

THE ARMOR OF





Parent/Student Handbook

Zion Lutheran School

**14735 Co. Rd 153
Cologne, MN 55322
(952) 466-3379**

David Gosa, Principal
(Revised 2011)

*A reference handbook of the policies of Zion Lutheran School.
Please keep this book for the duration of your student's enrollment at Zion.*

GOD'S MIGHTY WARRIORS- *PUTTING ON THE ARMOR OF GOD*

Dear Parent's and Students,

August 2011

Welcome, or welcome back, Zion Lutheran School. We have a deep sense of community here, building on the traditions that have been fostered through our Church and complemented by the congregation.. At Zion Lutheran School we are inspired by the Word of God and so I urge you to read this handbook and reflect on its meaning as you enter into this important phase of your child's development.

Our 2011-2012 school year theme is God's Mighty Warriors-Putting on the Armor of God. According to the bible, a battle rages between the spiritual followers of Satan and the followers of god. In the end we know that god will win the war, but in the meantime, our adversary, the devil, is deceiving multitudes of people. The bible instructs us to guard and arm ourselves against the attacks of the devil, specifically with the armor of god. Our theme will help the children to 'put on' the armor of god, the reality of the devil, and how god provides protection against the devil's attacks, as well as practical teaching on how children can stand firm in their faith.

The Parent-Student Handbook contains information about the school day and policies that are necessary in its day to day operation. The goal at Zion Lutheran School is to provide a Christ centered education, and striving to reach this goal is a cooperative effort on the part of the students, teachers, administrators, parents and community. We would like parents to become actively involved in school activities.

We will encourage all of our students to strive for academic excellence, good citizenship, and be an active participant in school activities. Students will be expected to demonstrate good conduct and to be responsible for completing class work and all homework assignments. Only with parent cooperation can we continually assist your child in obtaining a high quality education.

I encourage parents to be active in school activities, to volunteer when possible, and to stay informed about your child's progress at school. We will communicate to you on a regular basis through notices, newsletters, etc.

Please read this handbook carefully with your child(ren). Your knowledge of the material in this handbook can help eliminate misunderstandings that could develop during the school year. If you have questions or concerns on the operation of our school please contact a staff member or myself, for further clarification. I look forward to a great year of learning at Zion Lutheran Lutheran School.

May God bless us as we seek to do the will of our Savior,

David Gosa-Principal

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1 Our Commitment

EDUCATING CHILDREN has been a long-term goal of Zion Lutheran Church. Zion school uses this unique ministry with the goal of sharing the caring Christ. The faculty's care for children goes beyond simple or programmed techniques. Their caring stems wholeheartedly from their commitment to model Jesus Christ. They teach joyfully about the most caring of all times, the death of God's Son on a cross for the sins and forgiveness of the entire world. Central to every caring act of every day in Zion Lutheran School is Christ's love. When the children learn they are loved, by God and others, they learn to love Him and each other thereby having their lives touched forever.

ZION LUTHERAN SCHOOL is a Lutheran Christian school with pre-school through grade eight. The school is maintained and supported by Zion Lutheran Church, 14745 County Road 153, Cologne, MN 55322.

THE COMMITMENT OF ZION CONGREGATION - Many years ago Zion Congregation expressed its commitment to our Lord's mission in the paragraphs of its constitution. Article XII includes the following statement concerning Christian Education: "The Congregation shall maintain a Christian Day School at all times. It shall be the duty of the parents to send their children of school age to the Christian Day School, or otherwise provide for the sufficient instruction of their children in the Word of God."

AS A RESULT - Out of this basic pledge has come Zion's excellent program of Christian Education. A major emphasis of that program has been the Christian Day School, the finest means of training in the Word of God for Life!

The Voters Assembly of the congregation and its duly elected Board of Christian Education exercise control and supervision of the school. The Principal of the school acts as the agent of the Congregation and the Board of Christian Education in the direct administration and supervision of the school.

2 Our Philosophy and Mission

PHILOSOPHY STATEMENT - Every child born into the world is first of all God's child, endowed with an immortal soul destined for eternity, therefore, it is our belief that the one cardinal objective of education, to which all others point, is to develop devotion to God as our Creator, Redeemer, and Sanctifier, whose love moves us to show our love for Him in every act, thought, word and desire of our daily life. As Christ is the center of our lives, so He is also in, with, under, and through our educational philosophy. To bring about such development, it is our constant aim to promote each individual pupil.

MISSION STATEMENT: The Mission of Zion Lutheran School is to "Feed My Lambs" through the teaching of the Christian Faith and guidance in the Christian Life for personal growth and development.

FAITH LIFE - Increased knowledge and understanding of the Bible. Increased dependence upon the Father as Creator and Preserver of life; and the Holy Spirit as the source and strength of faith and the New Life.

SANCTIFICATION - Service to God through worship, prayer, and mission endeavor. Service to the church through talents, time, treasures and testimonies. Service to his fellowman by living "as unto Christ."

PERSONAL LIFE ADJUSTMENT - Training for the maximum physical and intellectual capabilities of each pupil, with due recognition for individual differences, through the various stages of development.

A GOOD EDUCATION IS THE BEST INVESTMENT - "You parents cannot prepare a more dependable treasure for your children than an education in the liberal arts. House and home burn down and disappear, but an education is easy to carry with you at all times." Martin Luther.

3 ENROLLMENT POLICY

3.1 STATEMENT - Zion Lutheran School admits students regardless of 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 on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs. Exceptions to admittance may be encountered when a student presents a need for which the school is not equipped and for which the teachers have not been trained. Students will receive a Lutheran education and we urge parents with no church affiliation to attend services at Zion in order to gain understanding of the teaching of the Christian faith.

3.2 AGE REQUIREMENTS - Children entering Kindergarten must reach the age of five before the first of September, children entering First Grade must reach the age of six before the first of September. Pre-School children must be at least three years of age.

3.3 NEW STUDENT ENROLLMENT - New students are always welcomed. Application for enrollment for grade 1-8 may be made to the Principal, Mr. David Gosa. Applications for Kindergarten and Pre-School may be made to Mrs. Jean Lindquist, Early Childhood Director. The Board of Education gives final approval on all applications. The following procedure will be followed for new families.

1. Parents will complete an enrollment form.
2. Parents will meet with Principal/Early Childhood Director for conference.
3. Principal obtains information from the previous school or teacher, especially in the case of students above grade one.
4. The principal will make formal notification of admission, or denial of admission through a written letter to parent(s).
5. A new student will be on probation for one marking period. Probation implies that a student may be asked to leave the school without following the formal channels of a student who is not on probation.

