

PARENT STATEMENT OF ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of the Zion Lutheran School Handbook. I understand it provides guidelines and summary information about the school's policies and procedures.

I also understand that it is my responsibility to read, understand, become familiar with, and comply with the policies and procedures that have been established.

I further understand the school reserves the right to modify, supplement, rescind, or revise any provision or policy from time to time, with or without notice, as it deems necessary or appropriate.

Parent's Signature

Parent's PRINTED Name

PRINT Child's Name

Date

Zion Lutheran School Handbook



Kindergarten-4th Grade

Preschool Four

Preschool Three

Preschool Two

Daycare Services

**“Nurturing and educating children to
become life-long followers of Jesus”.**

OUR HOPE

It is our hope that your child will have a positive experience of care and learning with us. We are confident that with mutual understanding and cooperation in matters presented in this handbook that we shall experience an unforgettable year together. We are both pursuing a common cause, namely, that of bringing a child one year closer to maturity in his/her relationship with God. May the Lord bless your efforts at home and ours here at school as we strive to reach this goal.

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INTRODUCTION

Zion Lutheran School Mission Statement

Nurturing & educating children to become life-long followers of Jesus.

Zion Lutheran School Philosophy Statement

“Train a child in the way he should go, and when he is old, he will not turn from it.” Proverbs 22:6

Every child has been uniquely created by God and is included in His plan of salvation. God has accepted the victory of His Son Jesus over sin, and desires that all children receive this victory through faith and be adopted as His very own children. (Mark 10:14)

God has entrusted parents with the responsibility of guiding their children to a faith relationship which is constantly growing and is lived out according to His purpose. (Proverbs 22:6)

God has also called His church to equip and empower parents by providing multiple Christ-centered opportunities that lead children to faith, that enable children to grow in their faith and share their faith. (Deuteronomy 6:7)

We are privileged to provide a Christian educational environment which assists parents in fostering their children’s spiritual, social, emotional, cognitive, and physical development through play and through hands-on experience. (John 21:15)

Zion Lutheran School Objectives

Our primary purpose is to provide the opportunity for students to find identity, purpose, and power for their life in Christ. Methods of instruction are developmentally appropriate and adjusted, when possible, for individual differences. Our objectives are to guide each child to:

- Recognize himself/herself as a child of God.
- Develop an understanding of God and His love.
- Cultivate an inquiring mind and thinking skills.
- Acquire knowledge and skills in the prescribed curriculum.
- Experience, appreciate and respect God’s creation.
- Develop a positive self-concept.
- Learn personal responsibility.
- Respect the authority of home and school.
- Grow caring relationships by recognizing the right, privileges, and individual differences of others.

With these statements in mind, we recognize that the primary responsibility for your child’s growth in all these areas lies with the parents and most normally occurs within the framework of the home. At the same time, we know that parents, for a variety of reasons, desire assistance in these aspects of care and training for their child.

We are very aware of the fact that we must not and cannot become a substitute for your capable parental direction and wholesome home environment. We are, however, eager to serve and assist you by providing the best possible away-from-home learning environment to augment your child’s growth.

We are a “Christian” school. The word “Christian” does not imply that it is a school for Christians only. It means that we believe Jesus Christ is our Savior, that He died for our sins, and through faith in Him, we have eternal life. We believe that an attitude of love and respect for God and one another is “caught” as well as “taught.” Christian values will be integrated into our daily schedule. Our schedule includes religion, weekly chapel, and all curriculum is

presented through a Christian perspective.

We pray that, with God's help we can work together with families in serving and providing a positive Christian educational experience for our students.

As a ministry of Zion Lutheran Church, our school exists to further the mission and vision of Zion Lutheran Church. Our teachers instruct children in this mission and vision in age-appropriate ways.

Zion Lutheran Church Mission Statement

"Servants of Jesus Building Relationships for Eternity."

Worship: Made God's servants by the Spirit in Holy Baptism, fed on Jesus' body and blood, we are learning to express our relationship with God through faith in His promises and life in community with His people.

Witness: Called out of the darkness of sin, we celebrate our union with Jesus Christ as we live out and speak out His forgiving love toward our neighbors in the world who need His friendship as well.

Study: Servants of the Word by the Gospel's call, we seek to deepen our relationships with Christ and with one another as we examine and apply the Holy Scriptures to our daily lives.

Service: Established as God's servants through faith in Christ, we demonstrate our faith in living, active, eager works of love toward those around us who are in any need.

Fellowship: Gathered by God's commitment to love us, we are learning to know one another at an ever-deepening level so that God's love would come to expression in our commitment to each other in the Body of Christ.

Prayer: Dependent on our Lord for our being and our acting, we prayerfully seek His Spirit's guidance and power for living out our relationships as baptized children of God within His world.

Education: Sitting at the feet of the Master Teacher, we are studying God's Word in Bible Class, Sunday School, Confirmation, and Day School settings so that we are prepared to meet all of life's challenges in the strength and comfort of the Gospel.

