

The Lutheran Classical Academy of St. David the King



Student & Family Handbook 2026-2027

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I. Welcome Letter

Dear Families,

Classical education can often conjure images of old-fashioned books, authors, and methods. The purpose of classical education, however, is not to teach old-fashioned courses, but to fashion students for their vocations in the Church, in their families, and in their communities.

A classical education is ordered toward three objective realities: truth, beauty, and goodness. All our instruction is oriented toward these three things. Our classical model purposefully aligns our instructional materials, methods, and philosophy not with the progressive model of education common today, but with a traditional, time-tested Christian educational model aimed at growth in wisdom, stature, and grace.

At St. David's, knowledge is treated holistically rather than being isolated into separate subjects. We help our students see how knowledge is connected and understand how it builds our understanding of God, His work in the world, and the role of humanity within it. Our scope and sequence has been intentionally chosen to deepen knowledge, support moral formation, and help students see the beauty of the world.

We are especially passionate about language. In the lower school, students will be expected to learn poetry, grammar, phonics, spelling, cursive, and Latin. As students progress, they will learn to think logically, read deeply, and both speak and write fluently. Students are expected to demonstrate these language skills in all subjects, not only in the humanities.

Most importantly, at St. David's Academy we do not treat religion as one class among many; we center Christ within all that we do, whether in training students in virtue and in the duties of a redeemed child of God, justified by grace, or in finding and appreciating God's order and beauty through the sciences and arts. We carry out this work in partnership with parents, who bear the primary responsibility for the education and formation of their children. For this reason, we celebrate daily Matins in Chapel to center and renew our minds for learning.

In short, a Lutheran classical education is not an outdated model of education; it is a recovery of an older Lutheran educational inheritance, inspired by Luther's own educational principles. It creates a culture of scholars who grow in virtue, stature, and wisdom. As the world becomes more distracting, fragmented, and removed from its Christian and Western roots, St. David's is more than an ark; it is a training ground where the armor of God is fitted and the sword of the Spirit is sharpened so that our students may stand faithfully and joyfully in the world, living in faith toward God and love toward their neighbor, and spreading the Good News

Thank you for your choice to support traditional, classical, and Lutheran education.



Headmaster

II. Introduction

The Lutheran Classical Academy of St. David the King at Zion exists to assist Christian families in the education and formation of their children. The Academy is the parish school of Zion Lutheran Church in Wausau, Wisconsin, and provides a Lutheran classical education rooted in Holy Scripture, the Western heritage, and the pursuit of excellence.

This handbook describes ordinary life, expectations, procedures, and standards of the Academy. Parents and guardians should read it carefully, discuss its provisions with students in an age-appropriate manner, and use it as a practical guide for school life.

The current academic calendar, tuition agreement, uniform guide, enrollment forms, health forms, and other procedures issued by the Academy are incorporated into this handbook by reference. When a separate signed agreement governs a particular matter, that agreement controls the extent of any conflict.

Whom We Serve

The Academy primarily serves the families of Zion Lutheran Church. It also welcomes other households that desire a Lutheran classical education and are willing to respect and support the Academy's mission, confession, worship, moral teaching, and standards.

The Academy presently serves students through the grade levels it is prepared for staff and support well. It may add grade levels or programs as enrollment, staffing, facilities, and the good order of the school permit.

Partnership with Families

Parents are the primary earthly educators of their children. St. David's Academy does not replace the home; it serves the home in partnership with the Church. A strong school culture depends upon trust, charity, clarity, and a shared commitment to the good of each child.

Families who enroll are expected to support the Academy's mission, uphold its standards, communicate honestly, and work constructively with teachers and administration. Enrollment may be reconsidered when persistent conflict makes this partnership impracticable or materially harms the peace, safety, or mission of the school.

III. Mission, Confession, and Educational Commitments

Mission

The mission of The Lutheran Classical Academy of St. David the King at Zion is to help children grow in wisdom, stature, and grace in Christ by providing a Lutheran classical education rooted in Holy Scripture, the Western heritage, and the pursuit of excellence.

Vision

St. David's Academy seeks to raise well-educated Christian gentlemen and gentlewomen who confess the faith with joy and doctrinal integrity, grow in wisdom and understanding through truth, goodness, and beauty, and serve faithfully in home, church, and nation with competence, humility, and virtue.