FULL ADMITTANCE - The principal will consult the classroom teacher and make a personal observation in the following areas.

Spiritual - The student is open to the religious instruction.

Socially - The student conforms to discipline procedures outlined in the Parent/Student handbook.

Academically - The student's needs and concerns can be met by our teaching staff.

The principal's recommendation will be presented to the Board of Education, who will make the final decision to fully admit the student, extend the probation period, or request the student seek educational opportunities in another school.

3.4 ENROLLMENT OF RETURNING STUDENTS - Registration forms will be made available in April for enrollment for fall classes.

4 CLASSROOM INFORMATION

4.1 CURRICULUM: A well-rounded program of studies includes Language Arts, Social Studies, Science, Mathematics, Physical Education, Music, Art, Computer literacy, Spanish, and Religion. Christian teachers teach subjects with a Christian approach.

4.1a SPIRITUAL ASPECTS: Religion classes emphasize the learning of the chief doctrines of the Bible of the Lutheran faith including memorization of prayers, Bible verses, and hymns. These classes make use of the Bible (New International Version), hymnal, (Lutheran Worship) and Luther's Small Catechism. The student as needed for their classroom situation may purchase a Bible and Catechism.

A weekly chapel service is included in the curriculum and is open to anyone interested in attending. A collection is taken at each service for a specified mission project.

Students are also expected to attend worship services with their parents. Parents set the example, in this regard and support the education process of Zion. God promises - "Train up a child in the way he should go; and when he is old he will not depart from it." Proverbs 22:6

4.1b PHYSICAL EDUCATION: Regularly scheduled physical education and recess periods provide an opportunity for group games and activities at each student's level. Physical Education is a state requirement, and students are expected to participate unless a note from parent or doctor indicates a reason for non-participation.

4.2 ASSIGNMENTS: In most cases students have the opportunity to complete assignments in school. We do feel that homework is an important process for academic understanding and responsibility. However, parents should consult with the teacher when the student appears to have an excessive amount.

4.3 MAKE-UP WORK: Absences from school does not excuse the pupil from assignments during that period. The work that is missed should be made up. Arrangements for such work can be made by consulting with the teacher. This is a parent /student responsibility.

4.4 TEACHER CREDENTIALS: Our teachers are certified and licensed by the State of Minnesota. Our teachers are committed and dedicated to ongoing professional development.

5 STUDENT ASSESSMENT

REPORT CARDS: Report cards are issued every nine weeks as indicated on the school calendar. Grading scale will be as followed 90-100 A, 80-89 B, 70-79 C, 60-69 D, 59 and below F. For some subjects we use O for Outstanding, S for satisfactory, and N for needs improvement. These grades make up our dual marking system. Grades one through eight will receive a mid-term report.

Students 1-8 will be eligible to receive quarterly academic awards that will be presented at chapel.

Principal's List 97%-100% (Out to lunch with the principal.)

High Honor Roll 93%-96%

Honor Roll 89%-92%

Bringing Up Grade Award (B.U.G)

5.2 TESTING: In addition to regular subject matter testing, standardized achievement tests are administered to the students once a year (The Iowa Test of Basic Skills). These test scores are recorded in the student's permanent record.

5.3 PERMANENT RECORDS: Complete scholastic, attendance, health, and family records are kept of each student in the school's permanent files. This file will transfer with the student when they leave Zion. Condensed copies of these records are retained by the school.

5.4 PARENT/TEACHER CONFERENCE - Conferences will be held following first quarter. These conferences are held to:

- discuss the student's progress.
- discuss student's report card.
- consider individual concerns related to schoolwork.
- help the teacher and parent to become better acquainted with one another.

Your student's progress is important to us, and the teachers are available throughout the school year to discuss your concerns and questions. Please schedule an appointment with the student's teacher if you have a concern. We request that parents not use the time prior to the beginning of school for conferences.

5.5 SCHOOL VISITATION: School is open to visitors throughout the year. Please make an appointment with the classroom teacher if you would like to visit. Parents are extended a special invitation to visit for planned activities during Lutheran Schools Week in March.

6 FIELD TRIP POLICY

Field trips are an exciting part of the learning process. Policies have been developed to insure that students enjoy a safe outing. Our policy does state that:

- Students will be bussed when attending a field trip to the metro area. This does increase the cost of the field trip but also allows for a safe trip.
- Local trips rely on parents to provide transportation.
- One adult chaperone per 6 students is required.
- A buddy system will also be used by the students while on the trip.
- Medical equipment and personal student information is included with the coordinator of the trip in case of emergency.

7 INTERNET POLICY

7.1 INTERNET ACCESS: Internet access has become an integral part of the education process. Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet in the form of information, resources and communication opportunities exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end Zion supports and respects each family's right to decide whether or not to apply for access.

7.2 PARENTAL PERMISSION: We do require students to review our Internet policy and receive parental permission. Please review "School Internet Rules" and refer to the "Internet Agreement" in your Yearly Update packet.

7.3 INTERNET RULES: Students are responsible for good behavior on school computers, just as they are in a classroom or on any school or church property. Communications on the computers are often public in nature. General school rules for behavior and communications apply.

The Internet access is provided for students to conduct research and communicate with others. Access to the Internet is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Only students whose class work and homework are up-to-date will be allowed Internet access.

Individual users of the computers are responsible for their behavior and communications on them. It is presumed that users will comply with school standards and will honor the agreements they have signed. Beyond the clarification of such standards Zion is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the computers.

Computer, Internet and e-mail file storage areas are school property. School officials may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the computers would be private.

Within reason, freedom of speech and access to information will be honored. Teachers will guide students toward appropriate materials, but parents bear the responsibility, as with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Damaging computers, computer systems, or computer files.
- Sending or receiving offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Violating copyright laws.
- Trespassing in another's folders, work or files.
- Intentionally wasting Internet access time.

7.4 INTERNET VIOLATIONS: Violations will result in a loss of access as well as other disciplinary action as outlined in the discipline policy.

7.5 CELL PHONE POLICY: Cells phone are a wonderful way to communicate to friends and family, but like everything else they have an appropriate time and place to be used. This year at Zion we have no problem with students having them, but they will have to follow very specific guidelines.

1. All cell phones will be off and in your backpack from the time you arrive to the end of the school day.
2. If you are caught with your cell phone on during the day. First you will receive a verbal warning. Second your phone will be confiscated until the end of the day when your parents will be able to retrieve it, and you will be able to have it in school the next day. Third time your phone is confiscated until the end of the day when your parents are allowed to retrieve it, you will not be allowed to have your phone in school until the start of the next quarter of school.
3. Teacher's discretion will be used on the above policy.

