



2007-2008
PARENT/STUDENT HANDBOOK

Zion Lutheran Academy
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INTRODUCTION

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you. (Philippians 4:8-9)

“The goal of all education should be a wise and eloquent piety.” These words were uttered over 400 years ago by Johann Sturm, a Lutheran who was establishing classical schools in Europe. Zion Lutheran Academy has this same goal today. We pursue piety, knowledge, and eloquence together as redeemed people in Jesus Christ our Lord.

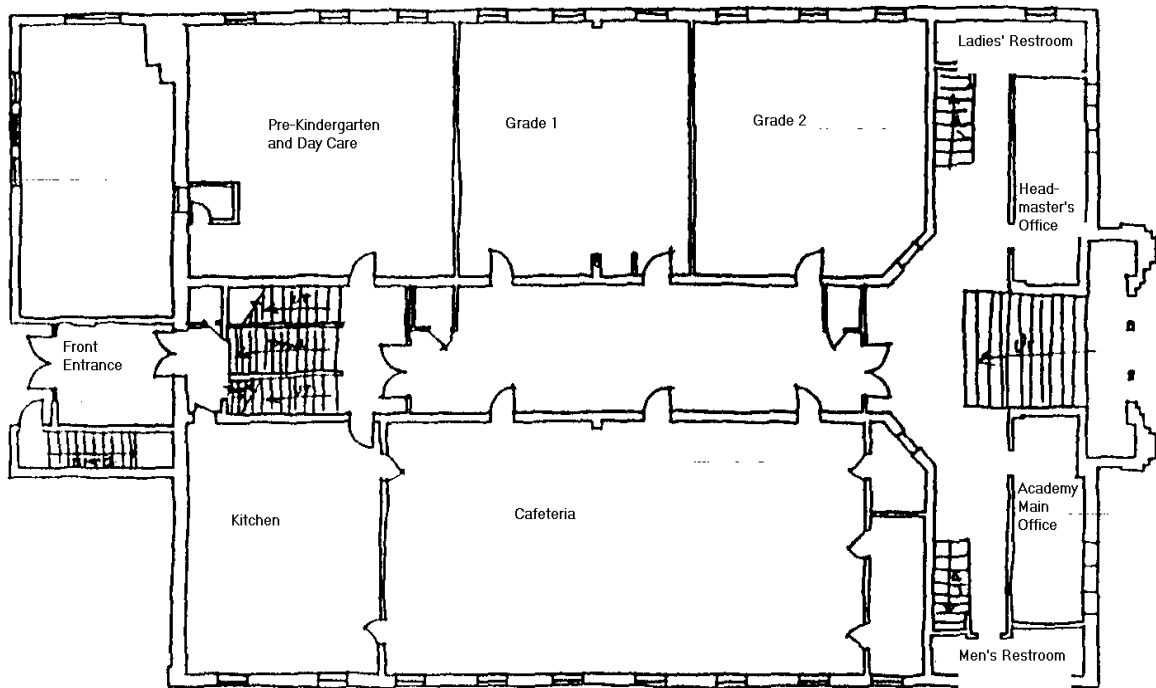
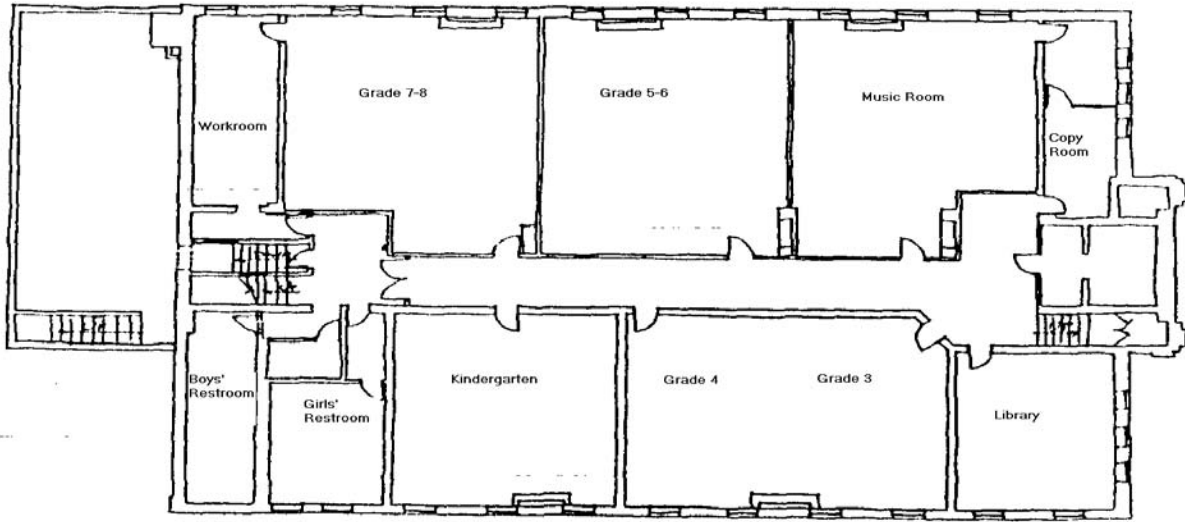
The purpose of the Parent/Student Handbook is to provide to all students and their parents a set of guidelines for such wise and eloquent piety in and around Zion Lutheran Academy. If we were perfect saints, we might not need any “rules and regulations,” but because of our sinful nature, we maintain these policies in a spirit of submitting to one another in love (Ephesians 4:1-3). We hope that everyone will receive these policies in accordance with Philippians 2:14-16, which says, “Do all things without grumbling or questioning, that you may be blameless and innocent, children of God without blemish in the midst of a crooked and perverse generation, among whom you shine as lights in the world, holding fast the word of life, so that in the day of Christ I may be proud that I did not run in vain or labor in vain.”

The entire contents of the Handbook should be read by or to every parent and student. We recognize that the Handbook is imperfect and silent on some issues which may arise. In cases of disagreement about a particular interpretation or implementation of certain rules, the Headmaster and/or the Board of Education will render decisions that they deem fair to both the students and the academy. Parents or guardians who believe that such policies or their implementation constitute undue hardship have recourse under the grievance policy listed below. In such cases, decisions made by the Board of Education convened in an official meeting will be deemed final and binding.

The Board of Education reserves the right to establish new policies and to modify existing policies contained herein. The implementation of these policies is subject to interpretation by the Headmaster who carries the responsibility for the welfare of all together. The Headmaster may also establish or modify policies as deemed necessary by intervening situations and circumstances subject to the approval of the Board of Education. These new or modified policies will be in effect upon written notice to all parents and students by the Headmaster, generally through the weekly newsletter or note sent home with the student.

Rev. R. Eric Malmstrom
Headmaster

Building Map



History

The history of Zion Lutheran Academy stretches back to 1883. The congregation was so committed to teaching its children that the school was built before the church. The school building was located to the north of the present building and was torn down in later years. The present building was not originally built for the school but was a parish hall complete with a bowling alley. After some modifications to the stairways and rooms, it came to serve as the school building.

In 1995, the congregation chose to institute the wearing of uniforms and provide a classical curriculum which follows the centuries old tradition of the Trivium. At that time, Zion Lutheran School was renamed Zion Lutheran Academy to mark its distinctive character.

Statement of Mission

Zion Lutheran Church of the Unaltered Augsburg Confession purposes that Zion Lutheran Academy should exist as an educational community which is Classical and Christ-centered in content, approach, and administration. Zion Lutheran Academy is dedicated to providing students a quality education in the tradition of Western culture and historic, biblical Christianity. Emphasis is placed upon teaching students *how to think* and *how to learn*, preparing them for a breadth of post-secondary educational and vocational experiences. Curriculum, syllabi, and educational methods employed are intended to meet the academic, social, physical, cultural and spiritual needs of the traditional learner and, where possible given our physical and financial resources, the needs of those having specific disabilities.

Vision Statement

Zion Lutheran Academy strives to provide all children with that which is excellent, nurturing students in the classics, the arts, the grace of God in Christ and the technological advancements of our age that they may look to God in faith, serve one another in fervent love, and communicate the same to succeeding generations.

Governance

Zion Lutheran Academy is an independent school owned and operated by Zion Lutheran Church of the Unaltered Augsburg Confession, Inc., Fort Wayne, Indiana, in compliance with state and local laws. The congregation's duly elected and appointed Board of Education is responsible for the acquisition of all staff and faculty as prescribed in the congregation's constitution and bylaws, for establishing and overseeing the policies and procedures of the Academy, and for working with the congregation's Board of Trustees to provide for the improvement and maintenance of all Academy physical plant and properties. The Headmaster is responsible for implementing the policies, forming the curriculum, organizing the procedures and managing the day-to-day operations of the Academy.