ZION LUTHERAN SCHOOL ADMISSION PROCEDURE

Non - Discriminatory Policy

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

Admission Policies

Registration of new students and re-enrollment of existing students will be announced after January of each year. Each student entering 2-year-old preschool must be two years old prior to August 1, in the same calendar year school will begin. In isolated circumstances, the maturity of the child may make it necessary for postponement of enrollment. Such a decision will be made in consultation with the principal, parents, and teachers involved.

A child entering our Preschool 3 must be toilet trained, out of pull-ups, and away from "sippie cup" use.

Registration

The following steps are necessary to complete the enrollment of your child at Zion.

1. Complete the enrollment form with a copy of Birth Certificate (first time enrollment) and Immunization Record.
2. The registration fee must accompany the registration form to reserve a spot for your child at the school. The registration fee is in **addition** to the tuition and is **non-refundable**. All checks should be made payable to: Zion Lutheran School.
3. Kindergarten Students: A doctor must complete a Health Packet: physical, eye, dental forms. (See office for packet)

Registration Fees

Registration fees are required at the time of your child's registration. This fee is in addition to the tuition and is non-refundable.

Preschool	\$250.00
Kindergarten – 4 th Grade	\$200.00

Registration fee payments and open balances from previous ZLS programs must be paid in full before your child can begin school for the year.

Tuition and Fees

Tuition for our preschool classes is the sole responsibility of parents. Kindergarten tuition assistance for students who are members of local LCMS Lutheran churches may be paid by the respective congregations if attendance requirements are met. Exact percentage of tuition assistance paid by each congregation varies and is determined by the respective congregation. It is based on an annual amount. You may pay one annual payment or pay the amount over 9 monthly payments. If paid monthly, the amount is due *by the 1st, and no later than the 10th of each month*. Payments are preferred either by *check, money order or online*. If payment is made with cash, it is your responsibility to get a receipt from the school office staff at the time of payment. All payments are to be placed in the tuition box located outside the school office, mailed to the school, or paid to the school secretary or principal in the school office. Please **do not** hand your tuition payment to a teacher or assistant.

School Tuition

Program	Annual Tuition	Monthly Tuition (August – April)
Kindergarten-4 th Grade	\$8200.00	\$911.11
Preschool 4	\$1975.00	\$219.44
Preschool 3	\$1550.00	\$172.22
Preschool 2	\$750.00	\$83.33

Attendance and Related Information

Regular attendance in preschool through 4th grade programs is recommended for a child to obtain the best benefits in the classroom. If a child is absent, please inform the school office as soon as possible. If your child is enrolled in daycare and eating school lunch, please have them to school by 9:00 am for meal planning purposes.

Delinquent Payments

Delinquent payments could result in a child's loss of classroom time or the loss of extend care service. Payments are considered delinquent if more than two months of school fees are due or more than \$200 of extend care fees are due. Zion Lutheran School is not-for-profit entity and depends on timely payments to meet its day-to-day expenses. Parents anticipating any difficulty in paying school or extend care fees should share their concern with the principal. Failure to resolve delinquent payments prior to the end of a semester will prompt a child's dismissal. Collection agency services may be utilized to collect delinquent payments.

DAYCARE DAILY COSTS AND SCHEDULES

Daycare services are available for children ages 2 through 9 and are students that attend Zion School. Daycare hours are 6:30 a.m. to 5:30 p.m. Daycare staff members coordinate with classroom teachers to ensure classroom learning is reinforced in the daycare setting.

When registering, parents must identify a weekly schedule for care services. This will include what days before and/or after class services are needed and if services are needed on days when classes are not scheduled for their child. This schedule must be maintained week-to-week and will be the basis of a weekly daycare fee. This weekly fee is assessed whether the child attends daycare or not to hold their spot.

When choosing days of attendance please make sure the days circled on the registration form are the ones needed for your schedule. You may change the days free of charge 2 weeks prior to school starting and 2 weeks prior to second semester starting. If changes need to be made at any other time during the school year, a \$50.00 fee will be assessed along with a required 2 week notice prior to changes.

Daycare availability will be communicated prior to holiday weeks to allow parents to sign up for different days and/or hours as necessary and to adjust the weekly fee accordingly.

A two-week advanced written notification to terminate daycare services must be provided to the school office.

Please note daycare will be different in full/part time costs.

- Full time is considered 5 days a week
- Part time is considered 1-4 days a week. The cost for part time will be more per day as noted below.

School Year Daycare Fees 2 – 4 year old's

Age group	Part Time Daily Cost	Full Time Daily Cost
2 year olds	\$37.00	\$35.00
3 & 4 year olds	\$34.00	\$32.00

School Year Daycare Fees Grades K - 4

Age group	AM Care	PM Care
K – 4 th grade	\$5.00	\$10.00

Summer Daycare Registration Fee: \$75.00 due at registration and is non-refundable

Summer 2025 Daycare Fees

Age group	Part Time Daily Cost	Full Time Daily Cost
2 year olds	\$37.00	\$35.00
3 year olds to 3 rd grade	\$34.00	\$32.00

Please note daycare will be different this summer in full/part time costs.

- Full time is considered 5 days a week
- Part time is considered 1-4 days a week. The cost for part time will be more per day as noted above.