8 ADDITIONAL PROGRAMS AVAILABLE

8.1 TITLE I: Zion Lutheran School participates in the Title I program in conjunction with Central Public School. Their teacher may refer your K-4 student to the program. More information will be available on the program if your student is referred.

8.2 UNIQUE LEARNERS: Zion in conjunction with Lutheran Special Education Ministries provides a part-time program for students with special needs. This program, taught by Donna Stole, provides personal attention to a specific subject area.

Student Assessment Reports - Parents will be informed of student's progress through mid-term reports and report cards. Mid-term reports are scheduled for: October 4th, December 13th, February 22nd, and May 2nd. The quarter ending dates are: November 5th (42 days), January 21st (46 days), March 22nd (41 days), and May 27th (43 days). Total school days are 172.

Unique Learners:

Standardized tests, informal assessments, daily class work, as well as teacher and parent input contribute to determining whether a child needs additional services. Steps are in place through Zion's Unique Learner program, offered by Lutheran Special Education Ministries (luthsped.org) to provide interventions when deemed necessary. Additional testing can also be provided by Public School District 108. More information will be available on the program if your your child is referred.

8.3 ELEMENTARY BAND PROGRAM: An elementary band program is available for students in grades 5-8 for a reasonable cost. An orientation meeting will be held at Lutheran High School in fall to provide more information on this program, select an instrument for the student, and provide information on purchasing/renting that instrument. Lessons will be held on a weekly basis at Zion and taught by a qualified instructor.

9 EXTRA CURRICULAR ACTIVITIES

9.1 INTERSCHOLASTIC COMPETITION: Zion competes with area schools in interscholastic sports. Flag football, cross-country, volleyball, basketball, softball, and track and field are engaged in on a competitive basis.

9.2 STUDENT ELIGIBILITY - A student is eligible for participation in school activities when:

- assignments are completed responsibly.
- satisfactory marks are received in all subject areas.
- cooperation is shown with teachers and fellow students.

A teacher or group of teachers will determine ineligibility. Parents and students will receive a notification of ineligibility. Ineligibility will be one week (exception see suspensions).

9.3 SPORTSMANSHIP: Attendance and support is excellent at our school activities. Enthusiastic cheering is appropriate and appreciated. On the other hand, booing or yelling at officials, banging and stomping on bleachers is not a good Christian example. Students and adults should remember to keep the activity in the proper perspective. Our school's primary goal is to provide a Christ centered setting for student activities.

9.4 SPORTS HANDBOOK is available upon request and provides address and directions to schools within our area.

10 STUDENT/PARENT RESPONSIBILITY

10.1 CLOTHING: A student's clothing should be a reflection of Christian values and appropriate in an educational setting. Attire should be neat and clean. The clothing of students should be marked for easy identification, especially boots and school bags. Each year, clothing accumulates at school because items are not marked and the owner is unknown. A lost and found box is kept at school for clothing these items. Clothing that is unclaimed at the close of the school year is donated to the Lutheran High Rummage Sale.

The following code is offered to guide parents and students as decisions are made regarding appropriate wear for school and school activities. A standard is needed but standards vary from family to family and person-to-person, so no code will please everyone.

10.1a VALUES UPON WHICH THE CODE IS BASED:

- At best, clothing should support Christian values; at least, clothing should not cause offense.
- Personal appearance should not distract from the learning process. The primary focus of the Zion schooling experience is on spiritual and academic development.
- This code should allow clothing appropriate for some play and exercise during recess and physical education classes.

10.1b GENERAL GUIDELINES:

Safety, modesty, moderation, cleanliness, neatness, and appropriateness.

No code of dress and appearance can cover every style and fad. It is understood that the faculty, under the direction of the principal, will, from time to time make decisions regarding styles and fads, which may not be specifically mentioned below. Such decisions will follow the general guidelines above in keeping with past practice and decisions.

The following rules shall be followed:

- Hair should be clean and appropriately styled so that it does not hang in the eyes or call undue attention to the student.
- Clothing with immoral or offensive wording and pictures should not be worn.
- Pants should not have frayed legs or holes. Pajama pants may not be worn.
- Shorts may be worn when weather conditions warrant and must be at least fingertip length or longer.
- Tank tops, muscle shirts, tube tops, and similar tops may not be worn.
- Midriffs and backs must be covered when sitting, standing or exercising.
- Low cut tops may not be worn.
- Appropriate athletic shoes should be available for physical education classes.
- Appropriate footwear and winter clothing should be worn in cold weather.
- Shorts may only be worn from the first day of school until the last day in October and then from the 1st day in April until the last day of school.

Boots (or other shoes) are required for all students for outdoor activities when there is snow on the ground.

Boots must be replaced with dry shoes in the building.

Students in grades K-4 must wear snow pants and snow suits when sledding or playing in the snow.

Students in grades 5-8 are encouraged to wear snow pants when sledding.

11 TRANSPORTATION

11.1 BUSSING: The names of students requesting transportation to Zion, including Kindergarten students, are submitted to the local public school districts. Transportation is provided by the Central and Waconia school districts. Each district determines bus routes and schedules for students in their district. The Waconia School District may determine that transportation is not feasible from your home to Zion and retains the right to deny transportation. If this occurs, you are eligible to apply for transportation reimbursement (see section 11.12.)

11.1a BUSSING PRIVILEGES: The State of Minnesota has declared that riding a bus is a privilege, not a right. This means a student may lose bussing privileges if their conduct is questionable! Students will also be instructed on bus safety as part of the school curriculum.

11.1b TRANSPORTATION REIMBURSEMENT: Students who reside in a school district other than Central or Waconia, and are transported by parents, may apply for transportation reimbursement from the school district in which they live. Zion submits forms to the Waconia and Chaska School Districts. Parents living in other districts may contact their district's office for an application.

11.2 BICYCLES: Bicycles may be ridden to school and placed in the designated area upon arrival. Bike riding is not allowed during the school day, and bicycles must be ridden straight home following the dismissal of school. Bicycles may not use the parking lot as a riding area following the close of school due to the amount of vehicle traffic. This is a matter of student safety. Please be sure that your children are aware of this if they are riding their bicycles on school property.

11.3 NOTICE: Motorcycles, snowmobiles, and all terrain vehicles are not permitted on the property of Zion Lutheran Church. Our church is not covered for accidents involving such vehicles on the church property. Neither will the congregation be responsible for any damage that occurs to a vehicle while parked on church property.

