lice and it is not cost effective.

References:

<http://www.cdc.gov/lice/head/>

<http://aappolicy.aappublications.org/cgi/content/abstract/pediatrics;126/2/392>

<http://identify.us.com/>

<http://www.nasn.org/Default.aspx?tabid=237>

3. Medications: Medications are distributed as per the procedure stated on the Medical Consent/Release form. Medications (prescription or OTC) must be accompanied by a prescription form from the student's physician and provided in the original prescription or medication container. School staff are not allowed to administer ingested or topical medications without the appropriate authorizations.

Exception: Students with life-saving medications such as EPI Pens or other devices will be given emergency medication as needed. Appropriate and up-to-date prescriptions are required.

4. Emergency: In case of an acute emergency, first aid will be administered as necessary. Emergency personnel and services will be consulted as indicated by the nature of the emergency. Parents will be notified. If deemed necessary, children will be transported to the facility of request of the family (or another facility at the discretion of emergency personnel) for treatment.

### ***K. Student Drop-Off, Pick-Up & Family Carpooling Guidelines***

Students not involved in before-school activities who are dropped off prior to 8:20am will sign in to the Extended Day Before School Program and be charged for those services according to the program policy. Students picked up after 10 minutes of the close of the school day will be signed in to the Extended Day After School Program and will be charged for those services according to the program policy. No students are allowed to be unsupervised. Parent or other adult supervision is required of all students.

Carpooling is a way in which parents can help and support each other. ZLS is in no way involved or responsible for your carpool situation. The following are general guidelines to assist in this area:

1. Changes in contact information and/or authorized pickup persons are reported to ZLS office personnel.
2. When picking up children after school, drivers should not leave the school grounds without being certain that all of the children for whom they are responsible are accounted for.
3. Advance notice should be given to all families in a carpool as soon as possible when the designated driver is unable to drive on their regularly scheduled day.

### ***L. Notice Regarding Rights of Parents***

ZLS ("School") will allow (1) the release of the child, (2) information about the child (as deemed appropriate by the School, in its sole discretion) and (3) access to the School educational records for the Child to either of the child's parents or legal guardians unless the School receives sufficient evidence (in its sole discretion) that a court order, legally binding legal document (for example, a document relating to divorce, separation, or custody), or law or regulation specifically revokes those rights. Either of the child's parents or legal guardians is authorized to make decisions on behalf of the child, unless the School receives sufficient evidence (in its sole discretion) to the contrary, whether in the form of a court order, legally binding legal document (for example, a document relating to divorce, separation or custody), or law or regulation specifically revoking the authority of the parent or guardian. In the event of conflicting instructions from the parents or legal guardians (when both are apparently authorized to make decisions on behalf of the child), ZLS may elect to take any action it deems appropriate, in its sole discretion, including taking no action.

### ***M. Required Background Checks***

All parents and other adults who may supervise or be in contact with children at ZLS are required to complete and sign authorization to submit their names for the WA State Patrol background check. These checks are submitted to the Washington State Patrol every other year.

## ***N. Public School Services***

ZLS is within the Lake Stevens School District service area. ZLS seeks to participate in both state and federal grant programs that apply to our parochial school relationship. Title II funds are available for approved staff development opportunities in cohort with the Lake Stevens School District or as part of our school's own professional development plan. Special Education services may be provided within the school district for which a family pays taxes. It is strongly recommended that families develop a relationship with their own school districts if they have special education concerns or needs.

## ***O. Social Media Policy***

For the purposes of this policy, a social media site constitutes any connection that allows individuals or organizations to communicate with others in a direct or indirect fashion. Examples include, but are not limited to, Facebook, Twitter, Flickr, YouTube, Instagram, and SnapChat.

