

# Statement of Belief

Zion Lutheran Church & School, Georgetown, TX

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Zion Lutheran Church and School is part of The Lutheran Church—Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of Biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions

# **Religious Employment Criteria Statement**

Zion Lutheran Church & School, Georgetown, TX

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We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that to preserve the function and integrity of Zion Lutheran Church and School of Georgetown, Texas, as the Body of Christ, and to provide a biblical role model to Zion members and the community, it is imperative that all persons employed by Zion Lutheran Church and School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Zion Lutheran Church and School.

**All employees will sign a Covenant Agreement that fits with the statement, above.**



**ZIONLUTHERAN**

**Zion Lutheran School Student-Parent Handbook Inclusion: Yes**

**Zion Lutheran Church and School Personnel Handbook: Yes**

**Date Adopted: Jan 2017**

**Revised:**

# **Facility Use Policy**

Zion Lutheran Church & School, Georgetown, TX

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The Board of Trustees or their official designee must approve all uses of Zion Lutheran Church and School property and facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church.

The church believes that its property and facilities are to be used for the fellowship of the Body of Christ and to bring glory to God. At times, the facilities are open to the public, making our facilities available to approved non-members as a witness to our faith, in a spirit of Christian service that is consistent with the Gospel of Jesus Christ. But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws, and in various places on its website-[www.zionwalburg.org](http://www.zionwalburg.org)-and on the website of The Lutheran Church—Missouri Synod, [lcms.org](http://lcms.org).

This facility use policy is consistent with our belief that allowing our property and facilities to be used for purposes that we determine are contrary to this church's beliefs would be an endorsement of those purposes and a contradiction and grave violation of the church's faith and religious practice (2 Cor. 6:14; 1Thess. 5:22). Further, it is important that the church present a consistent message to the community and that the church staff and members conscientiously maintain that message as part of their Christian life and as a witness to others that is consistent with the Gospel of Jesus Christ. Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church understands all its property as a gift from God to be received with thanksgiving and to be set apart and used to the honor of Jesus' name in ways that are consistent with our faith in Him (Col. 3:17).

Consistent with this policy, church property, facilities and equipment [including the school] will be made available to non-members or outside groups which affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.

## **Facility Use Hours**

Facilities are available between the hours of 6 am and 10 pm. Use outside these hours may be approved by the Board of Trustees, a pastor, principal, or an official designee.

## **Scheduling Events**

Facility use requests shall be made to by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church calendar only when the Board of Trustees, a pastor, the principal, or an official designee approves the use.

13. Group acknowledges that they will not bring or allow dangerous items to be brought into the facility.

14. This document constitutes the entire agreement between the parties and is not assignable.

### **Insurance**

For all non-church-sponsored events, the group or person using the facilities must obtain liability insurance coverage in the amount of at least \$ \_\_\_\_\_. The user must also sign a "Facility Use and an Indemnity and Hold Harmless Agreement."

Please list the name, contact information, and religious affiliation of the person officiating the wedding:

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Please describe the marriage preparation counseling or training undertaken by the bride and groom:

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**I affirm that:**

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge, the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$\_\_\_\_\_, a certificate of insurance for at least \$\_\_\_\_\_ of coverage, and any other fees required by the church.
5. I understand that the church does allow its facilities to be made available to the public on occasion, and that my use of these facilities is subject to the Board of Trustees, a pastor, or principal approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matt. 18 and 1 Cor. 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Printed Name/Date: \_\_\_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_

## Religious Mission Statement

Zion Lutheran Church & School, Georgetown, TX

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# Mission of Zion Lutheran Church & School

**Connect.Grow.Serve.**



## Vision of Zion Lutheran Church & School

Creating Christ-centered ministries around a process that CONNECTS people to God and others; that GROWS people in faith and knowledge of God and His Word, and SERVES others in the name of Jesus Christ.