11.4 PARKING PROCEDURES

In an effort to make our parking lot as safe as possible for our parents and students procedures have been established for the drop-off and pick-up of students. The new policy asks parents and students to observe these traffic patterns to reduce the risk of injury.

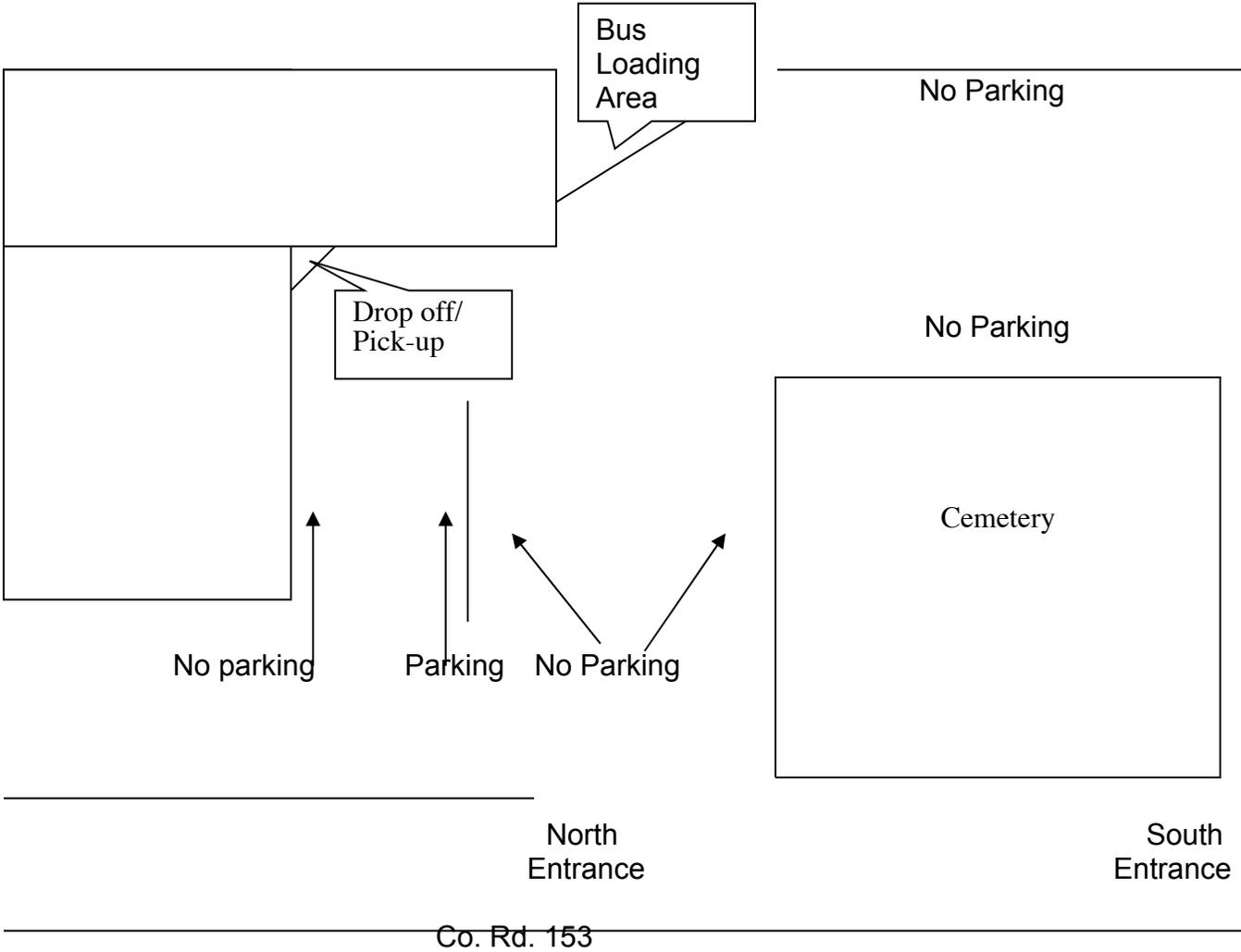
11.41 School Entrance/Exit: All vehicles will use the south entrance (Stuewe's gravel driveway) when entering the grounds on Monday through Friday and proceed through the school parking lot to the church parking lot. All vehicles will use the north entrance (by the mail boxes) when leaving the grounds. This will accommodate traffic flow in an orderly manner.

11.42 Drop-off/Pick-up: Students should use the main entrance (church doors) to enter the building. This includes pre-school students/parents. The area by the school door is reserved for bussed students only.

In the church parking lot, parents should use the north line of parking spaces that also face south

(see below). This will allow vehicles to pull through the parked position and into the flow of traffic. It will also reduce the number of vehicles that need to back-up making for a safer traffic pattern. Parents are responsible for the supervision of their children in this area. Children should not be allowed to run freely, or run between the bussed area and the parking area. The south line of parking (towards the cemetery) should not be used for cars.

The back loop behind school is limited to deliveries only and should not be used by parents as a drop-ff/pick-up location



12 FINANCIAL INFORMATION

12.1 STATEMENTS: Statements are sent home with a student at the beginning of each month, and will include the amount due for lunch, milk, and tuition. Statements may also indicate payment due for field trips or books purchased. Questions regarding payments may be directed to the secretary, Brenda Thompson.

12.2 REGISTRATION FEE: A registration fee is charged to each family who has students in grades PK-8 and may be submitted with the registration form. Currently the fee is \$125.00. per family. A registration fee of \$50.00 per family applies if the family's only student is in pre-school.

12.3 TUITION FEE: The cost to educate a student at Zion is estimated to be \$3,800.00. Due to the generosity and commitment to Christian education by the members of Zion Lutheran Church, tuition is greatly reduced. Tuition rates are provided in the Yearly Update or available on request.

12.4 ASSISTANCE AVAILABLE: Zion provides tuition assistance to families where limited financial resources are a factor in attending Zion Lutheran School. Zion has employed the services of Confidential Financial Analysis (CFA) to review the applications of families. As the name implies, this allows family finances to remain confidential while being evaluated. An application is available in the school office and can be completed online or through the traditional paper format. There is a small fee to apply for assistance.

13 HOT LUNCH PROGRAM

13.1 PROGRAM PARTICIPATION: Zion provides an excellent hot lunch program. Because of the size of our school we depend on each student to participate in the program to make it cost effective. Bag lunches are strongly discouraged in order to maintain program efficiency. Zion provides a well-balanced lunch that meets federal requirements for nutrition, and also takes into account special dietary needs of students.

13.2 PROGRAM PAYMENTS: You will receive a monthly statement indicating your account balance. In May, your statement will include April lunches and an estimate for lunches in May. Your prompt payment assists us in keeping the program's cost at a minimum.