Accreditation

Zion Lutheran Academy is in the process of seeking Freeway Accreditation through the state of Indiana. Freeway Accreditation allows a school to waive many of the state requirements enabling Zion Lutheran Academy to maintain classical education while at the same time striving

1 to improve according to our own high standards. Zion Lutheran Academy fills its teaching
2 positions with highly-qualified teachers by virtue of a combination of academic degrees, teacher
3 certification, experience, and demonstrated ability to teach. Once accreditation is granted ISTEP
4 tests will be administered. Zion Lutheran Academy considers several national and regional
5 agencies to review its curriculum and environment such as The Lutheran Church — Missouri
6 Synod, the Association of Classical and Christian Schools, and the Council for American Private
7 Education.

8

Zion Lutheran Academy 2007-2008 Calendar

<p><u>August 2007</u> 9 Registration 4-7 22 First Day of School</p> <p><u>September</u> 3 Labor Day – No School 17 ISTEP (until Sep 28) 21 Joint In-service (1/2 Day) 26 Mid-Term Reports sent home</p> <p><u>October</u> 19 Local In-service (1/2 Day) 26 End of 1st Quarter (47 Days)</p> <p><u>November</u> 1 Parent/Teacher Conf. (1/2 Day) 2 Parent/Teacher Conf. (1/2 Day) 8 Drama 6:30 16 East Side West Side Wellspring 19-20 IN Dist Teacher Conf. Indy 19-23 Thanksgiving break – No School 30 Mid-Term</p> <p><u>December</u> 5 Mid-Terms Reports sent home 13 Concert & Christmas Program 21 Christmas Banquet –12 pm Dismissal 24 Christmas Vacation begins 25 Christmas Day</p> <p><u>January</u> 7 Classes Resume 11 End of 2nd Quarter (40 Days) 21 MLK Day – No School (make-up day) 16 Report Cards sent home</p>	<p><u>February</u> 6 Ash Wednesday 15 Mid-Term 18 President’s Day (make-up day) 20 Mid-Term Reports sent home</p> <p><u>March</u> 14 End of 3rd Quarter (43 Days) Local In-service (1/2 Day) 19 Parent/Teacher Conf. (1/2 Day) 20 Parent/Teacher Conf. (1/2 Day) 21 Good Friday 23 Easter 24 Easter Monday – No School 31 Spring Break Begins</p> <p><u>April</u> 7 Classes Resume 24 Theatrics 25 Joint In-service (1/2 Day) Mid-Term 30 Mid-Term Reports sent home</p> <p><u>May</u> 8 Spring Concert 26 Memorial Day – No School</p> <p><u>June</u> 5 Picnic 6 Last Day of School (1/2 Day) End of 4th Quarter (52 Days)</p> <p style="text-align: center;">Total of 182 Days</p>
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SAMPLE DAILY SCHEDULE

- 1
2
3 7:00 -8:10 a.m. Students may not arrive before 7:00. If students arrive prior to 8:10, they must
4 proceed *directly* to the Before School Care Room (Room #105) unless they
5 are participating in a regularly-scheduled, properly-supervised activity before
6 school. Before School Care costs \$3.00 per hour and will be billed to a
7 family’s monthly account. *Students who are found unsupervised in the*
8 *building between 7:00 and 8:10 a.m. will be fined \$2.*
9
- 10 8:10 – 8:20a.m. Students must proceed directly to their classroom upon entering the building.
11 They are not to stop in the bathroom or hallway until they get permission to
12 do so after checking in with their teacher. Students who fail to do this will
13 lose recess time for the day. Students arriving after 8:20 a.m. must first report
14 the office for a tardy pass before reporting to the classroom.
15
- 16 During this time, the teacher will normally be stationed at the classroom door to greet
17 the students. Upon entering the classroom, students will hang up their coats, check
18 the Notes for the Day board, sharpen pencils and arrange their materials neatly while
19 seated at their desks. If a student’s locker or desk is messy after having been
20 inspected by the teacher earlier that day, the student will have to clean and organize
21 the locker or desk before proceeding with the rest of the day’s activities. Then,
22 students will begin to work on the constructive activities which the teacher has
23 assigned for the beginning of that day. If the student wishes to get a drink of water or
24 use the restroom, the student must get permission from the teacher.
25
- 26 8:20 – 8:30 a.m. Teachers will take attendance, lunch count, make announcements, check for
27 dress code violations, and recite the memory work for the day with the
28 students.
29
- 30 8:30– 9:00 a.m. Daily Chapel is conducted in the church, following the historic Christian
31 liturgy based on the Scriptures, singing hymns, praying the Psalms, and
32 listening to the Word of God. Once a week on Thursdays, offerings are
33 gathered from the students that they may learn to give gladly for the needs of
34 others. Offerings are used for gifts to charities, missionaries, and items used in
35 chapel services.
36
- 37 9:05 - 3:10pm Classes as Scheduled; Lunch begins at 11:20 for younger students, noon for
38 older students.
39
- 40 3:10 - 3:20 p.m. Students wait until they get picked up by an appointed family member,
41 supervised by appointed faculty members.
42
- 43 3:20 p.m. All students who have not been picked up and are not participating in an official
44 after-school activity *must* proceed to the After School Care Room as directed by
45 the faculty member. After School Care ends at 6:30 p.m.

ADMINISTRATIVE POLICIES

Application and Admission Procedures

Parents or guardians wishing to enroll students at Zion Lutheran Academy must fill out a student application and authorization of release of educational and health records for each student. Each application must be accompanied by a non-refundable \$40 application and records fee. After reviewing the student application and records, a parent interview will be conducted. Parents or guardians will be notified of acceptance by the Headmaster. Families who are delinquent in payment of tuition to Zion Lutheran Academy or who have outstanding balances at other private schools are not eligible for enrollment at Zion Lutheran Academy.

Parents must read the Parent/Student Handbook and return a signed copy of the enrollment contract to the Academy Office.

Zion Lutheran Academy reserves the right to place students in the appropriate instructional level as determined by diagnostic data and developmental maturity. Children must be 5 years old by September 1 to be eligible for Kindergarten.

Zion Lutheran Academy does not discriminate against any student on the basis of sex, race, or ethnic background. Enrollment is not limited to Lutherans, but matters of faith will be taught exclusively in accord with the Scriptures and the Book of Concord while respecting the denominational preferences of non-Lutherans. Because of limited class size and with regard for those partner churches who are investing their monies and time in this Academy, priority for enrollment will be given first to families who are members of Zion Lutheran Church, Redeemer Lutheran Church and Bethany Lutheran Church and to all students who are currently enrolled at Zion Lutheran Academy. Enrollment is then open to the general public on a first-come-first-served basis.

Tuition and Fees

Tuition is generally considered to be that portion of payment dealing with salaries and building maintenance. These monies are handed over to Zion Lutheran Church which subsidizes a large share of the actual expense to operate the Academy. Fees are generally considered to be that portion of the payment pertaining to all other operational costs of the Academy, including but not limited to textbooks, supplemental classroom materials, copier costs, office equipment, awards, playground and physical education equipment, music, Academy assemblies, and the like. Extra fees for field trips, library fines, optional participation in varsity/junior varsity sports, band, and other activities will be charged separately.

All tuition and fees are technically due in advance, payable on or before the first day of classes. An installment payment option is available at the time of registration using the SMART tuition management program. The first of these payments is made in the middle of August at registration and the remaining nine payments must be made by the first of each month from September to May. A \$20 charge is added to all checks returned with insufficient funds. SMART provides a number of convenient payment options. Automatic payments through an electronic funds transfer (EFT) can be set up to directly withdraw tuition payments from a bank account or credit card. Families that become delinquent may be required to use EFT for tuition payments.

1 Any family facing an unexpected financial emergency such as illness, accidents or the loss of a
2 job, is expected to act responsibly and contact the Headmaster or the academy office. When
3 these situations occur, the academy will work with the family to ease their burden and to avoid a
4 record of tuition delinquency. If special arrangements are made in those situations, the family is
5 expected to meet the stipulations which have been agreed upon. Failure to do so will result in the
6 student's enrollment being discontinued. Students whose accounts become two months past due
7 will have their enrollment discontinued until such time as the account is balanced. Zion Lutheran
8 Academy will pursue families of students whose enrollment has been discontinued through a bill
9 collecting agent or small claims court.

10
11 When grant monies are available, families may apply for them. Eligibility will be determined
12 according to the scale set by the government for free and reduced lunches. A family must make
13 their IRS tax returns available for verification. Generally speaking, all families are expected to
14 make some payment toward their tuition and fees. Cases will be considered for all children who
15 wish to attend the Academy. There is no financial aid for the payment of uniforms.

16 17 Refund Policy

18
19 There are occasions when a student's enrollment is discontinued for various reasons, such as:
20 moving from the Ft. Wayne area, serious illness, failure to pay tuition, or disagreement/violation
21 of academy policy. Because books and materials have to be purchased for each student and
22 cannot be returned to the vendors, the academy does not give a full refund on monies acquired
23 through fees for these items.

24
25 If a student's enrollment has been discontinued because of violations there will be no refund. All
26 monies and materials are forfeited and unpaid balances will be pursued through a credit agency.