Confessional Identity

The Academy is the parish school of Zion Lutheran Church, a member congregation of the Evangelical Lutheran Synod. It joyfully confesses the Christian faith taught in Holy Scripture and confessed in the Lutheran Confessions. The center of this faith is our Lord Jesus Christ, the beloved Son and Lamb of God who takes away the sin of the world.

Instruction, discipline, worship, student life, and institutional practice are to remain consistent with Holy Scripture, the Lutheran Confessions, and the public doctrine and practice of Zion Lutheran Church and the Evangelical Lutheran Synod.

Doctrinal Instruction

Students receive instruction in the Christian faith as confessed by the Evangelical Lutheran Synod. This instruction includes the Holy Trinity; creation; the truth, authority, and inerrancy of Holy Scripture; the person and saving work of Jesus Christ; Baptism and the Lord's Supper as means of grace; the proper distinction of Law and Gospel; and the ecumenical creeds as faithful summaries of the Christian faith.

The Academy teaches that God created humanity male and female and that Christian faith and life are ordered by Holy Scripture. Families need not be members of Zion Lutheran Church to enroll, but they must permit respectful participation in the Academy's religious instruction and life.

Educational Commitments

Education concerns more than the transfer of information; it forms the whole child - mind, body, and soul. The Academy therefore seeks to educate through disciplined study, sound doctrine, humane learning, teacherly authority, and the steady cultivation of virtue.

The Academy is committed to faithful instruction under Holy Scripture and the Lutheran Confessions; a classical course of study ordered toward truth, goodness, and beauty; teacher-led classrooms and high standards; the cultivation of language, memory, reason, imagination, eloquence, and moral judgment; and a school culture marked by reverence, order, gratitude, respect, and Christian charity.

Academic Purpose

Academic policies exist to promote diligence, honesty, order, mastery, humility, and growth. Students are expected to receive instruction attentively, practice habits of memory and careful work, and pursue excellence according to their abilities.

The Academy's procedures are intended to establish clear expectations, support meaningful communication, provide fair evaluation, preserve an orderly course of study, and help students grow in wisdom, stature, and grace.

IV. Admission, Enrollment, and Re-Enrollment

Admission

The Academy welcomes applications from families seeking a Lutheran classical education and willing to support its mission and standards. Admission decisions consider the student's readiness and placement, the family's partnership with the Academy, available space and staffing, and the Academy's ability to serve the student responsibly.

The Academy may deny admission when a student's needs cannot reasonably be met, when required records or agreements are incomplete, when a family is unwilling to support the Academy's mission and standards, or when admission would not serve the good order of the school. Admission decisions are made without promising services or programs the Academy is not equipped to provide.

Application and Enrollment

Families seeking enrollment must complete the Academy's application and registration process. The Headmaster administers this process, which ordinarily includes an application, family meeting, student records review, placement evaluation when appropriate, and completion of required enrollment forms.

Required forms may include the tuition agreement, acknowledgment of Academy standards, emergency and health information, immunization documentation or lawful waiver, media preferences, custody information, and other records reasonably required for student safety and administration.

A registration fee or seat deposit may be required. Its amount, refundability, and application to tuition are governed by the current enrollment and tuition documents. The Headmaster may waive a fee or deposit when authorized by Academy procedure. Enrollment is complete only when the Academy has issued acceptance and all required agreements, forms, and payments have been received.

Re-Enrollment

The Academy will publish an annual priority re-enrollment period for current families. Re-enrollment is not automatic. A student's place is secured only after the required re-enrollment forms, agreements, and payments have been completed.

The Academy may decline re-enrollment for academic, behavioral, financial, safety, mission, staffing, or partnership reasons. A prior year of enrollment does not guarantee future enrollment, placement, tuition assistance, or program availability.

Placement

The Academy may use records, assessments, interviews, classroom observation, age, maturity, and prior achievement to determine initial grade and course placement. Placement decisions are educational judgments and may be revised after enrollment when experience shows that another placement would better serve the student or the class.

V. Withdrawal, Dismissal, and Discontinuation of Enrollment

Withdrawal Before the School Year

A family that does not intend to enroll for the coming year should notify the Academy in writing as soon as possible. Deadlines, deposits, and any tuition obligation arising from withdrawal before the first day of school are governed by the signed enrollment and tuition agreements.