13.3 PROGRAM ASSISTANCE: If paying for your student's lunch is financially difficult; please refer to the Free and Reduced Lunch Application available in your Yearly Update.

13.4 PROGRAM DONATIONS: Donations to the program also assist us in keeping our costs at a minimum. Donations of non-perishable items such as flour, sugar, salt, brown sugar, Jell-o, chocolate chips, etc. are appreciated. Check with Bev Rolf for details and current needs.

14 MILK BREAK

Kindergarten to Grade 8: Milk is available for your student during scheduled breaks in the school day. Teachers will keep track of milks for students who drink milk during these breaks, and by students who drink more than one milk at lunch (1 milk is provided with lunch.) The milks will be added to your monthly statement.

Pre-school students may receive milk at their break. There is a minimal charge of \$5.00 per year for this program.

14.1 MILK INFORMATION

Lactose reduced milk shall be made available upon receipt of a written request from any parent of a student who is lactose intolerant.

15 DISCIPLINE POLICY

15.1 PHILOSOPHY OF DISCIPLINE: Our behavior and words should be viewed in terms of the Christian life and the example of our Lord Jesus Christ. Christ is our moral force and our example of love and forgiveness. Every disciplinary event is viewed as having potential for the child to learn and grow. The child learns what God expects of him: learning to communicate effectively with peers and teachers. Increasingly, the child learns to control his or her own behavior; to make demands on himself or herself in achieving goals to be successful, and to be an example of Christian standards.

15.2 CORPORAL PUNISHMENT: Corporal punishment will not be used

15.3 DISCIPLINE POLICY: All teachers in a Lutheran school consider it a part of their responsibility to guide, direct, and encourage the Christian discipline of the entire student body during the school day and extra curricular activities.

Infraction of any rules will be handled in five steps:

1. The teacher and the pupil.
2. The teacher and the parent.
3. The teacher, the principal, and the parent.
4. The teacher, parents, student, and Board of Education.
5. Expelled or referred for counseling.

15.4 SUSPENSION AND EXPULSION: Only the principal has the authority to suspend a student. Expulsion requires action by the Board of Education. If a teacher feels a student has done something to warrant suspension or expulsion, the teacher will consult with the Principal.

15.5 PARENTAL COOPERATION: We expect the full cooperation of all parents. The school stands in the place of the parent during the school day. The school exists to benefit each child in his or her spiritual, emotional, social, and academic development. We would like the children to benefit from the best we have to offer in our Christian environment.

15.6 STUDENT CONDUCT AND DISCIPLINE GUIDE: Our ultimate authority and guide for our life in and out of school is God's Word. Jesus Christ was asked which is the greatest commandment in the Law? His reply, "Love the Lord your God with all your heart and with all your soul and with all your mind"... "Love your neighbor as yourself." Matthew 22:37, 39.

The following discipline guide has been established to provide a specific procedure for handling student misconduct:

Each teacher has established a plan for dealing with classroom problems. This plan will be discussed thoroughly with the class. The following principles have been agreed on by the staff.

1. Be prepared for learning.
2. Listen and follow directions.
3. Show respect for others and their property.
4. Keep hands, feet and other objects to yourself.
5. Talk softly.

15.7 DETENTION/EXPULSION PROCEDURE

PART I - DETENTIONS

Detentions will be served Friday afternoons from 3:15 - 4:15 PM unless other arrangements have been made.

Items that may incur an immediate detention are:

1. Leaving the school grounds, skipping or leaving class without teacher's permission.
2. Fighting
3. Offensive language
 - using God's name in vain
 - cursing
 - using profane or vulgar language
 - 'put downs'
4. Lying or cheating
5. Disrespect toward staff/parent helpers (sassing or refusing to cooperate)

Procedure:

1. Student receives a copy of the detention, teacher keeps one copy, and the principal receives the third copy.
2. Student's copy must be taken home, signed by parent/legal guardian and returned the next day to the teacher who issued the detention. Failure to return the signed notice may result in a 2nd detention.
3. Failure to report to the detention period will result in a 2nd detention.
4. The third detention of a school year the student will have a conference with the principal.
5. With each set of four detentions in a school year the student will receive a REFERRAL.

PART II - REFERRAL/SUSPENSION

Items that may result in an immediate referral/expulsion include:

1. Harassment or intimidation of fellow students.
2. Especially serious types of behavior that could lead to legal action such as: sexual harassment, abuse, assault, carrying concealed weapons, stealing, vandalism, etc.

Procedure:

1. The Principal will meet with the student. This meeting is to notify the student of the concerns and to provide the student an opportunity to defend him or herself.
2. The principal will give oral notice of the concerns and the student will have the opportunity to provide his or her side of the story.
3. A judgment is made by school principal based on the evidence and the student's defense.
4. Immediately following the decision to give a referral, the parents will be notified in writing of the length of the suspension and any special conditions relating to it.

Consequences:

1ST REFERRAL - Letter to parents/ legal guardian, a written plan to correct the problem, one day in house suspension.

2ND REFERRAL - parents contact by phone followed by a letter to parents/legal guardian, a written plan to correct the problem, two day home or in house suspension. Student will be on

PROBATION for up to one (1) month during which he/she may not participate in any extra-curricular activities of the school.

3RD REFERRAL - Three days home or in house suspension. Write a plan to correct the problem. Letter to parents/legal guardian. Probation for one month. Students and parents/legal guardian may be required to appear before the Board of Education.

4TH REFERRAL - see 'EXPULSION'

PART III - EXPULSION

An expulsion from school may result from a student having received his/her fourth referral that would indicate "persistent disobedience". The student may also be expelled by the Administration for serious types of behavior.

Procedure:

1. Informal hearing between principal and student in referral.
2. Parents given written notice and telephone call of the administrations' intent of recommend expulsion. The notice will include:
 - a. the concerns and evidence for the concerns.
 - b. the length of time recommended for expulsion (semester, year, permanently).
 - c. the time and place of the meeting with the Board of Education to consider expulsion (see 4 below).
 - d. a description of the hearing procedure (who will conduct it and how).
 - e. a statement of the student's rights including the right to be represented by the parent, the right to give testimony, present evidence and otherwise provide defense.
 - f. a statement of the right to request the attendance of school personnel who are party to the incident or who have accused the student of violating school policy or rule.
3. Expulsion will be by formal action of the Board of Education. The Board may meet in closed session when requested by student or parent/guardian.
 - a. The Board must act in public session with a quorum present.
 - b. The expulsion must be by formal motion and confirmed by vote.
 - c. The action must appear on the minutes and be part of the public record.
4. Notice of expulsion will be sent to student's school district and juvenile division of the Probate Court for students ages 6 through 16.
5. Where the Board rules in favor of the student, the student shall be reinstated immediately. The student shall be allowed to return to school without prejudice or penalty unless otherwise directed in the motion of the Board.