ZLS recognizes that in today's environment, with the increasing influences of the Internet, employees, school families and other school community members will use the Internet to conduct ministry work and communicate with associates and friends. The Internet provides various ways for individuals to interact and has changed the way we communicate and share information. ZLS views the Internet as an important educational and evangelizing tool to promote the school and its programs. Those using the Internet should bear in mind that certain comments and information may have a harmful effect on the School, its employees, students, families, and school community members. In light of this possibility, employees, school family members, students and other school community members are required to adhere to the following:

1. Employees, school family members, students and school community members are prohibited from disclosing via the Internet information that is understood to be proprietary to or held in confidence by ZLS.
2. Employees, school family members, students and school community members may use ZLS logos on personal websites only in ways that clearly promote or call positive attention to the School events, websites or organizations associated with the logo.
3. ZLS will not tolerate employees, school family members, students, or school community members posting obscene, harassing, offensive, derogatory, defamatory, or otherwise potentially scandalous comments, links, and/or images which reflect, discredit, or cause embarrassment to the School, its employees, families, students, or school community members.

ZLS expects all employees, school family members, students and school community members to comply with this policy. Failure to comply will be grounds for discipline of employees, school family members, students, and other school community members. Furthermore, the disciplinary action may include termination of an employee or removal from position if a volunteer.

## ***P. Child Abuse & Neglect***

By law and pursuant to the School's Mandatory Reporting Policy, any school official or employee is required to report knowledge or reasonable suspicion of abuse, neglect, or exploitation to Child Protective Services (CPS) or other appropriate authorities, including instances of physical injury (including bruising), sexual abuse or crime, cruel/inhumane treatment, or persistent neglect. Conversations between students and School staff, teachers and administrators are not privileged. The statute protects such individuals from liability for making such reports to CPS.

**Q. *Employment of School Staff by School Families***

School staff must not engage in independently arranged employment (paid in money or in kind) for current school families. Because the school may be held liable for situations which occur in the course of an employment arrangement, work such as babysitting or tutoring for current families is not permitted. Faculty or staff members who accept these types of employment with School families may have their contracts with the school terminated.

## **X. *Student Policies***

### **A. *Expectations and Responsibilities***

ZLS is a private Christian institution that seeks to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important to determine acceptable guidelines for the behavior and lifestyle of its students, and those students must understand and support the purpose and programs of ZLS. Enrollment is considered probationary for all students.

The School reserves the right to dismiss students at any time for any reason it deems necessary.

1. Students must display a sincere desire to attend ZLS and agree honestly and wholeheartedly to apply themselves according to 2 Timothy 2:15 "Study to show yourself approved to Go, a workman that need not be ashamed, rightly dividing the word of truth."
2. Students must be committed to the academic requirements of the School, and be willing to submit to the discipline required to perform successfully. (ZLS does not provide programs for severe learning disabilities or emotionally disturbed students.)
3. Students must participate in the behavioral expectations as taught in the curriculum.

### **B. *Discipline***

At ZLS, we believe that the basis of all teaching is God and his Word. Our desire is that each student accepts Jesus Christ as his/her personal Lord and Savior. Our mission is to nurture and train students so that they will grow in godliness of character and action. Under no circumstance is the use of corporal punishment authorized at Zion Lutheran School.

Discipline, in general, is training in processes, procedures, preparations and habits that help students develop successful academic careers. To be disciplined is to be corrected in patterns of behavior and actions. It is a three-way communication process among students, parents, and school personnel. It is the Christian environment and training in righteousness that leads one to be more Christ-like in every way. Part of this training is put into practice according to the

Matthew 18 principle, which directs us to correct and restore our brother to righteousness. Parents, guardians and students recognize and agree that this Discipline Policy is general in nature. They further agree that it may apply to their students depending on grade level.

