

Zion Lutheran School

Parent-Student Handbook

2024-2025



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

Ecclesiastes 8:6

The following constitutes the administration's procedures and guidelines as related to parents and students. This is the most current revised Parent-Student Handbook for the 2024-2025 school year. Please review its contents with your student. Please also note that items herein may be revised, added or removed at the school's sole discretion. This document may inadvertently include typos, out-of-date or conflicting information which shall not be construed to supersede, update or negate procedures. The school administration reserves the power of final interpretation for all procedures.

Rev. 10/31/24

Table of Contents

Section 1: Introduction

- A. The Importance of Christian Education
- B. Statement of Faith
- C. Mission Statement
- D. Non-Discrimination Statement
- E. Core Values
- F. Philosophy and Goals
- G. Accreditation and Approved School

Section 2: Admissions

- A. Admission Standards
- B. Parental Commitment
- C. Student Commitment
- D. Church Membership
- E. Code of Christian Conduct
- F. Application Procedures

Section 3: Financials

- A. Tuition
- B. Fees
- C. Withdrawals
- E. Tuition
- F. Tuition Reduction
- G. Financial Aid Program
- H. Legacy Scholarship

Section 4: Attendance

- A. Absences
- B. Tardies
- C. Arrival & Dismissal Procedures
- D. Immunization Requirements
- E. Change of Child Custody

Section 5: Curriculum

- A. Academics
- B. Religion
- C. Electives
- D. Chapel
- E. Homework procedures
- F. Grading Standards
- G. MAP Growth Testing
- H. Supplies
- I. Concerts and Programs
- J. Field Trips

Section 6: Parents

- A. Parent Participation Program
- B. Parent Teacher League
- C. Emergency Closures & Power Outages
- D. Notification of Information Changes
- E. Back-to-School Family Orientation
- F. Communications
- G. Lost and Found
- H. Personal Property
- I. Illness/Medications
 - 1. Illness
 - 2. Lice
 - 3. Medications
 - 4. Emergency
- J. Student Drop-off Pickup and Family Carpooling Guidelines
- K. Notice Regarding Rights of Parents
- L. Required Background Checks
- M. Public School Services
- N. Social Media procedure
- O. Child Abuse & Neglect
- P. Employment of School Staff
- Q. Classroom Visitation
- R. School Volunteers
- S. Parent-Teacher Conferences
- T. School Board Meetings

Section 7: Student Procedures

- A. Expectations and Responsibilities
- B. School-Based Harassment
 - 1. Bullying
 - 2. Sexual Harassment
 - 3. Religious/Racial Harassment
- C. Technology Acceptable Use
- D. Student Wellness
- E. Student Records
- F. Search and Seizure
- G. Telephone Usage
- H. Bicycles
- I. Extracurricular Activities
- J. L.E.S.T.
- K. Z.E.S.T.
- L. Junior High Community Service
- M. Lunch
- N. Student Social Media
- O. Weapons procedure
- P. Drug, Alcohol & Tobacco
- Q. Dress Code

1. General Guidelines
 2. Chapel Dress
 3. Simplified Wording
- R. Zion Extended Day Program (Before Care and After Care)
- S. Additional Events
1. Builders Fair
 2. Christmas Shoppe
 3. Christmas and Spring Concerts
 4. Musical
 5. DC Trip

Section 8: Student Discipline

- A. Philosophy
- B. procedure
- C. Behavior Is Primarily Managed in the Classroom
- D. Judgment
- E. Threatening Language and Behavior
- F. Red Slips
- G. Administrative Behavior Consequences
- H. Escalating Consequences
- I. Behavior Expectations
- J. Discipline Offenses
- K. Use of Force
- L. Constructive Relationship

Section 9: Athletics Handbook

- A. General Information
- B. Programs Offered
 1. Cross Country
 2. Girls Volleyball
 3. Soccer
 4. Flag Football
 5. Micro-K1 Soccer
 6. Cheerleading
 7. Dance Team
 8. Basketball
 9. Track
- C. Champions of Character
 1. Christ-Centered
 2. Respect
 3. Responsibility
 4. Integrity
 5. Servant Leadership
 6. Sportsmanship
- E. Participation and Athletic Eligibility
- F. Physicals
- G. Concussion Awareness
- H. Fees
- I. All Play No Cuts
- J. Parent Involvement
- K. Schedules
- L. Expectations
- M. Definition of Authorized Users
- N. Facilities Use
- O. Facilities Checkout
- P. Uniform Check Out & In
- Q. Health & Emergency Forms
- R. Transportation
- S. Expectations of Coaches
- T. Expectations of Athletes
- U. Expectations of Parents
- V. Athletic Eligibility
- W. C.S.A. League Rules
 1. C.S.A. Athletic Coaching Philosophy
 2. Coach Expectations
 3. Coach's Self-Evaluation
 4. Coach's Goals
 5. Home Schooled Participation

Section 1: Introduction

This is the most recent Parent-Student Handbook for the school community at Zion Lutheran School (herein "Zion", "ZLS", "Our School" or "The School") in Lake Stevens, WA. The school's legal name is Lutheran School Association of Snohomish County doing business as Zion Lutheran School. Our governing board (herein "Lutheran School Association", "LSA", "School Board" or "Board") consists of members of our four Association Churches: Lamb of God Lutheran Church–Missouri Synod, Peace Lutheran Church–Missouri Synod, Messiah Lutheran Church–Missouri Synod and Zion Evangelical Lutheran Church.

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 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 tells 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

Our mission statement is "Building Foundations and Transforming Lives in Christ". 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/her personal Lord and Savior.

Zion 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, Zion 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 Zion as outlined in the Parental Commitment section.

D. Non-Discrimination

Zion Lutheran School does not discriminate on the basis of race, color, religious preference, national or ethnic origin in the administration of its educational or admission procedures; scholarship and loan programs and athletic or other school administered programs.

E. Core Values

In review of Zion'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 Zion 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. Additionally, the tagline "Care, Excellence, Opportunities" accurately describes how we carry out our mission and where our priorities lie.

F. 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.

G. Accreditation and Washington State Approval

Zion is accredited via National Lutheran Schools Accreditation. Our current accreditation will be up for renewal in 2026.

Zion is a Washington State Approved School for the 2024-2025 school year.

Section 2: Admissions

A. Admission Standards

Admission to Zion is by application. Zion admits students of any color, race, national or ethnic origin. It does not discriminate based on color, race, national or ethnic origin. Zion complies with all federal and state disability laws (as applicable to the school), and will make reasonable accommodations to otherwise-qualified applicants. Zion 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 procedures, 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; or (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 Zion 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 Zion. See required signature page at time of registration.

Parents are required to support the students in their endeavors in terms of academics and character – and to support the philosophy of Zion Lutheran School. Parental agreement is evidenced by their enrollment via Sycamore.

- I/We recognize the education received from Zion Lutheran School is a quality, Christ-centered education. We agree to support the religious development of my/our child(ren) by being a good parental example and understand regular church attendance is encouraged.

- I/We agree to cooperate with the administration and faculty in support of the school mission, programs, procedures and procedures pertaining to our child's education as directed by their teacher, spelled out in the Parent-Student Handbook (available on our website) and other related materials. All of which are subject to change.

- I/We will not participate in destructive criticism (gossip) of the staff, school or other Zion families to my child or others within or outside of the school. If a problem arises, we will contact the teacher, principal or staff member to resolve the problem.

- I/We agree to use social media only for the promotion of school community, goodwill and school related topics and events. I agree not to use it for the spreading of grievances or negativity. All concerns and conflicts are to be brought directly to staff or faculty so they can be constructively addressed.

- I/We understand the school tuition year runs from July to June. We pledge to pay our financial obligation to Zion Lutheran School on or before the due date and agree to the prescribed penalties if we fail to do so.

- I/We understand that all payments/tuition from the prior year must be current in order for our child to be eligible for enrollment for the next school year, to begin classes in the current year, for continued enrollment, to receive transcripts and to participate in graduation exercises. If unexpected circumstances have occurred regarding finances, I will contact the bookkeeper in a timely manner.

B. Parental Commitment

1. We invest authority in the School to discipline our child as the school feels necessary, according to the discipline procedure, as outlined in the Zion Handbook for Parents and Students. We have read, understood and agreed to the discipline procedure 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 Zion including dress standards.

C. Student Commitment

Zion 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 Zion. Enrollment is considered probationary for all students.

I recognize that Zion 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 Zion staff.
3. I have read the Zion Handbook for Parents and Students.
4. I am willing to be governed by all the rules of Zion including procedures on dress.
5. I commit to attend all school-sponsored retreats, field trips or other activities deemed necessary by Zion.
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)

D. Church Membership

Zion 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 Zion students worship our Lord regularly with their parents at the church of their choice.

E. Code of Christian Conduct

Drawing on the Statement of Belief, Zion Lutheran School relies on Holy Scripture to support its procedure 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.

F. Applications

Each February, enrollment for the following academic year is opened to new and current families. Zion 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 procedures and regulations. Important: There are no guarantees of placement, expressed or implied, by Zion.

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 not be 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.
7. The above application procedures are undergoing evaluation and will be updated prior to enrollment for the 2025-2026 school year.