16 HARASSMENT AND VIOLENCE POLICY

16.1 General Statement of Policy

It is the policy of Zion Lutheran Church and School to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. Zion Lutheran Church and School prohibits any form of religious, racial, or sexual harassment and violence.

It is a violation of this policy for any pupil, teacher, administrator, or other school personnel of Zion Lutheran Church and School to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of Zion Lutheran Church and School.)

It is a violation of this policy for any pupil, teacher, administrator, or other school personnel of Zion Lutheran Church and School to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon any pupil, teacher, administrator, or other school personnel.

Zion Lutheran Church and School will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, or sexual harassment or violence and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

16.2 Religious, Racial, and Sexual Harassment and Violence Defined

16.21 Sexual Harassment Definition:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- a. unwelcome verbal harassment or abuse
- b. unwelcome pressure for sexual activity
- c. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

16.23 Racial Harassment Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- a. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment
- b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- c. otherwise adversely affects an individual's employment or academic opportunities.

16.24 Religious Harassment Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- a. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment
- b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- c. otherwise adversely affects an individual's employment or academic opportunities.

16.25 Sexual Violence Definition

Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

16.26 Racial Violence Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

16.27 Religious Violence Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

16.28 Assault Definition

Assault is

- a. an act done with intent to cause fear in another of immediate bodily harm or death;
- b. the intentional infliction of or attempt to inflict bodily harm upon another; or
- c. the threat to do bodily harm to another with present ability to carry out the threat.

16.3 Reporting Procedures

Any person who believes he or she has been the victim of religious, racial, or sexual harassment or violence by a pupil, teacher, administrator, or other school personnel of Zion Lutheran Church and School or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator, or other school personnel should report the alleged acts immediately to an appropriate Zion Lutheran Church and School official designated by this policy. Zion Lutheran Church and School encourages the reporting party or complainant to use the report form available from the principal, but oral reports will be considered complaints as well. Nothing in this policy will prevent any person from reporting harassment or violence directly to the human rights officer (head pastor) or the Board of Christian Education.

16.31 Principals Responsibility

The principal is responsible for receiving oral or written reports of religious, racial, or sexual harassment or violence at the building level. Any adult Zion Lutheran Church and School personnel who receives a report of religious, racial or sexual harassment, or violence will inform the principal immediately.

Upon receipt of a report, the principal must notify Zion Lutheran Church and School human rights officer (head pastor) immediately without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer (head pastor). If the report was given verbally, the principal will personally reduce it to written form within 24 hours and forward it to the human rights officer (head pastor). Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the principal, the complaint will be made or filed directly with the Board of Christian Education or the human rights officer (head pastor) by the reporting party or complainant.

16.32 Human Rights Officer

The Board of Christian Education hereby designates a human rights officer (head pastor) to receive reports or complaints of religious, racial, or sexual harassment or violence. If the complaint involves the human rights officer (head pastor) the complaint will be filed directly with the Board of Christian Education chairman.

Zion Lutheran Church and School will conspicuously post the name of the human rights officer (head pastor), including a mailing address and telephone number.

16.33 Submission of Report

Submission of a good faith complaint or report of religious, racial, or sexual harassment or violence will not affect the complainant or reporter's future employment, grades, or work assignments.

16.34 Report Forms

Use of formal reporting forms is not mandatory.

16.35 Privacy Issues

Zion Lutheran Church and School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses with as much privacy as possible, consistent with Zion Lutheran Church and School's action, to conform with any discovery or disclosure obligations.

16.4 Investigation

By authority of Zion Lutheran Church and School, the human rights officer (head pastor), upon receipt of a report or complaint alleging religious, racial, or sexual harassment or violence will immediately undertake or authorize an investigation. The investigation may be conducted by Zion Lutheran Church and School officials or by a third party designated by Zion Lutheran Church and School.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances leading to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct is a violation of this policy, Zion Lutheran Church and School should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident is a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, Zion Lutheran Church and School may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged religious, racial, or sexual harassment or violence.

The investigation will be completed as soon as possible. Zion Lutheran Church and School's human rights officer (head pastor) will make a written report to the Board of Christian Education upon completion of the investigation. The report will include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

16.5 Zion Lutheran Church and School Action

Upon receipt of a report, Zion Lutheran Church and School will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Zion Lutheran Church and School's action taken for violation of this policy will be consistent with requirements of applicable Minnesota, federal law, Zion Lutheran Church and School and synodical policies.

The result of Zion Lutheran Church and School's investigation of each complaint filed under these procedures will be reported in writing to the complainant by Zion Lutheran Church and School following state and federal law regarding data or records privacy.

16.6 Reprisal

Zion Lutheran Church and School will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports alleged religious, racial, or sexual harassment or violence or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

16.7 Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

16.8 Harassment or Violence as Abuse

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statute 626.556 may be applicable.

Nothing in this policy will prohibit Zion Lutheran Church and School from taking immediate action to protect victims of alleged harassment, violence, or abuse.

16.9 Distribution of Policy and Training

This policy will be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

This policy will appear in the student handbook

Zion Lutheran Church and School will develop a method of discussing this policy with students and employees.

This policy will be reviewed at least annually for compliance with state and federal