27
28 If a student's enrollment is discontinued prior to Thanksgiving Vacation, a \$75 refund will be
29 given per family, providing that tuition and fees have been paid in full. Between Thanksgiving
30 and the end of the First Semester, a \$50 refund will be given per family, providing that tuition
31 and fees have been paid in full. After the Second Semester begins, no refunds will be given. In
32 all cases, all books, materials, and supplies continue to be the property of Zion Lutheran
33 Academy.

34
35 Mid-Year Enrollment: Students are enrolled mid-term on the condition that they provide all
36 necessary application documentation and meet all academy standards for conduct and
37 performance. Generally, after an interview with the parent(s) and student, the Headmaster will
38 make arrangements for the student to visit the class for at least one day before determining
39 whether the student will be enrolled.

40
41 Enrollment Review Committee: After the academic year has been concluded, the faculty will
42 convene with the Headmaster and other support staff as deemed necessary to review the
43 enrollment applications for all returning students. This committee may choose to discontinue the
44 enrollment for students who have been disruptive or destructive during the academic year or
45 who, in their judgment, would be served better at another school. Notification of this decision
46 will normally be made prior to July 1. Those who wish to contest this decision have recourse by
47 writing to the chairperson of the Board of Education who will address the matter at the next
48 regularly-scheduled Board of Education meeting. The family will be notified by the secretary of
49 the Board of Education as soon as possible after that meeting. In the event that the decision of

1 the Enrollment Review Committee is reversed, a probationary plan for the student may be
2 stipulated by the Headmaster as he deems necessary.

4 Recourse - Grievance Policy

5
6 Normally, the decisions and actions of the teachers regarding classroom management are final
7 and should be received in a gracious way by students and parents even if the results of those
8 decisions and actions were not what was anticipated. Similarly, all decisions and actions of
9 Headmaster regarding academy policy and procedure are final. If, however, the matter is of a
10 more serious nature and the parent or primary caretaker is dissatisfied with the outcome, the
11 parent may contact the Headmaster (in the case of a problem with a teacher) only after having
12 first spoken respectfully and privately with the teacher.

13
14 If parents consult with the Headmaster or Chairperson of the Board of Education *prior* to their
15 speaking with the teacher (or Headmaster as the case may be), the parent may be advised but no
16 official action will be taken on the matter until a meeting between the parent, Headmaster and
17 teacher has taken place. If, after meeting with the Headmaster and teacher the parent is still not
18 satisfied, the matter may be taken to the chairperson of Zion's Board of Education, presenting
19 concerns formally *in writing*. The matter will be taken up by the Board of Education at its next
20 officially scheduled meeting. All decisions of the Board of Education in the matter of grievances
21 are final.

22 Authority and Discipline: Parents and the Academy

23
24
25 We believe that children's lives, discipline and upbringing are ultimately entrusted by the Lord
26 God to their parents. This relationship is testified in the Bible:

27
28 (Deuteronomy 6:6-7) And these words which I command you this day shall be upon your
29 heart; and you shall teach them diligently to your children, and shall talk of them when
30 you sit in your house, and when you walk by the way, and when you lie down, and when
31 you rise.

32
33 (Ephesians 6:1-4) "Children, obey your parents in the Lord, for this is right. 'Honor your
34 father and mother' (this is the first commandment with a promise), 'that it may be well
35 with you and that you may live long on the earth.' Fathers, do not provoke your children
36 to anger, but bring them up in the discipline and instruction of the Lord."

37
38 (Colossians 3:20-21) Children, obey your parents in everything, for this pleases the Lord.
39 Fathers, do not provoke your children, lest they become discouraged.

40
41 The authority and discipline maintained corporately in the academy is viewed as the extension
42 and augmentation of parental authority and discipline. Martin Luther explains the Fourth
43 Commandment, "We should fear and love God that we may not despise our parents and masters,
44 nor provoke them to anger, but give them honor, serve and obey them, and hold them in love and
45 esteem." The academy faculty and staff do not function above parents but rather with the
46 authority delegated to them from the parents. This parental authority is delegated when parents
47 agree to the terms and conditions stated in this handbook for the care and education of their
48 children. The Bible states that:

1 (Proverbs 12:1) Whoever loves discipline loves knowledge, but he who hates reproof is
2 stupid.

3
4 (Proverbs 29:17) Discipline your son, and he will give you rest; he will give delight to
5 your heart.

6
7 (Hebrews 12:5-11) And have you forgotten the exhortation which addresses you as sons?
8 — ‘My son, do not regard lightly the discipline of the Lord, nor lose courage when you
9 are punished by him. For the Lord disciplines him whom he loves, and chastises every
10 son whom he receives.’ It is for discipline that you have to endure. God is treating you as
11 sons; for what son is there whom his father does not discipline? If you are left without
12 discipline, in which all have participated, then you are illegitimate children and not sons.
13 Besides this, we have had earthly fathers to discipline us and we respected them. Shall
14 we not much more be subject to the Father of spirits and live? For they disciplined us for
15 a short time at their pleasure, but he disciplines us for our good, that we may share his
16 holiness. For the moment all discipline seems painful rather than pleasant; later it yields
17 the peaceful fruit of righteousness to those who have been trained by it.

18
19 Discipline at the Academy is not considered in negative terms. Discipline is understood to be
20 firm, loving admonition and training to know and do what is right. It has absolutely nothing to
21 do with physical or verbal abuse, or manipulation of behavior by intimidation and ridicule.
22 Rather, it has reasonably unpleasant consequences for poor performance or inappropriate
23 behavior to deter such performance and behavior in the future while offering encouragement and
24 positive examples to achieve success. Corporal punishment is not administered by the faculty or
25 staff unless so directed by the parent given specific parameters and conditions for each case.

26
27 In practice, classroom management is the preferred method of discipline at the Academy.
28 Classroom regulations are summarized by the following 5 rules posted in every classroom.

- 29
30 1. **Listen** the first time.
31 2. **Obey** right away.
32 3. **Respect** people and property.
33 4. **Do** your personal best.
34 5. **Keep** a place for everything and everything in its place.

35
36 These rules may be remembered using the following mnemonic device: L-O-R-D Keep, which
37 are the first two words in a favorite hymn at the Academy, “Lord, Keep Us Steadfast In Your
38 Word.”

39
40 Each child is assigned a student number. Teachers will note the breaking of these rules with the
41 child’s number and/or marks being written on the board and will note the keeping of these rules
42 with positive reinforcement. Sitting quietly, paying attention, asking questions respectfully and
43 working hard will be encouraged by compliments. Getting out of seat without permission,
44 talking out of turn, complaining, making unnecessary noise, or other behaviors which distract
45 from the teaching process will be noted on the board with consequences to follow. Teachers will
46 have consequences for marks posted and explained.

47
48
49

Prevention of Bullying

Bullying in any form will not be tolerated at Zion Lutheran Academy. Bullying may be defined as: "The willful, conscious desire to hurt, threaten, upset or frighten anyone by word or deed" and is addressed in Luther's explanation to the Fifth and Eighth Commandments. Bullying excludes injury through accident.

It is recognized that some bullying might be through individual incidents of a relatively minor nature but which assume a greater significance when viewed in context, perhaps through their frequency or reason. In any case Zion Lutheran Academy views bullying seriously. The principle aim is to foster an atmosphere where bullying is discouraged and is seen to be inappropriate and wrong.

Suspension and Expulsion

Where and when students refuse to be *disciplined*, they will be *punished* with suspension, expulsion, or other discontinuation of classroom participation and enrollment at Zion Lutheran Academy. Discipline is distinguished from punishment in that discipline is willingly received by the student for personal improvement while punishment is administered to the student who refuses to be corrected by removing that student from others in the classroom who are adversely affected by that student's non-compliance.

It is our hope to help every student understand the difference between *tattling* and *exposing wrong-doing* as Ephesians 5:11 says, "Take no part in the unfruitful works of darkness, but instead expose them." When a student observes another student transgressing either the academic policies or the student code of conduct, he has a moral obligation to address the transgression he has observed. The student's first course of action should be to admonish the other to confess the wrong-doing to a teacher or other authority figure. Rather than say, "I'm telling," the student could say, "That isn't good for you. Why don't you tell the teacher what happened? I'll go with you." If the transgressing student should fail to take the fellow student's advice, the observing student should report the incident as soon as possible.

Teachers will do their best to discern the problem and work towards improving the situation rather than merely finding someone to blame. This task is not always easy when there are conflicting reports, but the teachers strive to hear both sides of the story even as Proverbs 18:17 states that, "He who states his case first seems right, until the other comes and examines him." Likewise the Eighth Commandment (Exodus 20:16) warns against bearing false witness against one's neighbor, which Luther explained, "We should fear and love God that we do not deceitfully belie, betray, slander nor defame our neighbor, but defend him, speak well of him, and put the best construction on everything." Parents are thus to be considerate of the teacher's decision and not defensive if they hear some other account from the student after the fact. Teachers are expected to communicate to the parents the outcome of any serious altercations between students. A parent-teacher meeting with the Headmaster is readily available whenever there is need of it.