Section 3: Financials

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 Zion. 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.

Zion 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 Zion.

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

Zion reserves the right to grant an exception to this financial procedure 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 Zion.

Dispute Resolution Procedure is by Arbitration

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 \$500 assessment upon enrollment.
3. FACILITIES FEE: A \$400 per family annual fee for facility repairs throughout the year and is non-refundable.
4. ADMINISTRATIVE FEE: A \$200 per student annual fee to cover costs for office support.
5. 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 Zion - 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. Mid-year Percentage of Tuition Required to be Paid by Family Enrollments and Withdrawal Chart

Month	Enrollment Month	Withdrawal Month
● July	100% -	5%
● August	100% -	10%
● September	100% -	20%
● October	90% -	30%
● November	80% -	40%
● December	70% -	50%
● January	60% -	60%

- February 50% - 70%
- March-May 40% - 100%

After a student has been enrolled for the new school year, the school must be notified in writing thirty 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.

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. Tuition

The Lutheran School Association of Snohomish County (LSA) believes that tuition payments are an investment in the child’s education and religious formation. Therefore, it is our procedure that all families stay current with tuition and fee accounts.

The LSA advises parents/guardians to discuss in advance with the school principal delinquency conditions that may prevent them from fulfilling their obligation to pay tuition at Zion Lutheran School. The options for tuition assistance and alternative payment plans are greater if the school principal is contacted before, rather than after, a written communication is issued from the school.

Procedure

A. Tuition Rates and Fees

- The LSA Board establishes annual tuition rates and fees for Zion Lutheran School. Committed to providing affordable Lutheran elementary education for our LSA church families, the Board provides a tuition scholarship to Association members. The scholarship is a percentage of the full tuition rate.
- Tuition rates and registration, capital improvement, technology, emergency preparedness fees appear as one “Tuition Rate”. However, the first payment due by July 1 is entered as fees, and actual tuition accounting begins July 1st. Class “Activity Fees” are charged separately.

B. Enrollment

- Upon enrollment, families commit to a tuition payment program. At that time family tuition amounts are set based upon rates established by the LSA Board. The tuition schedule is distributed over 12 months, beginning July 1, with contract completion due by June 30th the following year. Families enroll, through the school bookkeeper, in an automatic tuition withdrawal system on a regular payment schedule. Exceptions to the automatic withdrawal may include, but are not limited to, families who do not have bank accounts.

C. Delinquent Tuition

- Tuition and fees payments are tracked on a 30-60-90 day basis. After a 30 day delinquent payment period, (unless prior arrangements have been made with the principal and bookkeeper) a 50.00 processing fee is added to the bill. After 60 days, the principal will contact the family, either by note on the billing or formal letter, and encourage prompt payment. If payment is still not received after a 90 day delinquency (or an agreement of a payment plan has not been reached), a formal letter of rebuke from the principal is issued with a clear cutoff date for payment before the account is sent to collections. The account is sent to collections if no contact is made by the family or no other arrangements have been agreed upon.
- After 90 days of non-payment and insufficient communication, the family may be required to remove their child(ren) from Zion Lutheran School.

Families that are divorced and have parenting plans. All parenting plans with Proportional shares owed for each parent need to be presented to the Finance Admin in order for billing to be done correctly. Parents do have to have this in writing from the courts on their parent plan.

E. Financial Aid Program

Zion is committed to fulfilling its mission by offering financial aid to families.

Financial Aid:

Discounted Tuition via TADS: All families hoping to receive financial assistance must complete the TADS Aid Application. Based on the information provided, TADS recommends an amount or percentage of financial aid. All applications are reviewed by the Zion Lutheran School administrative staff, in cooperation with the School Board and then assistance is awarded based on need and availability of funds.

Appeal to the Board: Once a family has received the board's decision concerning financial aid, they are allowed to ask the principal for an audience with the board in an effort to explain their need for a greater discount. This appeal would occur at the next board meeting and authorization of a larger tuition discount is subject to board approval. The family would appeal to the board at the next board meeting using supporting documentation of the family's needs. Evidence may include: their most recent 1040 tax form, TADS Aid Application, other financial documentation, PPP hour records, a personal letter, a letter of support from a staff member, or anything else the family feels would shed light on their financial situation. Such a presentation must be concise. The board will supply a response to the request within one month of the presentation.

Procedures:

1. All families hoping to receive financial aid must be enrolled in TADS and complete the TADS Aid Application each year. The amount awarded each year may change depending on the families financial situation and Zion's available funding.
2. Financial aid applications must be submitted to TADS no later than April 1st of the current year. Families must be current on their account and have completed their required PPP hours for the previous year in order to be considered for the following year's financial aid.
3. Priority will be given to completed applications submitted by the due date. Applicants who submit their request by the due date can expect a response by April 17th. Applications completed after the due date will be put on a waitlist and will be considered based on availability of funds. Any late applications can expect to wait 6-8 weeks for a response.

Steps and Timeline:

1. Application opens January 1st.
2. Go to <https://www.mytads.com> to complete your online application.
3. Pay the non-refundable TADS application fee.
4. Provide copies of required supporting documents:
 - Most recent tax return.
 - Most recent W-2's received by all Parents/Guardians listed on application.
 - Current 1040, with all filed schedules and attachments.
 - Current 1099's.
 - Copy of recent pay stubs for jobs that Parents/Guardians currently hold.
 - Copy of bank statements.
 - Copy of mortgage statements.
 - All documentation pertaining to corporate, partnership or business affiliation of any member of the household who owns interest in a corporation, partnership or business.
 - Other documentation (recent utility bills, daycare expenses, etc.,) may be required.
4. An application is considered complete once all documentation has been received and the TADS application has been submitted.
5. Applications are due April 1st.
6. The above financial aid procedure is under review and may be updated for applications for the 2025-2026 school year.

F. Legacy Scholarship

To honor the legacy of long-serving staff members, the Legacy Scholarship was created in 2012 to provide financial relief to the children and grandchildren of Mrs. Lynne Hereth and Mrs. Debbie Laskey.

1. The Legacy Scholarship is available in perpetuity to all direct descendants of staff members who have worked at Zion Lutheran School for at least 25 years.
2. The application is attached.
3. According to the application, the award covers up to 30% of each family's tuition each school year, although the board may alter that percentage as it sees fit. Families on the "Legacy List" at Zion Lutheran Church may receive an extra 3% award, that is, up to 33% of tuition.
4. Legacy Scholarship grants are not awarded for bus transportation, fees, or materials, but only for tuition.
5. Legacy Scholarships may be combined with other scholarships and discounts as part of a financial aid package

CONTROLLING procedure

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

ROLE OF AN EXCEPTION

Zion reserves the right to grant an exception to this financial procedure 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 Zion.

Section 4: Attendance

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, Zion 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.

Zion 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, 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. We typically consider 20 days absent in a school year to be excessive.
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.
6. A typical note to parents may look like this:
Your child has now missed _____ days of school this school year, out of a total of _____ school days. Excessive absences in a school year affect multiple facets of a child’s growth, including academic success, social development and the emotional comfort and security of established routines. Typically we consider 20 days absent in a school year to be excessive. Our concern is that continued absences will cause your child’s teacher not to recommend your child to be promoted to the next grade.

Please schedule a meeting with your child’s teacher at your earliest convenience to discuss how we can help with your child’s attendance.

ROLE OF AN EXCEPTION

Zion reserves the right to grant an exception under this procedure 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 Zion.

B. Tardies

A student arriving in the classroom late is marked by the classroom teacher as tardy. Students arriving 10 minutes late 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

Just-for-3s Class Hours:

- 8:15 to 11:00 Tuesday and Thursday

Preschool Class Hours:

- 8:15 to 11:00 Monday, Wednesday and Friday

Kinder-Ready Class Hours:

- 12:30 to 3:15 Monday through Thursday

Kindergarten Class Hours:

- 8:15 to 2:45 Monday through Thursday
- 8:15 to 1:45 Friday

Grades 1-5 Hours:

- 8:30 to 3:00 Monday through Thursday
- 8:30 to 2:00 Friday

Grades 6-8 Hours:

- 8:15 to 2:45 Monday through Thursday
- 8:15 to 1:45 Friday

1. Children are brought to school no earlier than ten (10) minutes before classes begin. Children arriving early must check in to Before Care in the gym. Otherwise, supervision of students will begin when doors open at 8:15am.
2. Zion 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 15 minutes after school is dismissed. Any student in Kindergarten through 8th grade remaining past that time will be taken to the Aftercare Program and charged accordingly including the required registration fee of \$150 per year.
4. Parents or guardians deliver students to Just for 3s/Preschool/Kinder-Ready and classrooms and also pick up students from the classrooms.
5. Students involved in extracurricular activities are to be signed into the Aftercare 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 Aftercare Program.

D. Immunization Requirements

Zion is required by the State of Washington to maintain proper immunization records. Zion 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 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)

E. Change of Child Custody

Custody, Communication, and Tuition Responsibilities in the Event of Parent Separation or Divorce

Zion Lutheran School remains a neutral party in cases of parental separation or divorce, focusing solely on the education and well-being of each student. Our policies are designed to ensure safety for students, clear communication, respect for family privacy, and adherence to the signed tuition agreements.

