

2022-2023

Zion Parent Student

Handbook

ALL THINGS GROW WITH LOVE
9/28/2022

2022-2023 ADMINISTRATION / STAFF

Mrs. Brynn Justice	Kindergarten
Mrs. Gail Tordil	Grade 1
Ms. Diana Dippner	Grade 2
Mrs. Julie Robbins	Grade 3
Mrs. Erin Ortega	Grade 4 & 5
Mr. Kevin Marousek	Grade 6
Mrs. Ana Singleton	Grade 7 Homeroom & Athletic Director
Mrs. Ashley Johnson	Grade 8 Homeroom & Resource
Mrs. Yvonne McLellan	School Secretary
Mrs. Alora Nadeau	Registrar
Mrs. Elizabeth Lyles	School Principal
Mrs. Susan Jennings-Marousek	Early Childhood Director
Mrs. Cathy Carter	Operations Manager
Mr. Franklin Amaya	Maintenance
Pastor Timothy Eaton	Senior Pastor
Mr. Frank Noboa	Bookkeeper
Mrs. Amy Jacobson	SAC/ SDC Advisor
Ms. Michele Brown	Thrift Shop Manager

ADMISSION PROCEDURES

ENROLLMENT PRIORITIES

Classroom space permitting, applications for enrollment will be accepted according to the following priorities:

1. Active members of Zion's congregation.
2. Families who already have siblings enrolled in grades kindergarten through eighth grade.
3. Families active in another Lutheran church.
4. Families active in another congregation. (See note that follows)
5. Families who are actively seeking spiritual direction for their lives and actively searching for a church home. (See note that follows)

NOTE: All families should become familiar with the teaching doctrines of the Lutheran Church. New non-member (non-Lutheran) families are encouraged to complete a Pastor's Class during their child's first year at Zion.

ENROLLMENT REQUIREMENTS

KINDERGARTEN & FIRST GRADE

Children who enroll in Kindergarten must be five (5) years old and children in first grade must be six (6) years old before September 1st. All kindergarten and new first grade students will be required to have a school readiness developmental screening assessment. A birth certificate must be presented upon application.

NEW STUDENTS

All new families will have a pre-admission interview with the principal. For the kindergarten and first grade interview, please bring any readiness assessment information with you from your child's school. If your child is entering first through eighth grades, please bring the latest report card and achievement test scores. Students are encouraged to accompany their parents to the interview.

NOTE: Please also see Health Information

AFTER-SCHOOL ATHLETIC PROGRAM

Students in grades 5th–8th meeting eligibility requirements, are invited to participate in the after-school athletic program. During the fall season, girls compete in volleyball and the boys compete in flag football. In the winter, both boys and girls play basketball. The spring provides competition in track and field events for both boys and girls. Other opportunities include powder-puff football for girls' and boys' volleyball. Our students participate in team sports through the Lutheran Orange County Athletic League, (LOCAL). Games are held after school hours. **Note:** See Extra-Curricular Activity Eligibility and the Athletic Handbook.

ARRIVALS / DEPARTURES

School begins at 8:15 am. Dismissal for kindergarten through eighth grade is 3:00 pm. The gates will open at 8:00 am each day. Students on the grounds before 8:00 am or

after 3:15 pm will automatically be sent to the School-Age Care program. There is to be no playing on the grounds before school or after school unless it is a supervised activity. The school assumes no responsibility for unsupervised students who arrive prior to 8:00 am and do not report to SAC.

The gates will be locked at 8:15 am and 3:15 pm. If your child arrives after 8:15 am, they must enter through the school office.

If your student will be walking home, a written note needs to be on file in the school office giving the student permission.

PICK-UP AND DROP-OFF PROCEDURES

To assist us, we are asking **only** families with kindergartners to drive back to the SAC parking for pick-up/drop-off. All other students can be dropped off and picked up on Cypress Street. Students are not to be walking down the driveway. If you use our Cypress Street entrance, please adhere to the following guidelines:

1. **DO NOT** double park or make U-turns.
2. The orange cone area is a loading zone for pick-up and drop-off before and after school. **PLEASE DO NOT PARK IN FRONT OF THE CONES.**
3. The speed limit is 25 MPH.
4. Respect our neighbors by not honking, trespassing, blocking their driveways, or stepping on their flowers.

ASSIGNMENT BOOKS

Students in grades 3rd – 8th will utilize a school provided assignment book. Parents will be billed for the assignment book in their September statement. Students are to complete the assignment book daily. Parents are to use this as a tool for monitoring homework and communicating with the teacher.

ATTENDANCE

ABSENCES & TARDIES

Attendance at school is one of the most significant aspects of school success. Unnecessary absences/tardies from school are the beginnings of instilling an irresponsible attitude about what will one day become a child's prevailing attitude about employment. Zion considers absences of 20 days per year to be excessive and the matter may be reviewed by the School Board.

ATTENDANCE GUIDELINES:

- After 10 am and before noon, the student is absent for 1/2 day.
- If the student leaves for the day after noon they are absent for 1/2 day.
- When a student is absent from school, a parent/guardian must call the school to explain the cause of the absence or send a note to the teacher when the child

returns. (State of California Education Code). If a student is absent three (3) consecutive days without a valid excuse, the student is truant.

- Tardies are marked for arrival before 10:00 am.
- If a student arrives at any time of the day, they are legally in attendance. They will however have 1/2 day absences counted against them.
- School sponsored events such as field trips are considered regular school days and students are expected to attend.
- Students must be in attendance 1/2 day to participate in extracurricular activities including, but not limited to after school sports, dances, etc.

TARDIES

Consistent attendance at school, including punctuality, is considered extremely important for the progress of the student. The school day begins at 8:15 a.m. Students are tardy when they are not in their classroom when the 8:15 a.m. bell finishes ringing. Students, who arrive after the school day has begun, must report to the office for a tardy note explaining the reason for their tardiness. After 3 tardies, the teacher will phone the family. When a student receives five tardies in any given quarter, they will serve school detention. Should tardies continue, a meeting will take place with parent, student, teacher(s) and principal to develop a plan to remedy the problem.

BAPTISM

In Matthew 28:19, our Lord Jesus commands us “to make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you.” We at Zion are committed to the process of making disciples and teaching the students to observe all that Jesus has commanded. Baptism is an integral part of the disciple-making process. Jesus says in Matthew 19:14, “Let the children come to me, and do not hinder them, for such belongs the kingdom of heaven.”

If your child has not been baptized, we would invite you to consider the possibility of having him/her baptized at Zion. It is even possible to have him/her baptized during a chapel service. If you would like to inquire further about the blessings of baptism or how to go about having your child baptized, please contact the School Principal at (714) 535-3600 or Zion’s Pastor at (714) 535-1169.

BICYCLES / SKATEBOARDS / ROLLERBLADES / SCOOTERS

Students of grades 3rd-8th may ride bicycles, skateboards, rollerblades and scooters to school provided they obey all regular traffic laws, including crossing streets near school at the crosswalks or at the signals. The state law requires that students ***must*** wear bike helmets. Bicycles are to be walked on the school and church property, and they are never to be used during the school day. While in the bike racks, bicycles are to be locked and are not to be handled. Bicycles are not to be borrowed, even with the owner’s permission. Biking privileges may be suspended if the above regulations are not respected. Skateboards, skates, rollerblades and scooters are not to be used on school and church property.

BIRTHDAY CELEBRATIONS

Student birthday celebrations need to be coordinated with the teacher. Appropriate birthday treats are cupcakes, fruit trays, donuts, and other snacks that can be passed out at recess. Birthday parties are not appropriate for celebration at school.

CALENDAR OF EVENTS

The Day School Calendar for this school year is at the end of the book. Events are also listed in the weekly Lion's Tale.

CELL PHONES

Cell phones are not to be used or visible while on campus. Should a student need to make a call they may do so in the school office. Cell phones will be confiscated if used or visible during the school day. The confiscated item can be picked up by the student's parent/guardian from the school office.

CHAPEL

The school conducts Chapel Services each Wednesday morning, (8:30 am to 9:00 am), for all children of the school. Students should enter church in a respectful manner and maintain conduct that reflects reverence to God. These weekly services are conducted throughout the school year by the pastors, teachers, and guest speakers arranged by the school. Offerings collected are given to Christian institutions selected by the school staff. All children are encouraged to bring their offerings each week. Parents and friends are cordially invited to attend these services.

CHILD ABUSE REPORTING OBLIGATIONS

In accordance with California state law, our school staff is obligated, under penalty of fine or jail term, to report the *reasonable suspicion* of physical abuse, emotional abuse, emotional depravation, physical neglect, inadequate supervision, sexual abuse, or exploitation. In this very serious and legally narrow area, the school will *not* contact the parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crime listed above, is to mandate that a report be made when there is a reasonable suspicion of abuse.

CHRISTIAN FLAG SALUTE

I pledge allegiance to the cross of our Lord, Jesus Christ, and to the faith for which it stands – one Savior, eternal, with mercy and grace for all. So, help me God. Amen.

CLASSROOM ACCOUNTS

Each classroom teacher will submit a projected budget to cover classroom expenses in regard to field trips, parties, curriculum needs, and additional expenditures. Funds raised will be used to pay for field trip expenses first, with other classroom expenses being of secondary importance.