A student who does not attend at the beginning of the year and whose family does not respond to reasonable contact may be treated as having abandoned enrollment. The Academy will document its efforts to contact the family before processing the withdrawal.

Withdrawal During the School Year

Families withdrawing during the school year must provide written notice stating the student's final day. Two weeks' notice is ordinarily required. Tuition and fees remain due according to the signed tuition agreement, including any charge for the month in which withdrawal occurs.

The Academy will prepare transferable records after the withdrawal is processed and the family's obligations regarding records, property, and tuition have been addressed, subject to applicable law.

Dismissal or Discontinuation by the Academy

The Academy may suspend, dismiss, or decline continued enrollment when serious or persistent concerns make continued enrollment inconsistent with student welfare, school safety, academic feasibility, financial obligations, mission alignment, or the good order of the Academy.

Except when immediate action is necessary for safety or other grave circumstances, the Academy will ordinarily provide notice of the concern and a reasonable opportunity for correction. The Headmaster makes operational enrollment decisions in consultation with appropriate school leadership and in accordance with Academy policy.

Tuition consequences following dismissal or discontinuation are governed by the signed tuition agreement. A current tuition account does not guarantee continued enrollment.

VI. School Day and Calendar

School Day

The Academy will publish the ordinary daily schedule, including arrival, dismissal, chapel, lunch, recess, and major instructional blocks. Families are expected to follow the published schedule and support punctuality and regular attendance.

Students may not remain on campus outside supervised hours unless participating in an approved Academy activity.

Academic Calendar

The Academy will publish an annual calendar identifying instructional days, holidays, breaks, conferences, feast-day observances, and major events. The program will provide at least the minimum instructional hours required of Wisconsin private schools and will ordinarily include at least 170 instructional days.

The Academy may modify the calendar or daily schedule for weather, safety, staffing, special events, operational need, or the good order of the school. Families will be notified through the Academy's ordinary communication channels.

VII. Grading and Academic Reporting

Purpose

Grading communicates student achievement clearly and honestly. Grades are not merely rewards or penalties; they help teachers, parents, and students understand what has been mastered, what is developing, and what requires further attention.

Mastery-Based Evaluation

The Academy uses mastery-based evaluation. Teachers judge work against defined expectations for knowledge, skill, understanding, and application. Different assignments may require different evidence of mastery; the aim is accurate professional judgment rather than mechanical uniformity.

Academic achievement and habits of work may be reported separately. A student's mastery rating should principally reflect demonstrated learning, while timeliness, effort, attentiveness, participation, and conduct may be recorded as habits or formative indicators.

Five-Point Scale

Unless a course or grade level uses an approved alternative, students are evaluated on a five-point scale, with half-point increments permitted when useful:

- 5 - Advanced mastery: The student exceeds the required benchmark and independently applies learning in complex, unfamiliar, or extended contexts.
- 4 - Secure mastery: The student demonstrates complete grade-level mastery in structured contexts and is prepared for the next stage of work.
- 3 - Sufficient mastery: The student demonstrates adequate grade-level understanding and application and can continue successfully with ordinary review, practice, or scaffolding.
- 2 - Developing mastery: The student demonstrates partial understanding but requires sustained support, reteaching, or additional practice to reach grade-level proficiency.
- 1 - Insufficient evidence of mastery: The student does not yet demonstrate prerequisite or grade-level understanding, even with support, and may require substantial reteaching, simpler work, or a change in level.
- I or M** - Incomplete or missing: The work has not been submitted, cannot yet be evaluated, or remains incomplete.

Primary Grades and Non-Academic Areas

In kindergarten through second grade, teachers may use a simplified developmental scale or narrative report. Conduct, effort, attentiveness, participation, recitation, chapel habits, and work habits may also be evaluated through a separate scale or narrative.

Report cards, progress reports, conferences, and the Academy's student-information system are the ordinary means of communicating academic progress. Families should contact the teacher promptly when a report is unclear or raises concern.

VIII. Promotion, Retention, and Placement

Promotion

Students are promoted when the Academy determines that they have demonstrated sufficient academic progress, maturity, habits of work, and readiness for the next stage of the course of study. Promotion is based upon the whole body of evidence rather than a single test or numerical average.