## Philosophy of Zion Lutheran School

In order to achieve our mission, our ministry team strives to:

**Nurture in each child a faith based relationship with Jesus Christ by: (Ephesians 2:8-9)**

- ❖ Teaching God's Word and Lutheran Confessions
- ❖ Nurturing faith through daily instruction in God's Word including both Law and Gospel
- ❖ Encouraging growth in a lifestyle of worship and prayer
- ❖ Accepting one another in Christian love and fellowship
- ❖ Encouraging families in their responsibilities to Christian living and education

**Instill knowledge of all God created by:**

- ❖ Striving for excellence by using developmentally appropriate curriculum, technology and materials

## Code of Christian Conduct

Zion Lutheran Church & School, Georgetown, TX  
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# A Covenant of Holy Manners

## *For the Lead Staff*

To the best of my ability with the help of Jesus Christ, I commit to the following “Holy Manners”:

1. To regularly pray for the church, the team, and one another
2. To support and encourage one another, especially those who lead
3. To champion reconciliation in all relationships, especially among the team
4. To encourage one another to “fail forward”
5. To hold one another accountable for the decisions we make as a team
6. To be willing to step outside my area of responsibility to actively support the work of the team
7. To engage in robust conversation where every idea is welcome
8. To disagree openly and honestly, speaking the truth in love
9. To support team decisions even when I have a different opinion or idea
10. To explicitly identify those matters which should be kept in confidence and honor that confidence
11. To honor one another’s time in team meetings by:
  - a. being present and on time
  - b. coming prepared to engage in team work
  - c. staying on track and focused
  - d. bringing to the team only those items that are best handled by the whole team

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Signature/Date

## **Code of Christian Conduct**

Zion Lutheran Church & School, Georgetown, TX

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# **A Covenant of Holy Manners**

## ***For the Staff***

To the best of my ability with the help of Jesus Christ, I commit to the following “Holy Manners” in our work together:

1. To regularly pray for the whole church on earth, this congregation, the leaders of this congregation, and those on my team
2. To demonstrate my leadership at Zion congregation, or my home church, by also:
  - a. Faithfully attending Worship
  - b. Studying God’s Word deliberately
  - c. Participating in a Life Group or Bible Study
  - d. Serving voluntarily in the church and the community
  - e. Supporting the ministry with my generosity
3. To support and encourage one another, especially those who lead
4. To never let a relationship with another leader stay hurt
5. To hold one another accountable for the individual commitments we make as part of our team
6. To engage in robust conversation where every idea is welcome
7. To disagree openly and honestly, speaking the truth in love and honoring one another
8. To support team decisions even when I have a different opinion or idea
9. To explicitly identify those matters which should be kept in confidence and honor that confidence
10. To honor one another’s time in team meetings by:
  - a. being present and on time
  - b. coming prepared to engage in team work
  - c. staying on track and focused
  - d. bringing to the team only those items that are best handled by the whole team

(over)



## **Code of Christian Conduct**

Zion Lutheran Church & School, Georgetown, TX

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# **A Covenant of Holy Manners**

## ***For Elected Leaders of the Congregation***

To the best of my ability with the help of Jesus Christ, I commit to the following “Holy Manners”:

1. To regularly pray for the church, the team, and one another
2. To support and encourage one another, especially those who lead
3. To champion reconciliation in all relationships, especially among the team
4. To encourage one another to “fail forward”
5. To hold one another accountable for the decisions we make as a team
6. To be willing to step outside my area of responsibility to actively support the work of the team
7. To engage in robust conversation where every idea is welcome
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9. To support team decisions even when I have a different opinion or idea
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Signature/Date

## **Emphasizing our Faith at Zion**

Zion Lutheran Church & School, Georgetown, TX

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Within our church and school community of Zion, faith is continually emphasized. Prayer is part of every day. The Holy Scriptures are opened as part of daily learning. Corporate chapel is included every week for all students in Preschool through Grade Eight, as well as the staff members who instruct or support these children. In addition, the following activities support the emphasis on faith formation at Zion Lutheran Church and School:

- Daily intercom announcements that include student-led Scripture reading and prayer
- Daily classroom devotions
- Regularly held faith classes
- Confirmation, taught by the pastoral team
- Baptisms
- Prayer before each sporting event
- Religious artwork is shown throughout the hallways of the campus
- The Champions for Christ program emphasizes character education and faith formation
- Communications (web site, newsletters, brochures, and the Zion logo) - share Christ continually
- Discipline processes include consequences, forgiveness, grace, and prayer



**ZIONLUTHERAN**

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**Zion Lutheran Church and School Personnel Handbook: Yes**

**Date Adopted: Jan 2017**

**Revised:**

# Admissions Procedures

Zion Lutheran Church & School, Georgetown, TX

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## NON-DISCRIMINATORY ENROLLMENT (Policy)

Zion Lutheran School admits students of any race, color, national origin, age, sex, disability, political beliefs, or religion to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, age, sex, disability, political beliefs, or religion in administration of its educational policies, scholarship, and loan programs, and athletic and other school administrated programs.

## ENROLLMENT/ADMISSIONS

Zion Lutheran School is open to all who desire a Christian education for their children. Zion Lutheran School follows the beginning age standards applicable to the State of Texas.

- ❖ Children enrolling in Preschool must be three (3) or four (4) years of age (respectively) before September 1<sup>st</sup> **and potty trained**.
  - Under certain circumstances children turning (3) or (4) years of age during the month of September MAY BE accepted based on the following conditions:
    1. The parents agree that the child will repeat Preschool or Pre-Kindergarten the following school year.
    2. The child has already been enrolled as a (3) three-year-old in an early childhood program.
    3. The child has older siblings currently enrolled at Zion.
    4. The parents and child agree to a pre-enrollment interview and evaluation.
- ❖ Children enrolling in Kindergarten must meet one of the following requirements:
  1. Successfully complete Pre-Kindergarten at Zion Lutheran School.
  2. Turn five before September 1<sup>st</sup> and successfully complete a readiness test administered by a member of the Zion Lutheran School staff.
- ❖ Children enrolling in First grade must meet one of the following requirements:
  1. Successful completion of Kindergarten at Zion Lutheran School.
  2. Turned six (6) years of age before September 1<sup>st</sup>.
  3. If not six (6) years of age before September 1<sup>st</sup> a written recommendation from their Kindergarten teacher must be submitted and successful completion of a readiness test administered by a member of the Zion Lutheran School staff is required.
- ❖ Children enrolling in Second through Eighth grade must meet one of the following requirements:
  1. Successful completion of the prior grade level at Zion Lutheran School.
  2. Children who have not attended Zion Lutheran School during the previous school year must show evidence of successful completion of the prior grade level and successfully complete the Wide Range Achievement Test (WRAT) administered by a member of the Zion Lutheran School staff.

## ENROLLMENT TIMETABLE

January 1 <sup>st</sup> to January 15 <sup>th</sup>	Existing school families*
January 15 <sup>th</sup> to January 31 <sup>st</sup>	Zion Lutheran Church
Members	
After February 1 <sup>st</sup>	Open Enrollment**

\*Existing families are those with at least one student currently attending Zion Lutheran School. Additional family members can register at this time. These families can be Members or Community Members of Zion Lutheran Church. If necessary, priority is given to those students who are members of Zion Lutheran Church.

\*\* Families joining Zion Lutheran Church after February 1<sup>st</sup> will have priority on any waiting list. They will not replace any accepted student.

## REGISTRATION FEE (Non-refundable)

The Board of Christian Education sets the registration fee. The registration fee for the 2016-2017 school year is **\$350 if paid before March 15<sup>th</sup>, \$450 if paid from March 16<sup>th</sup> to May 31<sup>st</sup>, and \$500 if paid after May 31<sup>st</sup>.** The registration fee is non-refundable and due at the time of enrollment. The purpose of this fee is to secure a seat within the school. It pays for resources and supplies needed for classroom instruction. Registration for all new families is set at \$350.