- A breakdown of dollar amounts of money to be raised from fund-raisers or to be collected from each student will also be submitted to the principal.
- All fund-raising events must be submitted and approved by administration prior to plans being made and advertisement of activity. By submitting all plans, we hope to maximize our efforts and productivity and reduce duplication and calendar conflicts. Parents using their business to sponsor a fundraiser must disclose their profit to be earned to the class parents.
- The first draft of the class budget is due by September 1st and the finalized proposal by October 1st. The first draft will be presented to the parents of the appropriate grade level before October 1st for their input.

When the projected goal for fund-raisers has been reached, fundraising will terminate. Any additional fund-raising must be approved by the classroom teacher and the principal.

All funds raised will be deposited in the classroom account which is handled through the school and church office. Disbursement of classroom account funds must be approved by the grade level teacher(s). Petty cash may be borrowed against the classroom account for start-up funds or deposits as needed until classroom monies are available. Any unused monies at the end of the school year will be deposited into the classroom account for the following year. The funds will move up with the class.

CLASS ROSTER POLICY

Zion reserves the right to determine into which classroom students will be placed. Classroom rosters are determined on the basis of balancing the classroom and the total education process.

Special requests may be submitted in writing to the principal by the last day of the school year. Requests based on valid educational reasons will be taken into consideration when planning for classroom rosters. In all instances, the final classroom determination will be made by the school staff and principal.

CLASSROOM VISITS

We invite and encourage parents to visit the classroom, thus enhancing the understanding of the child's progress and the nature of the activities in which he/she participates.

The following helpful hints will aide you in observing:

1. Plan to come at the time of day when the work you want to see is most likely to be taking place.
2. Choose a day other than just before a school holiday or school program.

3. Arrange your visit with the teacher/principal in advance. It is sometimes possible to plan the work so that the teacher can show you the situation in which you want to see your child.
4. Visitors are asked to sign in the school office when they arrive on the campus as a courtesy to the school in maintaining an awareness of visitor traffic.
5. Open the door and walk in. Knocking disturbs the children more than your presence.
6. Small children should be left at home when visiting.
7. The teacher will be occupied with the class. If you wish for a personal conference, the teacher can arrange before or after school hours.
8. Try to come for several short visits rather than one long one. A thirty-minute visit is generally best. When you leave, a smile and a nod is all that is needed.

WHEN YOU ARE COMING TO OBSERVE, LOOK FOR THESE INDICATIONS OF YOUR CHILD'S SUCCESS IN SCHOOL.

- ability to listen;
- independent work habits;
- success while working with others in group activities;
- ability to follow directions;
- interest and enthusiasm for the assigned tasks;
- attitude toward suggestions or comments by the teacher.

STUDENT VISITORS

Students visiting Zion Lutheran School will need 24-hour approval from the principal prior to visiting if it will be longer than a 15-minute visit. Visitors must sign in at the school office.

Zion is very proud to see our alumni return and share their successes. It is not our intention to discourage former student visits but to be sure we know who will be on our campus and/or prepare tasks for students wanting to complete service hours.

Any student staying beyond the 8:15 am - 3:00 pm school day will need to be checked into SAC. Students staying in SAC are required to have completed paperwork and will be charged a \$25.00 registration fee and the SAC hourly fee.

CLOSED CAMPUS

Students are not to leave the school grounds before school, during school, or on their way to School-Age Care (SAC), after school without written permission from the parent or guardian. Children will be released when the parent or designee arrives for the child and signs out the child in the school office (before 3:00 pm). Adults other than parents must be at least 18 years of age and may be asked to show photo ID. Any other arrangements are to be made through the principal.

Once a student has left campus for that day, he/she may not return unless accompanied by a parent or guardian. When returning, children are to be checked in through the school office. This regulation also applies before and after all extra-curricular activities.

CONFIRMATION

In the Lutheran Church, CONFIRMATION is the rite by which baptized persons, after having received a course of instruction, make a public confession of their faith and give evidence that they can examine themselves and be admitted to the Lord's Supper (1 Corinthians 11:28). At confirmation they also publicly renew their baptismal vows.

Seventh and Eighth grade students receive their CONFIRMATION instruction from Zion Lutheran Church's ministerial staff during regular school hours.

CURRICULUM

The Curriculums of the school are consistent with or higher than the standards prescribed by the State of California. At all times an appropriate balance is maintained between formal Christian training and secular instruction. The school curriculums include the following:

Bible Study: Worship, Bible Stories, Doctrine, Church History and Memory Work

Language Arts: Reading, English, Speech, Spelling, Literature, Handwriting, Phonics, and Creative Writing

Mathematics: General Number Concepts, Geometry, and Algebra

Social Studies: Geography, History (U.S., California, Ancient and World) and Current Events

Arts: Music (Vocal, Instrumental, and Theory), Art lessons and Crafts

Science: Earth, Physical, and Life Sciences.

Physical Education: A well planned program of exercise, sports, competition, and after-school extra-curricular opportunities. See **Physical Education** and **After-School Athletic Program** sections of the Handbook for more specific information.

Computer Education: Word processing, graphics, Internet research techniques, programming and spreadsheet design are offered in the Computer Lab for K-8th.

DAMAGE RESPONSIBILITY

The child/parent will be required to reimburse the school for (careless or willful) loss or damage to school books. Students and parents will also be held responsible for school equipment, furniture, and the property of Zion and/or other students which is carelessly or deliberately damaged, defaced, or marred. School records may be withheld until payment is made.

DISASTER PLAN

The following is the general plan that will be followed in the event of a disaster emergency situation (i.e. earthquake). The administrative, teaching, office and maintenance staff have been assigned to the various emergency committees listed. Impromptu disaster drills are rehearsed several times per year.

STEP-BY-STEP PLAN

1. Teachers and students will perform a 3-minute duck-and-cover. This response is standard protocol for an initial earthquake shock and each subsequent after-shock.
2. The Damage Assessment Team will determine the safety of structures and initiate any rescue.
3. Teachers will escort their children to a safe place on campus.
4. Upon the OK from the Damage Assessment Team, the Administrative Team will inform the teachers which of the following actions to take.
 - A. If buildings are safe, teachers and students may return to the classroom or previous activities.
 - B. If buildings are damaged, the teachers and students will remain in the designated safe place.
5. Once students are secure, the Support Staff will establish the communications network.
6. The First-Aid Team will set-up a first-aid station.
7. The Food and Supplies Committee will gather the stored food and prepare meals, if appropriate.

All parents will use the Cypress Street Gate. Parents will not be allowed on campus. Students will not be released for at least one hour after initial evacuation allowing for accurate attendance and set-up of Task Force Teams. Students will be taken to their parent or authorized adult caregiver at the assigned gate or location.

It is our hope that this plan will never be put into action. However, we do feel prepared to handle situations of this type for up to 72 hours should the need arise. (Zion is prepared to supply water, food, and solar blankets to the children, as needed, during an emergency situation.)

POINTS TO REMEMBER

The children will not be allowed to leave the school grounds until the various committees are in place and a system for monitoring the release of the children has been established.

Children are reminded that their lunches become community property in the event of a disaster. All food will be distributed by the Food and Supplies Committee.

DISCIPLINE

EXPECTATIONS FOR STUDENT CONDUCT

Zion Lutheran School holds high expectations for appropriate student behavior at all times. Students are to obey all school adults respectfully and promptly. Students are to do nothing that could cause injury to themselves or others. Students are not to disrupt the learning of others. Students are to show respect for school and personal property.

Three school wide rules have been established:

- Follow directions the first time given.
- Keep hands, feet, and objects to yourself.
- Be kind, loving and respectful.

Each teacher has a specific discipline plan in place for their classroom. The most effective procedure is for the adult in charge to deal with the situation.

The general discipline process we follow:

- Step 1: Teacher – Student
- Step 2: Teacher – Student – Parent
- Step 3: Teacher – Student – Parent – Administration

When a student is sent to the Principal for action, the following process will be utilized:

- The student will be questioned to tell their side of the story. The story will be checked with the adults involved.
- The Principal/Administrator evaluating the situation will take appropriate action depending on the severity of the problem. Steps may include talking with the student, assigning consequences, documenting the incident, and contacting the parent/guardian as necessary. The age and maturity of the student will be considered.

DETENTION POLICY

The purpose and goal of the discipline policy is to promote responsible behavior. When students work together with the teacher, learning is maximized. There are times when students need a reminder that the focus of the school environment is to encourage learning. Detentions may be given for, but not limited to:

- Disrespect for the teacher, fellow students, school property, property of fellow students
- Cheating or allowing one to cheat from your work
- Forging or using forged materials or signatures
- Throwing or inappropriate use of food

- Failing to follow directions
- Minor damage to classrooms, materials, or property of school or others
- Chewing gum
- Use of offensive language

If a student receives a detention, they are required to serve the detention during lunch. The detentions will be held at the lunch tables or may be assigned after school from 3:15 – 4:15 pm, pending teacher availability for supervision. A penalty detention will be issued if the first detention is not served.

If a student receives a detention, the parents will be notified by a detention slip and given the following information:

- Why the student received the detention
- Which teacher(s) placed the student in detention
- When the detention is to be served

If a student accumulates 3 behavior detentions in a 90-day period, the parents will meet with the principal to discuss steps the student will take to improve his/her attitude and behavior. The next detention will result in a 1 day at-home suspension.

If a student accumulates 2 behavior detentions in the next 90-day period, the student and parents will meet with the principal to discuss steps the student will take to improve his/her attitude and behavior. The next detention will result in a 1 day at-home suspension.

If a student accumulates 1 additional behavior detention in the next 90-day period, the student has demonstrated an obvious defiance to the rules of the school. The next step would be to consider expulsion, (permanent suspension). See Grounds for Expulsion.