If a teacher or other authority figure directly questions students who have witnessed a wrong, it will be considered an act of disobedience worthy of discipline if any student withholds information or tells something other than the truth, the whole truth, and nothing but the truth.

1 Students who have themselves been wronged need to learn how to deal with the situation in
2 ways other than fighting back. Students are first encouraged to ignore the person who does
3 wrong. Next they are encouraged to ask the person nicely to stop. Then they are to ask firmly
4 and finally they are to ask a teacher for help. Faculty and staff will also attempt to teach conflict
5 resolution skills prior to and in the event of any difficulties.
6

7 On occasion, students relate that parents or others have told them to hit back if someone hits
8 them first. This may be the law of the street, but it is not acceptable at Zion Lutheran Academy
9 where we take to heart the words of our Lord recorded in Matthew 5:38-39, “You have heard
10 that it was said, ‘An eye for an eye and a tooth for a tooth.’ But I say to you, Do not resist one
11 who is evil. But if any one strikes you on the right cheek, turn to him the other also,” and in Luke
12 6:27-28 “But I say to you that hear, Love your enemies, do good to those who hate you, bless
13 those who curse you, pray for those who abuse you.” There is a difference between defending
14 one’s self, blocking the blows from another student, and striking back with the intent to do harm
15 for harm. Any student that exchanges blows with another will also be disciplined.
16

17 The majority of discipline will occur in the classroom administered by the teacher. In certain
18 instances (*e.g.* rank disrespect, physical violence, irreverence, profanity), the discipline of the
19 child will be carried out by the academy Headmaster. Any violence or threat of violence will not
20 be tolerated at Zion Lutheran Academy. Any violence or threat of violence will result in either
21 suspension or expulsion depending on the nature of the incident.
22

23 ACADEMIC POLICIES

24 Curriculum

25
26
27 The *grammar* stage of the Trivium, grades K-4, focuses on teaching the fundamentals and rules
28 of the subjects with the goal of developing automaticity in the basic learning skills. The *dialectic*
29 stage, grades 5-8, focuses on teaching logic with the goal of teaching students how to analyze,
30 reason, question, evaluate, and persuade. In support of this classical curriculum structure, we
31 carefully select and review what we believe are the finest materials available for each skill and
32 subject area according to the educational needs of our students.
33

34 Texts and Library Books

35
36 All texts and library books belong to Zion Lutheran Academy and are loaned to students for a
37 portion of or for the entirety of the academic year. The teacher will record the condition of
38 textbooks when assigned to the student. The student is to treat textbooks with respect as
39 borrowed property, covering them with a book cover and not marking or mutilating the book in
40 any way. Books are not to be left on the floor. Students will be charged the replacement value of
41 any book which is lost or damaged (*e.g.* pages torn, writing in book, broken binding) or
42 excessively worn. If a lost book is found subsequent to being replaced, the student may keep the
43 book or may receive the *used* value of the book (according to Follet’s pricing guide) if the
44 academy still has need of the book.
45
46
47
48
49

Homework

Zion Lutheran Academy may assign some amount of homework to many of its students at any given time. Below are the primary reasons or causes for homework being assigned:

1. Students often need some amount of extra practice in specific, new concepts, skills, or facts. In certain subjects (*e.g.* math, reading, or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Repeated, *short* periods of practice or study of new information is often a better way to learn than one long period study.
3. Since Zion Lutheran Academy recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parents informed as to the current topics of study in the class.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation serves a disciplinary purpose but is not to be considered as punishment. Homework directly related to the curriculum/syllabus (such as extra problems or questions on a unit the rest of the class is working on) is not to be assigned as a punishment for improper behavior, lest homework be identified in the student's mind as punishment rather than a constructive exercise for mastery of a subject. The teacher may, however, assign work that is to be done outside of class such as writing sentences or writing a report — this, however, is not to be considered as homework.

Since homework, by its nature, takes time at home, it is not to be assigned due to the teacher's poor planning or in place of an assignment which could have been completed in school. The student's time at home is to be encroached upon for only the best of purposes.

The necessity for doing homework will vary from grade to grade and even from student to student. The guide below should be regarded as maximum times, not as required minimum times, and then, only *if* homework is assigned. In any event of homework normally being assigned, a *Weekly Homework Assignment Sheet* should be used in Grades 1-3 and a student-owned assignment book should be used in Grades 4-8.

1 GRADE MAXIMUM APPROX. TIME PER WEEK NIGHT*

2

3 K	10-20 minutes
4 1 st - 2 nd	20-30 minutes
5 3 rd -4 th	30-45 minutes
6 5 th - 6 th	45-60 minutes
7 7 th - 8 th	60-75 minutes

8

9 ** New homework is not normally assigned over the weekend or over holidays and vacation*
10 *periods for students in Grades K-4. However, if students fail to complete their daily seat-work*
11 *for which the teacher has given ample time, they may be expected to complete that work over the*
12 *weekend or holiday. Students in Grades 5-8 may have some homework over the weekends which*
13 *should not last more than 30-45 minutes total — or some minor research work on special*
14 *occasions (though not over vacation periods).*

15
16 The parent is responsible for making certain that the child has a suitable environment for study.
17 Sounds from audio devices, the television, and unnecessary conversation should be eliminated
18 while the student studies. When possible, provide encyclopedias, dictionaries and other reference
19 works along with appropriate tools such as paper, pencils, ruler, crayons or markers, etc. A
20 wholesome attitude toward homework should be developed in the home, given high priority by
21 the family.

22
23 Parents should show a vital interest in the work, encouraging children, but *never* doing the work
24 for them. Parents are encouraged to take their children to libraries, museums and other
25 educational sites. Parents should strive to understand the purposes of homework and discuss this
26 with their child. The parents' attitude will do much to help the child be successful. Teachers are
27 willing to assist parents in this regard.

28
29 Parents need to take time to sit and read with their children every night. Children enjoy this more
30 than most people realize. Parents should read to the children if the children cannot read for
31 themselves. They should also sit and listen to their children read, not interrupting too frequently
32 with long explanations. Simply correct or pronounce a difficult word and let the child go on.
33 When the chapter or reading is concluded, go back to review the pronunciation or meaning of
34 difficult words. If you don't know the meaning yourself, show your child the importance and
35 ease of looking it up in a dictionary.

36
37 For math concepts, casually drill math facts in everyday situations. These may include trips to
38 the grocery store, the gas station, or even in the kitchen with simple recipes. Encourage children
39 to share their memory work Scripture passages, catechism or hymn verses as well as the Shurley
40 Grammar jingles and History time line when applicable.

41
42 Testing

43
44 Students in all grades may expect to take regular and periodic tests in all subjects and skills
45 areas. Students will be informed ahead of time of approaching *major* test dates and will be given
46 at least one day's time to prepare. Quizzes may be unannounced. Tests which are missed due to
47 an excused absence must be made up within three days of returning to the academy, or a zero
48 will be entered in the grade book. It is the responsibility of the student and parents to arrange for
49 making up missed tests and assignments within the prescribed time period.

1
2 Decisions made by the teacher on scoring the test are final. Students who do not understand why
3 a question was marked wrong may address the matter respectfully with the teacher with the
4 intent of better comprehending the subject matter. It may be necessary for the student to arrange
5 for a private meeting at a later time rather than taking up class time to have the item explained.
6 Quarreling about a grade will result in disciplinary action. The teacher may assign supplemental
7 work if a student fails a test, depending on whether the failure was the result of an inattentive
8 lack of effort or the result of not understanding the material. Refusal to do so may result in
9 suspension or expulsion.

10
11 To ensure academic success parents are encouraged to ensure that their students receive adequate
12 sleep every school night (recommended 10 hours a night) and a healthy, well rounded diet.
13 While this is important throughout the school year, it is particularly important on test days. It is
14 also important to discuss good test taking techniques with your student.

15
16 Improper Behavior During Testing: The following actions are regarded as *examples* of situations
17 in which cheating takes place: having notes written on hand, arm, which could be used as
18 answers on a test; having an open book or worksheet visible on the floor, on the desk or
19 elsewhere; opening desk or looking in desk without permission; getting out of seat without
20 permission; gazing at other students or their desks. If a student engages in these actions,
21 regardless of whether or not the student was actually cheating, the teacher has the right to take
22 the test, give the student a zero for a grade, and notify the parent by phone or in person to
23 describe the situation.

24 25 Diagnostic Testing and Referral

26
27 If a student appears to be having difficulty with a particular subject or with subjects and
28 attentiveness in general, the teacher will work with *Zion's educational counselor* and speak with
29 the parents. After consultation, it may be recommended that a diagnostic test be administered or
30 that the parents and student visit their family physician or specialist. Such tests are meant solely
31 to help the teacher and parent determine a student's strengths and weakness so that a beneficial
32 course of action can be prescribed for the academic success of that student. Tests are often
33 available through the public school system require the parent's signed consent and are to be
34 completed within 40 days of the agency's receiving the request.