Parents Notice: 49444

Zion Lutheran Daycare is a daycare ministry and is not licensed under the laws of Indiana. This daycare ministry complies with the State rules concerning sanitation and fire safety for primary use of the structure in which it is conducted. It is the parents' responsibility to ensure that the nutritional and health needs of their child are met while their child is at the daycare ministry.

Class and Daycare Assignments

If there are special needs and/or requirements that should be considered when class assignments are made; parents must have a 1-on-1 discussion with the ZLS Principal by no later than May 1st. While attempts will be made to accommodate these requests, please remember that NO GUARANTEES are automatic. Parents who have paid registration fees in full will be notified of official class assignments mid-summer prior to the start of school.

Lunch & Snacks

Zion serves well-balanced meals; the cost of each meal is \$3.75. You may monitor your child's lunch account balance in our student information system. All lunch money deposits must be sent to the school office, placed in the drop box, or paid online. Reminders will be sent out if your child's account falls into a negative balance.

Monthly menus will be posted in each room within the school, sent home, and posted on our school information system.

All children, including daycare children, will need to purchase or bring lunch from home.

Lunch is NOT served in the summer.

Parent Involvement

There are opportunities for parents to be involved in a variety of activities sponsored by Zion Lutheran School and Daycare. **Parents are asked to volunteer their time to assist at some school events and fund-raising projects.**

PRESCHOOL FOURS TO FOURTH GRADE

School Choice Vouchers Scholarship Program: Scholarship Granting Organization (SGO) and School Choice

Parents of students enrolled in but not yet attending kindergarten at Zion Lutheran School can apply for a scholarship to reduce the cost of their child's education. Scholarships are available

due to the generosity of Zion Lutheran Church members and other supporters of Zion Lutheran School. Donations designated for Zion Lutheran School scholarships are maintained by the Lutheran Scholarship Granting Organization (SGO) of Indiana and are thus referred to as SGO Scholarships.

Zion Lutheran Church members, other church members and those without a church affiliation who have a child enrolled but not yet attending kindergarten at Zion Lutheran School are eligible to apply for an SGO Scholarship. The SGO Scholarship applications are available at the Zion Lutheran School Office. To be considered, a completed SGO Scholarship application must be submitted to the school office. Recipients of an SGO Scholarship will be notified by mail during the summer months.

All SGO Scholarship applications are carefully reviewed by a select, small group of Board of Zion Lutheran School members. Each applicant's financial need and unique circumstances are considered and kept confidential. Since Christian education is an integral part of Christian life, parents may consider school tuition as a portion of their church tithe. A tithe is ten percent of a person's income and is based on the biblical guideline for Christian stewardship and offerings. For more information about SGO Scholarships, please contact the Zion Lutheran School principal at 812-522-5911, Ext. 713.

If you have a sibling who received either a Choice Scholarship or scholarship award from an approved Scholarship Granting Organization (SGO) in a preceding school year, then your family should apply for the School Choice Scholarship. Please call the school office for more information.

School Choice Vouchers

Zion Lutheran School participates in the Indiana Department of Education School Choice program. Families must comply with all School Choice requirements to be eligible to receive state monies available through the School Choice program and out Scholarship Granting Organization. Since the voucher is less than the full tuition amount per child, excess costs must be paid by the family or sponsoring congregation. The following stipulations apply:

- Applications for School Choice Scholarships are not recurring, and a new application must be submitted by September 1 of each school year.
- In the event a student transfers during the year or is expelled, the School Choice Scholarship is school specific and cannot transfer to another school.
- At no time will the congregational assessments and state vouchers exceed the tuition cost of educating a student. Parents/guardians may be responsible for additional fees or tuition beyond the Choice Scholarship amount.
- Community member families qualifying for a voucher will be accepted based upon the admittance interview and the number of seats available.
- In the event fewer voucher seats are available than approved voucher applicants, a random drawing of voucher applicants will occur to fill the remaining seats. The principal will conduct the drawing in the presence of at least the school board director and on one other school board member or pastor of Zion Lutheran Church.

Curriculum

Our curriculum is Christ Centered, supporting our aims in education of the whole child, spiritually, mentally, and emotionally. In keeping with our Christian philosophy of education,

Zion Lutheran School meets or exceeds the requirements of the Indiana Department of Education, the Indiana District and the Lutheran Church Missouri Synod regarding curriculum. Religion is taught in addition and permeates each course of study at each grade level. In addition, students attend a weekly chapel service.

The required areas of learning are:

Religion: Bible stories, memory work, church history, and Christian Doctrine

Language Arts: Reading, literature, writing, grammar, spelling and handwriting

Math: Number and operations, algebra, geometry, measurement, data analysis and probability

Phys. Ed: Motor skills and physical health

Science: General science, introduction to biological science; earth science and physical science

Social Studies: History (Indiana & United States), world geography, government, and cultures

Computer: Keyboarding skills, proficiency in word documents, excel spreadsheets, slide presentations and internet usage

Art: Activities using imagination and creativity using drawing, coloring, painting and sculpting

Drop Off: 7:50 AM Pick Up: 3:00 PM

Parents may use the carline or walk children in/out. Kindergarten through 4th grade may also use the SCSC bus from Immanuel to Zion. Any questions regarding buses should be directed to SCSC bus garage 812-522-8579.