DRESS CODE AND UNIFORM POLICY

The primary purpose of our school uniform is to assure that the students of Zion Lutheran School are neat, clean, and well-groomed for all school activities. Uniforms provide uniformity, therefore eliminating the distraction of competition and emphasis on dress. Students are expected to be in uniform at all times, except on designated free dress or spirit days.

GIRLS UNIFORM OPTIONS:

Plaid Jumper (Dennis Uniform Company ONLY)
 Plaid Skort/Skirt (Dennis Uniform Company ONLY)
 Navy/Khaki Jumper, Skort, Skirt
 Navy/Khaki Twill Shorts/Pants (Dockers or Dickie style) (No Capri length pants)
 Navy/Khaki Cord Shorts/Pants (Dockers or Dickie style) (No Capri length pants)
 Solid Colored Plain Blue Jeans (No embellishments or jeans)
 White Peter Pan Blouse
 White Short/Long Oxford Blouse
 White, Light Blue, Royal Blue, Navy Blue, Hunter Green Polo Shirt Long/Short Sleeve

White, Light Blue, Royal Blue, Navy Blue, Hunter Green TurtleNeck Shirt

All shirts *MUST* be tucked in for grades 3rd – 8th

Shorts and skirts must be at least fingertip length (have the child put arm at side).

BOYS UNIFORM OPTIONS:

Navy/Khaki Twill Shorts/Pants (Dockers or Dickie style)

Navy/Khaki Cord Shorts/Pants (Dockers or Dickie style)

Solid Colored Plain Blue Jeans

White, Light Blue, Royal Blue, Navy Blue, Hunter Green Polo Shirt Long/Short Sleeve

White, Light Blue, Royal Blue, Navy Blue, Hunter Green TurtleNeck Shirt

ACCESSORIES:

Sweaters: White, Light Blue, Royal Blue, Navy Blue, Hunter Green Cardigan or Vest Style

Sweatshirts: All sweatshirts made of sweatshirt material with/without hood and with/without zippers are to be plain, solid color white, light blue, royal blue, navy blue, or hunter green.

Jackets: All outerwear should comply with the dress code standards and may not be worn in the classroom (typically have zippers or buttons)

Shoes: Clean and good condition-laces should always be tied. Sandals with heel straps and socks. No cowboy boots, military boots, or steel toed footwear.

Socks: Required-girls may wear nylons or tights (white or navy)

Belts: Required for 3rd – 8th grade

Headwear: Zion logo hats only, with the exception of Boy/Girl Scout Hats (NOT to be worn in the classroom); no bandanas.

- ALL clothing items (except jackets) MUST be absent of any logo or brand, other
- than the Zion logo. All Zion clothing merchandise may be worn.
- ALL uniform apparel must be purchased from the uniform department of one of the four approved uniform vendors. Approved vendors are Dennis Uniform Co., JCPenney, Kohl's, Walmart and Target. Please review the uniform policy before purchasing uniforms. (*Just because it is in the uniform department does not mean it fits our dress code.*)
- ALL clothing must be modest in appearance, neat, clean, and free of holes, frays, or tears. All clothing needs to fit appropriately and be free from suggestive or symbolic language. Pants and shorts need to be able to stay up on the waist.

NON-UNIFORM DRESS:

The school administration, on its discretion, may establish “free dress days” on which the items listed above may be worn, but are not required. On those “free dress days” when the clothing items listed above are not required, all students will continue to wear clothing which is neat, clean, and free from tears.

Unsafe, offensive, or other inappropriate attire will not be allowed at any time. The following partial list is provided to familiarize parents and students with some of Zion’s expectations regarding appropriate dress.

INAPPROPRIATE DRESS:

- All “oversize” clothes (greater than one size)
- No costumes
- Swimwear
- Shirts (including T-shirts) with slogans, sayings, or advertisements which are objectionable to the Zion Lutheran School philosophy
- Tube tops, spaghetti straps, clothing exposing the midsection or undergarments, or shorts that expose the buttocks
- Tank tops need to be at least 2 adult finger widths
- Sandals without back-straps
- Shoes and sandals without socks (health reasons)
- Cosmetic make-up
- Tattoos, including temporary
- Long earrings (safety reasons)
- Hats (exceptions are Zion logos and Boy/Girl Scout hats worn with entire Scout uniform)
- Hanging suspender straps or unhooked overalls
- Clothing that is ripped, torn, or not hemmed
- Clothing that depicts violence, tobacco, alcohol, sex, destruction, or symbols for violence and destruction
- Symbols or clothing pieces used by gang, tagger, or crew
- Altered natural hair color
- Excessive, exaggerated, or faddish hair, jewelry, nails, or clothing styles
(The school administration will have the final word on excessive, exaggerated, faddish or safety concerns.)

The school administration shall be the final determinate on any item not specifically listed above.

DRESS CODE ENFORCEMENT

It is the responsibility of the parents to see that their children are dressed in accordance with the Dress Code and Uniform Policy. Enforcement of the Dress Code and Uniform Policy will be the function of the school administration, faculty and staff. Disregard for the Uniform Policy will result in the student receiving a violation slip, and changing into appropriate clothing or being sent home to dress according to the policy. If a student receives 3 violation slips in a quarter, a behavior detention will be issued for the 3rd violation and each additional violation within that quarter.

EMERGENCY FORM-ADDRESS AND TELEPHONE NUMBERS

It is necessary that you notify the school office and fill out a blue change of information form when there is a change in your address or phone number. This is extremely important so that we keep our emergency information current. If you will be out of town, please contact the office with the emergency names, numbers and date of return.

EXPECTED STUDENT LEARNING OUTCOMES (SLOs)

Students at Zion Lutheran School will be prepared through a Christ-centered program to demonstrate growth in the faith, academic, outlook, and leadership realms.

Zealous Faith

Faith

Students will have the opportunity to grow in faith and knowledge of God's unconditional love, share and defend it with others, and show living faith through service and actions.

Inquisitive Learners

Academics

Students will individually and cooperatively imagine, research, (be innovative), apply and communicate concepts in language arts, writing, math, social sciences, science, arts, physical education, and technology to become life-long learners.

Optimistic Future

Outlook

Students will be prepared for their future through a well-rounded education-spiritually academically, socially, and physically. They will be encouraged to use their curiosity, excitement and inspiration to learn and grow to their fullest potential becoming respectful, responsible, and productive citizens in society.

Noble Leaders

Leadership

Students will have the opportunity to develop the skills of a trustworthy leader as they learn to effectively problem solve, think critically, collaborate, communicate with peers, and conduct themselves respectfully and responsibly in all phases of their life.

EXPULSION

Expulsion is to be used as a last resort and only after all other measures have been exhausted. Students may be expelled (permanently suspended) for an extreme instance of misconduct and/or refusal to demonstrate a cooperative attitude. A case study will be documented in a conference involving the parent, teacher, principal, and possibly pastor. The principal shall review the situation with the Schools Board Chairperson prior to reaching a decision on expulsion.

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

Students are encouraged to participate in extracurricular programs. To be eligible for extra-curricular activities, a student must maintain a 70 percent average in each subject.

Students must also maintain acceptable behavior and citizenship to remain eligible. Eligibility will be verified by teachers every two weeks. If a student is below a 70% in any class, he/she is then ineligible for two weeks. Parents of all students whose grade is below 70% will be contacted by the teacher of that subject. Ineligible students may neither participate nor practice in the extra-curricular activity. Students may resume eligibility status by correcting the grade or conduct deficiency.

Procedure for Extra-Curricular Activity Eligibility

The following procedure will be followed to support this policy and to make sure that families are kept informed of student progress when grades or conduct have fallen below the eligibility guidelines.

1. Teachers will fill out the Ineligibility Notice, every two weeks, for any student who is not performing to the expectations outlined in the policy. Teachers should also use this form if behavior or citizenship is not acceptable. Forms are to be forwarded to the Principal.
2. If a student is working diligently and cannot achieve the required average, there must be a waiver signed by the teacher and the parent in order for that student to participate. This waiver must also be approved by the Athletic Director or Advisor and Principal.
3. Students who do not meet eligibility may not participate in extracurricular activities effective the day that ineligibility notices are completed.
4. Coaches and Advisors may choose one of the following ways to direct students who are ineligible.
 - A. Students may attend SAC
 - B. Students may be picked up to go home
5. Students may resume eligibility status by correcting the grade or conduct deficiency.
6. Students must attend school at least 1/2 day, (4 hours), to participate in the activity.

FACTS PAYMENT PROGRAM

Zion is partnered with FACTS Management Company to help us manage our tuition payment program and financial aid assessment. FACTS is used in many schools locally and over 6,000 schools nationally. Automatic payments will be made from checking or savings accounts to pay for tuition and fees for each student. Families will also have the ability to check personal accounts from the convenience of your home or office.

FIELD TRIPS

Each class takes a variety of field trips each year. In general, a school bus will be used to transport the children. If the class travels by bus, all students are to ride on the bus to be a part of the class activity and also due to liability limitations. According to California state law, Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under the age of 8 who are 4'9" or taller may be secured by a safety belt in the back seat. If a student is unable to ride the bus and a

parent needs to transport their own child, the student must be checked out of school in the office and parents will then be responsible for their child. No other child will be allowed to ride with another parent, even with parent permission. If cars are used to transport all students on a field trip, they must be done with the principal's permission. A copy of proof of insurance and a valid driver's license must be submitted to the office before driving students. The adult will assume the responsibility of the teacher during the period of travel. Adults are not to take students anywhere other than the field trip designation – additional stops such as 7-Eleven, fast food, etc. are not allowed. A class will usually return from their field trip before the end of the school day. Teachers will publicize their own field trips. Permission slips are required from each student before every field trip. Field trips are a privilege. Students who prove they cannot behave in the classroom or on prior trips may be excluded.