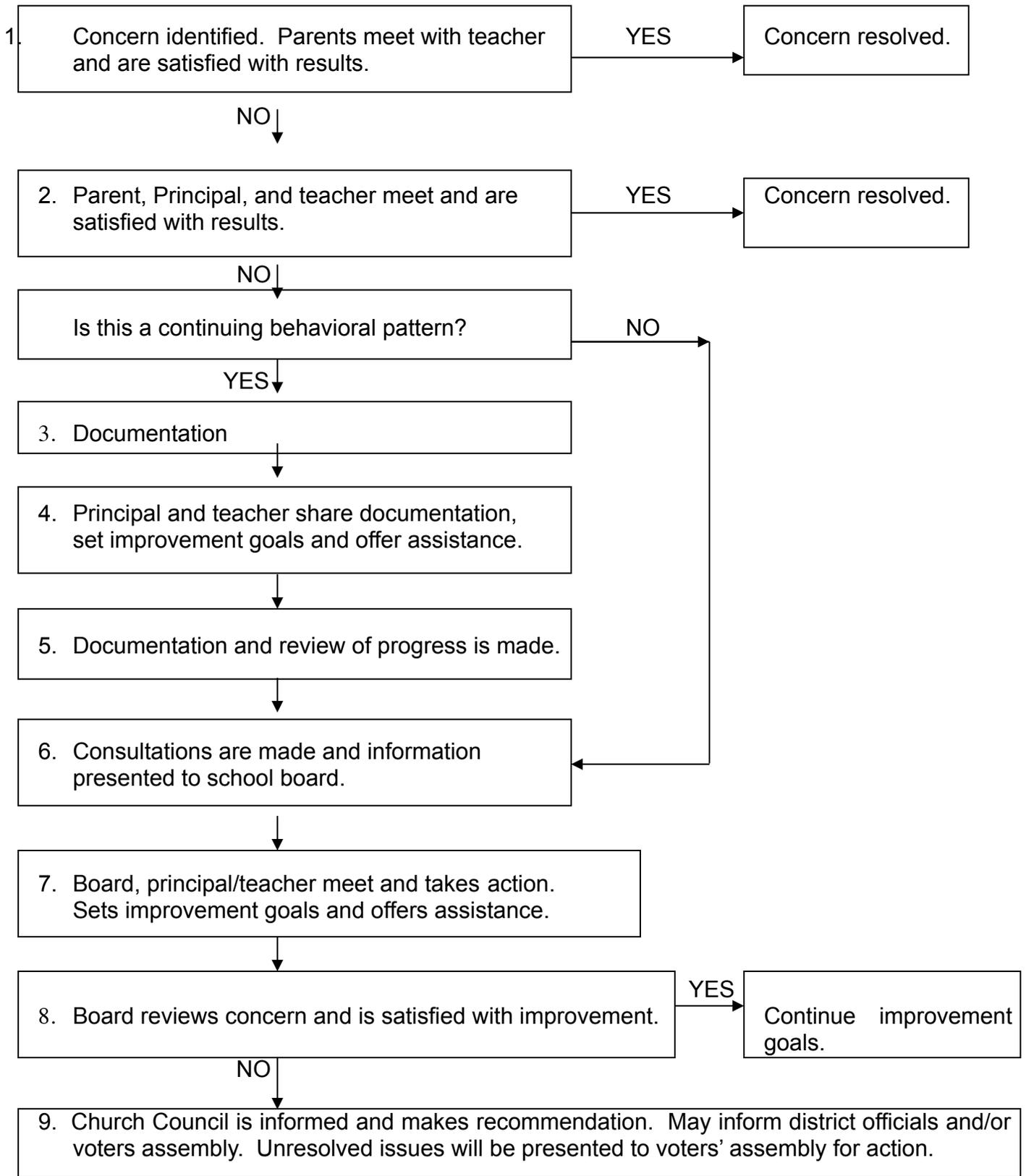
17 PROCEDURE FOR DEALING WITH PROBLEMS RELATED TO A TEACHER OR ADMINISTRATOR

The authority of scripture as stated in Matthew 18 is the source of this policy. When a problem is encountered with the actions of a teacher or the principal the following steps should be taken until there is a resolution of the problem.

17.1 PROCEDURE:

1. Present the concerns to the educator personally and privately. If the complainant does not feel comfortable presenting the concern the principal* may be included in the discussion.
 2. Parent, principal*, and teacher meet to mediated a solution. (May go to step 6 if this is not a recurring problem.)
 3. Principal*, and complainant document in writing continued evidence of incompetency or error.
 4. Principal* will share this documented evidence with the educator.
 - a. Specify improvements required of the individual
 - b. Offer help for retraining of the individual.
 - c. Set a date for the review of progress.
 5. Principal* will continue to gather evidence and confront the individual again at the review date.
 6. Principal will consult with pastor and district officials, then present the evidence to the school board.
 7. Call a school board meeting to confront the educator with the evidence and to take specific board action relative to the problem.
 - a. Specify improvements required
 - b. Offer help.
 - c. Set review date.
 8. Meet with the individual at the review date, and continue review plan or
 9. Bring the issue to the church council for recommendations. Action may be taken by the council or referred to the voters' assembly.
 10. Inform district officials of recommendations for voters' assembly.
 11. Take action at voters assembly meeting.
 - a. Specify improvement required for the individual.
 - b. Offer help for retraining the individual.
 - c. Request the individual to seek a ministry elsewhere.
 - d. Release the individual from future service
 - e. Begin procedures to suspend or expel the individual from synod.
 - f. Indicate a termination point for the individual's salary, benefits and housing arrangements.
 - g. Terminate the individual's salary and benefits immediately.
- In the case of a problem with the principal substitute Board of Education member.

17.2 FLOW CHART FOR CONCERNS:



18 STUDENT HEALTH

18.1 HEALTH PROGRAM: We are concerned with the health of each student attending Zion. Nurse, Diane Miller, coordinates a health program. Staff members are medically trained to provide first aid including CPR.

18.11 WEEKLY FLUORIDE: Students may participate in weekly fluoride mouth rinsing program to prevent dental decay. Details of the program will be provided and parental permission required for each student who participates.

18.12 HEARING AND VISION SCREENING: Our health program includes Hearing and Vision Screening. Parents will receive details of this program in fall along with a request for parental signature granting permission for their student to participate in the program.

18.13 IMMUNIZATION PROGRAM: Zion does not provide immunizations for students. This is a change from previous years when immunizations were provided for all students. Please check with your family doctor for the required immunizations for MMR, DPT, Hepatitis B, and other vaccines.

18.14 EMERGENCY INFORMATION: Providing the school office with emergency information regarding your student is essential. Contact will be made with the parent if a student becomes ill while at school or in need of medical attention. It is important to update this information if it should change during the course of the year. We want to be able to reach you if your student needs you.

18.2 STUDENT ILLNESS: Deciding if your child should attend school or stay at home for the day can be a difficult decision. Please check the guidelines outlined in the following section if you are undecided. If your student will be absent from school, please notify Zion of your decision. This policy insures that all students are accounted for. Calls should be made to school prior to 8:30. (A message may be left on the answering machine.) If a student is absent and has not been excused a call will be made to the parent's home or office. We would like to keep these calls to a minimum so please remember to place the call yourself.

An ill child should remain at home if these symptoms exist:

- Acute cold - bad cough, excessive discharge from nose.
- Elevated temperature - over 100
- Vomiting
- Diarrhea
- Undiagnosed rash
- Sore throat
- Inflamed eyes

Children should not return to school until temperature, vomiting and diarrhea have returned to normal for a 24-hour period.