The following guidelines have been established for all students at ZLS:

1. Growing in Christian character includes, but is not limited to, the following:
  - a. Taking care of one's school
  - b. Obeying adult authority
  - c. Being responsible for one's actions, respecting others' rights, feelings and property
  - d. Walking safely in the building, and staying in supervised areas
  - e. Making a determined effort to learn
  - f. Attending all classes; being on time and ready to work with the necessary learning materials
  - g. Identifying oneself by name if asked by an adult
  - h. Dressing appropriately
  - i. Knowing and obeying the rules of ZLS
2. Categories of student discipline expectations include:
  - a. Procedural: *Abiding by general school and behavioral expectations*
  - b. Attitudinal: *Displaying respectful behaviors*
  - c. Moral: *Maintaining safe and legal behavior*
3. Lunchroom rules, including but not limited to:
  - a. Use quiet, normal conversation
  - b. Enter the lunchroom quietly and orderly
  - c. Walk, do not run
  - d. Remain seated until excused
  - e. Use good table manners
  - f. Leave individual eating area neat and clean
  - g. Touch and handle own food only
  - h. Leave the lunchroom with adult permission only
  - i. School lunch program food is available only to those who are entitled to it through the lunch ordering system
4. Playground rules, including but not limited to:
  - a. Remain in the designated play areas until permission is given to go elsewhere
  - b. Swing: sit only, no standing
  - c. Return all equipment to the designated equipment return location
  - d. The following are forbidden
    - i. Throwing rocks or sticks
    - ii. Piggyback games
    - iii. Keep-away
    - iv. Fighting
    - v. Hide-and-peek games
5. Consequences of inappropriate behavior will depend upon the severity, age of student and/or repetition of the behavior. Staff members who have knowledge of students behaving inappropriately will speak with the student, explain the seriousness of the behavior and take action that includes, but is not limited to:
  - a. Discipline Referral (report of student violation to teacher resulting in violation related consequences, detention, or administrative referral. The process is as follows:
    - i. Teacher/student conference
    - iii. Student receives Detention with a 15 minute time out. Parents are notified by the teacher.

- iv. Suspension = an accumulation of Detentions per semester OR immediate suspension for a major violation of school rules/policy
- v. Expulsion = Students who are expelled from ZLS are subject to the normal withdrawal procedures, including but not limited to payment of the remaining tuition amount assessed under the Financial Policy section of this handbook.

6. This plan will contribute toward a positive school environment where students respect one another, are able to learn, and where Christ is glorified (Safety, Order & Rights (TM) value set). Parents and students are required to read this policy and to comply with all rules and regulations as established by ZLS.

7. In the event that the School determines, at its sole discretion, that there does not exist a constructive and positive working relationship between the School and the parent(s) or guardian(s) of the Student; or for such other reasons as the school may determine to be in the interest of the health, safety or orderly leading environment of the student, other students, faculty or staff, the School may accelerate the aforementioned discipline procedures or forgo them altogether and dismiss the Student.

#### **ROLE OF EXCEPTION:**

ZLS reserves the right to grant an exception under this policy, excluding corporal punishment, on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends ZLS.

### ***C. Search and Seizure Policies***

1. Enrollment in ZLS constitutes consent by the parent to allow the child and his or her personal belongings to be searched and seized. , including any and all digital and electronic devices.
2. ZLS expressly reserves the right to search, including but not limited to: backpacks, purses, pockets, lockers, desks, electronic devices, etc.
3. ZLS expressly reserves the right, and the parents and students grant the School the right, to examine the electronic content contained in a cellular phone, computer or other device confiscated at school.

#### **ROLE OF AN EXCEPTION TO SEARCH AND SEIZURE POLICY**

The School reserves the right to grant an exception under this policy on a case-by- case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child/ward attends the School.

### ***D. Telephone Usage***

Students are permitted to use the school telephone in the classroom only with permission or in cases of emergency. Long distance calls, if permitted, will be made from the school office. Students are not allowed to use any telephone without authorization. Otherwise, cell phones may be used before or after school hours. Any cell phone use during the school day, including text messaging, games, photos, music, or other use must be approved by the supervising adult authority.

### ***E. Bicycles***

Students who may need to ride a bike to school will make arrangements with the school Principal prior to the start of the school year. An industry-approved bicycle helmet is required.

### ***F. Extracurricular activities***

Students may participate in extracurricular activities sponsored by the School. All rules and regulations of the School pertain to these activities and should be supervised by school-sponsored staff or volunteers.