Promotion may be considered by subject as well as by grade level. A student may advance in one subject while receiving additional support, repeating work, or remaining at a different level in another.

Retention or Delayed Advancement

The Academy may recommend retention, delayed advancement, summer work, remediation, or reassignment when a student's academic achievement, maturity, attendance, or habits of work indicate that another placement would better serve the child.

The Headmaster makes final placement decisions in consultation with relevant teachers and the family. The Academy will communicate concerns as early as reasonably possible, but circumstances may require a placement change before, during, or after an academic term.

Flexible Academic Grouping

Students are ordinarily grouped by grade for classroom culture and common instruction. When practical, students may receive mathematics, reading, language arts, Latin, or other instruction at a level different from their homeroom grade. Flexible grouping is an instructional decision and does not by itself constitute promotion or retention.

IX. Homework and Late Work

Homework

Homework reinforces learning, prepares students for class, strengthens memory, develops responsibility, and gives families a window into student work. Assignments should be purposeful, age-appropriate, and proportionate to the student's total workload.

As a general ceiling, the Academy uses approximately twelve minutes per grade level on an ordinary evening: about 10-15 minutes in first grade, 45-50 minutes in fourth grade, and 90-100 minutes in eighth grade. Independent reading, memorization, unfinished classwork, and major projects may affect the actual time required.

These are guidelines rather than guarantees. Parents who believe homework is regularly excessive should contact the teacher promptly. If the concern remains unresolved, they may contact the Headmaster.

Late and Missing Work

Timely completion of work is part of academic discipline and respect for the teacher's instructional order. Work not submitted by the teacher's stated deadline may be marked late, missing, or incomplete.

Because the Academy uses mastery-based evaluation, the academic score should principally represent demonstrated learning. Lateness may be recorded separately and may result in required completion, reduced opportunity for revision or feedback, loss of privileges, a work-habits consequence, detention, or another proportionate response.

A teacher may set a final date after which work will not be accepted for ordinary credit when accepting it would disrupt instruction, make assessment unreliable, or render timely feedback impracticable. Students may still be required to complete essential work even when credit is limited.

Extensions and Early Elementary

Teachers will exercise particular prudence in kindergarten through second grade. They may use flexible deadlines consistent with student maturity while still requiring completion when necessary for classroom order and progress.

Teachers may grant individual extensions for excused absence, family emergency, an approved support plan, or other good cause. Significant or recurring extensions should be coordinated with the Headmaster.

X. Student Support and Accommodation

General Commitment

St. David's Academy desires to work in Christian charity with students who have learning, physical, medical, developmental, or other documented needs. Because the Academy is a small private school with limited staffing and specialized services, accommodations are considered individually in light of the student's needs, the essential requirements of the program, available resources, classroom order, and applicable law.

Request and Review

Parents or guardians should disclose relevant needs during admission or as soon as they become known. A request for accommodation should be submitted to the Headmaster with current documentation sufficient to explain the student's needs and the requested support.

The Academy may request clarification, consultation with qualified professionals, or a meeting with the family and teachers. When an accommodation is approved, the Academy may prepare a written student-support plan describing the support, responsible persons, review date, and any limits. Plans are reviewed periodically and may be modified when circumstances or effectiveness change.

Limits and Outside Services

The Academy does not presently provide every specialized service that may be available through a public school district or clinical provider, such as a dedicated paraprofessional, occupational or physical therapy, psychological treatment, or specialized transportation. Families may be asked to obtain evaluation, therapy, equipment, or outside services at their own expense or through resources for which the child is eligible.

An Academy support plan is not an individualized education program (IEP) and does not promise services beyond the Academy's staffing, mission, resources, or legal obligations. Approval of a plan does not guarantee promotion, a particular placement, or future enrollment. If the Academy cannot safely and reasonably meet a student's needs, it may recommend another placement or discontinue enrollment after appropriate review.

XI. Academic Integrity

Purpose and Expectations

Academic integrity is essential to the pursuit of truth and the formation of Christian character. Students must submit their own work honestly, acknowledge sources as instructed, and use assistance only as permitted by the teacher.