Parent Conferences

Parent-Teacher conferences provide an opportunity to discuss your child's growth and progress. All classes have scheduled conferences in October of each school year. However, teachers or parents may request additional conferences at any time during the school year. Parents are encouraged to contact the teacher immediately if any concerns arise.

PRESCHOOL CURRICULUM

Curriculum

Our curriculum is Christ Centered, supporting our aims in education of the whole child, spiritually, mentally, and emotionally. In keeping with our Christian philosophy of education, Zion Lutheran School meets or exceeds the requirements of the Indiana Department of Education, the Indiana District and the Lutheran Church Missouri Synod in regard to curriculum. Religion is taught in addition and permeates each course of study at each grade level. In addition, students attend a weekly chapel service.

Religion: Bible lessons, discussions, and related activities

Music: Songs and poems related to discussion in other subject areas

Art: Activities using imagination and creativity using drawing, coloring, painting and sculpting

Phys. Ed: Supervised learning of games and simple sports

Science: Study of the world around us

Math: Introduction to numbers and counting

Language: Reinforcement of the alphabet and usage of language skills in relating to others

Social Studies: Introduction to customs, holidays, geography, and safety rules

Preschool Drop Off/Pick Up: Parents may use the carline or walk children in/out.

Morning Preschool Classes 7:50 AM 11:00 AM

Afternoon Preschool Classes 11:50 PM 3:00 PM

All 2 - year old's - 4-year old's are encouraged to be dropped off/picked up by carline.

SCHOOL POLICIES

Board of Zion Lutheran School Open Attendance Policy

The Board of Zion Lutheran School practices openness with school information and decision-making. Thus, all regular meetings of the board shall be open to staff, congregational members, parents, and friends, who may attend and observe board meetings. Once all agenda items for the board meeting have been completed, time may be offered to those non-board members in attendance to address the board.

However, executive session or "closed" board meetings may occasionally be called to address sensitive issues such as personnel or legal matters. Information from executive sessions must be maintained by each board member as confidential and is NOT allowed to be discussed with anyone (including spouses) outside the board.

Occasions may arise when parents/guardians have an issue of concern. In these cases, parents must follow the Appeals Process from the Zion Lutheran School Handbook. If the issue is not resolved through these procedures and additional attention is deemed necessary, the individual(s) may request in writing (in advance) with the board director to address the issue with the board at their next regularly scheduled meeting. A board response will be provided by the board director, subsequent to the meeting.

Toys

Toys and other personal items are not needed at school. We have a great variety of play material and equipment. No toys brought to school will be allowed in the classroom. Please check your child's book-bag regularly.

Special Occasion Deliveries & Birthday Policy

We feel that special occasions, such as birthdays, are very special for our students. It is our policy not to have flowers and/or other items delivered to the students during the school day. Thus, we ask that no deliveries to the school be arranged. However, the teachers do make sure that each child is recognized on their birthday. Parents can send food items for birthdays in unopened packages that list the ingredients of the food items, they should also meet nutritional guidelines. Please consult the teacher before sending in items.

Outdoor Play

We feel that outdoor play is an important aspect of social development. Weather permitting, we will spend a portion of most sessions in play outside. During the winter months, this time period will be no longer than 10-15 minutes. Classes may go outside if temperature is 25 degrees or above. Please send appropriate outerwear for your child to make this an enjoyable experience.

Field Trip Policy

Daycare and classrooms will be authorized to take occasional field trips off the Zion Lutheran School grounds. However, all such trips will require parent drivers. If a large enough group is going, we will use a Seymour Community Schools Corporation school bus and all children will be expected to ride the bus. While the number of chaperones per trip will be approximately two (2), the classroom teacher will make these arrangements in advance and as appropriate. The only exception to this policy will be if any ZLS classes walk to the Lutheran Community Home across the street for caroling, etc. **Parents will be charged field trip fee costs, if any, at the time of each field trip.**

Reporting Changes

Emergency cards with contact information, etc., are kept for each child in their individual classroom and daycare room. Parents are responsible for reporting any changes to the school office as soon as possible.

Tuition Payments

Delinquent payments beyond two months or greater than \$200.00 could result in the loss of program spot for your child. We are not-for-profit organization and depend on these regular payments for our daily operation expenses.

Returned Check and ACH Transactions

A \$10.00 service fee will be charged on each returned check and declined ACH transactions. Checks and ACH transactions may be submitted twice for collection. If the check does not clear after the second submission, replacement must be paid with cash or money orders. After SECOND returned check per account, only cash payments or money orders will be accepted for the remainder of the school year.

Potty Training (ages 3 and up):

A potty-trained child is a child who:

- Can tell an adult they have to use the restroom.
- Can independently remove their clothing.
- Can wipe themselves.
- Can get on and off the toilet by themselves.
- Can wash and dry hands.
- Does not wear diapers.