35
36 Normally, teachers will attempt to identify a student's special needs as early as possible so that
37 helpful procedures can be started as quickly as possible to aid the student's performance and
38 comprehension. Various diagnostic tests are available, generally at little or no cost to the family.
39 In the case that there is a cost which the family cannot afford, alternative funding will be
40 investigated. Apart from financial concerns, if a family refuses to have such diagnostic testing
41 done or to visit the family physician or specialist, and if the student's progress continues to
42 regress, Zion Lutheran Academy reserves the right to discontinue that student's enrollment at the
43 end of the semester.

44

Grading

Grades at Zion Lutheran Academy are meant to show the areas in which a student is doing well and areas in which a student needs to improve. They are also used to determine eligibility for sports. The grading scale shown below will be used throughout the academy for course work and report cards.

Zion Lutheran Academy has three report cards, one for each level: Kindergarten, Grammar (grades 1-4), Dialectic (grades 5-8). In kindergarten, no letter grades are given. In grades 1-2 letter grades will be assigned for Math, Phonics, Reading, and Spelling while alternate designations will be used to describe proficiencies in other subjects (*e.g.* +, or - for excellent, satisfactory or needs improvement respectively; “S” and “U” for satisfactory or unsatisfactory).

By the 3rd Grade, letter grades will be used for all core subjects in all classes while alternate designations may be used for such subjects as art, music, physical education and any other subject for which a written test is not suitable. *No double drop in grades (e.g. from a B to a D) without notifying parent and the Headmaster.*

Zion Lutheran Academy Grading Scale			Quality Point Honors According to Point Average	
Letter Grade	Percentage	Quality Points	11+	High Honor Roll
A+	97-100	12	9+	Honor Roll
A	93-96	11	7+	Honorable Mention
A-	90-92	10		
B+	87-89	9		
B	83-86	8		
B-	80-82	7		
C+	77-79	6	B.U.G. Award	
C	73-76	5		
C-	70-72	4		
D+	67-69	3		
D	63-66	2		
D-	60-62	1		
F	Below 60	0		

Quality points begin to be tallied when students reach the Middle School grade level, (grades 5-8). The quality points will be recorded for the following core subjects: English (grammar, spelling, vocabulary), History/Social Studies, Literature (reading), Mathematics, Religion (Bible studies, catechetical work, memory work) and Science. Note: B.U.G. awards are given to students who have **Brought Up Grades** dramatically.

Students who have achieved an average of 11+ quality points in a quarter will be placed on the Headmaster’s High Honor Roll. Those receiving an average of 9+ quality points will be placed

1 on the Honor Roll. Those receiving an average of 7+ quality points will be noted on the
2 Honorable Mention list.

3
4 In order to be eligible for consideration as Valedictorian or Salutatorian, a student must have
5 accumulated at least 800 points in grades 6-8 and have been enrolled for more than 1 year at
6 Zion Lutheran Academy. Transfer students who graduate after one year who would have been
7 Valedictorian or Salutatorian are eligible for other awards which give due recognition to their
8 accomplishments.

9 10 Promotion and Retention

11
12 Students who achieve passing credit in all subject and skill areas are eligible for promotion to the
13 next grade level. Students who fail to achieve passing credit in one or more subject or skill areas
14 may be promoted provisionally or may be subject to retention or discontinuation of enrollment.
15 Initial recommendation will be made by the teacher; final determination will be made by the
16 Headmaster.

17
18 Every effort is made so that a student succeeds at Zion Lutheran Academy. Retention is to be
19 avoided if at all possible. A student may be considered for retention in grades K-8 if the
20 following criteria are met:

- 21
- 22 Grade point average remains below 2 points for three of the four quarters
- 23 Less than 10% improvement in grades during the fourth quarter
- 24 Remedial work such as summer school or tutoring are refused
- 25 Diagnostic Testing for learning disabilities has not been completed
- 26 Light's Retention Scale has been considered
- 27 Achievement tests have been taken into consideration
- 28

29 Students may not be considered for retention on the basis of behavior or maturity except in
30 Kindergarten. In the case of a student who willfully and persistently refuses to do the work
31 necessary to succeed and if there will be no substantial difference in educational approach for the
32 student if the student is retained, one recommendation will be that the student seek enrollment at
33 a different school.

34
35 The following procedure must be met if there is any likelihood that a student may be retained:

36
37 If the student's grade point average is below 2 points for the first semester, a written notice
38 indicating the possibility of retention must be completed by the teacher and reported to the
39 Headmaster. Once the notification has been signed and returned by the parent, a copy will be
40 supplied to the parent, the Headmaster, and placed in the student's file.

41
42 A case conference with the parents, teacher, Headmaster and other professionals deemed
43 necessary will be called to meet no later than January 31 of the current academic year to
44 discuss what must be done to help the student progress, such as an individualized educational
45 plan (IEP).

46
47 If after the third quarter the student's grade point average remains below 2 points, a case
48 conference will be held to discuss improvements necessary during the fourth quarter and
49 arrangements made for summer school and any other remedial work. An Intent to Retain

1 form must be filled out by the teacher and signed by the teacher and Headmaster. A copy will
2 be given to the parent and placed in the student's file.

3
4 The final decision whether or not to retain a student or to discontinue a student's enrollment
5 on the basis of grades will be at the discretion of the Headmaster. Notification regarding
6 retention will normally be made within two weeks of the last day of the academic year, but
7 the decision to retain may be arranged earlier with the parent's consent.

8
9 Teachers may also *recommend* to the parents or guardians that a student be retained to ensure
10 the academic success of a student. Any request to retain a student for athletic purposes will
11 be denied.

12
13 In the event that a parent is not satisfied with any decision regarding the retention of the student,
14 recourse is available by mailing a letter to the chairman of Zion Lutheran Academy's Board of
15 Education within 30 days of the end of the academic year. The Board of Education will consider
16 the parent's request for review at the regular meeting following receipt of that letter. A final and
17 binding response will be mailed to the parent within 10 days of that meeting.

18 UNIFORM POLICY

19
20
21 Uniforms are to be worn on campus throughout the school day; from the time students enter the
22 building in the morning until the end of the school day. Students are to wear their uniforms with
23 pride as representatives of this Academy.

24
25 Failure to comply with the uniform policy will result in disciplinary actions. The first violation
26 will result in a note being sent home. The second will result in a phone call home. At the third
27 violation, the student will call his/her parent and wait in the office until appropriate attire is made
28 available. In the case of hair not meeting guidelines, parents will be notified and given until the
29 start of the next week to comply. If the violation is a design cut into the hair the student will miss
30 recess until the design is removed.

31
32 Please label all uniform items with your child's name. A lost and found box is located outside
33 the office for missing items. Any unlabeled and unclaimed items will be donated to the PTL
34 Resale Shop at the end of the academic year.

35
36 **Field Trips:** Dress uniforms shall be worn to all field trips. Occasionally, dress uniforms are not
37 appropriate attire for the field trip such as The Fort Wayne Children's Zoo. In those instances,
38 standard uniforms should be worn with a red Zion polo shirt. Any other clothing options need
39 prior approval by the Headmaster.

40
41 **Cold Weather:** Students will not be permitted outside without appropriate cold weather attire:
42 warm coat, mittens/gloves, and hat/hood. Students wishing to play in the snow must also wear
43 boots. Student in grades four and under must also wear snow pants in the snow.

44 Dress Code for Boys

45 **Standard Uniform:**

46
47 **Shirts:** All shirts must be red or white Academy polo shirts, long or short sleeves with the Zion
48 Lutheran Academy logo embroidered on the left side. These must be purchased through The
49 Sports Den. Only solid white undergarments are to be worn underneath this polo shirt. Shirts

1 must be clean neat and tucked in at all times.

2 **Pants and Shorts:** All slacks and shorts are to be navy blue. The following guidelines apply: no
3 cargo pants, no convertible pants (pants that can be zipped off into shorts) no corduroy, no knit
4 fabric, no labels. The waistband is to be worn at the waist with a black belt. Shorts may be worn
5 between May 1 and September 30. These dates may be changed at the discretion of the
6 Headmaster. Exception: Students in 7th and 8th grades may wear khaki pants or shorts with a
7 black or brown belt and shoes.

8 **Sweaters:** Sweaters and sweater vests are to be plain (no logos or labels) navy, red or white, v-
9 neck, crew neck or cardigan.

10 **Sweatshirts:** Red, white or navy silk-screened “lions” or grey embroidered “Zion Lutheran
11 Academy” sweatshirts may be worn. These are to be purchased through the Academy.

12 **School Shoes/Belt:** All shoes are to be black oxfords with laces tied or penny loafers. No suede.
13 No sandals, boots or clogs. All shoes must have a non-marking sole. A black belt is required as
14 part of the uniform. Students in 7th & 8th grades may wear brown shoes and belt with khaki
15 pants.

16 **Gym shoes:** These shoes are to be white with a non-marking sole. Gym shoes are to be kept in
17 the classroom and worn only during gym and indoor recess. These shoes are NOT to be taken
18 home or worn outside. Shoes must be boldly labeled with the students’ name on the outside.
19 Teachers will label any shoes that are not clearly marked. A separate pair of playground shoes
20 may be brought to school and worn only during outside recess.