Violations and Responses

Violations may include cheating; copying; plagiarism; unauthorized collaboration; use of answer keys or unapproved aids; false claims about reading, practice, or completion; and dishonest use of digital tools, including artificial intelligence, to generate or complete work.

Responses may include correction, reteaching, required resubmission, reduced or withheld credit, parent contact, loss of privileges, detention, or further discipline. The teacher and Headmaster will consider the student's age, maturity, intent, prior instruction, and seriousness of the conduct.

XII. Attendance

Expectation and Reporting

Regular attendance is essential for academic success, spiritual formation, and the development of disciplined habits. Students are expected to attend every scheduled school day and required Academy activity, including half-days, chapel days, recitations, feast-day observances, field trips, and special events.

Parents or guardians should report an absence or tardy before the beginning of the school day whenever possible, stating the reason and anticipated duration. The Academy maintains attendance records and may request documentation when an absence is prolonged, repeated, or otherwise raises concern.

Excused Absences

An absence may be excused for illness or injury; medical, dental, or counseling appointments; family emergency or bereavement; court or legal obligation; an approved Christian observance or church activity; a school-sponsored event; or travel or educational activity approved in advance by the Headmaster.

Notification alone does not automatically make an absence excused. The Academy determines attendance coding according to the reason, timeliness of notice, documentation when requested, and Academy procedure.

Unexcused Absences, Tardies, and Early Departures

An absence is unexcused when the reason is not approved, required notice is not provided within a reasonable time, or the student is absent contrary to Academy direction. A student arriving after the published start time may be marked tardy; a student leaving before dismissal may be recorded as an early departure or partial absence. Repeated tardiness or early departure may be addressed as an attendance concern even when individual instances are excused.

Make-Up Work

Students remain responsible for work missed during an absence. For excused absences, teachers will provide a reasonable opportunity to complete essential work. As a general guideline, students receive one school day for

each day absent, although the teacher may adjust the timeline based upon the assignment and the student's circumstances.

For pre-approved absences, teachers may provide work in advance when adequate notice is given, but they are not required to create a comprehensive independent-study plan. Additional work may be assigned after the student returns. Credit for work missed during an unexcused absence may be limited according to teacher and Academy procedure.

Excessive Absence

The Academy may require a conference or attendance plan when absences, tardies, or early departures interfere with academic progress or school expectations. Chronic or repeated unexcused absence may result in academic consequences, referral or reporting as required by law, or reconsideration of enrollment.

For students enrolled only in individual courses through a homeschool partnership, the Academy records attendance for the courses and activities it provides. The parent or guardian remains responsible for compliance with Wisconsin requirements governing the student's home-based private educational program.

XIII. Health, Illness, Immunization, Medication, Allergies, and Food Safety

Health Information and Immunization

Families must provide current emergency contacts, health information, and immunization records or lawful waiver documentation required for school attendance in Wisconsin. Parents must promptly report significant changes in a student's health, medication, allergy, custody, or emergency information.

The Academy may exclude a student or require additional documentation when necessary to comply with public-health requirements or to protect the health and safety of the school community.

When a Student Should Remain Home

A student should ordinarily remain home when the student has a fever of 100 degrees Fahrenheit or higher; vomiting or diarrhea; a contagious or unexplained rash; an untreated contagious infestation; symptoms of a communicable illness that may endanger others; or a condition requiring rest, close care, or medical attention incompatible with ordinary school participation.

A student who becomes ill at school may be separated from the class and sent home. Parents or their designee must pick up an ill student promptly.

Return to School

A student may ordinarily return after being fever-free for at least 24 hours without fever-reducing medication, free from vomiting and diarrhea for at least 24 hours, and sufficiently recovered to participate in the ordinary

school day. The Academy may apply different return criteria when required by public-health guidance or a health-care professional.

The Academy may require medical documentation before return when symptoms are serious, prolonged, recurrent, communicable, or otherwise raise a reasonable safety concern.

Medication

Medication may be administered only under the Academy's written medication procedure and by an authorized adult. Parents must complete the required authorization. Prescription medication must be supplied in the original labeled container with written instructions from an authorized health-care practitioner.

Nonprescription medication must be supplied in the original container and administered according to the label unless different dosing is supported by practitioner instructions.