Custody and Communication

1. Documentation of Custody Arrangements

Upon enrollment, parents sign a tuition agreement with the school. Each parent who signs this agreement is financially responsible for paying tuition. In order to ensure we are meeting our legal obligations and in order to prioritize the safety and well-being of each child, parents are required to provide to Zion any court order which changes custody, visitation or financial responsibility. Zion bills families according to the signed tuition agreement, which remains binding even through separation or divorce. If tuition payments are not made as outlined in the tuition agreement, the outstanding balance will be sent to a collection agency.

2. School Communication

Both parents are entitled to information about their child(ren)'s progress and school events. Unless otherwise restricted by a court order, Zion will communicate equally with both parents. Please inform the school if separate communications should be sent to each parent.

3. Parent-Teacher Conferences

We encourage both parents to attend conferences. If separate meetings are necessary, please reach out to teachers to make arrangements.

4. **Pick-Up and Visitation Protocols**

Zion follows custody arrangements including for pickup from school, as provided to us by parents unless superseded by a court order or unless administration is considered about the well-being of the child(ren). If there is any change to these authorized arrangements, please notify the school promptly. In the event of a dispute, school staff may seek guidance from local authorities to ensure the child(ren)'s safety.

Tuition Responsibility

1. **Binding Tuition Agreements**

Zion bills families according to the signed tuition agreement, which remains binding even through separation or divorce. If tuition payments are not made as outlined in the tuition agreement, the outstanding balance will be sent to a collection agency. Parents who signed the agreement are responsible for ensuring full payment.

2. **Court-Ordered Proportional Payment Plans**

If a court-ordered parenting plan specifies a division of tuition responsibilities, please provide this documentation to the office. Zion will adjust billing according to these legal provisions. Until and unless such a document is received, both parents remain jointly responsible for the full tuition amount.

3. **Future Liability in Divorce Agreements**

To avoid future misunderstandings, we encourage families involved in divorce proceedings to include Zion's tuition responsibilities in their legal agreements, specifying who will be liable if the child(ren) continue(s) enrollment at Zion.

4. **Student Attendance Decisions**

Zion will not remove a student's current enrollment in the case of separation in which one parent wants to unenroll and the other parents want to remain enrolled at Zion. Only a signed mutual agreement between parents and/or a court order explicitly detailing whether the student(s) can or cannot continue attending, along with who is financially responsible, will affect enrollment.

5. **Access to Tuition Documentation**

In the case of two separate signed tuition agreements, each parent can access the tuition agreement they personally signed. For privacy reasons, Zion does not provide access to an ex-partner's agreement details. We encourage parents to consult their own copy of the signed agreement for reference. We will continue to keep the students enrolled per the above section on "Student Attendance Decisions".

6. **Neutrality in Family Matters**

Zion's goal is to remain neutral, focusing on the education and spiritual growth of each student. We ask families to avoid involving school staff in personal disagreements over tuition responsibilities or custodial preferences.

7. **Personal References**

Zion staff members are not to write any letters of reference, provide payment details, or provide any details whether factual or opinion-based about one side or another in a custody dispute except as ordered by a court.

In this way, Zion can continue providing a positive, supportive environment dedicated to education, faith, and the best interests of each child. For any questions, please contact the school office.

ROLE OF AN EXCEPTION

Zion reserves the right to grant an exception under this procedure 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 attends Zion.

Section 5. Curriculum

A. Academics

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

B. Religion Classes

Zion 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 Zion 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 students: 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 procedures

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 Zion 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

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

GRADES 3 - 6: HONOR ROLL:

3.00 G.P.A. and above for Grade 6 only

A+	100%	C+	79
A	95	C	75
A-	90	C-	70

B+	89	D+	69
B	85	D	65
B-	80	D-	60

PRESCHOOL through Grade 2:

We are using the following scale for report cards for students in grades K-2. It aligns with what is the current practice in education. Our grades are determined based on each standard to be met by the end of year at grade level in primary grades.

- 4 - Exceeds standard
- 3 - Meets standard
- 2 - Progressing toward standard
- 1 - Intensive support needed

***It is normal/expected for most students to have a grade of “2” during much of the year, as they are working on learning skills to be mastered by the end of the year, with a goal of reaching a “3” or higher by the end of the year.

If a grade of “1” is given, your child’s teacher will discuss with you what additional intensive support is being given or is needed to help your child with their learning.

Students in grades 1-8 receiving failing grades in core subjects--Math, Language Arts, Science, Social Studies or Religion may be required to successfully pass a remedial class before continuing on in the next grade level. Students can still pass a course they fail in the 1st semester by receiving passing grades in both the 3rd and 4th quarters.

G. MAP Growth Testing

Zion Lutheran School administers MAP Growth Tests to students in grades 1-8, as well as introductory tests for Kindergarteners. The purpose of these tests is to measure the in-year learning for each student, which helps teachers understand the strengths of everyone in their classes, which learning objectives have already been mastered and which material needs reinforcement. These tests are one of the many tools our teachers use to measure their effectiveness and to inform their planning.

This is one tool that you might use to see how your child is succeeding at school. MAP Growth has an excellent reputation in the field of education, is the most widely used standardized test in Lutheran Schools, and is used by millions of students every year across the country. Each student's tests are obviously impacted by their well-being, level of engagement and effort on test day. These are just one "snapshot" of your child's education and these scores should not be viewed as a defining characteristic of your child's school year.

As your child takes MAP Growth again and again, test results will show progress and development and you'll get a better glimpse of your child's learning process. You can find more information about MAP Growth at www.nwea.org.

H. 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.

I. Concerts and Programs

Zion 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.

J. Field Trip procedure—paraphrased

Each class takes 2 to 4 field trips during the school year. Field trips are designed with safety as the highest regard, followed by educational opportunities provided. Teachers choose field trip destinations based on what will provide the greatest educational impact. Teachers assign chaperones as drivers for each field trip, as well as assigning students to each driver. Siblings are not allowed on field trips unless there is a compelling reason to the contrary.

Section 6: Parent procedures

A. Parent Participation Program

Helpers are needed at Zion 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 is 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:

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.

Families record all service hours on a PPP form and submit the form to the school office before the end of the school year. Families who do not complete the annual service requirement by the end of the school year are billed \$1500 per hour for service that is not met. Families experiencing particular hardships meeting this requirement shall contact the principal at earliest opportunity. 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. Parents can log in to their Sycamore account to add hours for approval.

Zion Lutheran School requires that each family contribute annual service hours according to the following schedule:

- Families with children in preschool 10 hours/year
-
- Families with children in grades 1-8 20 hours/year

The total hour requirement is determined by the oldest child's enrollment. Example: A family who has three children enrolled at Zion - preschool, grade 1 and grade 4 - is required to contribute a total of 30 service hours annually.

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 procedures. Participation in PTL activities is applicable for the required PPP (parent participation program) hours. The PTL is to be supportive to the school at all times, no gossip, slander or false allegations will be allowed. The president and treasurer of the PTL will bring statements monthly to the principal going over all accounting and document of PTL spent funds.

C. Emergency Closures & Power Outages

A goal of Zion 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, Zion 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. Please call the school office for emergency school closure information.

In case of a power outage, several factors affect whether school may resume or whether students and staff should immediately be sent home. School administration may use their professional judgment to either keep the school open or to send students home, weighing the following among various factors in their decision-making process:

- Classroom temperatures.
- Classroom lighting.
- Stress on our electric septic pumps.
- Navigability of local roads.
- Likely timeframe of power being restored based on, for example, current weather conditions and information from utility company offices or websites.
- Changes to safety and security of students and staff.
- Time of day; for example a 2pm power outage wouldn't be a reason to send everyone home early, whereas a power outage prior to classes starting in the morning would be sufficient reason not to have school
- Effectiveness of our electric gates.
- Availability of flashlights and emergency supplies.

Our emergency instructions for teachers and staff in case of a power outage are as follows:

- Remain calm and offer assistance to others.
- If it is safe to do so, turn off electrical devices.
- Follow instructions from on-site school staff and administrators.
- Our Visiplex beacon light & intercom system will work for at least 15 minutes following a power outage provided batteries are charged and the transmitter is on battery backup power strip.
- Do not panic or push others when exiting.

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, 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) 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 procedures.
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 conferences 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. Zion is not responsible for lost or misplaced items and is not liable if any unclaimed items are given to a charity of Zion's choice.

H. Personal Property

Zion 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. Illness/Medications

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. 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 procedures should reflect the mild nature of this condition. procedures 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://aaprocedure.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.

J. 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 Before Care Program and be charged for those services according to the program procedure. Students picked up after 10 minutes of the close of the school day will be signed in to the After Care Program and will be charged for those services according to the program procedure. 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. Zion 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 Zion 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.

K. Notice Regarding Rights of Parents

Zion 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), Zion may elect to take any action it deems appropriate, in its sole discretion, including taking no action.

L. Required Background Checks

All parents and other adults who may supervise or be in contact with children at Zion are required to complete and sign authorization to submit their names for the Federal Background Check through our provider Verkada.