ZLS offers an opportunity for students to use the athletic talents that God has given to them. The “Cougars” compete with Lutheran schools in the Puget Sound as well as other Christian schools in the area. The school’s participation in a season is based on student numbers.

Flag Football—

Cross-Country Running--

Girls Volleyball—Girls in grades 5-8 are eligible to participate. Emphasis is placed on appreciation for the game as well as skill development. The season begins in September and concludes at the end of October. Approximately twelve (12) game matches are scheduled in addition to a minimum of two (2) tournaments and a jamboree.

Soccer—Students in grades 5-8 are eligible. The season includes the months of September and October. Emphasis is placed on sportsmanship, teamwork and skill development. The soccer team plays approximately 14 games in the Tri-County League.

Cheerleading—8th grade students are given priority placement on the Cheer Team. 7th grade students may be invited to try out for the squad at the discretion of the cheer coaches. Cheerleaders support our Zion Cougars during basketball season, leading Pep Assemblies and performing at all home games. Cheerleaders are responsible for purchasing the required uniform (\$250-\$300). A \$100 uniform deposit is required in August. Participation in fundraising events, such as car washes, and product sales may help Cheerleaders pay for their uniforms.

Dance Team—Students in grades 5-8 are eligible to participate. Members participate in mini-camp workshops, have a regular practice schedule during the fall and winter months, and perform at events during the season. The culmination of our season is the annual competition at L.E.S.T. (Lutheran Elementary Schools Tournament) held at Concordia University, Portland, Oregon during the month of February. A uniform charge may be required for this activity, and students need to make a commitment to practices and attending performances.

Basketball—Students in grades 5-8 are eligible to participate. Emphasis is placed on appreciation for the game as well as skill development. Athletes develop a strong sense of “TEAM.” The 7th/8th grade season begins in November and concludes in the middle of February with an approximate sixteen (16) game schedule, as well as two (2) tournaments. The 5th/6th grade season begins at the end of February and concludes by the first (1st) of April with an approximate ten (10) game schedule in addition to one (1) jamboree. Many athletes go on to successfully compete at the local high school level.

Track—Students in grades 5-8 are eligible to participate. Emphasis is placed on developing an appreciation for the many events open to the athlete. The skills and interest developed will aid students in competition at the high school level. The season includes as many as five (5) track meets. The season generally begins at the end of March and concludes at the end of May.

### **Athletic Eligibility Policy**

Zion stresses the education of the whole child. Zion recognizes the importance of offering opportunities in a variety of academic and activity experiences. However, the academic classroom is the setting of assessed learning, and it is in this setting that the teachers expect, and require, participation.

Students are expected to maintain a minimum 2.0 grade point average and will receive notice of incomplete or unacceptable work. A signed Academic Progress Report and Eligibility Notice (by parent or legal guardian) may be required to accompany outstanding (late) assignments turned in to the respective classroom teachers. If these requirements are not met, the student will be suspended from extracurricular activities, other than practices for a specified time. Repeated notices may jeopardize continued participation in the activity.

Any student participating in the athletics program will be required to have an updated sports physical prior to the start of participation.

## ***G. Junior High Community Service***

As future Christian parents and leaders, students at ZLS are encouraged to recognize their potential for involvement in their communities. Christian servanthood for the adolescent and early teen is an excellent opportunity to practice community involvement. Students in Zion’s junior high program (7th/8th grades) will perform a minimum of nine (9) hours of community service during the school year which are recorded as part of the second semester grade as part of their Religion class curriculum requirements. This service includes volunteer work performed through a church, youth group, or similar organization. Students will document and have adult verification of any applicable service hours. Community service forms will be given to all 7th and 8th grade students the first week of school and will be returned with completed/verified hours, to the homeroom teacher at the end of each semester. Completion of this requirement will constitute 5% of the Religion grade. A total of three (3) school-related service hours may be used throughout the year.

## ***H. Lunch Policy***

Students may bring a lunch from home or participate in the School lunch program. Lunches and snacks are not shared with any other students in the cafeteria. All food items are eaten only in designated areas.