Medication must be properly labeled, current, and unexpired. The Academy may refuse to administer medication when authorization, labeling, instructions, training, or safe storage is inadequate. Emergency medications and student self-carry arrangements require prior written approval and an appropriate health plan.

Allergies and Medical Needs

Parents must notify the Academy of serious allergies or medical conditions and provide requested emergency plans, medications, and instructions. The Academy may establish food restrictions, seating or cleaning procedures, staff training, or other reasonable safety measures. No environment can be guaranteed to be completely free of allergens.

Food Safety

Students may not share food without teacher permission. Families must obtain approval before providing food for a classroom, celebration, or Academy event. The Academy may restrict particular foods or establish snack and lunch procedures to protect student safety.

XIV. Arrival, Dismissal, Student Release, and Custody

Arrival and Dismissal

Students should arrive within the published arrival window and follow Academy procedures for entering the building. Students may not be dropped off before supervision begins unless participating in an approved activity.

Students must be picked up promptly at dismissal unless participating in an approved supervised activity. Repeated late pickup may result in a conference, fee, or other procedure published by the Academy.

Authorized Release

The Academy releases a student only to a parent, legal guardian, or other person authorized by the family and recognized by the Academy. Identification or direct confirmation may be required. Changes to ordinary pickup arrangements must be communicated through an approved method before dismissal.

A student leaving early must be signed out. Early departures should be kept to a minimum and may be recorded for attendance purposes.

Custody and Court Orders

Parents and guardians must provide current copies of any court order, custody order, restraining order, or other legal document affecting access to the student, release, records, or communication. The Academy will follow the most recent valid documentation in its possession and cannot enforce private understandings that have not been provided in writing.

XV. Student Records, Privacy, and Media

Student Records

The Academy maintains records for educational, safety, administrative, financial, and legal purposes. Records may include enrollment information, emergency and health information, attendance, grades, academic reports, support plans, discipline, tuition and financial-aid information, and communications relevant to student welfare or school administration.

Access is limited to parents or guardians with legal rights, authorized Academy personnel, and others with a legitimate need or lawful authority. Parents may request to review their child's records and should direct correction requests to the Headmaster. Records may be released with parent authorization or as otherwise permitted or required by law.

The Academy treats financial-aid applications and awards as confidential administrative records. This confidentiality does not prevent a family from seeking professional, pastoral, legal, or financial advice or exercising any legal right.

Transfer and Retention of Records

The Academy may retain records according to its records policy and legal obligations. Upon authorized transfer, the Academy will provide appropriate academic and attendance records to another school or to the parent. The Academy may withhold nonessential records or property when permitted by law and the governing agreement, but it will not obstruct a student's access to records that must lawfully be provided.

Photography and Media

Photographs, video, audio, student work, and other media may be used to document school life and communicate the Academy's mission. Parents select their student's media-permission level during enrollment and may update that preference in writing.

The Academy will make reasonable efforts to honor the selected preference. A family will not be penalized for declining public use of a student's name or image. Incidental inclusion in large public events or group settings may not always be avoidable.

XVI. Discipline

Purpose and Authority

Discipline is a necessary part of Christian and human formation. Its purpose is correction, repentance, restitution, restored order, growth in virtue, and protection of the school community - not humiliation or retaliation.

Teachers have authority to administer ordinary classroom discipline. The Headmaster retains final authority over serious, repeated, disputed, or school-wide disciplinary matters. Discipline should be timely, clear, proportionate, humane, and consistent with Christian charity. The Academy does not use corporal punishment.

Misconduct

Misconduct includes, but is not limited to, disrespect; dishonesty, cheating, or plagiarism; disruption; refusal to follow directions; bullying, harassment, intimidation, or threats; profanity or obscenity; vandalism, theft, or misuse of property; inappropriate physical or sexual conduct; misuse of technology or social media; possession of prohibited items; and conduct materially contrary to the Academy's confession, moral teaching, or standards of decency.

The Academy may address conduct occurring off campus when it has a substantial connection to student safety, the peace of the school community, or the Academy's ability to carry out its mission.

Disciplinary Responses

Responses may include verbal correction; changed seating or supervision; written reflection, apology, or restitution; required completion of work; loss of privileges; detention; parent contact or conference; a behavioral or safety plan; suspension; probationary enrollment; or dismissal in grave or persistent cases.