M. Public School Services

Zion is within the Lake Stevens School District service area. Zion 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.

N. Social Media

For the purposes of this procedure, 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, X, Flickr, YouTube, Instagram, and SnapChat.

Zion 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. Zion 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, staff, 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 Zion.

2. Employees, school family members, students and school community members may use Zion 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. Zion 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.
4. Families are not permitted to create additional parent groups or private social media pages related to Zion. Please use the official communication channels such as the PTL page and school emails from the office, principal, or teachers to obtain the necessary information for success at Zion. If you have any questions or concerns, contact the office or the principal directly. Avoid discussing these concerns with other parents in a gossiping manner; instead, address them with the appropriate administrators, following the biblical guidelines of Titus 3:1-2 and Matthew 18:15-20. Zion aims to resolve all issues through communication, prayer, and grace. If you feel that your issue has not been or cannot be resolved through these methods, Zion may not be able to serve your family, and you might need to consider another school.

Zion expects all employees, school family members, students and school community members to comply with this procedure. 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.

O. Child Abuse & Neglect

By law and pursuant to the School's Mandatory Reporting procedure, 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. Refer to the Child Risk Management Plan for more information.

P. Employment of School Staff by School Families

School staff may 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 requires a contract that is filed with the school office which holds the school non-labile for any issues that may arise.

Q. Classroom Visitation

The Lutheran School Association of Snohomish County (LSA) believes that the classroom learning environment must be preserved for the benefit and welfare of the students enrolled in the program. To ensure this favorable environment, procedure is established to manage classroom visits. Therefore, student classroom visits are allowed on a case-by-case basis, and

with the following general guidelines by grade: Children visiting the Preschool through Kindergarten programs on a school day may be required to be accompanied by the parent or guardian for the duration of the visit. The classroom teacher will determine the timeframe of the visit based upon the classroom schedule. Additionally, the teacher will need to approve any situation during which the parent or guardian is absent from the scheduled visitation. The teacher's first responsibility will be to the enrolled children in the classroom. Visits to classrooms in grades 1 – 8 do not require the parent/guardian to be present unless arranged in advance with the classroom teacher. Parents are required to attend preschool and kindergarten visits; parents are strongly encouraged to attend the classroom visits in grades 1-8.

Procedures/Process

- The family establishes a visitation date through either the teacher or designated school office staff.
- Upon arrival, the family checks in at the school office and receives a visitor pass.
- The visiting family checks with the teacher/teachers for special instructions for the visit.
- The visiting family observes the teachers' needs to accommodate the learners in the classroom.
- The family observes and respects the scheduled visiting time.
- The visiting family follows the check-out procedure at the school office.

R. School Volunteers

The Lutheran School Association of Snohomish County (LSA) believes that school volunteers make a significant contribution to the school community through giving their time and sharing their God-given talents, skills and knowledge.

It is the procedure of the LSA to promote and encourage volunteers while maintaining a safe and productive environment for students, volunteers and staff.

- Prospective volunteers, except for those who will not be working directly with students or those who are not in the school on a regular basis (at least once a week) are required to complete a school volunteer application and sign a form authorizing release of personal information. The application includes prior residential addresses, employment history, volunteer history, questions regarding past criminal conduct, contact with CPS and references. The school principal or designee screens school volunteer applications and contacts all references provided, maintaining a written record of reference checks. Criminal background checks through the Washington State Patrol are conducted on all prospective volunteers who will be working directly with students or who are in the school on a regular basis. Individuals whose application, references and background check indicate they will not compromise the safety of students or the Association are approved for volunteer status. Completed applications, written records of reference checks and records of criminal background checks are retained by the LSA. The school volunteer application and criminal background check are not required for parents/guardians accompanying their children on school field trips.

- Volunteers who are scheduled to work directly with students or who will be in the school on a regular basis receive a volunteer manual containing important procedures of the Association.
- Volunteers are required to sign and return to the school office the Volunteer Agreement form prior to volunteering. This signed form acknowledges that the volunteer has read and complies with all procedures contained in the volunteer manual. The Volunteer Agreement form is retained along with the volunteer's application and background check.
- Volunteers check in and out at the school office and obtain a volunteer badge before entering the school grounds or any classroom. The badge is worn while participating in volunteer activities and surrendered upon check out.
- Volunteers work under the direction of school staff, recognizing that instructing, supervising, grading and disciplining students are professional staff responsibilities. Minors are not left alone with a school volunteer.
- Doors remain open in school rooms that do not have windows.
- Serving as role models for the students, volunteers adhere to Association procedures and school rules for Christian conduct and attire.
- Volunteers are punctual, dependable and regular in attendance. Volunteers who must be absent call the school as soon as possible to report the absence.
- Volunteers do not discuss school matters, staff issues or student performance outside of the classroom with anyone but designated school staff. Volunteers do not have access to confidential student files or records.
- Volunteers report any concerns they have about student welfare or safety to their supervising teacher or school principal.

S. Parent-Teacher Conferences

Parents are expected to attend three parent-teacher conferences annually; once in August, once in November, and once in March.

Section 7: Student procedures

A. Expectations and Responsibilities

Zion 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 Zion. 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 Zion and agree honestly and wholeheartedly to apply themselves according to 2 Timothy 2:15 "Study to show yourself approved to God, 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. (Zion 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. School-Based Harassment

It is the procedure of Zion Lutheran School to maintain a school environment that is free from harassment and portrays Christ-like conduct. Zion's teachers, staff, and administration will take action regarding any form of harassment on school grounds or at school functions

This includes:

1. Bullying

- Teasing or picking on another student.
- Intimidating another student with threats or body positioning.
- Physically assaulting another student.

2. Sexual Harassment

- Making sexual jokes or comments that target other students or make them feel uncomfortable.
- Touching another student in a way that makes him or her uncomfortable.

3. Religious/Racial Harassment

- Teasing or insulting another student about his or her religious beliefs.
- Teasing or insulting another student about his or her race or ethnicity.

If you believe that you are being harassed by anyone during the school day or on school grounds you should tell your teacher, tell a van driver, tell the Chaplain, tell a school employee, tell the assistant principal, or tell the principal immediately!

C. Technology Acceptable Use

The Lutheran School Association (LSA) provides computer training and Internet access as an integral part of its curriculum, recognizing that computer literacy and electronic information research skills are fundamental in the preparation of our students as effective witnesses for Jesus Christ. Our educational staff blends thoughtful use of computers and information technology throughout the curriculum and provides guidance and instruction to students in the appropriate use of such resources.

Filtering software is in use on all student computers with access to the Internet. This blocks or filters access to visual depictions that are obscene, contain pornography or are harmful to minors. Individual student email accounts, chat rooms and direct electronic communications (instant messaging services) are not permitted on school networks unless expressly authorized.

Educational staff members monitor students' use of the Internet in school and take appropriate reasonable measures to prevent access to inappropriate material.

Students are responsible for appropriate Christian behavior on school computer networks just as they are in a classroom or on school property. General school rules for Christian behavior and communications apply. Before gaining access to the school network, students are required to read and sign the Applicable Technology Use Agreement. Minor students are required to obtain parental permission for use of the network. Failure to comply with acceptable use rules may result in loss of access and/or discipline as warranted.

Use of network resources must support the educational goals of the Lutheran School Association. The LSA reserves the right to prioritize use and access to the system. No use of the system serves to disrupt the use of the system by others; system components including hardware and software are not to be destroyed, modified, or abused in any way. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for their actions and activity while using technology at Zion Lutheran School.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should have no expectation of privacy when using school technology.

Computer technology is a gift from God to his people. The Lutheran School Association has chosen to extend this privilege to students and staff in order to facilitate learning, research, resource sharing and communication. The LSA is not responsible for technology use that is inappropriate or in violation of the law.

The Board authorizes the school principal to prepare appropriate procedures for implementing this procedure and for reviewing and evaluating its effect on instruction and student development.

Students are held responsible for their actions and activity while using technology at Zion Lutheran School.

- Technology may not be used to harm other people.
 - Sending harassing or degrading messages, bearing false witness or spreading rumors about someone, using obscene language, posting anonymous messages or personal communications without the original author's consent and downloading/distributing obscene or offensive images is prohibited.
- Students may not interfere with the work of another student or teacher. This includes, but is not limited to:
 - Degrading, damaging or disrupting equipment, software or system performance
 - Vandalizing the files of others
 - Changing system settings

- o Using obscene or inappropriate file names
- Students respect the privacy of others. Students do not intentionally access the messages, file or work of another student or teacher, or alter any of these in any way.
- Students using technology are expected to uphold the 7th commandment. It is illegal to violate copyright laws or use the work of others and call it your own.
- Students do not intentionally waste limited technology resources.
- Use of technology at Zion Lutheran School for personal financial or commercial gain is prohibited.
- Students do not post personal contact information (full name, home address, image and phone numbers) about themselves or other people.
- Students use only their designated account and password and keep their password private.
- Students do not attempt to gain unauthorized access to sites on the Internet.
- Students report to their teacher any unsolicited e-mail, security problems or information that makes them uncomfortable.

Violations of the technology acceptable use procedure result in the loss of technology privileges, detention, suspension and/or expulsion.