If a child has three or more accidents within a three-week timeframe, a probationary warning will be issued. If another accident occurs during the probationary period, the child will be required to stay home until securely potty trained. The child's place will be held for the remainder of the month. There will be no refund of tuition for the remainder of the month.

Dress and Jewelry

Please dress your child for:

1. Comfort and Ease - Keep in mind the types of daily activities for your child simple clothing

that is free of complicated fastenings can eliminate many accidents.

2. The Weather - The children play outside every day when the weather permits. Please provide a warm coat, boots, mittens or gloves, and a hat or hood in the winter. Please provide a sweater or jacket in the spring and fall. Please dress your child in cool, comfortable clothing in the summer.
3. Safety –
 - a. Your child must wear closed toed shoes. Athletic or similar type shoes provide the best protection for your child.
 - b. Hair accessories and jewelry (especially dangling earrings, necklaces, and those items with beads or charms) are highly discouraged since they pose a choking and strangulation hazard in an early childhood school environment.
 - c. The school is not responsible for loss, damage, or harm if these guidelines are not followed.
4. Conformance - with one's biological sex.

Remember to label all items your child brings to Zion Lutheran School. (Jackets, backpacks, etc.)

Recess Policy

Please do not ask the teacher that a child stay in for outdoor play. Both teacher and assistant must accompany the group for outside play. If you feel your child is unable to play outside due to a recent illness, please keep your child at home.

Disease

The school strives to guard the health of its students. To minimize the danger of spreading disease, a child showing signs of illness (sore throat, rash, etc.) should be kept at home until the condition is corrected. The same applies to children who have a severe cold or cough. Students must stay home until he/she has been without a fever for 24 hours without medication.

Illness

If your child is sick, has vomited or has had fever in the past 24 hours, please do not send him/her to school.

This is for the well-being of your child, their classmates, and the teachers. If your child does not feel well at home before school, have him/her stay home. Should signs of a serious illness arise while the child is at school or an accident occurs, the parent/guardian will be contacted for further direction. An emergency card is kept on file. Please update the emergency card if there is a change in phone number, address, etc.

Immunization

State Law also prescribes certain immunizations to be given at various ages. When a child enrolls in a school for the first time or any subsequent time and at any level, his parent's must show either that their child has been immunized or that a current medical or religious objection is on file. Please contact your family physician or the health department for a complete and current immunization schedule.

Medicine Administration

Teachers are not allowed to dispense prescribed or over-the-counter medication. Parents of children taking medication will need to make arrangements in the school office. The administration requires that all medication be accompanied by a written note describing the medicine, giving the reason for taking it, times for the medicine to be dispensed, and the duration of the treatment. If the medication is prescribed, it must be in the original container or be accompanied by the physician's order. Long term medications should include a physician's order and a permission slip to be kept in the students file. Students may carry medicine for chronic illnesses such as asthma. Cough drops are not permitted.

First Aid

First aid will be administered immediately to any child who suffers a minor injury. In the event of a major injury, or what is thought to be a serious injury, a parent will be notified and/or emergency services contacted.

Discipline and Conduct

We believe an integral component of discipline is the Gospel of Jesus Christ. The Law accuses, pointing out our sinfulness. The Gospel forgives. Within the philosophy of Christian education, a child needs to experience the forgiveness of his/her teacher and be reassured of Christ's forgiveness.

Teachers make every effort to treat all children in accordance with God's Word. It must be understood, by students and parents alike, that students respect their teachers under the rule of the Fourth Commandment. Student conduct and attitude at Zion is expected to be of the highest Christian quality both in school and when involved in co-curricular and extracurricular activities. Students are expected to conduct themselves in a manner consistent with the school philosophy and goals and serve as ambassadors for the school.

The Law states that a fundamental goal is the educational development of all persons to the limit of their capabilities. However, when citizens act irresponsibly, violate the rights of others, or present actual or threatened danger to persons or property, they are subject to the loss of some of their rights.

Such is the case with the right to an education. When a student commits an act of gross disobedience or misconduct as defined by the Board, the student's right to an education may be temporarily withheld. Except for cases of serious misconduct, the following sequence is used to correct problems:

Classroom Procedures/Rules

Each classroom teacher has classroom procedures and consequences in cases of misconduct or misbehavior.

1. The student may be subject to a "time out," "sitting out of an activity," "putting their head down," "turning a card," or some other consequence.
2. Parents may be contacted.
3. Students may be sent to the principal.

Out-of-School Suspension

Out-of-school suspension is the removal from the school environment for periods of short

duration. The principal, for gross or repeated infractions of school rules, regulations, policy or the law, will impose this suspension. All incidents will be documented and presented to the student and parents. School work must be completed and will be turned in when the student returns to school.

In cases of serious misconduct, the school may not deprive a student of rights via a suspension or expulsion without due process. A student is entitled to and shall receive due process and will be allowed to present a defense, to explain the circumstances of the action in question, or to attempt to prove innocence. In the event of serious infraction, the student will remain suspended pending a hearing with the board to determine whether the child will be expelled. This meeting will be held at such time as board members are reasonably able to assemble. The decision of the board is final.