The Academy considers the student's age, maturity, intent, prior conduct, seriousness of the behavior, impact on others, and response to correction. Parents will be informed of serious or repeated misconduct and of significant disciplinary actions. Immediate removal may occur when necessary to protect safety or order.

XVII. Uniform and Dress

Purpose and Standard

The Academy's uniform promotes modesty, order, equality, school identity, and readiness for work. Students must arrive clean, neat, and dressed according to the current uniform guide. Parents are responsible for ensuring compliance with dress and grooming expectations.

Uniform Guide and Formal Dress

The Headmaster publishes the approved uniform items, vendors, seasonal options, footwear, grooming standards, and formal-dress requirements. The current uniform guide is incorporated into this handbook by reference and may be updated as operational needs require.

The Academy may designate formal dress for chapel, recitations, concerts, presentations, feast days, photographs, and public ceremonies.

Prohibited Dress and Enforcement

Students may not wear immodest, torn, unclean, excessively casual, or distracting clothing; visible slogans or images contrary to the Academy's mission; unapproved athletic wear; or accessories and presentation inconsistent with modesty, decorum, or the published uniform guide.

Minor issues may be corrected by staff. The Academy may provide a temporary replacement item when available, require parent delivery of proper clothing, restrict participation, or apply discipline for persistent or serious violations.

XVIII. Chapel and Religious Life

Centrality of Worship and Catechesis

Because St. David's Academy is the parish school of Zion Lutheran Church, religious life is not an addition to education but lies at its center. The Academy forms students in reverence, prayer, hymnody, doctrinal clarity, and joyful participation in the life of the Church.

Attendance and Participation

Students are expected to attend scheduled chapel services, catechesis, liturgical observances, recitations, and other required religious exercises unless excused by the Headmaster for good cause.

Students participate respectfully through attentive presence, singing, recitation, prayer, and other practices consistent with the Academy's confession. Participation in the Sacrament of the Altar is governed by the doctrine and pastoral practice of Zion Lutheran Church.

Family Partnership

Families should understand that the Academy's worship, prayer, teaching, and devotional life are explicitly Lutheran and confessional. Non-member families are welcome when they respect this identity and support their children's participation.

Regular worship, family prayer, and congregational catechesis are essential partners in the Academy's work. Families are encouraged to speak with the pastor or Headmaster when questions of doctrine or worship arise.

XIX. Bullying, Harassment, Abuse Reporting, and Student Safety

Prohibited Conduct

The Academy is committed to an environment marked by safety, dignity, charity, and peace. Bullying, harassment, intimidation, threats, retaliation, and targeted humiliation are prohibited whether verbal, social, physical, written, or digital.

Prohibited conduct may include repeated cruelty; deliberate social exclusion intended to humiliate; threats or intimidation; physical aggression; sexual harassment or inappropriate sexual conduct; digital harassment; ridicule; discriminatory abuse; or retaliation against a person who reports a concern in good faith. A single grave act may be addressed even when conduct is not repeated.

Reporting and Response

Students and families should promptly report bullying, harassment, threats, suspected abuse, or safety concerns to a teacher or the Headmaster. Reports may be made verbally or in writing. Urgent danger should be reported immediately to emergency services and Academy leadership.

The Academy will assess and investigate reports in a manner appropriate to the students' ages and the seriousness of the concern. Responses may include interviews, parent conferences, increased supervision, safety planning, restorative correction, discipline, outside consultation, or referral to civil authorities.

Mandatory Reporting and Retaliation

Academy employees and other persons who are mandatory reporters will report suspected child abuse or neglect as required by Wisconsin law. The Academy will not delay a required report in order to complete an internal investigation.

Retaliation against a student, family, employee, or witness who makes a good-faith report is itself serious misconduct. Knowingly false reports may also result in discipline.

XX. Outside Activities and Schedule Interruptions

General Principle

The Academy recognizes that students may participate in athletics, arts, lessons, therapies, church activities, and other outside commitments. Because the Academy is a full-time educational community with its own academic, liturgical, and formative rhythm, outside activities should not regularly disrupt the school day.