18.3 SICKNESS AT SCHOOL: Parents will be notified at home/work if their student becomes ill while at school. The parent is expected to pick up the child or make arrangements for someone to do so. In the event the parent cannot be reached, the emergency alternate will be contacted.

18.4 INJURY AT SCHOOL: First aid treatment by a staff member is limited to that of cleansing a wound and covering with a bandage. If a serious injury should occur and you are unable to be reached, your physician will be contacted and his recommendation followed. If necessary, the 911 emergency system will be activated.

18.5 COMMUNICABLE DISEASES: Readmission to school for the following communicable diseases will be:

- Chicken Pox - all lesions are dry and crusted (5-7 days).
- Strep Throat - at least 24 hours after start of medication.
- Conjunctivitis (pink eye) - at least 24 hours after start of medication.
- Impetigo - at least 24 hours after start of medication. If no improvement is shown within 48 hours a physician should reassess the child.
- Lice and Scabies - following medical treatment with insecticide or lotion.
- Hepatitis - physician statement required for re-admittance.
- Ringworm of scalp and skin - following treatment with fungicide.

18.6 ADMINISTRATION OF MEDICATION: If administration of medication is required please provide parental permission in writing. Also indicate the name of the medication and instructions for administering. Elementary students will not be allowed to self-administer medication. An adult must administer them.

Prescriptions must be current and properly labeled with child's name, date, name of physician, name of medication, dose and frequency of administration. Ask your pharmacist to divide home/school doses to avoid the need to transport medication.

In accordance with MN Department of Health recommendations the school will NOT provide any medications (including Tylenol). If non-prescription medications e.g. Tylenol, cough syrup or antihistamines need to be given, they can be administered for a maximum of 5 days with written parental permission following above guidelines. After that time orders from a physician will be required.

19 STUDENT ACCIDENT INSURANCE

Zion Lutheran School provides student accident insurance for all students in pre-school through grade eight. This insurance is purchased from Student Assurance Services, Inc., and provides the following coverage to students (please refer to the attached policy schedule for exact coverage):

- a. Attending regular school sessions,
- b. Participating in or attending school-sponsored and supervised extracurricular activities,
- c. Participating in school-sponsored and supervised interscholastic sports, and
- d. Traveling directly to and from school for regular school session; and while traveling to and from school sponsored and supervised extracurricular activities in school-provided transportation.

PLEASE BE ADVISED THAT THE COVERAGE THE SCHOOL IS PURCHASING IS A SUPPLEMENT TO YOUR FAMILY HEALTH INSURANCE. It pays only after your family health or auto policy and then within the limits of the policy's benefits (explanation of benefits attached). This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage.

19.1 CLAIM PROCEDURE: Filing of the claim is the parent's responsibility.

1. Parents notify the school and obtain a claim form immediately. The school will fill out Part A if it is a school injury.
2. Parents complete part B. Answer all questions.
3. Parents submit copies of your itemized bills to your own family insurance first, even if you have a large deductible. You will be sent a report called an Explanation of Benefits (EOB).
4. Parents send the claim form, copies of itemized bills and the EOB to:
Student Assurance Services, Inc.
PO Box 196
Stillwater, MN 55082
5. The claim will be completed when all of the above documents have been provided. Should you have a question as to the status of a claim, you can contact Student Assurance Services, Inc. at 1-800-328-2739.

19.2 NOTICE: Student must have been treated by a licensed physician within 60 days of the date of the injury. Proof of claim should be submitted within 90 days from the date of accident, or a reasonable time thereafter not to exceed one year. The company is responsible only for expenses incurred within one year.

20 ZION EDUCATION LEAGUE

20.1 PURPOSE: In an effort to establish a close understanding between parents and teachers, the Education League serves as a Parent/Teacher organization at Zion. Subjects related to the school program of Christian Education are discussed. All parents who have children in our school and all other interested persons are automatically members of this organization and are urged to participate in the three or four meetings held during the school year.

20.2 VOLUNTEER OPTIONS: Zion Lutheran School offers an outstanding educational opportunity for students but also depends on the involvement of parents to be successful. Volunteers are extremely helpful in the classroom and special projects. The help offered by parents assist teachers with copying, bulletin boards, cooking projects, and coordinating projects. Discuss volunteer opportunities with your student's teacher.

20.3 MOMS IN TOUCH: "Where two or three are gathered in my name, there am I in the midst of them." (Matthew 18:20) With this thought in mind the mothers of Zion would gather weekly to pray for the needs of our children and school. If You are interested in bringing this weekly gathering of prayer and devotion back please speak with Pastor.

20.4 FUND-RAISING PROGRAMS: Fund-raising projects are an integral part of the education process at Zion. These extra funds help purchase special items for the classroom, or reduce the cost of tuition for families. Once again though, this is possible only because of parent involvement. Here are some ways that you can become involved.

20.41 ALUMINUM CAN COLLECTION: Save your aluminum cans and drop them off in the aluminum can trailer in the school parking lot. Education League delivers the cans to the recycling center and credits the Education League treasury with the proceeds.

20.42 SILENT AUCTION: The Education League sponsors a Silent Auction. This has become a very successful fund-raising event for the group. Donations of items are collected from area businesses and families and put out for bid. Funds from items purchased are designated for specific needs of the school.

20.43 PIZZA NIGHT AT PIZZA RANCH: Eat out at the Pizza Ranch in Norwood and benefit the school. The Pizza Ranch and Zion Education League designates specific dates through out the year when Zion can receive proceeds from Pizza Ranch sales. Just mention that you are a Zion supporter and our school will receive a credit.

20.44 CRAFT SALE: The annual craft sale, held in November, is an opportunity for members to donate bake goods and craft items.

20.45 CAMPBELLS LABELS FOR EDUCATION: Save your labels from the Campbell products. Keep in mind that certain Franco-American, Pepperidge Farm, Prego, Swanson, and V-8 products also qualify for this program. This program runs throughout the entire year. Proceeds from these labels enable us to purchase needed items for the school. Deposit your labels in the Campbell's container in the hall by Mr. Schlicker's office. A special thank you to Sue Stuewe for coordinating this project.

20.46 BIG G BOXTOPS FOR EDUCATION: General Mills offers a cash rebate for products labeled with the "Big G Box Tops for Education" symbol. Save your box top to help the school earn extra cash. Brenda Thompson coordinates this project for Zion. Thanks a bunch!

20.47 SCRIP PROGRAM: Through the purchase of Scrip program, families can purchase cards for many popular national retail stores. In return, Zion receives a percentage of the sale as revenue. Details of this program are available from our coordinator, Kris Huinker.