The offenses resulting in any type of suspension will be determined by the principal but are not limited to: repetitive or flagrant disobedience, misbehavior or misconduct; excessive disruption of classroom procedures; use of obscene or vulgar language (written, verbal, or gestured); disrespect toward staff; intimidation; stealing; physical harm to others; or activating a false alarm.

Following any suspension, before returning to class, the child and parent will meet with the principal. Students returning from suspension are on probation for the remainder of the school year.

Expulsion

Expulsion is the removal of a student from the school environment, which includes, but is not limited to, classes and activities. Only the board may remove a student from the school environment in this manner. Students may be expelled for violations of board policy, school rules, or the law.

When a student is recommended for expulsion by the board, the family is provided with:

1. Notice of the reasons for the proposed expulsion.
2. An oral or written report on the facts.
3. An opportunity to present a defense against the charges on the student's behalf. The results of the board's findings will be in writing and open to the family for inspection.

Preventing Bullying Behavior

Zion Lutheran School defines bullying as the deliberate repeated intimidation or harassment that causes a reasonable student or staff member to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying in any form, is considered unacceptable by Zion Lutheran School. This relates to instances involving children, staff, or parents/guardians. Any behavior that is considered to amount to bullying will be recorded and addressed with the individual concerned or with the parent/guardian.

Persistent bullying which cannot be resolved may result in the child being excluded from school and extend care. Refer to the **Suspension and Expulsion** sections.

Repeated instances of behavior that amount to bullying of staff by users of Zion Lutheran School will result in the family being excluded from the school and extend care.

Responding to Bullying Behavior

Zion Lutheran School acknowledges that despite all efforts to prevent it, bullying behavior can occur on occasion.

Should such incident occur, the staff will respond with the following principles:

- Show the children who have been bullied genuine concern and act upon that concern
- Address incidents thoroughly and sensitively
- Intervene to stop the child who is bullying from harming the other child or children
- Reassure them that what they say will be taken seriously and handled sympathetically
- Help the child who has done the bullying to recognize the impact of their actions and why his/her behavior is not acceptable.
- Make sure that children who bully receive positive feedback for considerate behavior and are given opportunities to practice and reflect on considerate behavior
- Support the individual who has been bullied, reassure them of their care and safety, keeping them under close supervision, and checking on their welfare regularly
- We do not label children who bully as “bullies”
- Discuss what has happened with the parents of the child who did the bullying and work out a plan with them for managing the child’s behavior based on Proverbs 13:23, 22:15, 23:13, 14
- Share what has happened with the parents of the child who has been bullied, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving
- Incidents of bullying will be recorded on a behavior record or log
- Serious incidents of bullying will be reported to the School Director. If bullying behavior persists it may result in the child being excluded from school on a permanent or temporary basis. Refer to the **Suspension and Expulsion** sections.

Counseling Services

Zion Lutheran School is committed to developing each student's spiritual, academic, physical, and emotional well-being. As part of that commitment, Zion has partnered with Concordia Counseling: A Lutheran Outreach Ministry. The mission of Concordia Counseling is to spread the Gospel of Jesus Christ through Biblically sound and clinically effective counseling services. Through this partnership, staff, students, and families have access to professional mental health services in the comfort and convenience of the school setting. Our flexible program increases the opportunity for early and effective intervention by reducing barriers and keeping the student and family's needs at the center. Our licensed mental health professionals have experience working children, navigating confidentiality, and building relationships essential to successful outcomes. Services may include classroom guidance lessons, brief and solution-focused individual sessions, small group support with students, family meetings, and teacher resources. Parents with questions, concerns, or an interest in receiving services for their child may contact our counselor by contacting the school office.

To learn more about Concordia Counseling please visit: www.concordiacounseling.org

Late Pick-Up

Our teachers devote many hours in preparation to make your child’s school experience a positive one. Out of respect for both your child and their teacher, please pick up your child promptly. **We have a policy that if you pick up your child late, a fee of \$.50 per minute will be charged to you.** You will pay your child’s teacher directly as she would be the day

care provider during that period. When you know you are going to be late, please take time to call the school to let us know. Every child becomes anxious when their parents are late. This policy includes children being picked up from daycare.

School Closings:

In case of inclement weather or an act of God, parents will be notified via a message from the student information system. You can also check the school's status via our website <http://www.zionschoolseymour.org>. ZLS daycare services will be provided on these school closure days to those families who normally use these services. **However, if the county is in the red and school administrators feel it is too dangerous to travel daycare will be shut down as well.**

Delayed Start Days

In case of a two-hour delay all preschool morning classes will be cancelled.

- Kindergarten-4th Grade Classes – will begin at 10:00 a.m.
- All Afternoon Preschool Classes – will be OPEN normal hours.
- Daycare – will be open normal hours.

Evacuation Plan

If our building must be evacuated due to fire or other hazard, we will exit the building using the nearest accessible door and will meet in the areas as posted on our Fire Evacuation Plan. Once all children have been accounted for and we are cleared to re-enter, we will notify parents of the situation via telephone.