Violations during the lunch period will be handled in accordance with the ZLS Discipline Policy as defined under Section IX, B (Student Policies — Discipline) of this handbook.

## ***I. School Bus and Vehicle Rules***

The following are rules relating to students riding in school bus vehicles including but not limited to:

1. Students being transported are considered under the authority of the vehicle's driver
2. Students may not sit in the driver's seat, operate controls, or be in the driver's area
3. Fighting, wrestling, or boisterous activity is prohibited in the vehicle
4. Students shall use the emergency exit door only in case of emergency
5. Students shall not bring animals, firearms, weapons, or other potentially hazardous materials on the vehicle
6. Students shall remain seated while the vehicle is in motion.
7. When necessary to cross the road, students shall cross in front of the vehicle or as instructed by the driver.
8. Riders are not allowed to use cell phone, video games, etc. while riding on the van/bus
9. Students shall not open or close windows without the permission of the driver.
10. Students shall not extend their hands, arms or heads through the windows
11. Students shall converse in normal tones; loud or vulgar language is prohibited
12. Students shall keep the vehicles clean, and must refrain from eating in the vehicles, or otherwise damaging them. Water is the only beverage allowed on school vehicles.
13. Riders shall display Christian behavior at all times.

## ***J. Student Social Media Policy***

For the purposes of this policy, a social media site constitutes any website that allowed individuals or organizations to communicate with others in a direct or indirect fashion. Examples include, but are not limited to, Facebook, Twitter, Flickr, YouTube, Instagram and SnapChat.

ZLS recognizes that in today's environment, with the increasing influence of the Internet, employees, school families and other school community members will use the Internet to conduct ministry work and communicate with associates and friends. The Internet provides various ways for individuals to interact and has changed the way we communicate and share information. ZLS views the Internet as an important educational and evangelizing tool to promote the school and its programs. Those using the Internet should bear in mind that certain comments and information may have a harmful effect on the School, its employees, students, families and school communities members. In light of this possibility, employees, school family members, students, and other school community members are required to adhere to the following:

1. Employees, school family members, students and school community members are prohibited from disclosing via the Internet information that is understood to be proprietary to or held in confidence by ZLS

2. Employees, school family members, students and school community members may use ZLS logos on personal websites only in ways that clearly promote or call positive attention to the School events, websites or organizations associated with the logo.

3. ZLS will not tolerate employees, school family members, students or school community members posting obscene, harassing, offensive, derogatory, defamatory or otherwise potentially scandalous comments, links and/or images which reflect, discredit, or cause embarrassment to the School, its employees, families, students or school community members.

### ***H. Weapons Policy***

The School has zero tolerance for weapons. A weapon is any object that is designed or used for inflicting bodily harm or physical damage. The term “weapon” includes, without limitation, the following items: any loaded or unloaded firearm; any knife; any defensive weapon; any martial arts device; and any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm, or which by virtue of its shape or design gives the appearance of any of the aforementioned.

It is a violation of this policy for any individual to possess, carry, transmit or use any weapon, firearm or explosive device, or any replica thereof; to commit an assault or battery with the use of any weapon, firearm or explosive device while on school grounds or on any school outing.

Potential consequences for violation of this policy include, without limitation:

- Weapon confiscation
- Parent/guardian notification
- A thorough investigation
- Referral to local law enforcement
- Expulsion

Voluntary Disclosure: If a student brings a weapon to school unintentionally, and brings the weapon to an administrator when the student discovers it, the administrator will determine if the incident is in violation of the intent of the Weapons Policy.

### ***I. Drug, Alcohol & Tobacco Policy***

In order to protect the safety of students, staff and the public, and to provide a healthy educational environment, the use of drugs, alcohol and tobacco are prohibited on school property and on school outings. The School community members shall not use, possess, sell, buy or distribute drugs, including alcohol, controlled substances or related paraphernalia on school grounds or on school outings.