Zion Lutheran School maintains a website at www.zionls.org with a link to Sycamore Education. The main website (zionls.org) provides general information about opportunities and programs at Zion Lutheran School. School parents and students can access specific classroom updates, calendars, homework, lunch menus, athletic schedules and contact links through www.zionls.org.

Zion Lutheran School publishes photographs, with expressed, signed consent (without students names indicated) of school life and works, including, but not limited to, class programs, field trips, academic and athletic activities.

D. Student Wellness (paraphrased)

Zion Lutheran School is committed to reach, teach and inspire the school community to adopt active lifestyles and healthful nutrition. The school environment will promote and protect children's health, well-being, and ability to learn by supporting healthful eating and physical activity through a school wellness program.

Zion Lutheran School is dedicated to reaching, teaching, and inspiring the school community to embrace active lifestyles and healthy nutrition. The school environment will promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity through a comprehensive school wellness program.

The school shall provide free and reduced-price meals to the students according to the terms of the National School Lunch and Breakfast programs and the laws and rules of the state. The school shall inform parents or guardians of the eligibility standards for free or reduced price meals. Reasonable efforts shall be made to protect the identity of students receiving such meals.

A parent or guardian has the right to appeal any decision with respect to his/her application for free or reduced-price food services.

The LSA supports the philosophy of the National School Lunch program and shall provide wholesome and nutritious meals for children in the school. The board authorizes the administrator to administer the food services program.

In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. The school shall provide daily recess period(s) for elementary school students, featuring time for unstructured but supervised active play. The school will promote the use of school facilities for physical activity programs offered by the school outside school hours.

The school shall require that students in grades one through 8 engage in physical education averaging 100 instructional minutes per week. Additional opportunities will be promoted and made available for the youth in our school.

In order to promote family and community involvement in supporting and reinforcing physical education in the schools, the administrator is responsible for encouraging:

- Physical education activity ideas that can be done with families can be sent home with students.
- Parents/guardians set limits around sedentary activities (e.g. video games, TV time, and computer times as recommended by the American Academy of Pediatrics).
- Parents/guardians promote their children's participation in the school's physical education programs and after school activities.
- Families attend and participate in physical education activity programs and health fairs.
- School staff consider various cultural preferences in the development of physical education programs.
- School staff cooperate with other agencies and community groups to provide opportunities for students to participate in physical activity programs.

E. Student Records

The Lutheran School Association of Snohomish County maintains those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. These records contain grades, attendance records, achievement test results, health records and other information pertinent to the child's educational history. All information related to individual students is treated in a confidential and professional manner. Student records are the property of the LSA but are made available in an orderly and timely manner to parents. A parent or adult student (18 years of age or older) may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy of their rights as students.

Student records are forwarded to other school agencies upon request. Parent or adult student consent is required before the LSA releases student records other than to a school agency or organization, except as otherwise provided by law.

The school principal establishes procedures governing the content, management and control of student records.

Procedure

For the purposes of this procedure, working notes of staff are defined as those records about students that are maintained in the sole possession of the writer and are not accessible or revealed to any other person except a substitute for that staff member. Working notes are not considered student records within the purview of this procedure.

Maintenance of Student Records

The student's principal is the senior custodian of the student's folder. The principal:

- Maintains only those records authorized;
- Safeguards student records from unauthorized use and disposition;
- Maintains access records;
- Honors access requests by parents;
- Conducts informal hearings and grants or denies approval for corrections or deletions requested by parents

Designated custodians (designated office staff):

- Follow all records procedures established by the senior custodian;
- Request student records from other schools;
- Maintain security of student records;
- Transfer, destroy and expunge records as permitted.

The senior custodian provides overall supervision of student records management and control and enforces the student records procedure and administrative procedures.

The permanent student record contains the following items:

- Report cards with latest first
- Achievement test scores with latest first
- Progress reports with latest first
- Attendance records
- Verified reports of misconduct and records of disciplinary action taken
- Registration forms by date
- Enrollment Agreement forms
- Emergency Medical forms
- Birth Certificate
- Immunization records
- Other pertinent information

Accessibility of Student Records

Information contained in the student file folder is made available to persons and agencies as follows:

- Parents/Guardians: Parents/guardians of dependent children submit a written request to inspect the school records of their children. The review occurs no later than 15 days after the request is made. Inspection and review is conducted during normal working hours, unless other arrangements are made. The principal or designee provides assistance in the interpretation and analysis of student records as needed. Although records must remain within control of the LSA, they may be copied or reproduced by or for the parent or adult student.
- The Student: Information contained in a student's file folder is interpreted to the student upon his/her request. The adult student may inspect his/her folder.
- School Officials who have a legitimate, educational interest (A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including medical staff); a person serving on the school board; a person or company with whom the school has contracted to perform a special task or function; or a parent serving on an official committee, such as a grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.) in a student has access to the student's file folder.
- Other Schools / School Districts: Other schools and school districts are provided with records upon official request from the school or school district. Zion Lutheran School transmits information about the student's academic performance, attendance, immunization records and records of disciplinary action.
- State and Local Officials: Information may be released to state and local officials to whom such information is specifically required to be reported or disclosed pursuant to Washington State statute (examples: reporting child abuse or referrals to juvenile court for truancy).
- Information may be released in compliance with judicial order or lawfully issued subpoena, upon condition that a reasonable effort was made to notify the parent or adult student in advance of such compliance.
- Information may be released to appropriate persons and agencies in connection with an emergency to protect the health and safety of the student or other persons. (This provision is limited to specific situations that present imminent danger to a student, other students, or other members of the school community - or to a situation that requires the immediate need for information from education records to avert or diffuse serious threats to the safety or health of a student or other individuals.) When this occurs, a record of such release is maintained as part of the specific record involved.

- Information may be released to organizations conducting studies for educational agencies for the purpose of developing, validating or administering predictive tests or improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than the representatives of such organizations and if such information will be destroyed when no longer needed for the purpose for which it has been gathered.

When information from a student's record, other than directory information, is released to any person or organization other than school staff, a record of such release is maintained as part of the specific record involved. This record of access includes the date of access, name of the party granted access and the legitimate educational interest of the party granted access.

Directory information may be released publicly without consent upon the condition that the parent be notified annually of the school's intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent. Directory information is defined as the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, diplomas and awards received.

Parents or adult students may submit a written request to the school principal asking to amend a school record that they believe is inaccurate or misleading. The school principal notifies the parent or adult student in writing of the decision.

Parents challenging the appropriateness and accuracy of student records may insert a written explanation of their objections in such records.

A student's educational record is retained for 25 years past the date of the student's graduation or discontinuance of enrollment at Zion Lutheran School.

F. Search and Seizure

1. Enrollment in Zion 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. Zion expressly reserves the right to search, including but not limited to: backpacks, purses, pockets, lockers, desks, electronic devices, etc.
3. Zion 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 procedure

The School reserves the right to grant an exception under this procedure 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 attends the School.

G. Telephone Usage

Students are permitted to use the school telephone in the classroom only with permission or in cases of emergency. Students are not allowed to use any telephone without authorization. Cell phones may be used before or after school hours, although students in the extended day program must follow rules for those programs, including asking for permission. 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.

- Any phone use during the school day, including text messaging, games, photos, music, or other use is prohibited unless specifically approved by a supervising adult authority for a limited time and purpose.
- Students are permitted to use the school telephone in the classroom only with permission or in cases of emergency.
- Cell phones, including wearable watch phones, may be used before or after school hours only. Students in the extended day program must follow rules for those programs, including asking for permission.
- If parents or guardians need to communicate with their children during the school day they are asked to call the office.
- Parents or guardians should refrain from texting or calling their students during the school day.
- If children need to communicate to their parents or guardians during the day they need to let school staff know so that we can help with these phone calls.
- Staff has the authority to confiscate a device used in violation of this procedure and will notify the parent or guardian to pick up the device from the office at the end of the school day.
- In the event that Zion has an emergency situation your child's safety is our highest priority and we would permit students to contact parents when safe to do so.

H. 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.

I. 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.

Zion 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. L.E.S.T. (Lutheran Elementary Schools Tournament) is held at Pacific Lutheran University in Tacoma 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.

J. L.E.S.T.

On the Thursday through Saturday of Presidents Day Weekend in February; Zion competes at L.E.S.T.--the Lutheran Elementary School Tournament in Tacoma. Our 5th-8th graders compete in a wide variety of events with other Northwest Lutheran Schools, including Knowledge Bowl, Drama, Dance, Cheer, Bowling, Boys & Girls Basketball, Cubing, Robotics, Science Club, Math Club, Spelling, Chess, Forensics, Instruments and Singing. Middle School and 5th grade teachers support, supervise and coach some of these events. During L.E.S.T., school continues as normal for Preschool-4th grade. There may be additional financial commitment. Students in 7th / 8th Basketball, Cheerleading and Dance are expected to join their teams in the competition. Hotel reservations and food costs for the tournament days are to be expected.