If our building catches fire or is otherwise damaged during operating hours, we will contact a parent, guardian, or emergency contact. If a family member cannot be reached, children will be moved to a safe location and a notice will be posted. Monthly drills are conducted to practice these procedures.

In the case of a temporary evacuation, the students in our program will be moved to the Lutheran Community Home, 111 Church Avenue, Seymour, Indiana. You will be notified and given a reasonable amount of time to pick up your child. Administration of the LCH, will provide care for children, should our staff be incapacitated. In the event of severe weather, students will be evacuated to the church basement. Once all children have been accounted for; we will notify parents of the situation via text broadcast. If we cannot re-open after an emergency, parents will be notified via text broadcast.

Transportation Policy

Parents are responsible for transportation to and from school. Bus transportation is available to *kindergarten students only* through the public-school bus system. Questions concerning bus routes should be directed to the SCSC Transportation Department at 812-522-3340.

Pest Control Policy

Parents may register at the school office for prior notice of pesticide applications. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.

Scripture Instruction in the Classroom

The first several pages of the handbook explain our religious purpose, mission, and beliefs.

Zion Lutheran School is a ministry of Zion Lutheran Church, which is a member of the Lutheran Church - Missouri Synod. As a member congregation (and its associated school), we believe, teach, and confess without reservation the doctrines (teachings) of God's Word (the Holy Scriptures) and practice them in every area of our school ministry.

For example, if a question regarding biblical lifestyles arises in chapel or in your child's classroom, the pastor/teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our beliefs, the teacher's answer may create conflict in your child's heart and mind.

You may learn more about our biblical teachings through our church website (zionseymour.org) and especially through the LCMS website (lcms.org). You may also contact Zion's pastors for more information or to discuss any concerns that you may have about our teachings.

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

Staff to Child Ratio

Staff to child ratios and group sizes will always be followed.

- Twos = 1 adult to 5 children, maximum group size of 10.
If all children are at least 2 ½ = 1 adult to 7 children, group size of 14.
- Threes = 1 adult to 10 children, maximum group size of 20.
- Fours = 1 adult to 12 children, maximum group size of 24.
- Fives & Kindergarteners = 1 adult to 15 children, maximum group size 30.
- Six - Fourth Graders = 1 adult to 20 children, maximum group size 40.
- If ages are mixed, the staff to child ratio for the youngest child in the group is followed.

SAFE CONDITIONS POLICY

Confidentiality

Written policy protects the rights and privacy of children and parents/guardians in the areas of personal information, health and medical history and other pertinent information. Staff members adhere to the confidentiality of such information.

Affection toward Students

Staff and teachers may hug students but must refrain from hugging a child who does not want to be hugged, or any child whose parents have asked the staff not to do so.

Staff and teachers may not kiss or tickle students or pat them on the bottom.

While infants and toddlers can be held on the lap, older children should not be held on the lap except for occasional comfort or if they are sick or distraught. In any case, the holding should not be for a prolonged period, and teachers should take care that they are not holding any one child all the time. Teachers should also refrain from holding and carrying children around for prolonged periods of time without reason.

Authorized to Pick Up a Child

Parents are required to identify in writing the names and relationships of people who they authorize to pick up their child.

Parents must also identify the names and relationships of people who are not authorized to pick up their child. However, one parent may not list the other parent as “unauthorized” unless a copy of a court order is on file at the school. Updated court orders must be submitted when changes have been made to the order.

Parents may call the school to give verbal authorization for someone not on the list to pick up their child. The person picking up the child will be required to show photo ID upon picking up the child.

Authorized to Visit a Child

Zion Lutheran School has an open-door policy and welcomes parents to visit their child in the classroom at any time, but the visit may not interrupt the class. During the visit, the teacher will continue with the scheduled activities and will not be available for discussion.

Parents may call the school to give verbal authorization for other family members to visit a child’s classroom.

Teachers are prohibited from allowing unauthorized people to enter the classrooms or take a child out of the classroom.

Building Security

All entry points to Zion Lutheran School are kept locked throughout hours of school operations, and can only be opened by a key fob issued by the school office or a member of the school staff. Zion Lutheran Church and School employees should not let parents and visitors through any entrance except the main school entrance.

The office assistant and other staff must be observant and attentive to the surroundings and every single person who comes to the door. They should know or be familiar with the parents and family members and be alert to anyone they do not recognize.

The door should not be opened to any visitor whom the staff does not recognize or feel comfortable about. The office assistant or other staff person should talk to the visitor through the intercom to discern whether the door should be opened.

Daycare administration will conduct regular building sweeps to ensure there are no security breaches and will fill out a report noting any unusual findings.

Child Sign In and Out

For fire as well as security, Zion Lutheran School must have a count and the names of every person in the building at all times. To ensure this policy, parents, or other authorized adults must sign their child in and out each day.

Children in Non-Approved Spaces

Staff and teachers are prohibited from taking a child outside, in a vehicle, or off the premises for any reason other than scheduled playtime. Staff and teachers are prohibited from taking a child with them on their personal time, and may not take them into non-daycare spaces such as church offices or the kitchen.