FIELD TRIP CHAPERONE POLICY

We welcome parents who would like to chaperone on field trips. Some guidelines have been established to enable teachers to provide safe, effective, and enjoyable field trips. All chaperones will be assigned to help supervise children. Some locations designate the number of chaperones needed or allowed due to space restrictions, so all volunteers may not be able to attend. A chaperone is an adult at least 21 years of age.

Field trips are planned especially for that particular group, either as an educational activity or reward. Siblings or other children cannot be a part of the activity if the parent is a chaperone. Chaperones are there to supervise a pre-assigned group of students, which cannot include siblings.

FIELD TRIP CHAPERONE GUIDELINES

Each group of students must be accompanied by adult chaperones. Teachers count as chaperones.

Kindergarten → 1 adult/5 students

1st – 5th grades → 1 adult/6 students

6th – 8th grades → 1 adult/8 students

FUNDRAISING

Due to many federal laws, state laws, and county health department regulations, we need to actively monitor the activities that are taking place on our campus. There are many rules and regulations that Zion needs to comply with in order to protect our Charitable Non-Profit status, therefore, Zion has a fundraising procedure.

A Fundraising Request Form must be completed and submitted to the Principal and administrator for approval prior to plans being made and advertisement of activity. By submitting all plans, we hope to maximize our efforts and productivity and reduce duplicate and calendar conflicts. (Request forms are available in the school office.)

Fundraisers requesting use of Parish Hall Kitchen, see Lunches/Kitchen Procedures.

GRIEVANCE

The education process at Zion is a cooperative endeavor of students, parents, staff, and administration. On occasion grievances, complaints, or concerns about topics, styles, or happenings will arise between individuals.

In the interest of continuous improvement and toward the goal of positive relations, grievances should be expressed according to the following guidelines.

First, taking our guidelines from the Bible, (especially Matthew 18), participants in a grievance have an obligation to communicate honestly and directly with each other. Rather than focusing on a singular viewpoint, every effort should be made to understand the other person's perspective. Communication between the involved parties will promote the most direct and effective solution.

Second, if the concern is not resolved satisfactorily, then the matter should be brought to the schools' administrator, (Principal), who can help process and mediate the situation. The principal will strive to bring a resolution to the matter. If the initial grievance involves the principal, then the matter should be directed to the Senior Pastor who will help process the matter.

Third, if the concern remains unresolved, the grievance should be brought to the School Board. The School Board will direct a decision between the parties by processing the concern with all involved persons, consulting with the Senior Pastor, or directing the matter to the Church Board of Directors.

It is essential to maintain an atmosphere of mutual respect, trust and open communication in this endeavor of education. Initiated discussions about grievances with other persons without a full understanding of the pertinent facts promotes misunderstanding, misrepresentation, and gossip. All persons have the right to be respected and treated as human beings and forgiven as children of God.

Failure to comply with this outlined grievance process may result in disciplinary action.

GUM

Gum chewing is prohibited on the campus, school bus, or at after-school activities.

HARASSMENT POLICY

In accordance with California state requirements, Zion Lutheran School has established the following harassment policy, including student-to-student harassment:

Zion Lutheran School is committed to provide a learning environment that is free from harassment in any form. The school will treat allegations of harassment seriously and

will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating. Harassment can occur at any time during school or during school related activities and includes harassment because of the individual's race, creed, color, national origin, physical disability or gender. It includes, but is not limited to any or all of the following:

Verbal Harassment – Derogatory comments and jokes, threatening words spoken to another person.

Physical Harassment – Unwanted physical touching, contact, assault, deliberate impeding, or blocking movements or any intimidating interference with normal work or movements.

Visual Harassment – Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures.

Sexual Harassment – Includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occur:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions abetting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited advances.
2. Using sexually degrading words to describe an individual or an individual's body.
3. Displaying sexually suggestive objects or pictures.
4. Telling inappropriate or sexually related jokes.
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Zion Lutheran School to:

1. Implement this policy through regular meetings with the administrators, including the Pastors, ensuring that they understand the policy and its importance.
2. Make all faculty, staff, students and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

1. Conduct himself or herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcomed.
4. Report all incidents of discrimination or harassment to the Principal.
5. Discontinue the conduct immediately if informed he or she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct.

COMPLAINT FILING AND INVESTIGATION

The following procedures must be followed for filing and investigation of a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report it to the teacher and Principal. If the Principal is the subject of the allegation, a report must be made to the Pastors. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another same sex administrator if he/she prefers to do so.
2. The student alleging harassment will be asked to complete a formal written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have done the harassment, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. If appropriate, the alleged harasser, if an employee, will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Pastor and the Board of Education, will decide what, if any, disciplinary action

is warranted. The disciplinary action will relate to the nature, context and seriousness of the harassment and can include all disciplinary actions up to and including immediate suspension, expulsion, or termination.

5. If the complaint is against a non-employee, or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

HEALTH / IMMUNIZATION INFORMATION

New students entering Zion Lutheran School are required by the State of California Health and Welfare Agency to show their child's immunization record. California law says all children going into the first grade **must** have a health checkup on file at their school. This checkup may be given no sooner than 12 months before starting kindergarten and no later than 30 days after starting kindergarten. Health exam forms are available in the school office.

A student must have been immunized against the following:

- Polio
- Diphtheria
- Tetanus
- MMR – 2 doses
- Measles (Rubella)
- Mumps
- Rubella (German Measles)
- 3 Hepatitis B
- Varicella (Chicken pox) or have a validated history of the disease

A TB skin test is required for kindergarten and/or first-time enrollees to a California school and for transfer students. Students must present documentation of a previous skin test done within 12 months of original enrollment in a California school.

Children entering 7th grade must have, in addition to the above, a Tdap booster.

Please help to reduce or prevent the spread of infectious diseases by keeping sick children at home until they are well. Observe signs of illness such as; tiredness, irritability, coughing, stomach ache and fever. When these signs or others occur, use the following information when caring for your children. Keeping your child home while they are ill will protect them from further health risks. If your child is returning from an illness that requires medication to be given at school, please check the "Medication Policy" included in this handbook.

Fever is a warning sign that something is not right. If your child has a temperature over 99.6, (or the forehead feels hot), keep the child at home so you can observe closely. If symptoms persist, consult with your doctor. **Your child must be free of fever for 24 hours before returning to school.**

Green/yellow nasal discharge is a sign of infection. When this occurs, colds and respiratory infections are most easily spread to others. Please keep your child home until the drainage clears and the child feels better. This may take 3 to 7 days.

Ear Infections or strep throat may require antibiotics prescribed by your doctor. Please keep your child home for 48 to 72 hours. This gives time for rest and for any medication to take effect. A few extra days at home may make the difference in the student's recovery and prevent a relapse.

Vomiting and diarrhea that occurs during the night or in the morning before school requires recuperation before attending school. **Your child needs to stay at home until free of symptoms for 24 hours.** If symptoms persist, consult your doctor.

If your child has not had **chickenpox** and is exposed, he/she should be watched for early symptoms of the disease for 13-17 days from time of exposure. Symptoms include: slight fever, crops of red raised eruptions that change to vesicles and then to scabs. Your child should be kept out of school and away from other children. He/she may return to school 5 to 7 days following the onset. **Scabs need not to be all gone, but they must be very dry.**

Symptoms of **pink eye**, (conjunctivitis), are itching, redness, swelling of the eyelid, sensitivity to light, watering and discharge from the eye(s). Check with your doctor for proper medication. **Your child cannot come back to school until after 24 hours on medication and the eye(s) are no longer draining.**

If your child has a **skin rash**, **they may not attend school.** You will need a release from your doctor, stating that the child is able to return to school. If your child has a contagious rash, please notify the school as soon as possible.

Zion has a **No Nit policy for head lice**. **The affected child will not be allowed in school until treated.** All nits must be removed completely. Although an annoying problem, head lice infestation should not cause undue alarm-just immediate action. In most cases, all that is required is shampooing with an effective and safe non-prescription, anti-lice shampoo available at your local drugstore. Current research reports that we can defeat these critters if everyone helps.

HOME/SCHOOL COOPERATION

If our school is to achieve its aims and goals, it is necessary for home and school to work closely together. Parents are encouraged to communicate often with their child's teacher. Visits to the classroom, phone calls and special conferences are welcomed by the teacher(s). Please note, appointments must be made for special conferences and classroom visits. Should problems, questions or special needs arise, don't hesitate to talk to your child's teacher.

HOMEWORK POLICY

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment. Parents play an important role in the homework process; research consistently shows that parents are a key factor in students' achievement at school.

The amount and frequency of homework will vary from class to class.

- All homework and late/absent work is due at the beginning of each class or class period, according to classroom procedure.
- When an assignment has not been completed, the teacher will send home an incomplete slip to be signed by the parent/guardian and returned to the teacher the next day.
- Late work completed within one school day will receive a 10% grade reduction.
- Work not completed within 3 days may result in a detention.

ASSIGNMENT BOOKS

Students in grades 3rd–8th will utilize a school provided assignment book. Parents will be billed for the assignment book in their September statement. Students are to complete the assignment book daily. Parents are to use this as a tool for monitoring homework and communicating with the teacher.