K. Z.E.S.T.

In November, our 5th-8th graders participate in the Zion Excellence Showcase and Tournament, an internal event on our school campus. This is a separate and distinct event from L.E.S.T., but features some of the same activities, with one of the goals to demonstrate some of the L.E.S.T. events. Z.E.S.T. features tournaments in Math, Chess, Basketball, Track, Volleyball, Knowledge Bowl, Robotics and Drama.

L. Junior High Community Service

As future Christian parents and leaders, students at Zion 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.

M. Lunch

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 Zion Discipline procedure as defined in this handbook.

N. Student Social Media

For the purposes of this procedure, a social media site constitutes any website that allows

individuals or organizations to communicate with others in a direct or indirect fashion. Examples include, but are not limited to, Facebook, X, Flickr, YouTube, Instagram and SnapChat.

Zion 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. Zion 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 Zion.
2. Employees, school family members, students and school community members may use Zion 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. Zion 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.

O. Weapons procedure

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 procedure 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 procedure 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 procedure.

P. Drug, Alcohol & Tobacco

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 procedure, 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

Q. Dress Code

1. General Guidelines

Emphasis should be placed on the fact that Zion 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.

Zion 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.

Zion's dress guidelines are not an attempt to judge one's spirituality or impose 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. Zion assumes parents will honor this intention and will assume the responsibility for guiding their children in this area.

While some students may not agree with all guidelines and expectations, it should be recognized that they choose to attend Zion 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. Hats are not to be worn indoors. Additionally, safety regarding some clothing and footwear must be considered and, at times, monitored.

Clothing should reflect a Christ-like attitude. It should be modest and not reference drugs, alcohol, foul language or violence.

Tank tops must have a wide strap, not spaghetti strap (spaghetti strap cami under a shirt is ok). Shirts & tank tops must cover the midriff completely.

All shorts, dresses, and skirts must be a modest length. Shorts should be worn under dresses and skirts.

No flip-flops, slides, or slippers. Sandals must have a heel strap and fasten securely to the foot. Please be mindful of recess and PE safety when selecting footwear for school.

Please keep in mind that your student is actively playing during recess and PE. Their clothing should be comfortable for the weather, a long day of school work and allow them to safely play.

Zion 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 Zion 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.

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 the Discipline section of this handbook, may have their parents notified, may be offered fresh clothes, 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.

2. Chapel Dress

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.

3. Simplified Wording

With the sun making more frequent appearances, we want to review our school's clothing procedure. Our school does not require a uniform but we ask that you follow these 4 simple rules:

1. Clothing should reflect a Christ-like attitude. It should be modest. It should not reference drugs, alcohol, foul language or violence.
2. Tank tops must have a wide strap, not spaghetti strap (spaghetti strap cami under a tank is ok). Shirts & tank tops must cover the midriff completely.
3. All shorts, dresses, and skirts must be a modest length. Shorts should be worn under dresses and skirts.
4. No flip-flops, slides, or slippers. Sandals must have a heel strap and fasten securely to the foot. Please be mindful of recess and PE safety when selecting footwear for school.

Please keep in mind that your student is actively playing during recess and PE. Their clothing should be comfortable for the weather, a long day of school work and allow them to safely play.

R. Zion Extended Day Program (Before Care and After Care)

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 Zion Extended Day program is open to any child attending Zion in Kindergarten through eighth (8th) grade, subject to space availability. Parents are required to notify school staff to prearrange use of the program. This program is operated on a per hour basis. The Extended Day Program is not available for students in any of our preschool programs.

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. These hours are subject to change.

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),

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

All students attending the Zion 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. Please inform the student’s homeroom teacher or school office personnel regarding needs for the Extended Day 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.

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.

The Zion Extended Day Program uses the same behavioral expectations as taught in the school curriculum.

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

The Registration Fee for Aftercare is \$150 for the school year.

The following is the Extended Day Program fee schedule. Monthly charges are determined by

hourly use as first child or second child.

First child—\$7.50/hour
Second child—\$5.50/hour

Late pickup fee is \$10 for every 10 minutes.

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.

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.

Students may not be left unattended for school events including basketball or volleyball games, Fall Festival or other events such as Builders Fair, Musical or Concerts. Students left unsupervised will be checked in to the Extended Day Program during Extended Day Program hours, and parents will be contacted after Extended Day Program hours.

Student Discipline in Extended Care follows, in principle, the same procedures as during the school day with the same expectations for student behavior and consequences. The chief exception is that in addition to red slips and suspensions from extended care accumulating per the discipline policy, three extended care red slips during the course of the school year will lead to a one-day suspension from extended care. The fourth extended care red slip during the course of the school year leads to a five-day suspension from extended care, and a sixth extended care red slip during the course of the school year leads to expulsion from the extended care program.

S. Additional Events

In addition to other events listed in this handbook, students generally participate in the following events, along with others not listed here:

1. Builders Fair

Students build projects for display; typically January.

2. Christmas Shoppe

Students have a chance to shop at school for Christmas presents for their family members.

3. Christmas Concerts and Spring Concerts

4. Musical

Middle Schoolers audition for roles in the Spring Musical which takes place in May. Participation is encouraged but optional for middle school students.

5. DC Trip

Every three years, starting in 2024, our middle school students will have the opportunity to visit the Washington DC area together over Spring Break. This event is optional for middle school students.

6. ZEST

Section 8: Student Discipline

A. Philosophy

Our discipline procedure is focused on the future. Our goal is to provide consequences in order to curb undesirable or inappropriate behaviors. This meshes both with our Lutheran heritage of Law and Gospel, which demands consequences for wrongdoings while simultaneously proclaiming that we are who we are by the grace of God. It also meshes with our Growth Mindset—through hard work we can improve our behavior. The parties recognize that student discipline is a joint responsibility of employees and Zion Lutheran School. All parties acknowledge that these provisions are subject to the due process requirements of state and federal law regarding disciplinary actions affecting students.

B. Procedure

Employees will exercise professional judgment in the area of student discipline. The School shall support employees in their use of prudent, legal and reasonable discipline measures to maintain order and discipline and to protect the safety and well being of students and employees.

C. Behavior is primarily managed within each classroom.

Teachers and staff generally use a "3-strike" system:

- At a first breach of rules, a student receives a verbal warning to correct behavior (On Yellow).
- At a second breach of rules, a student receives a visual or written warning to correct behavior (On Orange).
- At a third breach of rules, a student receives a consequence (On Red). With each consequence, teachers have three responsibilities:
 - 1. Enact the consequence (i.e. ensure the student completes the consequence).
 - 2. Inform parents of consequence before school is dismissed.
 - 3. Document consequence in shared file.

D. Judgment

Using their own professional judgment, staff may apply consequences for behaviors without verbal, visual or written warnings, or immediately refer students to administration for behavior consequences. Consequences of inappropriate behavior will depend upon the severity, age of student and/or repetition of the behavior.

E. Threatening language and behavior

The following behaviors, whether intentional, sarcastic or in jest, are subject to automatic suspension, and the administration at its sole discretion may opt for expulsion based on the severity of language and/or behavior:

- Using threatening language such as "I am going to...(stab, hurt, kill, bring my knife, bring my gun, or otherwise threaten violence)".
- Using words or drawings to make threats.
- Threatening to bring a weapon to school.
- Threatening by using sexually explicit language or actions.
- Threatening bodily harm in any form.
- Making stabbing or shooting motions in the direction of others.
- Bringing a weapon to school.

F. Red Slips

Generally, red slips are used as the consequence for behavior in classrooms, at recess and in extended care. Slips can be filled out by the student, or with help from a staff member or administrator.

q1: What happened and what was my role?

q2: What could I have done differently, or what should I not have done?

q3: What can I do to fix this?

q4: We want to make sure this doesn't happen again. What can we do to help?

G. Administrative Intervention

In major breaches of school rules, including but not limited to classroom disruptions, students may be referred to administration.

Administrator use the following system:

- An administrator speaks with the student about all of the questions on a red slip.
- When those answers have been identified, the administrator and child call home to discuss what happened and why, the consequences, and prevention plans so that this doesn't happen again in the future.
- The administrator documents the consequences and conversation.

H. Escalating Consequences

The third red slip consequence from any school program in a quarter becomes a one-day suspension. The second suspension in a school year is a five-day suspension. The third suspension in a school year becomes an expulsion from Zion Lutheran School. Behavior consequences given during extended care may result in further consequences, as described in the extended care section 7.R.

I. Behavior Expectations

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. Dressing appropriately.
 - h. Knowing and obeying the rules of Zion.
2. In the classroom, the student's primary responsibilities are:
 - a. To learn.
 - b. To follow teacher directions.
 3. 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.
 4. 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 the individual eating area neat and clean.
 - g. Touch and handle your 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.
 5. Playground Rules:
 - a. Be kind, safe, and respectful by showing the Fruit of the Spirit: Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness and Self-Control (Galatians 5:22-23).
 - b. Wood chips, rocks, and sticks remain on the ground.
 - c. Swings--one person at a time, facing forward and seated.
 - d. Slides--one person at a time, seated feet first; up ladder & down slide.
 - e. Remain visible and within playground boundaries.
 - f. Weapons and illegal, controlled substances are not permitted on school grounds.
 6. Suspension is an accumulation of red slips OR immediate suspension for a major violation of school rules/procedure.
 7. Expulsion: students who are expelled from Zion are subject to the normal withdrawal procedures, including but not limited to payment of remaining tuition amount assessed under the Financial procedure section of this handbook.