Potential consequences for violations of this policy, or for behavior that creates a reasonable suspicion of a violation, include, without limitation:

- Substance or paraphernalia confiscation
- Parent/guardian notification
- A thorough investigation
- Referral to local law enforcement
- Expulsion

## ***XI. Dress and Grooming Guidelines***

### ***A. General Guidelines***

Emphasis should be placed on the fact that ZLS is a Christian institution, and the clothes that students wear should reflect a Christ-like attitude. Any type of appearance that attracts undue attention to the wearer, and thus causes a disturbance in the School, is in bad taste and not acceptable. A high standard of courtesy and etiquette is to be maintained.

ZLS represents a multitude of Christian denominations and families that have a variety of perspectives regarding dress. It is the School's desire to reflect and present a neat and modest image for our families to the community. While some attire may be acceptable for Christians to wear in other environments it may not be appropriate for School.

Everywhere in life people are given dress standards when they choose to be a part of an organization. From McDonalds, to the armed services, to post office employees, to the Supreme Court of the United States, people are required to conform to particular styles of attire if they choose to be a part of the institution. It is not considered unusual or cruel to have standards of dress in order to present a specific image.

ZLS's dress guidelines are not an attempt to judge one's spirituality or impose ultra-conservative values on families. Each individual should be recognized for his/her effort, abilities and spirit. Acceptability of dress should not determine the acceptability of the student. The goal is to reflect what we feel are commonly accepted Christian values and to encourage Christian young people to be concerned with the Biblical principle of modesty. ZLS assumes parents will honor this intention and will assume the responsibility for guiding their children in this area.

Students are expected to honor the Lord in their daily attire. While some students may not agree with all guidelines and expectations, it should be recognized that they choose to attend ZLS and will therefore respect the authority of the school in its attempt to administer a fair and consistent dress standard.

Only modest piercings are allowed.

Additionally, safety regarding some clothing and footwear must be considered and, at times, monitored.

CHAPEL DAYS: Because chapel days are set aside as days of worship, the School encourages students and visitors to reflect a heightened respect through their worship attire for the day.

## ***B. Girls***

1. Clothing must not be tight-fitting or otherwise immodest. This includes, but is not limited to, low or plunging necklines, low cut back, or revealing midriffs.
2. Dresses, skirts: Dresses, skirts, and jumpers are of modest length and fit. Tightness must also be considered, as this affects overall modesty, especially when seated. (Special note: Any girl wearing a dress and partaking in an activity that might show undergarments should wear shorts under the dress for modesty purposes.)
3. Shirts, sweaters: Sweaters and sweatshirts must not be excessively oversized or tight-fitting. All shirts and tops must cover the midriff area completely. Neck and sleeve lines must be closed to a point that underwear does not show and will not if the student bends over. Spaghetti-strap tops are permitted only if covered.

4. Pants: Shorts must be a modest length. Pajama pants, tight fitting or excessively oversized apparel are not acceptable.
5. Footwear: Shoes must be worn at all times. Staff members will determine appropriate footwear for playground activities. Flip-flops, slippers and bedroom footwear are not allowed.

### **C. Boys**

1. Shirts: All shirts must have sleeves. Shirts and sweaters must not be excessively oversized or tight-fitting. All shirts and tops must cover the midriff area completely
2. Pants: No oversized pants are allowed (this applies to waist and length). Pants should be worn at the waist, not riding low on the hips. Shorts must be modest in length.
3. Footwear: Shoes must be worn at all times. Staff members will determine appropriate footwear for playground activities. Flip-flop slippers and bedroom footwear are not allowed.

### **D. The Following are Prohibited for All Students:**

1. Colored mousse or unnatural hair colors are not allowed unless by permission.
2. Hats, caps, hoods, etc. may not be worn indoors.
3. Any clothing or jewelry with insignias or advertising for alcohol, drugs, rock music culture, or other ungodly symbolism, or that has an off-color or questionable verse or saying on it is not allowed.
4. Modest piercing is permitted.
5. No visible tattoos are permitted.