ABSENT WORK POLICY

In the event of an absence, the student needs to make up for missing homework in all subjects. It is the student's responsibility to get his/her homework from their teacher.

A student will have one day per day missed to make up the work due to an absence unless the parent makes other arrangements with the teacher.

When requesting homework, please call early in the day to request the missed work. Homework may be picked up in the school office between 3:00-4:00 pm. or in SAC until 6:00 pm.

In the event of a long-term absence, parents should request permission from the Principal and notify all of their student's teachers with advance notice prior to departure. Any assignments given prior to the absences are due the day the student returns to the school unless the teacher makes a special arrangement with the student.

If a student leaves school early, (other than an emergency), the student is responsible for turning in any assignments originally due that school day, getting assignments that are given that day and turning in any assignments that are due on the day the student returns to school.

On the day the student returns to school, it is the student's responsibility to arrange with the teacher(s) a time to make-up test(s), in class work, labs, etc.

If the student does not understand material covered during the student's absence, it is the student's responsibility to schedule a time with the teacher(s) to get help with the material.

If for some reason the student must leave school prior to the last day of school, an "incomplete" will be given in any affected subject area and all work necessary to clear the "incomplete" from the transcript must be completed in order for grades to be entered for the fourth quarter.

HONOR ROLL

Honor Roll – Students in grades 4th through 8th are eligible to be listed on the honor roll if their grade point average for all subjects during a grading period is greater than or equal to 90%.

Principal Honor Roll – Students in grades 4th through 8th are eligible to be listed on the honor roll if their grade point average for all subjects during a grading period is greater than or equal to 95%.

INCOMPLETE WORK

When students have an assignment that is not completed on time, a note or email will be sent home to notify parents. The assignment will receive a 10% deduction.

A conference will be held if assignments continue to be incomplete.

Situations of non-compliance will be reported to the Principal and/or Zion's School Board for consideration of continued enrollment.

INSURANCE

Zion Lutheran School purchases an insurance policy on all its students. The policy provides benefits for covered injuries occurring during the regular school term while:

- A. Attending school, including one hour before and after school
- B. Attending & participating in school-sponsored activities or athletics while under the supervision of a proper school authority
- C. Traveling directly to or from home for regular classes
- D. Traveling in school-provided vehicles anytime under the supervision of a proper school authority

Claim Instructions

Notify the school Principal or school administration immediately. A claim form is available in the school office. If a student is injured during school hours or during a school sponsored and supervised activity, the bottom portion of the claim form must be completed by the school Principal. Parents should follow the instructions on the claim form and send it within 90 days from the date of the accident.

Completed claim form and bills should be submitted directly to AIG, Educational Markets Mail Center, K-12 by the parents or doctor(s) at the same time that a claim is made with any other form of coverage which the parents may have on their children. Parents having questions regarding the payment of their claim, should contact AIG claims department at the following address:

AIG, Personal Accident Claims
Post Office Box 25987
Shawnee Mission, KS 66225
800-551-0824 Tel
866-893-8574 Fax
AHClaims@aig.com

LATE CHARGE FOR PAPERWORK

A late fee will be charged to families who have not completed registration paperwork by the last day of school. The fee of \$25.00 will be billed June 15th. An additional \$25.00 fee will be billed if the paperwork is not completed by July 1st, and a final \$25.00 fee will be billed if the paperwork is not completed by August 1st.

LEAVING CAMPUS

If your child needs to leave the campus during the day for an appointment, please send a note to the child's teacher, noting the time the child is to leave, the purpose for which he/she is leaving and the time the child is expected to return. Be sure to date and sign the note. Children are not allowed to leave the campus to eat lunch unless accompanied by their parents. Parents/guardians are to sign children out through the office and when returning, sign them back in. If you would like someone to pick up your child who is not listed on the emergency form, you must send a note stating the person's name. Please inform the person picking up your child to bring identification. Students will not be released if they do not have proper identification.

LOCKERS

Students in grades 6th, 7th and 8th are assigned a locker to store books and supplies.

Items of value should not be kept in the lockers.

Lockers are not to be shared by students. A student should not give their locker combination to any other students. Only school distributed locks are to be kept on lockers; any unauthorized locks will be removed. The administration reserves the right to check lockers periodically for security purposes. Arrangements for locks and lockers are made by the homeroom teacher. A replacement fee of \$10.00 will be charged for lost or damaged locks.

Students in grades 5th through 8th are assigned a P.E. locker. Arrangements for locks and lockers are made in the P.E. class.

No clothing other than P.E. clothing or items related to P.E. are to be stored overnight in the lockers. Items of value should not be kept in the lockers.

Lockers are not to be shared by students. A student should not give their locker combination to any other students. Only school distributed locks are to be kept on lockers; any unauthorized locks will be removed. The administration reserves the right to check lockers periodically for security purposes. Arrangements for locks and lockers are made by the homeroom teacher. A replacement fee of \$10.00 will be charged for lost or damaged locks.

LOST AND FOUND

To prevent the loss of clothing and other articles, please permanently mark items with your child's first and last name. The school office and SAC will hold lost items, but items not claimed within 60 days or by the end of the semester will be donated to a charity.

LUNCHES

Most students bring lunches from home.

The school lunch program provides hot lunches Monday through Friday. Monthly lunch menus can be viewed on the Parents Web portal at (renweb.com.) All lunch items can be ordered as a "Single" serving or a "Double" serving. **Cash and day-of orders are no longer accepted.**

Monthly lunch orders are to be placed by the 20th of the prior month. Any orders that are placed **after the 20th** of the prior month are subject to a \$5.00 late fee.

All lunch orders and payments are to be made online **only**. Please refer to the Parents Web portal, (renweb.com), **FOR ALL FUTURE ORDERS.**

HOT LUNCH FUNDRAISER

Orange County Health Department has issued a Health Permit for the Parish Hall Kitchen. We have strict rules to abide by when handling and serving food. To educate parents on basic food and handling requirements there will be a training session led by our ServSafe Certified employees. At least one person who has received training must be present at all hot lunches or any activity where food is prepared and served out of the Parish Hall kitchen.

Students must be signed out through the school office if they are taken out to lunch.

Note: Signing students out for lunch or having lunch delivered to school should be an occasional treat and not an everyday occurrence. When lunches are brought to school, they must be delivered through the school office. Students should always check in the office for delivered lunches. Office administration is not responsible for delivery of lunches.

While we want students to enjoy their lunch, we also want an orderly lunch area. Such activities as walking around, playing with food and throwing food are not allowed. We also discourage the practice of not bringing lunch and then asking fellow students for part of their lunch. Students who persist in these behaviors will be placed in a separate

eating area and the parents will be notified. Lunch food **not eaten** should be taken home, not thrown in the trash. We also ask that parents pack items that their children will eat and ensure that students have appropriate food for the day.

Do not send drinks or food in glass containers, plastic knives, butter knives, or knives of any kind. Microwave or hot water services are not available for student use for safety purposes.

MEDICATIONS

For the protection of all students, no pupil will be allowed to have any medication at his/her desk or on them during the school day. All medication must be given to the school office for dispensing. Please observe the following guidelines:

- Medications must have the Parent/Guardian and Physician's Request for Medication form on file. (The school office will provide these forms).

Short term medication including over the counter medication, (Tylenol, cough drops, etc.), must have a Parent/Guardian and Physician's Request for Medication Form completed and on file in the school office. Forms can be picked up in the school office. *The school office **will Not** dispense aspirin and/or Tylenol without the Parent/Guardian and Physician's Request for Medication Form.*

MEMBER TUITION SCHOLARSHIP POLICY & PROCEDURE

Members of Zion Lutheran Church with children attending its elementary school may receive a reduction in tuition known as a scholarship. This scholarship is a privilege maintained through active attendance at Zion Lutheran Church.

For the purpose of maintaining this scholarship, active attendance is defined as attending a minimum of six services between July through December and January through June.

Procedure:

1. Tuition scholarship will be granted only when member status is stated on the financial agreement and has been signed and turned into the school office.
2. Pew registration cards will be used as a means for determining worship attendance. Every opportunity for attending worship may be counted to meet this attendance requirement, (including Sunday and midweek service).
3. In October and April, a letter will be sent by the school to all member parents/guardians indicating:
 - a. Attendance requirements to maintain scholarship
 - b. The number of attended services by the member to date
 - c. A request that they speak to pastor or principal if attendance requirements cannot be met.

4. The principal may involve the faculty to further assess the spiritual needs of the child and family. The faculty will communicate/refer any special needs or concerns to the principal and/or senior pastor.
5. At the end of the semester, if attendance requirements have not been met a letter will be sent from the school office indicating the following:
 - a. Loss of tuition scholarship and non-member tuition will be billed
 - b. If any special circumstances exist, they will be invited to contact the principal/pastor/elder.
6. At any time during the semester, upon notification, the principal and pastor will consider all special needs of the member and may waive the attendance requirements for the semester.
7. Tuition scholarship may be reinstated as soon as attendance requirements have been met for the semester.

MESSAGES TO STUDENTS

If you need to get a message to your child during the day, you may call the school office. The teacher will be given the message. **Please do not call the classroom directly.**

MISSION STATEMENT OF ZION LUTHERAN CHURCH

Sharing Christ, Changing Lives!