J. Discipline Offenses

Teachers are required to discipline students as behavior applies to the rules of Zion Lutheran School, and as reasonable, to effect lawful compliance to Washington state laws. The value set of Safety, Order and Rights® is used at Zion Lutheran School. Offenses resulting in discipline are outlined in the Family Handbook and include, but are not limited to, the following areas:

Procedural offenses--Discipline procedures include, but are not limited to detention, fines, and other corrective measures.

- 1) Chewing gum.

- 2) Running in hallways or through doorways.
- 3) Tardiness.
- 4) Inappropriate dress.
- 5) Running inside the building.
- 6) Out of class without permission.
- 7) Out of seat without permission.
- 8) Talking out of turn.
- 9) Eating or drinking outside designated areas.
- 10) Unauthorized use of electronic equipment; including but not limited to: cell phones*, I-pods, electronic games, etc. *(remain turned off and put away during the course of the school day).

Attitudinal offenses—Discipline procedures include, but are not limited to detention, suspension and possible expulsion.

- 1) Disruptive conduct.
- 2) Misrepresentation/lying.
- 3) Disobedience.
- 4) Disrespect to a faculty/staff member.

Moral offenses—Discipline procedures include, but are not limited to suspension, fines, and immediate expulsion.

- 1) Fighting.
- 2) Inappropriate language/swearing.
- 3) Bringing dangerous objects to school, including weapons of any kind.
- 4) Vandalism (damaging School or personal property).
- 5) Use of drugs, alcohol, or tobacco.
- 6) Inappropriate physical contact (non-sexual or sexual contact).
- 7) Theft.
- 8) Cheating.
- 9) Assault.

Students who are expelled from the School are subject to the normal withdrawal procedures including, but not limited to, payment of the remaining tuition amount.

It is expected that this plan will contribute toward a happy, positive school environment where students respect one another, are able to learn, and where Christ is glorified. Parents and students are required to read and discuss this procedure, and to comply with all rules and regulations as established by Zion Lutheran School.

The use of corporal punishment is prohibited at Zion Lutheran School.

K. Use of Force

A teacher, school employee or school administrator, in exercising authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Physical force may be used to prevent or minimize imminent bodily injury, substantial bodily harm or great bodily harm to self or others, or if de-escalation

interventions fail or are inappropriate. RCW 9A.16.100 states the general guidelines for the physical discipline of children:

“The physical discipline of a child is not unlawful when it is reasonable and moderate and is inflicted by a parent, teacher, or guardian for purposes of restraining or correcting the child. Any use of force on a child by any other person is unlawful unless it is reasonable and moderate and is authorized in advance by the child’s parent or guardian for purposes of restraining or correcting the child.

The following actions are presumed unreasonable when used to correct or restrain a child: (1) Throwing, kicking, burning, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) interfering with a child’s breathing; (5) threatening a child with a deadly weapon; or (6) doing any other act that is likely to cause and which does cause bodily harm greater than transient pain or minor temporary marks. The age, size and condition of the child and the location of the injury shall be considered when determining whether the bodily harm is reasonable or moderate. This list is illustrative of unreasonable actions and is not intended to be exclusive.”

According to WAC 392-400-235, corporal punishment is generally prohibited, but such prohibitions do not extend to certain types of disciplinary restraint:

Corporal punishment does not include:

- (a) The use of reasonable physical force by a school administrator, teacher, school employee or volunteer as necessary to maintain order or to prevent a student from harming him/herself, other students and school staff or property;
- (b) Physical restraint or the use of aversive therapy as part of a behavior management program in a student’s individual education program which has been signed by the parent and is carried out according to school procedures in compliance with WAC 392-171-800, et. seq.

De-escalation strategies may include, but are not limited to: proximal body positioning, voice intervention, alternative behavior choices, removal from the situation.

1. Force shall not be continued if a determination is made by the staff member administering the force that the student is no longer at risk of causing imminent bodily injury to him or herself or others;
2. Force shall be administered in such a way so as to prevent or minimize physical harm. If, at any time during the use of force, the student demonstrates significant physical distress, the force shall be reduced immediately and, if necessary, school staff shall take immediate steps to seek medical assistance.

An adult must continually monitor any student when force is used. The monitoring must be conducted by direct observation of the student. Monitoring must include regular evaluation of the student for signs of distress.

All training shall include instruction in positive management of student behavior, cultural sensitivity, effective communication for defusing and de-escalating disruptive and dangerous

behavior and safe and appropriate use of force, seclusion and restraint. The procedure shall be reviewed annually with all staff.

Following the release of the student from the use of force, the school shall implement follow-up procedures. These procedures shall include reviewing the incident with the student to address the behavior that precipitated the use of force, reviewing the incident with the staff person(s) who administered the force to discuss whether proper procedures were followed and consideration of whether any follow-up is appropriate for students who witnessed the incident. Any employee of the school who uses physical force as defined in this procedure shall immediately inform the administrator or designee and within 24 hours submit a written report of the incident to the administrator. The school shall maintain a log of all instances of use of force that will be reviewed annually. The administrator or designee shall make a reasonable effort to verbally inform the parents, within twenty four hours, of the incident and send written notification as soon as practical, but postmarked no later than five business days after the use of forces.

L. Constructive Relationship

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 learning 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:

Zion reserves the right to grant an exception under this procedure, 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 attends Zion.

Section 9: Athletics Handbook

A. General Information

Zion Lutheran School is a member of the Christian Schools Association (CSA), and intends to follow all CSA guidelines, rules and regulations. We participate with CSA for all sports listed herein, except for Cheerleading and Dance.

B. Programs Offered

Cheerleading (Girls 6/7/8)	September-February
Dance Team (Girls 5-8)	September-May
Volleyball (Girls 7/8)	September – October
Cross-Country (CoEd 5-8)	September - October
Volleyball (Girls 5/6)	September – October
Soccer (CoEd 5-8)	September – October
Flag Football (5-8)	September-October
Basketball (Boys 7/8)	November – February
Basketball (Girls 7/8)	November – February
Basketball (Boys 5/6)	February – March
Basketball (Girls 5/6)	February – March
Track (Boys and Girls 5/6/7/8)	April – May
Micro Soccer (Kindergarten/1/2)	May - June

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.

Zion 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. All of the programs listed below with the obvious exception of K-1 Micro Soccer are available for our 5th-8th grade students. Occasionally, 4th graders may be offered the opportunity to join a team on a case-by-case basis as determined by the Athletic Director.

1. Cross Country

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 generally begins at the end of

August and concludes at the end of October.

2. 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.

3. 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.

4. Flag Football

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.

5. Micro K-1/2 Soccer

Students in Kindergarten and 1st grade play several games in the CSA.

6. Cheerleading

6th, 7th and 8th grade students are given priority placement on the Cheer Team. 6th 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, product sales, and kid-sitting, help Cheerleaders pay for their uniforms.

7. 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.

8. 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. The 5th/6th grade season begins at the end of February and concludes at the end of March. Many athletes go on to successfully compete at the local high school level.

9. 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 generally begins at the end of March and concludes at the end of May.

C. Philosophy

Zion's athletic program is co-curricular and supplements the mission of the Lutheran School Association (LCMS) of Snohomish – "Building Foundations And Transforming Lives In Christ". Zion Lutheran School Athletics Mission Statement: Zion Athletics fosters a positive, caring, Christ-centered place for students to be introduced to athletic activities, to compete and to proclaim the gospel of Christ through athletic competition.

Our athletic mission is carried out by caring, devoted coaches through the application of the NAIA "Champions of Character" mission:

D. Champions of Character Qualities

1. Christ-centered

Jesus Christ is our Lord and Savior and everything we do as Christians relates to our relationship with him. We proclaim Christ as our Savior with our attitude, commitment, performance and example. We follow the example Christ has set for us.

2. Respect

Athletes are expected to have respect for self, coach, team, opponent, referees, and all facilities. This occurs in both actions and attitudes.

3. Responsibility

Athletes accept the responsibility, which is accepted when joining a sport – Responsibility to class work, to the team, and to the school. Once players put on a Zion uniform, they represent themselves, the coaches and the school. Athletes must comply with this responsibility.

4.. Integrity

ZLS athletics expects consistent attitude and behavior that support the principles and values of Christians.

5. Servant Leadership

Leadership implies managing oneself well, becoming a good follower as well as inspiring others to follow. Sports involvement provides the opportunity for servant leadership both personally and within a team.

6. Sportsmanship

The good sportsman conducts himself or herself in a manner that increases rather than detracts from the pleasure to be found in the activity, both one's own and that of fellow participants.

E. Participation & Athletic Eligibility procedure

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 is to accompany missing or unacceptable assignments turned in to the respective classroom teacher. 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.

F. Physicals

Any student participating in the athletic program is required to have a valid up-to-date sports physical prior to the start of participation. Doctors may use the form we provide, or may use any standard physical form. Physicals are valid for two years.