## Information

Information about Zion is found exclusively on the web site – [www.zionwalburg.org](http://www.zionwalburg.org) -as well as through a personalized tour of the church and school (contact the school for more information and an appointment). The school's Statement of Belief is the most important document to read and understand who we are as a school family. Please note the Prospective Parent Letter, below, which outlines the foundation of our school, which is faith. Please read the Student Parent Handbook, and proceed with the online application only if they are in agreement with, and willing to abide by, the policies therein.

## Application

**[In the application, include a section for “biological father” and “biological mother,” and the status of the parents’ relationship (i.e. married, divorced, deceased, never married), as well as an “alternative family information” section for step or adoptive parents, or guardians. Inquire whether the child lives with both biological parents, and if not, ask that the family explain the circumstances.]**

**[Also, include an agreement section for parents (and students in grades 7-12) to sign indicating that they have read the Student Parent Handbook and discussed it with their student. The agreement should make clear that, by signing, both parents and students certify their consent and submission to all policies in the handbook. Ensure that the school retains any signed statements of agreement as part of the permanent record of the student and family.]**

**[It is also good practice to require a copy of each student's birth certificate. This can be used to verify birth sex, age, and citizenship (if applicable).]**

## D. Personal Considerations

1. Student's special interests, talents, and skills.
2. School makes no distinction in its admission policy on the basis of race, color, or national and ethnic origin.

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## Sample Introductory Letter to Prospective Parent

Dear Parents:

Thank you for your interest in our school. We have adopted an admissions policy that opens the school to families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to our school, please read the Student Parent Handbook available on our web site ([www.zionwalburg.org](http://www.zionwalburg.org) and the Family Resources Tab). This Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The first several pages of the Handbook explain our religious purpose, mission, and beliefs. This school unashamedly believes, teaches, and practices the lordship of Jesus Christ and acknowledges the authority of God's Word, the Holy Scriptures, *without reservation*. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our beliefs, the teacher's answer may create conflict in your child's heart and mind.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you agree with the teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.

Watching God work,

Thomas W. Wrege, Principal



## Religious Instruction

Zion Lutheran Church & School, Georgetown, TX

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Students at Zion Lutheran School are not only taught from a biblical worldview (as accepted by the LCMS, or the **Lutheran Church – Missouri Synod**), but also receive religious instruction on a daily basis.

Curriculum maps of the entire program of education contain the integration of faith in all areas and are available upon request and are also on the Zion web site – [www.zionwalburg.org](http://www.zionwalburg.org)

LCMS schools require teachers, as a condition of employment, to incorporate biblical teaching into their lesson plans. Teachers sign a statement in their contracts that they understand and agree it is their duty to incorporate religious instruction into their daily teaching.



ZIONLUTHERAN

Zion Lutheran School Student-Parent Handbook Inclusion: Yes

Zion Lutheran Church and School Personnel Handbook: No

Date Adopted: Jan 2017

Revised:

# Handbooks

Zion Lutheran Church & School, Georgetown, TX

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All Zion Lutheran School handbooks include the school's Mission Statement, Statement of Belief, and Code of Christian Conduct.

All employees, parents, and students (those in grades 7-8) to sign a written agreement statement affirming that they have read, are in agreement with, and are willing to abide by the established standards of the school as outlined in the respective handbooks. See the sample below.

Signed statements of agreement are retained as part of the permanent records of students and faculty/staff.

Two disclaimers appear in our handbooks. First, to make clear that no handbook serves to contractually bind the school in any way. Second, note that the handbooks are subject to change without notice by the school's governing body.

## Sample Zion Handbook Agreements for Parents and Students

**Parents are asked to read the following statements carefully and sign below to indicate their agreement.**

I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Parent Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Zion Lutheran Church and School and is subject to change without notice by decision of Zion's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

# Disciplinary Procedures

Zion Lutheran Church & School, Georgetown, TX

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## SCHOOL DISCIPLINE

As a Christian institution for the education of children, every attempt is made to maintain Christian discipline at all times. Teachers make every effort to treat all children justly in accordance with God's Word. Teachers are the parent's representatives in the school and should be respected as outlined in the fourth commandment.