21 **Socks:** All socks must be solid navy, black or white.

22 **Outerwear:** Coats hats, gloves and scarves are to be solid colors with no sports teams,
23 characters or logos. Outerwear is no to be worn inside the building unless dressed to enter or exit
24 the weather.

25 **Spirit wear:** All non-uniform clothing with Zion’s name or logo must be approved by the school
26 board and/or Headmaster before being worn to school sponsored events.

27

28 **Dress Uniform**

29 **Shirt:** Dress shirts are to be white oxfords with a button down collar, short or long sleeves, with
30 all buttons fastened.

31 **Tie:** An Academy plaid tie must be worn and properly fastened.

32 **Pants & Shorts:** Only navy blue pants or shorts are to be worn as part of the dress uniform.
33 Shorts may not be worn on field trips or during performances.

34 **Socks:** Only dark socks, not white, may be worn as part of the dress uniform.

35 **Shoes and Belt:** Black shoes and belt are to be worn with the blue pants.

36

37 **Gym Uniform, 5th through 8th grades**

38 A white gym shirt and red gym shorts are required in order to participate in gym class. These
39 items are available for purchase through the Academy.

40

41 **Other Uniform Restrictions**

42 **Hair:** Boys hair is to be neat, clean and close-cropped. Hair will not exceed 2 inches in length,
43 with no more that one strait part and no tails. No artificial coloration or sculpted designs are
44 permitted. Boys will not wear hair accessories. Boys’ hair will not touch their collars and is to be
45 cut above the ear.

46 **Cosmetics:** Cosmetics of all kinds are prohibited. Chap stick is permitted. Included in this ban
47 are nail polish, temporary tattoos and ink of any kind on the skin. Students in violation of this
48 code must wash off all markings before being permitted to return to class.

49 **Jewelry:** Acceptable jewelry includes one watch and one cross necklace. Boys may not wear

1 earrings or rings.
2
3

4 Dress Code for Girls 5

6 **Shirts:** All shirts must be red or white Academy polo shirts, long or short sleeves with the Zion
7 Lutheran Academy logo embroidered on the left side. These must be purchased through The
8 Sports Den. Only solid white undergarments are to be worn underneath this polo shirt. Shirts
9 must be clean neat and tucked in at all times.

10 **Pants and Shorts:** All pants and shorts are to be navy blue. The following guidelines apply: no
11 cargo pants, no Capri pants, no convertible pants (pants that can be zipped off into shorts) no
12 corduroy, no knit fabric, no labels. The waistband is to be worn at the waist with a black belt.
13 Shorts may be worn between May 1 and September 30. These dates may be changed at the
14 discretion of the Headmaster. Exception: Students in 7th and 8th grades may wear khaki pants or
15 shorts with a black or brown belt and shoes.

16 **Jumpers and Skirts/Skortts:** These are to be only Academy plaid, not navy or khaki. They may
17 be purchased through Buckhead Uniforms or Lands' End. The length of all jumpers and
18 skirts/skortts must be no more that 2 inches above the top of the kneecap.

19 **Sweaters:** Sweaters and sweater vests are to be plain (no logos or labels) navy, red or white, v-
20 neck, crew neck or cardigan.

21 **Sweatshirts:** Red, white or navy silk-screened "lions" or grey embroidered "Zion Lutheran
22 Academy" sweatshirts may be worn. These are to be purchased through the Academy.

23 **School Shoes/Belt:** All shoes are to be black oxfords with laces tied, penny loafers or Mary
24 Jane's. No suede. No sandals, boots or clogs. All shoes must have a non-marking sole. A black
25 belt is required as part of the uniform. Students in 7th & 8th grades may wear brown shoes and
26 belt with khaki pants.

27 **Gym shoes:** These shoes are to be white with a non-marking sole. Gym shoes are to be kept in
28 the classroom and worn only during gym and indoor recess. These shoes are NOT to be taken
29 home or worn outside. Shoes must be boldly labeled with the students' name on the outside.
30 Teachers will label any shoes that are not clearly marked. A separate pair of playground shoes
31 may be brought to school and worn only during outside recess.

32 **Socks:** All socks must be solid navy, black or white, not red.

33 **Outerwear:** Coats hats, gloves and scarves are to be solid colors with no sports teams,
34 characters or logos. Outerwear is no to be worn inside the building unless dressed to enter or exit
35 the weather.

36 **Spirit wear:** All non-uniform clothing with Zion's name or logo must be approved by the school
37 board and/or Headmaster before being worn to school sponsored events.
38

39 Dress Uniform:

40 **Shirts:** Dress shirts are to be a plain white blouse, short or long sleeves, with a Peter Pan collar
41 and no decorative trim.

42 **Jumpers and Skirts/Skortts:** When a dress uniform is required, all girls are to wear Academy
43 plaid jumpers, skirts or skortts.

44 **Socks:** All socks must be solid navy, black or white, not red.

45 **Shoes and Belt:** Black shoes and belt are to be worn with the dress uniform.
46

47 Gym Uniform, 5th through 8th grades

48 A white gym shirt and red gym shorts are required in order to participate in gym class. These
49 items are available for purchase through the Academy.

Other Uniform Restrictions

Hair: Girls' hair is to be neat and clean. Hair accessories are to be navy, red, white, black, or Academy plaid. No artificial coloration.

Cosmetics: Cosmetics of all kinds are prohibited. Chap stick is permitted, as is clear nail polish for girls. Included in this ban are colored nail polish, artificial nails, temporary tattoos and ink of any kind on the skin. Students in violation of this code must wash off all markings before being permitted to return to class.

Jewelry: Acceptable jewelry includes one watch, one cross necklace, one simple bracelet, one ring and one stud earring per ear.

Zion Lutheran Academy offers a variety of options for purchasing uniforms. Plaid items are available through Buckhead Uniforms and Lands' End catalogs. Zion polo shirts may be purchased though The Sports Den. At registration, orders for polo shirts are taken at the Academy. At other times of the year, it is your responsibility to contact The Sports Den to place your order. The PTL hosts a "Resale Shop" for gently used uniforms.

PROCEDURES

Attendance: Absence And Tardy

Please do not send sick children to school. Students who have a fever, a contagious condition (e.g. Chicken Pox, head lice, ring worm, Strep throat), or who have vomited or had diarrhea should not be sent to school until the condition has been cleared for at least 24 hours.

Parents need to call the academy *before 8:45 a.m.* if a child is sick, has suffered injury or will not be coming to school that day for any other reason *describing the nature of the illness or reason for absence*. If no call has been made to notify the office by 8:45 a.m., the school secretary will call home and/or work to remind the parent of this responsibility and to check on the child's well-being.

If a child gets sick after coming to school, parents or other designated caretakers will be notified to come pick up the student as soon as possible. Medication such as Tylenol will not be given without *written and signed* permission on file each year. In addition, whenever a student requests such medication, the office will make verbal confirmation, notifying the parent or guardian by phone or on the basis of prior arrangement. The office will keep a record of and medication that is administered. Students will be given a quiet place to sit or lie down until their ride home arrives. *It is very important for the Academy to have correct emergency numbers!*

In the event that a parent or guardian can not be reached to pick up a sick child or give consent to treat a sick or injured child Child Protective Services will be notified as this constitutes neglect. Likewise, any and all suspicious injuries or suspected neglect will be reported as well.

Any student who is late to class, *i.e.* not in class by the 8:20a.m.bell, must *first* report to the office to get a tardy pass from the secretary or Headmaster (*tardy students in grades K-2 must be*

1 *accompanied to the office by the person who brought them to school so that we know they are*
2 *properly supervised*). Students will not be permitted to enter class without this pass.

3
4 After 3 tardies, the teacher will contact the parent in person or by phone, inquiring into the
5 reason for tardiness and reviewing the consequences for tardiness (for Grades 3-8, this may
6 include detention, missing recess, or an after-school work detail). After 5 tardies, the teacher will
7 notify the Headmaster who will contact the parent in person or by phone stating that the situation
8 can be reported to a truancy officer and will state that further tardies will result in detention,
9 retention, or discontinued enrollment of the student at the Academy.

10 11 Health Requirements

12
13 Indiana State Law requires that kindergarten students and all new students have their
14 immunization records verified and brought up to date before they are admitted to class. A
15 measles booster is also required for students entering the 6th Grade. Contact the Academy office
16 to find out where and when free immunization clinics are available.

17
18 Health screenings are done by the volunteer serving as the school nurse throughout the school
19 year. Referral letters are sent to parents of students who need further examination. Referral
20 letters should be returned to the Academy office after the student has been examined by the
21 physician. In some cases, where the physical need is deemed great, the Academy reserves the
22 right to suspend the student until a physical examination has been completed.

23
24 Vision screening is done for Grades K, 1, 3, 5, and 8. Hearing screening is done for Grades K, 1,
25 4, and 7. Scoliosis screening is done for Grades 5-8.