G. Concussion Awareness

Parents and athletes should read, sign and return the concussion information form to the school office personnel. To resume athletic play following a concussion, a signed doctor's permission must be submitted to the school office personnel.

H. Fees

A fee is assessed to all participants in any sporting activities: These fees pay for officials, uniforms and replacement of athletic equipment. An additional fee may be assessed for transportation to away games for those athletes who do not provide a parent driver. Permissions – Permission slips must be signed by a parent or legal guardian in order for a student to participate with the team. Permission slips authorize coaching staff to administer first aid to the participant, and release Zion and its coaches from liability from injury.

I. All Play No Cuts

Zion operates under the philosophy that each child should be afforded every opportunity to participate in team sports. We do not cut students from teams based upon ability. Students may be cut for behavior detrimental to the team.

J. Parent Involvement

Parents are strongly encouraged to support their athletes in a variety of ways. These opportunities include, but are not limited to, coaching, officiating, operating concessions, driving, keeping score, organizing parties, cleaning up after games, etc. - are all needed. Parents are also expected to attend parent meetings at the beginning of each season to be briefed on how they can support Zion athletics. Important information regarding the season is explained at these meetings.

K. Schedules

Schedules for each season will be disseminated at the beginning of each season. All changes will be communicated to parents, and adjustments will be made to the school calendar. All schedules will be available on the school website.

L. Expectations

The athletic program of Zion Lutheran School is operated by Zion Lutheran School staff for the education and benefit of ZLS students and ZLS Association members in the areas of physical fitness and sports' participation. In order for the program to operate successfully and with the best stewardship of time, talent and resources, all users must agree to the following procedures.

M. Definition of authorized users: Accountable to the Athletic Director

Authorized users of the Athletic Program are one of two categories:

- 1) Adult staff/members or approved coaches.
- 2) Participating youth in one of Zion's or association church programs.

N. Facilities use

Zion facilities are used in a variety of ways for the athletic program.

- 1) Gym use may be for classroom, PE, after school care or designated sport use. The posted "Gym Use Rules" are to be followed. At the close of gym time all trash, recyclables and belongings are to be either removed from the gym or disposed of in trash or recycle containers.
- 2) Equipment is used as directed by the supervising adult. All program equipment is put away at the end of use.
- 3) Stage area is off limits to those participating in the athletics program.
- 4) Bleachers in the closed position are not to be used for climbing or seating
- 5) The kitchen is off limits without adult supervision.
- 6) Ball Room use is for supervising adult only. Students do not obtain items from the Ball Room without a supervising adult. All items removed from the Ball Room must be returned and correctly placed in the Ball Room. Shelves are labeled and photos of equipment locations are posted in the Ball Room to ensure proper placement of equipment and supplies. The Ball Room is to be locked after each entry. Damaged or lost equipment should be reported on the "Damaged/Lost Equipment Log" located in the Ball Room.
- 7) Locker Rooms are opened for student use for changing before and after an event. Students are responsible for their own clothing and trash. Use lockers for clothing. Eating is not allowed in the Locker Rooms. The Locker Rooms are to be closed and locked at the end of use each day.
- 8) Restrooms are to be checked for trash and general upkeep by supervising adults at the end of use each day.
- 9) Students remove locks at the end of each year.

O. Facilities Checkout

At the end of use of the facilities, the adult user, if the last one out of the facility, is responsible for securing the facility. Make these plans in advance through school staff.

P. Uniform Check Out & In

Uniforms are sorted by sport. Only authorized persons may check uniforms out and back in to players.

- 1) Use the class roster checklist provided by the Athletic Director.
- 2) As a uniform is issued to a player, check the appropriate boxes to identify the sport and clothing items issued to the player.
- 3) Place the player's name label on each empty uniform bag.
- 4) Place the empty, labeled uniform bags in the uniform storage bin.
- 5) Players are responsible for returning complete and clean uniforms. Players check in uniforms and the appropriate checklist is completed. The name label is removed from the individual uniform bag to indicate completed check-in.
- 6) The Athletic Director is responsible for instructing all coaches and players of these procedures.

Uniforms are not to be left at the school office.

Q. Health/Emergency forms

School office staff compile a binder of health and emergency forms for each student in the current year. The binder accompanies the teams to off-campus events. At the end of each season, the binder is given to the Athletic Director who then updates any information for the subsequent season. At the end of the school year, all health and emergency forms are to be shredded and the empty binder returned to the school office.

R. Transportation

School vans may be used for team transportation. Prior reservations must be made through the school office personnel. Use is not guaranteed. Personal vehicles may be requested. Drivers must be insured and follow all laws while transporting students. Drivers must have at least two students if not transporting their own children. Drivers honor instructions from the coaches regarding departure and return of players.

S. Expectations of Coaches

1. Coaches should maintain an exemplary standard of conduct that reflects the highest level of maturity and good judgment.
2. Coaches should look for opportunities to encourage the spiritual growth and development of the members of their team.
3. Coaches should emphasize the importance of academic success as a first priority despite the pressure of athletics and continuously encourage their athletes to succeed academically.
4. One of the purposes of ZLS Athletics is to provide experiences and opportunities for players to develop Christian, socially acceptable, personally fulfilling values and characteristics. Coaches are expected to facilitate these experiences and opportunities through the Champions of Character program.
5. Coaches should look for teachable moments and recognize the uniqueness and worth of each individual and help him or her to develop confidence, exhibit cooperation, and make a contribution to self and others.
6. Coaches have the responsibility to provide the information and training necessary for their players to achieve the highest degree of excellence according to their potential.

7. Coaches are expected to look for opportunities to support other aspects of Zion Lutheran School when possible.
8. Coaches are expected to have the athletes neatly maintain any areas, including locker-rooms, gym and classrooms. The last to leave the gym, or other rooms, locks and secures them through Sonitrol® before leaving.
9. Coaches ensure that all athletes are picked up by approved rides home before they leave the school property.
10. Coaches must submit to Washington State Patrol (WSP) background check before approval to coach.
11. Coaches apply for positions by filling out the school's standard Employment Application.

T. Expectations of Athletes

1. Athletes should maintain an exemplary standard of conduct that reflects their roles as Christians.
2. Athletes should look for opportunities to be encouraging to their teammates and competing teams.
3. Athletes should be respectful to all coaches and officials.
4. Athletes should emphasize the importance of academic success and commitment.
5. Athletes are expected to apply the sense of “team” above their own accomplishments.
6. Athletes are expected to help maintain neatness of the locker-rooms, restrooms and gym.
7. Athletes are expected to follow the rules of the gym, playground areas and Ball Room.

U. Expectations of Parents

1. Parents should maintain an exemplary standard of conduct that reflects their roles as Christians.
2. Parents should look for opportunities to be encouraging to their athletes, coaches and competing teams.
3. Parents should follow the ZLS Parent-Student Handbook process regarding any concerns of the athletic program.
4. Parents should emphasize the importance of academic success and commitment.
5. Parents are expected to participate in the program as volunteers in one or more areas:
 - a. For home events such as concessions, score-keeping, or general assistance.
 - b. Away events such as driving or general assistance.
6. Parents should assist their athletes with the responsibility and care of uniforms and equipment.
7. Requests for party, trophy and certificate funds must be pre-approved by the Athletic Director and school administration.

V. Athletic Eligibility

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.

W. C.S.A. League Rules

1. C.S.A. Athletic Coaching Philosophy

We need to keep in mind that we are representing Christ Jesus first and then our school, team and self. We are all the same in his eyes.

2. Coach Expectations:

- Prepare in advance, learn the basic skills and strategy of the game, and care for the personal growth of each player regardless of the individual's skill or ability.
- Have consistent encouragement, always building up.
- When correcting (not criticism) is needed it needs to be followed up by positive encouragement.
- Be a positive Christian role model in all actions at practice and game environments.

3. Coach's Self Evaluation:

- Am I building a positive relationship with each team member?
- Am I handling myself in a Christian manner when faced by challenging situations (team struggles, officiating, and poor sportsmanship)?
- Am I open to receiving feedback?
- Do your best to follow the league and game rules.
- Instill attitudes of sportsmanship, discipline, healthy competition, and school spirit.

4. Coach's Goals:

- Become a strong Christian mentor for the athletes.
- Know your motives for coaching.
- Work with every player on your team.
- Stress the importance of academics.
- Demonstrate the importance of fitness habits.
- Use positive reinforcement. Choose your words wisely.
- Teach fair play.
- Focus on the team aspect.

- Emphasize both learning skills and sportsmanship.
- Help players set and evaluate individual goals. Write them down.
- Keep winning in perspective.
- Encourage lifetime involvement in sports.
- Work with the whole person.
- Get everyone some playing time in every event.
- Have all Athletes thank the officials and Host school for the event.

5. Home Schooled Participation

Students participating in the CSA activities must be enrolled in the school they are representing. Home schooled students may be considered as long as they demonstrate active church membership in the congregation they belong to. Homeschooled students must be of appropriate age for the grade level team they are participating on. Each league school Athletic Director will make a judgment call to determine eligibility on a case by case basis that might not fit the rule completely. Basically, if we (the CSA League) receives a letter from the pastor verifying a homeschool student is an active member of the congregation, we will accept them.