At Zion Lutheran School, we do not think of discipline as being a form of punishment but rather as the teaching of self-control, Christian attitudes, orderliness, and efficient management of time and abilities so that maximum learning may take place. The students are expected to conduct themselves in a manner that will give glory to God and create an atmosphere of harmony with others. The staff will ensure that discipline and guidance are consistently based on an understanding of individual needs and development, and promote self-discipline and acceptable behavior.

A pupil is considered as having a discipline problem when his/her actions are detrimental to the routine management of the classroom and school and to the educational process. These student actions will be reported to the parents and the principal so that home and school can work together to correct the pupil's misconduct.

The discipline in the classroom is based on **Assertive Discipline** by Lee Canter. Assertive discipline is a behavior management model that is based on consistency, follow-through, and positive relationship building. Teachers and students must work together to prevent behavior problems from occurring and to teach children to make responsible decisions regarding their behavior.

## Grace-Based Discipline/Love & Logic

Zion utilizes aspects of **Love and Logic Institute** ([www.loveandlogic.com](http://www.loveandlogic.com)). For over 35 years, they have been recognized as the trusted leader in helping parents and professionals bring the best out of challenging children. Here are some of the teaching items they are known for:

- How to avoid un-winnable power-struggles and arguments
- Techniques for teaching respect and responsibility
- Step-by-step plans for gaining cooperation from the most challenging kids
- How to stay sane when nothing seems to be working
- Having children take responsibility for their actions

**Grace-based discipline** is all about admitting of wrong-doing, being forgiven, understanding



- ◆ Champions don't whine about things they can't control. They don't look for someone or something to blame for their lack of success in life. Instead, they take responsibility for who they are and strive to do the best they can with the hand they've been dealt.
- ◆ They know that only about 10 percent of life is made up of what happens to you, and the other 90 percent must do with what you do with what happens to you!
- ◆ *"If you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised Him from the dead, you will be saved."* Romans 10:9

#### #5: Choose the Right Kind of Friends

- ◆ The people with whom you surround yourself can help you succeed, or they can cause you to fail. That is why it is important to have friends who can bring out the best in you, who share your belief in God, and who are wise, loyal, and encouraging at all times.
- ◆ 1 Corinthians 13:4-8 describes the love that ought to be lived out between friends who share the common bond of faith in Christ: *"Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, and it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, and always perseveres. Love never fails."*

#### #6: Remember That Character Counts

- ◆ Champions work on developing these character traits: commitment, honor, attitude, responsibility, abstinence, courage, truthfulness, ethics, and reputation.
- ◆ *"In everything, do to others that you would have them do to you."* Matthew 7:12

#### #7: Turn Failures into Strengths

- ◆ Champions understand that failure is an inevitable part of life for anyone who tries to do anything more than stay in bed with the covers pulled up over his or her head. Because they understand that failure is inevitable, champions do everything they can to learn and grow from their mistakes.
- ◆ In the John 16:33, Jesus said, *"In this world you will have trouble. But take heart! I have overcome the world."*

#### #8: Never Give Up

- ◆ No matter what obstacles seem to be in their way, champions keep on putting one foot in front of the other, heading directly toward their goal. Champions NEVER give up!
- ◆ God wants us to know that we can trust Him in any situation. Our job is to keep on going no matter what obstacles may be in our way.
- ◆ *"Let us throw off everything that hinders and the sin that so easily entangles, and let us run with perseverance the race marked out for us. Let us fix our eyes on Jesus, the author and perfecter of our faith, who for the joy set before him endured the cross, scorning its shame, and sat down at the right hand of the throne of God."* Hebrews 12:1-2

#### #9: Go the Extra Mile

also taken from the Lutheran Church Missouri Synod's website: [www.lcms.org](http://www.lcms.org) Current principal Thomas W. Wrege added the faith formation component in each lesson.