26
27 All students participating in interscholastic sports must have a physical examination before
28 participating in practices or games. Forms are available in the Academy office and at
29 registration. Please keep a copy of this physical exam for yourself. Many summer athletic
30 activities also require proof of a recent school physical. See Athletic Policies below.

31 32 Illness and Injury

33
34 Parents can expect the following with regard to illness or injury (unless previous arrangements
35 have been made with the teacher and office directly):

36
37 In any situation which a Zion faculty and staff deems is a life-or-limb-threatening emergency, 9-
38 1-1 will be called first and the immediate need of the child will take precedence over all other
39 activities. Parents will be called as soon as possible without depriving the child of the urgent care
40 required at that time.

41
42 Teachers are not permitted to administer any medication, including aspirin or aspirin substitutes,
43 without the written permission of the parent. Written, dated and signed permission is necessary
44 — even for aspirin or aspirin substitutes — verbal instructions through the student are not
45 sufficient.

46
47 Any minor cuts or abrasions which can be treated with simple bandages will be cared for in that
48 way without contacting the parent. Any cuts which are larger or which result in bleeding which
49 cannot be stopped will result in phone calls being made to those whom the parents have listed on

1 the academy emergency forms in the order they are listed.

2
3 Teachers will submit to the academy office an incident report describing the nature of the injury
4 to be kept on file.

5 6 Medication

7
8 Medications are not normally administered to any student. If giving medicine is necessary, the
9 office must be notified in writing.

10 11 Insurance

12
13 It is assumed that students have their own medical insurance plan.

14 15 Drop Off and Pick Up

16
17 Parents and others who are dropping off students or picking them up from the Academy should
18 take great care in the parking lot, watching out for children who might be playing without paying
19 attention to moving vehicles. Cars should enter through the gate off Weisser Park and exit
20 through the north gate onto Hanna street. Each student is assigned a student number and several
21 copies of this number are given to the family at the beginning of the school year. Please have this
22 number displayed in your car so that the teachers dismissing children know who is being picked
23 up. It is your responsibility to make sure that each family member who may be picking up your
24 child throughout the school year knows the dropping off and picking up procedures and has a
25 copy of the student number.

26
27 Students will *not* be released to anyone who appears to be intoxicated or under the influence of
28 any illegal substance. Furthermore, each student must be in a child safety seat or booster seat
29 until eight years of age in accordance with the laws of the state of Indiana. Children eight to
30 fifteen must wear seat belts. It is strongly encouraged that students under 4 feet 9 inches tall use
31 booster seats as recommended by the National Highway Traffic Safety Administration. More
32 information is available at www.boosterseat.gov.

33 34 Weather Delays and Closings

35
36 If dense fog, snow, or extreme temperatures are in the air, be sure to tune in the broadcast of a
37 local television or radio station. Usually, when Ft. Wayne Area Lutheran Schools (FWALS) are
38 closed Zion Lutheran Academy is closed as well. However, because we do not always follow
39 same calendar as FWCS or FWALS Zion Lutheran Academy is announced separately.
40 Scheduled delays and closing are also listed on our web site. www.zionluthac.org.

41
42 When the school day is delayed, Before School Care is also delayed for the same amount of
43 time, either 1-hour or 2-hour. Students may not be dropped off at the academy ahead of time. For
44 example, if there is a 1-hour school delay, students may not be dropped off for before-school
45 care until 8:00a.m. and may not enter their classrooms until 9:10a.m.

46
47 If a severe winter storm is threatening during the winter months, parents should listen to the
48 radio or call the academy to see if the school day will be ended early to get children home safely.
49 Children may also be permitted to call home if they need a ride.

1 scheduled a time with the teacher so as not to distract students or teacher from learning or tests.
2 Parents are not to drop in unannounced to interrupt the class between 8:20 a.m. and 3:10 p.m.
3 without having first visited the office. If parents do interrupt the class, the teacher will note that
4 the Headmaster requires them to check in at the office first.

6 PTL

7
8 The Parent Teacher League (PTL) is an organization which seeks to bring parents and teachers
9 into a stronger and closer relationship for the benefit of the children. It is also intended to
10 acquaint parents and friends with the work, purpose, and goals of the Academy. The PTL has
11 also been instrumental in raising extra funds not available in the regular budget, for special
12 projects such as playground equipment, library books, computer equipment, athletic equipment
13 and other things. All teachers, parents, and guardians of children attending Zion are urged to
14 participate in this organization.

15
16 The PTL has a regularly scheduled meeting time of 5:30p.m. but varies it's meeting dates in
17 order to accommodate a large number of schedules. Students will occasionally make
18 presentations of their accomplishments, the Headmaster will relate important information and
19 field questions from the parents, and guest speakers will be invited from time to time to speak on
20 topics of special interest to families. Efforts will be made to keep PTL meetings from being
21 planning sessions, assigning such work to smaller committees and scheduling these committee
22 meetings to other times. Elections for PTL officer positions is held at the May meeting for the
23 upcoming year, giving the newly-elected officers time over the summer to make plans and work
24 with the Headmaster.

25 Locker Rules

26
27
28 Lockers are provided so that students in the upper grades have more space to store their books
29 and academic materials during the day, especially since students in the upper grades have more
30 books and materials than students in lower grades. Lockers are not the extension of private or
31 personal property of students. Rather, they are an extension of a student's desk which is not
32 capable of holding all the items needed during the academic day.

33
34 All students items — books, materials, coats, shoes, book-bags or back packs — ought not take
35 up any more space than is provided in the student's locker and desk. On occasion, students may
36 need to use the top of the locker temporarily for unusual items. Items may not be left on the floor
37 or other parts of the room. Book bags and back packs must not be any larger than 18" x 14" x 8".
38 Large duffle bags or sport utility bags are not permitted. When items needed for varsity/junior
39 varsity sports take up extra room, they are to be placed *neatly* on top of the lockers and may be
40 in a separate gym bag.

- 41
- 42 1. Locker contents must be neatly arranged.
- 43 2. Lockers may be inspected at any time by faculty. Items such as candy, CD's/CD
44 players, tapes/tape players, MP3s, cell phones, electronic games and other materials
45 contrary to Academy policy may be confiscated if found. Items such as alcohol, tobacco,
46 weapons, or drug paraphernalia will result in suspension or expulsion from the Academy.
47 Lockers will be inspected daily for neatness and organization in the morning prior to
48 classes by the teacher.
- 49 3. Afternoon books and folders are kept in the lockers during the morning hours

1 while morning books and folders are kept in the lockers in the afternoon. Students are
2 expected and required to be organized to the extent that they do not need to return to their
3 lockers during instructional periods. Teachers may refuse to let students go to their
4 lockers if the students have shown a lack of responsibility in thoughtfully attending to the
5 schedule.

6
7 4. Students may not get into lockers of other students without the permission of that
8 student given to the teacher and unless a teacher present. Any student at an open locker
9 of another student without these conditions is subject to discipline.

10 5. Students should not store expensive valuables or precious keepsakes in their
11 lockers, especially not overnight or longer.

12 6. Magnets may be used to hold up a mirror or calendar. Tape and plastic-tac may
13 not be used.

14 7. No pictures are to be on inside.

15 8. No physical modifications may be made to lockers.

16 9. Locks may not be placed on student lockers unless they have been distributed by
17 the academy.

18 10. Locker privileges may be revoked if a student breaks these rules.

19 20 Field Trips

21
22 Any time the students as a group go off campus during the academic day it is considered a “field
23 trip.” Field trips are a natural extension of the curriculum, exploring an aspect of studies not
24 available in the classroom. Field trips are not to be scheduled for amusement or entertainment
25 purposes. A file of recommended field trips is available to the teachers.

26
27 Uniforms are to be worn at all times. Dress uniforms are required for most field trips, e.g. when
28 attending the symphony and art museum. Jeans and tennis shoes may not be worn unless the
29 nature of the activity requires it (a picnic in the park does not qualify, but a nature walk through
30 the woods does).

31
32 If parents or others are driving, a seat belt must be available for each student and all child safety
33 seat requirements must be met. Cars are expected to stay together in traveling to and from the
34 field trip destination. All students should travel to and from the field trip destination together
35 with the class — exceptions *must* be noted *to the teacher* directly in person so that each student
36 can be accounted for.

37 38 Supply Lists

39
40 Supply lists are made available at registration. They are also placed on display at various local
41 stores in Mid July. Please remember that supplies often run out and you may need to restock
42 throughout the school year. Also make sure you have adequate supplies at home so that you
43 child can complete homework assignments.