This is our best understanding of God's Calling for our congregation:

- The community will see Zion Lutheran Church and Schools as a safe refuge for families of all backgrounds. Our neighbors will know us as focused, passionate and involved in relevant service to their needs.
- Our guests will be accepted as they are, inspired by the love of God shown to them and motivated to return often and soon.
- Our members are happily seeding, feeding and leading by example as conduits for the love of Christ to the community, guests and each other.

These are our first destinations on our journey towards His Vision for us:

- Become a community church by creating vibrant ministry and outreach to our community.
- Have all our members involved in at least one ministry.

MULTI-MEDIA CENTER (LIBRARY & COMPUTER LAB)

The Multi-Media Center at Zion provides several unique programs. It serves as the on-site source for study, research and pleasure reading, including the accelerated reader books. The library contains thousands of books on various topics, current news periodicals and the latest in computerized internet access. The Multi-Media Center is also home of the Computer Plus Classroom – Zion's computer education lab.

- **COMPUTER LAB**

The Computer Classroom provides computer education for grades Kindergarten through 8th. The program includes instruction and hands-on learning of word processing, graphics, internet research techniques and programming spreadsheet design.

In order to provide a safe environment for internet usage, the school requires all students beginning 1st grade to fill out and return a signed agreement, (signed by student and parent), that permits usage of the Internet in the classroom and in the Library.

- **LIBRARY**

The Library is open to the students on Wednesday for checking out books. A student may check a book out for up to two, (2), consecutive weeks. Library fines on overdue books are 5 cents, (\$0.05), per school day. Students are responsible for any lost or damaged books.

NON-DISCRIMINATION POLICY

Zion Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship, loan programs and athletic or other school-administered activities.

OFFICE RULES FOR STUDENTS

1. All students must get a pass from their teacher and are only to have one person assist them to the office.
2. Students are to remain in front of the counter.
3. The school phone is to be used only in an emergency or as directed by the teacher.
4. Students are not to use the office to cut through the campus.

OFFICE RULES FOR PARENTS

1. Parents are asked to remain in front of the counter. Younger siblings are to remain with their parents.
2. Please ask the secretary for permission to use the phone.
3. Parents should give the secretary notes to be placed in the teachers' boxes.
4. Parents should not go through the teachers' boxes

5. Volunteers and visitors are asked to sign in/out and wear a visitor badge on campus.
6. If you are taking your child out of class, please sign him/her out through the office.

PARENT PARTICIPATION PROGRAM

Parent volunteers are a HUGE blessing to our church and school! We ask that each family contribute hours to church and/or school activities. Most of the participation hours may be in any activity that will benefit one of the schools, (ECEC, Elementary and SAC), or church. The areas listed below have specific hour requirements. The opportunities include many areas of service during the day, evenings and weekends. Ways to help are typically listed in the weekly Lion's Tale. Many teachers have specific sign-ups for areas of help needed for the classroom. The person donating the hours may include parents, grandparents, guardians or family members over the age of eighteen. Each family is asked to contribute hours – two parent families are asked to complete 30 hours during the school year – 15 hours each semester. Single parent families are asked to complete 15 hours during the school year – 7.5 hours each semester. Service hours not completed by the end of each semester will be billed at a rate of \$10.00 per hour. Those families with 8th graders will be billed at the end of the first semester and the last day in May. If you do not complete the required hours for the first semester but do complete them in the second semester, your account will be credited.

The following three areas are specifically assigned hour requirements:

Activity/Area	Hours Required (two parent families)	Hours Required (single parent families)
Zion Thrift Store	5 per semester	2.5 per semester
PTSL Event	5 per year	2.5 per year

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice each year, during the 1st and 3rd quarters, (fall & spring). All parents are expected to attend. Other conferences may be requested by the teachers or parents as needed.

PARENT TEACHER STUDENT LEAGUE (PTSL)

The group consists of parents who volunteer their time and effort to promote the objectives of the league. For more information, please contact the school office or any of the officers. Zion's PTSL is open to all students of Zion and parents, grandparents and guardians that have enrolled children in the Elementary School. Each family is asked to complete 5 hours of their parent hours helping with at least one of the PTSL sponsored events.

The objectives of the PTSL are:

- To promote mutual-home school understanding and interest

- To further home-school cooperation and unity
- To provide or assist in providing supplementary equipment for the schools

The PTSL officers for this school year are listed in the School Directory.

PARTIES

Classroom parties should be planned with the consent of the teacher and/or principal. There is to be no gift collection without approval from the principal. Sending special treats for your child's birthday should be arranged with the teacher 24 hours in advance. Personal party invitations may **ONLY** be handed out if the entire class is invited. Otherwise invitations should be mailed to the student's home. Parents may bring envelopes with the child's name and postage to the office for the staff to address if that child's family does not have their address listed in the Zion directory.

PASTOR'S CLASS

All families new to Zion Lutheran School are encouraged to attend the Pastor's Information Class. The course is for information only; there is no obligation to become a member of Zion Lutheran Church. We want all families of Zion Lutheran School to be well informed of the Christian doctrine and goals taught within a Lutheran perspective.

The basic goal of the congregation is the proclamation of the Gospel of Jesus Christ in all areas of the community.

PHILOSOPHY/EDUCATION GOALS AND OBJECTIVES

ELEMENTARY SCHOOL PHILOSOPHY

Zion Lutheran Elementary School of Anaheim, California exists primarily for the purpose of assisting the Christian home and the Christian Church in meeting their responsibilities to teach the Word of God to children. The school ministers to the whole child through a balanced curriculum by providing Christ-centered learning experiences which enable each child to reach maximum potential spiritually, cognitively, aesthetically, socially, emotionally and physically. We have, therefore, been established in obedience and response to:

- God's **promise** that we are to train up a child in the way he should go, and when he is old, he will not depart from it. (Proverbs 22:6)
- God's **command** that parents are to bring up their children in the nurture and admonition of the Lord. (Ephesians 6:4)
- God's commission that the church make disciples of all nations, including children, and teach them to observe all things commanded by the Lord. (Matthew 28:19-20)

Furthermore, Zion Lutheran Elementary School exists to:

- Show children the way to salvation in Jesus Christ.
- Teach the will of God as revealed in the Bible.
- Create an atmosphere for Christian fellowship and the development of Christian character.

- Equip each student to become a more responsible Christian citizen.
- Encourage students to develop within their sphere of school life certain measures of conduct, judgment and self-direction leading toward individual and social Christian maturity.
- Provide opportunities for the child to develop those skills necessary to share the Word of God with others.

The Lutheran School is considered in the handbook of the Lutheran Church Missouri Synod as the most effective educational agency available to the church for equipping God's people for ministry.

ELEMENTARY SCHOOL GOALS

The goals of Zion Lutheran School are stated in the broad areas of:

- I. Spiritual Development
- II. Cognitive and Aesthetic Development
- III. Social and Emotional Development
- IV. Physical Development

In each of the following categories the student will be able to:

I. Spiritual Development

A. Personal Faith

- profess Jesus Christ as personal Savior
- develop a positive attitude toward personal faith and prayer life
- establish a meaningful commitment in faith

B. Witnessing

- experience spiritual growth through personal witness for Jesus Christ
- gain confidence and skills in sharing faith in word and action through positive opportunities and experiences

C. Biblical Understanding

- develop an understanding of God's love for all mankind as revealed through the Holy Scriptures

D. Doctrinal Understanding

- develop an understanding and appreciation of the doctrines of the Lutheran Church-Missouri Synod as contained in the Lutheran Confessions

E. Worship

- grow in faith through frequent opportunities for worship, praise, daily prayer and Bible study.
- develop a positive attitude toward worship as a vital part of Christian daily life.

F. Christian Service

- develop a realization of and a positive response towards the needs of others.
- support the activities of the church and contribute to its ongoing mission
- offer the use of one's time and talents in service to the church

II. Cognitive and Aesthetic Development

- A. Communication Skills
 - develop proficiency in and a positive attitude toward effective oral and written communication, reading and listening
- B. Mathematic Skills
 - develop proficiency in and a positive attitude toward mathematical concepts, computations and problem solving
- C. Scientific Understanding
 - develop an appreciation of God's creation and the importance of maintaining and preserving it
 - develop proficiency in scientific observation, investigation, research and application as related to physical life and earth science
- D. Decision-Making and Thinking Skills
 - develop analytical skills to make sound judgments in regard to conduct and self-direction leading toward individual and social Christian maturity
- E. Social Skills
 - in an atmosphere of Christian fellowship, develop a positive attitude toward and understanding of the community
 - become a more responsible Christian citizen
 - develop respect for our country and the democratic process
- F. Aesthetic Appreciation
 - develop skills in and appreciation of the visual arts, music and drama
 - develop an appreciation for the God-given beauty of nature

III. Emotional and Social Development

- A. Positive Self-esteem
 - Develop an appreciation of self as a unique, loved child of God
- B. Sensitivity
 - develop an understanding and appreciation of the emotions, feelings and unique qualities of others
 - develop skills necessary to identify and communicate feelings in an acceptable manner
- C. Social Awareness
 - develop a positive attitude toward the cultural heritages of our society
 - develop an appreciation and respect for all people as unique children of God regardless of race, gender, creed, religion or nationality

- D. Citizenship
 - develop attitudes of honor, love and pride for country as a responsible Christian citizen
- E. Future Roles
 - develop an awareness of the need for strong moral, spiritual and ethical values to adapt to future roles

IV. Physical Development

- A. Growth, Maturation and Health
 - develop an understanding of and appreciation for the body as it grows and matures
 - learn and practice good health, hygiene, nutrition and safety
- B. Physical Fitness
 - develop and learn fundamental body movements and skills
- C. Recreation
 - develop knowledge, understanding and skills for organized group and individual games and activities
- D. Sportsmanship
 - develop cooperation and responsibility pleasing to through participation with others

ELEMENTARY SCHOOL OBJECTIVES

In keeping with the philosophy of Zion Lutheran School. It is appropriate to identify specific objectives for teachers, parents and students since all work in partnership.