### **Procedures Within the School**

Procedures are routine actions that occur within the school. They are directed at accomplishing tasks and provide for order within the school. Classroom teachers will establish procedures appropriate for their rooms. In addition, some procedures apply to all students within the school and are listed within this handbook or are posted in the school.

### **Rules**

The classroom rules define the specific behavior expected while carrying out the procedures. Classroom teachers establish rules specific to procedures within their classrooms. The rules are on display in the classroom. Copies of the classroom rules are also sent home with a letter of explanation. In addition, a copy of the classroom rules is on file in the school office.

School-wide rules include:

- Walk quietly in the school building
- Keep hands, feet, and objects to yourself
- Items deemed a distraction by school personnel should not be in school
- Gum chewing is not permitted
- Follow directions of those in authority the first time they are given

### **Bullying**

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. An individual who is being bullied has a hard time defending himself or herself.

Bullying can take many forms:

- Physical bullying (such as hitting or punching)
- Verbal bullying (such as teasing or name calling)
- Nonverbal bullying or emotional bullying (such as intimidation using gestures or social exclusion)
- Cyber-bullying or bullying through note writing (such as sending insulting messages by e-mail or sending insulting notes to others in the classroom)

Zion Lutheran Church and School faculty and staff will work toward the goal of acceptance by and for all persons on the campus, with no tolerance for bullying behavior. Teachers will actively and consistently teach and model positive behavior(s), and address immediately any aggressive or harassing behavior(s).

Students demonstrating bullying behaviors will be subject to the discipline process as summarized\*:

- A. Address the situation with appropriate apologies given

while on campus or at any school related function.

- Detentions may be assigned by teachers or administrators
- Detentions will be held after school on designated days of the week beginning at 3:30 pm and ending at 4:15 pm. The sessions will be monitored by teachers or administrators
- When assigned a detention, the administrator will provide the student with a form which will indicate the reason for the decision. This form must be taken home and signed by a parent
- On the assigned detention day, the student must present his/her signed detention form
- Failure to present the form or to be in attendance on the assigned detention day, arriving late or leaving early, will result in additional detentions or other appropriate consequences
- There is no option out of detentions unless it is approved by the administration. In this case a student must serve the detention on the contracted time and date

### **Suspension**

Suspension from school will be imposed on any student for any of the following reasons:

- Leaving the school grounds without permission
- Skipping school
- Fighting
- Possession of tobacco on school grounds
- Stealing
- Possession of a weapon
- Sexual exposure
- Continuous misbehavior and disrespect
- Causing bodily injury to another person

All work or assignments missed during the suspension must be completed but a grade of zero will be given. Before a suspended student may return to school or the classroom, this work must be completed and the student will be required to attend a conference with the parent(s) or guardian and the principal and teacher to discuss the behavioral problem and ways to correct the behavior. This meeting will be documented using the Parent/Teacher Conference Form. This will be completed, signed, and returned to the teacher within three days.

First Offense: A minimum of one-day suspension  
Second Offense: A minimum of three-day suspension  
Third Offense: A minimum of five-day suspension  
Fourth Offense: An automatic expulsion

### **Expulsion**

The following procedures will be used in dismissal of a pupil:

If parents have questions concerning the education of their child, a classroom procedure of a discipline matter they should contact the child's teacher. If an unsatisfactory situation continues, parents are to make an appointment to meet with the teacher and the principal. If the problem continues to exist, parents should ask the pastor or chairperson of the Board of Christian Education to be present at a conference including the teacher and the principal.

Lastly, an unresolved situation may be brought to the Board of Christian Education using the following procedure:

1. Contact the chairperson of the Board of Christian Education in writing requesting to be placed on the agenda of the next regularly scheduled board meeting
2. The Board chairperson will contact the parent to confirm that the issue is on the agenda of the board meeting
3. The chairperson of the Board will follow-up with the parent after the board meeting concerning the issue that was brought to the board

#### **Due Process**

Students may be suspended not to exceed six school days in a semester if the principal determines either:

- a) The student's presence in the regular classroom presents a danger of physical harm to the student or others, or
- b) The student has engaged in serious or persistent misbehavior that violates the previously communicated code of student conduct.