### **E. Events, Field Trips, and School Programs**

ZLS intends to display attitudes of respect and modesty when traveling off the school grounds. Teachers in charge of events will determine appropriate attire for events, field trips, and school programs.

All ZLS student spectators or audience members are expected to adhere to the standard dress guidelines outlined above. This includes all events, concerts, plays, or other school events.

### **F. Enforcement:**

Dress standard infractions are addressed by school staff but may be referred to the School Administrator. Students found to be wearing or displaying improper dress/hair may be subject to disciplinary action, as set forth in Section X, B (Student Policies — Discipline) of this handbook, and may be sent home. In case of questions about appropriateness, it shall be left to the discretion of the administration. The decision of the Administrator will be final. When the infraction has been cleared or corrected, the student may be sent back to class with notification to the teacher of action taken. In order to avoid unnecessary embarrassment, please check with your student's teacher.

## **XII. ZLS Extended Day Program**

The goal of the Extended Day Program is to provide a safe environment for children during the hours before and after school. This program may not be available at all times and is dependent

upon adequate enrollment to pay associated costs. The ZLS Extended Day program is open to any child attending ZLS in Kindergarten through eighth (8th) grade, subject to space availability. Parents are encouraged to notify school staff to prearrange use of the program. This program is operated on a per hour basis.

### ***A. Enrollment and Admission***

Because we are concerned for the safety of our students, any teacher or staff member will send to the Extended Day Program any students left unsupervised at the School. Parents will be charged for this service. Your child may participate in this program at any time throughout the year. The usual times offered are 7:00am—8:20am and 3:00pm—6:00pm. “Minimum” school day use is also available. The Extended Day Program is not available before school on unplanned (weather-related) “late start” days.

### ***B. Extended Care Activities***

Morning activities include a quiet time of reading books, playing quiet games, and occasional gym time or art activities. Afternoon activities include a snack time, a short quiet period, playtime outside or in the gym (when available), study and homework time, games, art activities, and clean-up time. When activities in the gym are open to spectators, the extended day program students may watch these under supervision. Videos are used on a limited basis, and will only include “G” rated movies.

### ***C. Snacks***

Breakfast snack and afternoon snacks are available at no additional charge. Students may also bring their own snacks.

### ***D. Procedures***

1. All students attending the ZLS Extended Day Program must be checked out by adults authorized to transport the child. These adults must be listed on the family’s school data profile.
2. Please inform the student’s homeroom teacher or school office personnel regarding needs for the Extended Day After Care program. Please let your child know in advance if you want them to go to the Extended Day Program. Students will be escorted to the room by an Extended Day Program employee. Please come to the Extended Day Program room to pick up your child(ren) when you arrive in the afternoon. Every student must be signed out by an adult authorized to be with your child(ren) before leaving the room. If students leave the Extended Day Program without being signed out, the parent may be charged for the entire time period. Please call 425-334-5064 with any concerns or delays.
3. Students not enrolled in the school Extended Day program must be actively supervised by an adult. For example, the supervising adult is expected to be on the playground within sight of the child.

### ***E. Behavior Management and Discipline***

The ZLS Extended Day Program uses the same behavioral expectations as taught in the school curriculum. Please refer to Section X, B (Student Policies—Discipline) of this handbook.

### ***F. Medication***

Only emergency medications will be administered during Extended Day Program hours.

### ***G. Fees and Payments***

The following is the Extended Day Program fee schedule. Monthly charges are determined by hourly use as first child or second child.

First child—\$6/hour  
Second child—\$3/hour

Any delinquent Extended Day Program fees must be paid in full prior to attending the Extended Day Program for the current school year. Billing occurs on the first of the month for current charges. Accounts falling behind more than one month will need to pay the balance before continued program enrollment.

### ***H. Miscellaneous***

Extracurricular Activities: Students involved in extracurricular activities are to be signed into the Extended Day After Care Program by their coaches following their activities if their appointed rides have not arrived by the end of practice. Siblings of students in extracurricular activities must be either accompanied by an authorized adult for the duration of the school activity or be signed in to the Extended Day Program.