TEACHER OBJECTIVES

Teachers at Zion Lutheran School will strive to:

- Show respect to students, parents and fellow staff members as children of God
- Be an example of Christian love, patience, kindness, goodness, diligence, joy, forgiveness and gentleness
- Conduct a well-planned and effective Christ-centered classroom program
- Set high but realistic academic standards
- Establish classroom regulations that create a positive and stimulating learning environment; apply these regulations with Christian love, fairness and understanding
- Promote Christian character and Christian citizenship
- In cooperation with the administration and other faculty members, refer children and/or parents to specialized help or counseling with appropriate
- Maintain close contact with parents to inform them of the academic, social and spiritual progress of the student and cooperatively work toward solutions through guidance or disciplinary needs
- Pray daily, within and outside the classroom environment
- Present a visible profile as a part of the body of Christ at Zion Congregation
- Grow as educators through continuing education
- Demonstrate consideration and appreciation for individual differences

PARENT OBJECTIVES

Parents of students at Zion Lutheran School will strive to:

- Raise their children in "... the nurture and admonition of the Lord." (Ephesians 6:4)
- Show respect to all students, parents and staff members as children of God
- Support the mission of the school and the efforts of its staff to provide a safe, stimulating learning environment
- Communicate with faculty and administration any situation in or outside of school that might affect their child's classroom performance
- Reinforce at home the work of the school
- Pray daily and encourage their child to pray
- Worship regularly with their child as part of the Christian community

STUDENT OBJECTIVES

Students at Zion Lutheran School will strive to:

- Show respect to peers, parents, teachers and staff members as fellow children of God
- Diligently pursue the course of study, within the framework of any policies, regulations or guidelines that may exist
- Assist teachers and administration in maintaining a safe, exciting learning environment
- Use God-given gifts to their fullest, working to the peak of individual ability
- Pray daily, alone or with friends and family for guidance, understanding and love
- Worship regularly
- Witness for Jesus Christ to those around him/her by word and action

PARENT CONCERNS

1. In the event that a concern between the parent and a teacher should arise, the parent should approach that teacher directly, (but not during class time or in front of the students), to discuss the matter. A meeting should be arranged before or after school. This procedure is in line with God's directive as outlined in Matthew 18:15-17.
2. If the concern is not resolved between the parent and the teacher then a meeting is to take place including the principal. The Principal may include the Pastor for a personal conference. Discord and disunity soon develop when the matter is discussed with people who have neither the ability nor authority to resolve the problem.
3. If after taking the above steps, a written grievance may be brought to the School Board for further assistance.

In the interest of the child, parent, teacher and staff, it is best not to voice criticism in the presence of the child, as the working relationship between the child and the teacher is often damaged. It is also in the best interest of all parties if the problem is dealt with as soon as possible.

PET POLICY (Classroom)

The use of animals in the classroom is to be permitted subject to regulations concerning care and responsibility.

PET AND ANIMAL VISITS

Pet and animal visitation must be approved in advance by the classroom teacher and principal. A parent must accompany and assume all responsibility for the pet during visitation.

PHYSICAL EDUCATION

The physical education classes provide opportunities for physical, mental and social growth. It is our goal to have all boys and girls develop physically and to recognize their physical talents as God-given as well as to learn Christian sportsmanship in competitive participation in individual and team sports. Students in 5th through 8th grade are required to wear school gym uniforms and athletic shoes. PE uniforms are available for purchase from the school and lockers are provided for storage. PE clothing should be marked with the students' name or initials. Kindergarten through 4th grade students should bring, (or be wearing) a pair of athletic shoes for physical education classes. Only athletic type shoes will be allowed for sports activities in the gymnasium.

PLAYGROUND COURTESY

Courtesy is contagious; so, when on the playground

- play fair
- abide by the rules
- be good sports
- keep your hands to yourself
- use good manners
- speak kindly about your playmates
- be courteous
- do not use equipment designated for other classrooms
- refrain from running through the games of others

The playground area consists of the grass field, the basketball courts, the white top area and the playground in front of first and second grades. No playground activities are allowed in the hallways. Attention must be given to the safety of others at all times. Teachers and others supervising will enforce all rules and determine if conduct is appropriate. Some specific rules are as follows:

Slide and sliding pole:

One child down at a time
No climbing up the slides

Swings

Use of the swings is limited to safe and controlled behavior as determined by supervising staff person(s)
One person per swing

No zigzag patterns
No pushing by legs
No running through areas where others are swinging
No standing on swings
No twisting
No holding hands while swinging
No jumping out of the swings

Bars:

Both hands on the bars at all times
No flips without hands
No standing on top of the bars

Playground:

No jumping off any equipment
No kicking or pretend karate
No tackling games or fighting
No tag games on equipment
No pushing by children
No playing under the overhang areas and hallways
Balls can be bounced off the wall attached to the maintenance building
No balls allowed in wood chip area
No running in the hallways
No action of any kind designed to irritate the neighbors' pets or throwing things into the neighbor's yard
No throwing wood chips or sand
Sand must be kept in the sandbox

Equipment:

If balls go over the fence, report it immediately to the teacher. If the action was due to negligence or on purpose, the student(s) will be charged for the ball.

Note: All playground areas are **closed** before and after school unless a student is signed into and supervised by School-Age-Care, (SAC).

PLAYTHINGS

EQUIPMENT FROM HOME, (Electronic Toys, Pagers, Cell Phones, Toys, etc.).
The school assumes no responsibility for items brought from home. Balls, bats and electronic equipment may not be brought to school, this includes cell phones and pagers. Toys/playthings may be permitted on share days only with teacher approval. Please do not bring items of great value. Gloves for softball may be brought during the softball season. Gloves must be properly labeled with the students' name. Items brought without approval will be confiscated by the supervising adult. A parent must write a note to the teacher before a confiscated item will be returned.

If cell phones are out or in use at any time without specific permission from a Zion staff member, they will be confiscated and remain in the school office until a parent comes in to retrieve the phone.

TRADING IS NOT ALLOWED AT SCHOOL, (cards, toys, etc.)

REPORTING PUPIL PROGRESS

Mid quarter progress reports are sent home for grades 2nd – 8th. Report cards are distributed the Wednesday following the end of the quarter. The year's final report card is distributed on the last day of school. Parent's wishing to have additional progress updates should contact the student's teacher.

RESPECT FOR ADULTS

The students main contact with adults at school is with the classroom teacher. However, students also have contact with teachers, aides, pastors, secretaries, custodians and with volunteers who come to school to assist the staff. All of these people are placed here by God to help us operate our school.

Appropriate titles to be used are: Mr. __, Ms. __, Miss __, Pastor __. They deserve the respect of every student and are to be obeyed by the students.

RESPECT FOR PROPERTY

Property is a gift from God, provided for us to use as good stewards. As stewards we are accountable to Him. This means that every student must care for not only his own property, but also that of other students, the school and the church. This is especially true for the privilege of using media equipment, computers and other expensive learning tools. Parents are responsible for student damage.

RESTROOM/LOCKER ROOM BEHAVIOR

Occasionally the restrooms or locker rooms become places to hide, play or even write on. The restrooms and locker rooms are to be used appropriately. If the restrooms or locker rooms are misused for things such as hiding, playing or writing on the walls, doors, stalls, etc. consequences will be assigned.

SCHOOL BOARD

The Zion School Board is responsible for establishing and maintaining policies involving the Elementary School, School-Age-Care and Early Childhood Education Center. The School Board conducts monthly public meetings each month at 7:00 pm. The School Board members are listed in the School Directory.

SCHOOL-AGE-CARE

Zion Lutheran School offers School-Age-Care, (SAC), for students that need a safe environment for before and after school activities. Located in the KID Zone, School-Age-Care is open from 6:30 to 8:00 am and 3:00 to 6:00 pm, Monday through Friday. This out-of-school-time program is provided for a nominal per hour charge. SAC charges are separate from other school tuition and fees, but are billed as an incidental

invoice through the FACTS Payment System. SAC fees are billed based on rounding up to the next 15 minutes and ½ hour minimum charge for afternoon check in.

HALF-DAY 11:45 AM EARLY DISMISSAL

SAC is provided for students that need care on an 11:45 am early dismissal day. The students that are remaining on campus will eat with a classroom teacher and check-in with SAC staff at Noon. The KID Zone serves as the pick-up location for all students on an early dismissal day. Families will be billed for the time their child spent in SAC.

PREPAY FULL-DAY SAC

Parents who desire for their child to attend SAC on a full day, (holiday or school closure), must PREPAY for the desired days of attendance. Prepay forms are available in SAC for all school closure dates. Please complete one form per child and watch The Lions Tale, (elementary school newsletter), for information pertaining to registration and submission deadlines. Consult the Zion School Calendar for dates of school and SAC closures and for the availability of School-Age-Care. School-Age-Care is open from 6:30 am to 6:00 pm on prepay days.

SUMMER DAY CAMP (SDC)

Parents of children and youth attending Zion Lutheran School may apply for admission in the summer program. The children and youth are encouraged to express their creative abilities through free-flow, teacher facilitated activities and through recreation, education and service opportunities in a Christ-centered environment. SDC adventures are accentuated through off-campus field trips with transportation provided by bus. Generally, SDC registration packets may be picked up in SAC during the month of April. Watch the Lions Tale, (elementary school newsletter), for information pertaining to registration and submission deadlines.