Before suspending a student, the principal will consider reasonable alternatives, including appropriate discipline management techniques, which may include detention and /or phone call to the parents. If the principal determines a suspension is the most appropriate alternative, no other disciplinary action need precede the suspension. The principal shall determine the length of suspension.

Before suspending a student, the principal shall conduct an informal hearing at which:

- a) The student is advised of the conduct with which he or she is charged
- b) The student is given an opportunity to explain his or her version of the incident

A student's parent shall be notified of the suspension immediately via telephone. A written summary will also be sent to the parent and the student. Parents of a student who has been suspended will be advised that it is their responsibility to provide adequate supervision for the student during the period of suspension.

A student may be expelled for repeated violations of the rules, breaking a civil law, and/or/ after other avenues of discipline have been tried. When a student is expelled the parent has the right to a full and fair hearing before the Board of Christian Education.

#### **Parental Conduct expectations:**

Parents are expected to conduct themselves in a manner that is in accordance with our

# Zion Lutheran Church & School

## SEXUAL MISCONDUCT POLICY

### **Policy:**

It is the policy of Zion Lutheran Church and School to strictly prohibit sexual misconduct. The church will take action to prevent and address any allegations of such incidents. It is also the policy of the church to encourage reporting of such incidents to church leadership. Zion Lutheran Church and School supports timely investigations of such misconduct and shall cooperate with civil authorities in their investigations of child sexual abuse or other criminal misconduct. The church's own investigation shall be handled by someone in authority other than the pastor and shall not interfere with any criminal investigation by civil authorities. In some situations, the church's proceedings may have to be suspended until secular investigations are completed.

### **Definitions:**

#### **Sexual Misconduct**

Sexual misconduct is inappropriate behavior relating to or involving a sexual nature. For the purposes of this policy, it is to be broadly defined to include sexual assault, sexual harassment and child sexual abuse.

#### **Sexual Harassment<sup>1</sup>**

Sexual harassment is often difficult to define. The following is for guidance and is not intended as the sole definition of the term. Sexual harassment includes unwelcome sexual advances; requests for sexual favors; and other verbal, visual or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work environment.

### **Scope:**

This policy applies to all church employees, volunteers, members, guests and visitors. It applies to activities both on and off the church campus when in the context of any church or school program or activity.

### **Purpose**

This policy exists for the protection and well-being of all members of the church and school community. It is also to protect the church from negative consequences of well-meaning people who might try to protect the church's reputation by covering up allegations rather than pursuing them. Additionally, it is necessary to protect people from prohibited forms of discrimination.<sup>2</sup>

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<sup>1</sup> This definition of sexual harassment is taken from the LCMS Employment Resource Manual, page 12, dated August 2012, which may be found online at [lcms.org/resources/churchadministration](http://lcms.org/resources/churchadministration). It is recommended that churches include this definition in their employee handbook or manual.

<sup>2</sup> Title VII of the Civil Rights Act of 1964 prohibits sexual discrimination, which includes sexual harassment.

For allegations of misconduct involving the pastor, reporting should be directly to a member of the Board of Elders.

In addition to making proper notifications within the church, if allegations of sexual misconduct are made against the pastor or other rostered worker, the local church representative must immediately notify the president of the Texas District of the LCMS of the allegations for purposes of ecclesiastical supervision.

### **Sanctions for failure to comply with this policy**

Violations of this policy may result in disciplinary action up to and including termination for employees. Violations of law will be handled by law enforcement authorities and may result in criminal penalties.



**ZIONLUTHERAN**

**Zion Lutheran School Student-Parent Handbook Inclusion: General Statement only**

**Zion Lutheran Church and School Personnel Handbook: Yes**

**Date Adopted: Jan 2017**

**Revised:**