Classroom Arrangements

Classrooms and sleeping areas must be “open” with a clear line of vision. The rooms and spaces cannot be obstructed by wall panels, furniture, or other items.

Indoor Safety

Indoor Safety The daycare ensures the safety of children inside the building by following these procedures:

- Non-authorized people are prohibited from being in the classrooms or from having contact with the students.
- The building is kept securely locked and monitored for non-authorized access to the classrooms and students.
- Cleaning supplies and other hazardous materials are kept out of view and reach of children.
- Classrooms, restrooms, cafeteria, and other areas occupied for daycare use are kept clean and in a sanitary condition at all times.
- Toys, furniture, and other equipment used by children are washed and sanitized on a weekly basis, or immediately if they become contaminated or soiled.
- Toys, furniture, and other equipment used by children are kept in good condition and removed if broken, loose, rusted, splintered, etc.
- Discipline policy is followed to prevent children from physically hurting one another.
- Children are always in the care and supervision of authorized adults and are accounted for throughout the day by the sign in and out process and by conducting head counts.
- Repairs, construction, remodeling, and painting are done only during non-daycare hours, or during times when the children are not present in the areas where the work is being done.
- Children are not permitted to go up and down the stairs without adult supervision and or assistance.

Outdoor Safety

Outdoor play is scheduled daily for all children at Zion Lutheran School unless the weather or air quality poses a safety or health hazard, or your child has a health-related reason to remain indoors and the reason is documented by you or a doctor.

Staff-to-child ratio applies on the playground and other outside play areas. The daycare strives to ensure that even if a group is small, there are always two adults outside due to additional and different types of risks and hazards.

Inspections are conducted to ensure that the playground is kept free of glass and other hazardous items, and the playground fence and equipment are in good condition (not rusted, broken, splintered, loose, etc.)

Teachers are instructed to engage with the children during play and be alert and watchful to the surroundings of anyone walking the path or approaching the fence.

Teachers are instructed to always count students when going outside and again before coming back inside.

When in outside areas other than the playground, students are monitored closely and kept at a safe distance from moving vehicles in the parking lot.

SUGGESTIONS

You can help your child to have an enjoyable school experience by keeping the following suggestions in mind:

- Make him/her feel secure and always wanted.
- Teach him/her to pray and pray with him/her.
- Go with him/her regularly to church and Sunday school.
- Sing with him/her and read to him/her.
- Let him/her make things with their hands.
- Do not threaten him/her in connection with school or their teacher.
- Show an interest in what he/she does. Do not make fun of him/her. Laugh with him/her but not at him/her.
- Do not compare him/her with other children in the family, school, or neighborhood.
- Remind him/her to say “please” and “thank you,” and to observe other courtesies.
- Teach him/her to take care of his/her belongings.
- Send him/her to school regularly.
- Provide him/her with a good breakfast or lunch before sending him/her off to school.
- Arrange regular sleeping hours for him/her.
- Dress him/her appropriately in washable, comfortable clothing.
- Teach him/her to give his/her full name, address, and phone number.
- Teach him/her to attend to his/her own toilet needs.
- Teach him/her to put on and take off his/her own coat.

STAFF

Our school employs qualified, caring personnel who are trained to work with young children. All Kindergarten teaching positions are held by teachers with a four-year degree in education. Our staff for the 2025 – 2026 school year included:

Principal:

Mrs. Kimberly Sullivan

Administrative Assistant:

Mrs. Malinda Bicknell

Pastors:

Rev. Jeffrey Stuckwisch

Third/Fourth Grade Teacher:

Mrs. Breanna Klinge

Second Grade Teacher:

Mrs. Tammy Galloway

First Grade Teacher:

Mrs. Peggy Stark

Kindergarten Teacher:

Mrs. Stacy Wright

Music Teacher:

Mrs. Becky Grelle

Preschool Teachers:

Mrs. Autumn Hill

Mrs. Johnni Hoene

Teacher Aides:

Mrs. Candy Speer

Mrs. Jenny Pridgen

Mrs. Nikki Gossar

Lunch Coordinator:

Mrs. Kate Trimpe

Extend Care Director:

Mrs. Shelby Guinn

Extend Care Providers:

Mrs. Ashley Brown

Mrs. Yoko Huff

Mrs. Candy Speer

Mr. Justin Hall

Mrs. Tomomi Takeuchi

Ms. Cheyenne Cockerham

Mrs. Justis Raisor

Ms. Kiana Jackson

Board of Zion School:

Mr. Joe Franke - Director

Mrs. Elizabeth Tape

Mrs. Stacie Allman

Mrs. Holly Kleman

Zion Lutheran Church
and
Zion Lutheran School
1501 Gaiser Drive
Seymour, Indiana 47274

Phone:
School: 812-522-5911
Church: 812-522-1089

PLEASE JOIN US FOR:
Sunday Worship Services
8:00 & 10:30 AM

Sunday School and Bible
Study
9:30 – 10:15 AM

Wednesday Worship Service
6:00 PM

Zion Lutheran School:

Regular Office Hours: 8-3:30

Summer Office Hours: M/W/F 8-12:00

812-522-5911