SAC/SDC ENRICHMENT PROGRAMS

School-Age-Care offers a variety of enrichment classes for students enrolled in Zion Lutheran School or Zion Summer Day Camp. These classes, which may include dance, chess, tennis and other educational electives are held after school or during the SDC program and require an additional fee above and beyond the SAC hourly or SDC contracted rates. Students enrolled in the enrichment classes are signed into SAC/SDC and are charged SAC hourly fees or SDC contracted fees for the time spent in the enrichment program and any extended time spent in SAC/SDC.

SCHOOL DIRECTORY

A student directory is provided to all families which list all students, addresses, e-mail addresses and phone numbers for families who wish to be printed. This directory also includes the staff members and their phone numbers. **These listings are not to be used for solicitations.** A replacement directory is available in the school office for \$5.00.

SCHOOL HOURS

The school hours are from 8:15 am to 3:00 pm for grades Kindergarten through 8th. Doors open at 8:00 am. School office hours are from 7:30 am to 4:00 pm.

SUSPENSION

Students may be suspended for the following reasons, but not limited to:

- Continued willful disobedience to school authorities, (This may also include an excessive amount of incomplete homework assignments.)
- Open and persistent defiance, either in language or action, of school authorities
- The use of profanity or vulgarities
- Smoking or having tobacco on school premises or at school sponsored events
- Willfully defacing in any way property, real or personal, belonging to the school
- Carrying or using weapons or instruments designed to cause bodily harm on the school premises or at school sponsored events
- Possession, use or being under the influence of narcotics or alcoholic beverages on school grounds or at school sponsored events
- Stealing
- Gambling
- Forging or using forged material or signatures
- Truancy
- Fighting
- Harassment
- Immorality
- Leaving campus without proper clearance
- Cheating or allowing one to cheat from your work
- Any behavior specifically prohibited by the California State Educational Code

In all cases, the parent/guardian will be notified of the conditions of the suspension. A written record will be maintained by the principal and included in the student's cumulative folder.

SCRIP

Zion can purchase gift certificates/cards at discount from many leading grocer, retailers and restaurants in this area. You can purchase the gift certificates/cards from Zion at face value. For every \$100.00 in SCRIP you purchase, Zion will hold \$2.00 in your tuition rebate account. Rebates will be applied to the May statements.

TARDY POLICY

Consistent attendance at school including punctuality is considered extremely important for the progress of the student. The school day begins at 8:15 am. Students are tardy when they are not in their classroom when the 8:15 am bell finishes ringing. Students, who arrive after school has begun, must report to the office for a tardy note explaining the reason for their tardiness. After 3 tardies, the teacher will phone the family. When a student receives the 5th tardy, they will serve a detention. After the student has served the detention, the student begins the process over.

TECHNOLOGY – STUDENTS PERSONAL IPAD/TABLETS

It is Zion's philosophy that the tablet be used as a tool to enhance the educational learning process. Technology connects students to a vast amount of academic resources. It is Zion's goal to increase student access to digital tools and facilitate immediate access to technology-based information. Our intention is to use the tablet along with curriculum and textbooks to create an environment of collaboration, presentation, assimilation, research and reporting. Learning about and being held accountable for the responsible use of both school and personally owned electronic devices are an important part of preparing students to be successful in the future.

EXPECTATIONS:

- 5th through 8th students may bring a personally owned electronic iPad/Tablet to school where they will be utilized for educational purposes in the classroom at the discretion of the teacher.
- Students will be expected to connect to Zion's Wi-Fi internet access and to adhere to the terms of Zion's Internet Agreement, (Final page attached to this packet).
- These iPads/Tablets must be capable of accessing the internet using Zion's wireless internet only. 3G, 4G, 5G or LTE access will not be allowed while in school.
- The use of technology in school is a revocable privilege and not a right.

RESPONSIBILITY FOR DEVICES:

- Each student is to take full responsibility for his/her personal device at all times.
- Zion Lutheran School assumes no responsibility for personal devices if they are lost, damaged or stolen.
- Students are to keep their devices secure at all times and not loan them to others.
- Each student is responsible for his/her own personal device: set-up, maintenance and charging.
- Students must keep all devices on silent mode during use. When not in use in the classroom, all devices must be turned off and kept in the student's backpack.
- Teachers will not store the student's devices at any time, nor will they repair or work on a student's personal device. Each student is responsible to keep their device safe during breaks and recess time. It is recommended that the students store their devices in their locker during the school day when not in class. For the 5th grade students, it is recommended that the students store their devices in a locked cabinet when not being used in the 5th grade classroom.
- Students utilizing SAC will have the option to secure their backpacks in the SAC office.
- All devices are to be charged at home. No charging will be permitted at school.
- Families should clearly label all devices with the students' name. Families should also set a password or passcode to secure entry into each device.
- Personal devices may not be used to record, transmit or post photographic images or videos of a person or persons on campus during school activities and/or hours unless assigned by the teacher.

- Zion personnel may collect and examine any personal device at any time for the purpose of enforcing the terms of this agreement, investigating student discipline issues or for any other school-related purpose.
- Students who do not have access to personal devices will be provided with an alternative way of completing the assignment(s) on a school device provided during class time based on availability.
- In order to comply with Federal regulations, all student owned devices will be subject to Zion's filtering policies while at school.

ACCEPTABLE USE POLICY:

- A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the teacher. Any student who violates this policy may be denied the privilege of utilizing technology devices.
- A student who knowingly brings prohibited materials to school will be subject to suspension of access and/or revocation of privileges of utilizing technology devices.

ACCEPTABLE USE LOCATIONS:

LOCATION	USE
Classrooms	As directed by teachers
Hallways, bathrooms, gym, recess	NOT Permitted
Library	As directed by teachers
School-Age-Care (SAC)	In Main SAC room under supervision of SAC Staff

TELEPHONES

Students are not allowed to use the school telephones without permission. Cell phones are NOT to be used or visible while on campus.

Students; if cell phones are out or in use at any time without specific permission from a Zion staff member, they will be confiscated and remain in the school office until a parent/guardian comes to retrieve the phone.

1. Students may not call for forgotten books or assignments.
2. Students may not call for P.E. clothes.
3. Students may not call to arrange after school activities, unless a ride is needed for sports, field trips or other school related activities.

TEXTBOOKS

Textbooks are valuable properties of the school and students are expected to treat them with care. Book covers are the students' responsibility and books must be covered throughout the school year. Please do not use the self-stick book covers. Any books that are damaged through negligence will be replaced by the student and their parents.

TUITION AND FEES

The operating income of the school is received through school tuition and annual fees billed through the FACTS Payment System. School tuition finances the operating expenses of quality education. They primarily support our school programs, operating costs, and wages and benefits to the school staff. The annual registration fee is applied in principle toward readiness expenses, such as curriculum materials, classroom supplies, physical education equipment and earthquake supplies.

Note that Registration fees are not refundable.

You may opt to pay the tuition in 12, 10 or 9 month increments:

- The 12 month payment schedule is June 1st through May 1st
- The 10 month payment schedule is August 1st through May 1st
- The 9 month payment schedule is September 1st through May 1st, (this applies ***only*** to New families and Kindergarten families)

The tuition may also be paid in advance. Discounts apply If “Paid in Full” as follows:

Payment Date	Discount
July 1 st	4%
August 1 st	3%
September 1 st	2%

Tuition fees are due the first day of each month and are considered past due if not received by the 10th of each month. A late fee of \$30.00 will be assessed for late payments. If an account becomes 60 days in arrears, the student(s) will be suspended on the 61st day. Your child, (or children), will not be allowed to return to school until your past due and current balances are paid in full or other satisfactory arrangements have been made. All fees for the current school year must be paid prior to the last day of school for enrollment in Summer Day Camp (SDC), and for students to participate in graduation.

A \$30.00 service charge will be assessed on all returned checks. Tuition and fees will be required to be paid in cash, money order or cashiers check in the event that two consecutive checks have been returned for insufficient funds. All tuition and fees must be current to participate in graduation, to enroll and attend Summer Day Camp, (SDC), and to start school in the fall.

Families needing financial assistance can apply online at:

<https://online.factsmgt.com/signin/490VL>

All assistance applications are processed monthly beginning in June. Please note that once the application is completed it will take 10 business days to process through the FACTS Payment System. Contact the school office if you have any questions.

A complete listing of the current tuition and fees is provided at the back of this handbook.

*Note: During remote learning, families are required to continue paying full tuition. If you are in need of financial assistance, please complete the Tuition Assistance application.

WEB SITE (www.zionanaheim.com)

Zion has a site on the internet where parents and students can locate information about the church, the school calendar, school news, e-mail links to staff, Accelerated Reader Book lists, uniform information, homework helpers and individual web pages for each teacher.

WORSHIP OPPORTUNITIES

Worship in church on a regular basis is an integral part of both your child's and your family's spiritual development. The teachers will keep a record of your child's weekly worship attendance. Perfect and Outstanding attendance will be recognized at the end of each quarter.

YEARBOOK

School year memories are captured forever, courtesy of the yearbook staff. Each student will receive a school yearbook at the end of the school year, (the cost was included in the registration fee). Each year the 8th grade class selects the colors for the yearbook cover and the dedication theme. Additional copies of the yearbook may be purchased for \$25.00.