44 45 Fund Raising 46 (Academy, Class, Club, Publicity)

47
48 Generally, fund-raising is kept to a minimum. The time and energies of our students, parents,
49 and faculty are to be directed primarily towards learning. The chief fund raising drive goes on

1 unobtrusively throughout the year: the Scrip Program. "Scrip" is a gift certificate purchased from
2 the Academy for major stores and services in the area (e.g. J.C. Penney's, Kroger's etc.).
3

- 4 1 No mailings or hand-outs bearing the school logo/letterhead are to be passed out if they have
5 not been cleared or originated from the Headmaster's office.
6
- 7 2 If *all* students are expected to work and produce materials for a project, then the proceeds
8 may also be expected to benefit the *entire* student body, not just a particular class. While a
9 class may request support and donations from other students, families and classes, that class
10 may not plan an academy-wide effort when the benefits are solely for a class trip. The
11 situation might be different if the effort is for a piece of equipment or material which will
12 remain behind for future classes to use, but this must be done with the approval of the
13 Headmaster.
14
- 15 3 Publicity may include: Flyers for Church and Academy doors; FAX broadcasting to media at
16 least 2 weeks in advance, information for academy newsletter, church newsletter, church
17 bulletin.
18

19 After School Supervision

20
21 After the academic day, students who are not in an official extra-curricular supervised activity
22 are either to leave the academy grounds or enter the after-school care program. Students who
23 stay in the after school program are expected to do homework or work quietly on other approved
24 activities. They may not walk in and out of the room, run around the room or cause other
25 disturbances. Extended Care rates are \$3.00 and hour and are added to the families regular
26 monthly statement. Students who are regularly found unsupervised in the building after 3:20
27 p.m. will be charged \$2 for each occurrence — and may be suspended or expelled. There is a
28 late charge assessed to the monthly statement when parents pick their children up later than
29 6:30p.m. (exceptions can occasionally be made if the office is informed ahead of time). Parents
30 and students who regularly fail to abide by these guidelines may be excluded from the before or
31 after school program.
32

33 Telephone Use

34
35 Students' use of the phone is limited to those things which are absolutely necessary, such as
36 illness or injury, a sudden change of after-school activities, or forgotten items necessary for
37 participation in class (textbook, gym clothes, musical instrument). Families are discouraged from
38 using the telephone to make other plans which could have been made the day before. Normally,
39 permission will be given by the teacher to make such calls during non-instructional periods.
40

41 Students will be permitted to leave their classrooms to *answer* the telephone call from their
42 parents only in an emergency such as a death in the family, sudden illness, or the like. In all
43 other cases, the Academy secretary will forward important messages to the student in the
44 classroom through the teacher. Teachers are not to be pulled out of their classrooms for phone
45 calls unless it is an emergency. The secretary will take messages and deliver them to the
46 teachers. Calls may be arranged ahead of time to speak with a teacher during a free period.
47 *Students are not permitted to have cell phones on campus.*
48

49 Bathroom Use

1
2 Trips to the bathroom are regularly scheduled throughout the day so that instruction time is not
3 taken up with interruptions from individual students. If a student has physical weaknesses
4 requiring a more frequent use, the parents must notify teacher in writing. Otherwise, students
5 will have to “pay points” (*i.e.* minutes deducted from recess) in order to go to the restroom
6 during a non-scheduled time at the teacher’s discretion. Students are to use the restrooms without
7 using it as a conference area or for vandalism. Students who are regularly disruptive in the
8 restroom will be permitted to use the restroom only under adult supervision. Students are to
9 wash their hands before leaving, making sure that paper and water are not all over the floor.
10 Teachers may enter the bathrooms if they hear a commotion.

11 12 Speech Therapy and Title I

13
14 Speech therapy is conducted in our building by trained personnel for those who qualify. Also, an
15 instructional aide gives individual assistance to those who qualify for the Title I Program.

16 17 Library

18
19 Our library is well-supplied with a wide variety of good books, magazines, and local
20 newspapers. Books may be checked out on a weekly basis — each class has a weekly library
21 time. Books that are lost or returned late will be fined and charged to the student’s account. The
22 library is staffed by volunteers under the direction of Carol Bieberich. On occasion, classes also
23 take advantage of the Pontiac Branch of the Allen County Public Library located across the
24 street at 2215 S Hanna Street. Parents will be given advance notice to ensure that their child has
25 their library card.

26 27 Music

28
29 At Zion Lutheran Academy, music is not taught merely for the sake of music alone, but is also
30 valued for its part in cognitive development and in teaching the faith. All students are involved
31 with singing and the general music program. Students sing for Matins, Compline and the Divine
32 Service, as well as for special events and contests. Students also sing occasionally at nursing
33 homes and several times a year during the Sunday morning service at Zion Lutheran Church as a
34 way of thanking the congregations for it’s generous subsidizing of the Academy program.

35
36 A recorder ensemble is also available to students.

37
38 An instrumental program is available to students in Grades 4-8 coordinated with other Lutheran
39 Grade Schools by FWALS. There is an extra monthly charge plus an initial enrollment fee
40 payable at registration. The band has special joint practices and concerts from time to time, often
41 at Concordia High School. A “Instrumental Handbook” is distributed early in the year with
42 parent meetings for all interested students.

43 44 Lunches

45
46 Hot, well-balanced and nutritional lunches are prepared and served in our cafeteria. Regulations
47 stipulate that each child receive the allotted portion of each kind of food and that students may
48 not give away, trade, or take food or milk from others. Parents are to encourage their children to
49 participate in the academy lunch program and to try a little bit of everything.

Free and reduced-price lunches are available to those who qualify. Generally, lunches are paid for by the month, though it is possible to make payments by the week or for individual meals. Parents who would like to eat with their children are welcome; they should notify the Academy office by 8:45 a.m. so that extra food can be prepared. Adult lunches are \$3.00.

Students who choose to bring their own lunches should follow these guidelines: A proper lunch has a sandwich which contains protein (meat, cheese, or peanut butter), a fruit and/or vegetable (apple, orange, carrots, celery), a soup or chili, a bag of chips and cookies or snack cake for dessert. Students may not have lunches in the cafeteria purchased from fast food restaurants. Soft drinks are not permitted. Milk (white or chocolate) can be purchased for 25¢ per carton. If any kind of chips are brought, it must not exceed 1½ ounce bag. No candy or gum of any kind is permitted at lunch.

Lost and Found

A lost and found box is kept outside the Academy office. Items not picked up at the end of each semester will be discarded or sold at the annual garage sale. Please make sure that all items brought to school are labeled with your child's name so that missing items can be returned to their rightful owner.

ATHLETIC POLICIES

Inter-scholastic sports at Zion Lutheran Academy are organized for our students at Middle School grade level (Grades 5-8) to increase fitness, dexterity, agility, endurance, character and good sportsmanship. The athletic motto for athletic competitions is "Generous in Victory; Gracious in Defeat." This attitude is manifested by actions such as seen at the Olympics where the winner invites the 2nd and 3rd place finishers to come stand on the top step and where losers are not bitter but praise the winners for their skill in a well-played game.

Zion Lutheran Academy currently offers only boys Jr. Varsity and Varsity basketball for boys and cheerleading for girls. Zion participates with other schools to form teams for competition in the Lutheran School Athletic Association (LSAA) when we don't have enough students to field a sport team of our own.

Grade Level Eligibility

Grade level eligibility is as follows:

Grade	Eligibility
8	Varsity, not JV
7	Varsity, JV only if roster is full with Grade 8 students
6	JV; Varsity only if team roster is below minimum level.
5	JV only if team roster is below minimum
4	JV only if team roster is below minimum; Birth date determines order of eligibility

K-3	None unless other sports program begun
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In the case of rosters falling under the minimum due to academic ineligibility, students from younger grades may step up to fill the minimum level roster requirements until such time as academic eligibility has been restored.

Physical Eligibility

Each student who wishes to participate must have a permission slip signed by the parent or legal guardian. Also, a current physical examination form which has been completed by a doctor must be provided. To be regarded as “current” the physical examination must have taken place no earlier than 60 days prior to the first day of school. This physical is considered valid for 365 days.

Behavioral Eligibility

If a student gets more than 2 in-school discipline referrals to the Headmaster’s office for attitude or behavioral problems, a faculty meeting will be convened in consultation with the coach to determine whether or not a student may be temporarily suspended or declared ineligible to participate in sports as a representative of our Academy. Any student who gets a technical for unsportsmanlike conduct in a game will be barred from playing for at least four games.

Academic Eligibility

The Zion faculty expects that all students are able to maintain at least a “C-“ average unless there are learning disabilities. Having an average below that mark usually means that the student is not doing his regular work or is refusing to be tutored. For this reason, the Academy insists that academics come before athletics, although we believe both a sound body and a sound mind are important for our children. Thus, the Academy has established an academic eligibility requirement.

Students must have maintained a grade point average of 4 points (on our 12-point scale, which amounts to a “C-“ average) on the report card immediately preceding and during the sport season. An “F” in *any* core subject or a “D” in more than one core subject will automatically disqualify the student from Zion’s inter-scholastic sports program. A student who becomes academically ineligible during the 4th Quarter (Spring) will be ineligible for sports during the 1st Quarter (Fall) of the following academic year. Exceptions are made in the case of students who have learning disabilities demonstrated through formal diagnostic testing as long as they continue to show that they are working to the best of their ability.