The Academy does not automatically excuse students from school obligations for private lessons, practices, rehearsals, competitions, travel, or other non-Academy activities. Families should schedule such commitments outside school hours whenever practicable.

Pre-Approval and Student Responsibility

The Headmaster may approve an exception in advance after considering the value and frequency of the activity, the student's academic standing, attendance, and the disruption to instruction. Approval of one exception does not establish a general entitlement or precedent.

Students released for an approved activity remain responsible for missed instruction, assignments, recitations, and deadlines. Enrollment means that the ordinary life of the Academy takes priority during the school day.

XXI. Technology and Digital Conduct

Student Devices

Technology is used sparingly and for a clear educational purpose. Students may not use personal phones, smart watches, earbuds, tablets, gaming devices, or other internet-enabled devices during the school day unless the Headmaster has approved a specific need.

A device brought to school must remain powered off and stored according to Academy procedure. An unauthorized device may be collected and secured. Depending upon the circumstances or repeated misuse, it may be returned only to a parent or guardian. Families assume the ordinary risk of bringing personal technology to campus, subject to the Academy's duty to exercise reasonable care.

School Technology

School-owned devices, networks, accounts, and platforms are Academy property and may be monitored, restricted, or inspected for educational, safety, or administrative purposes. Students may be held responsible for intentional or negligent damage, unauthorized access, circumvention of safeguards, or misuse.

Off-Campus Digital Conduct

Students may not use social media, messaging, gaming chats, artificial-intelligence tools, or other digital communication to bully, threaten, humiliate, impersonate, spread falsehood or private information, distribute obscene material, or materially undermine the safety and peace of the Academy.

The Academy may address off-campus digital conduct when it has a substantial connection to student safety, the dignity of students or staff, school order, or the Academy's ability to carry out its mission.

Family and Parent Responsibility

Parents retain primary responsibility for student technology use outside school. The Academy strongly encourages families to delay, limit, and closely supervise access to phones, social media, and internet-enabled devices, especially in the lower and middle grades.

Parents and guardians should avoid online conduct that recklessly spreads falsehood, violates confidentiality, threatens others, or publicly escalates a dispute that should be addressed through Academy channels. Persistent conduct that materially damages the school partnership may lead to a conference or review of continued enrollment.

XXII. Visitors and Campus Access

Visitor Procedures

Visitors are welcome when their presence supports the Academy's work, but campus access must remain safe and orderly. Visitors must report to the designated entrance or office, identify themselves, state the purpose of the visit, sign in when requested, and follow staff directions.

The Academy may deny or end a visit when it is unscheduled, disruptive, unsafe, inconsistent with the Academy's mission, or contrary to a custody or safety restriction.

Classroom Visits and Volunteers

Classroom visits should be arranged in advance through the teacher or Headmaster. Unscheduled classroom observation is ordinarily not permitted.

Volunteers serve under Academy direction and must support the mission and standards of the school. Background checks, training, confidentiality agreements, or other screening may be required according to the nature, frequency, and degree of student contact.

XXIII. Field Trips and Off-Campus Events

Participation and Authority

Field trips and off-campus events enrich the Academy's educational life when they are consistent with its mission and orderly operation. Participation requires parent permission, appropriate dress, compliance with staff and chaperone directions, and conduct consistent with Academy standards.

Students remain under Academy authority during school-sponsored travel and events. Misconduct may result in removal from the activity, parent pickup, discipline, or exclusion from future events.

Transportation and Release

Transportation arrangements will be communicated in advance. Drivers must be approved by the Academy and must comply with licensing, insurance, seat-belt, child-restraint, and vehicle-safety requirements. Families may not substitute private transportation or release arrangements without prior approval.

Ordinary pickup, custody, and student-release procedures remain in effect at an off-campus location. A parent wishing to remove a student early must obtain approval and complete the required sign-out procedure.

XXIV. Weather Closures and Emergency Procedures

Closures and Delays

The Academy may delay opening, dismiss early, move to an alternative schedule, or close when weather, building conditions, public emergencies, or other circumstances make ordinary operation unsafe or imprudent. Families will be notified through the Academy's designated communication channels.

Tuition is charged for the academic program rather than by the day. The Academy will make reasonable efforts to preserve required instructional hours and may adjust the calendar, schedule, assignments, or method of instruction when necessary.

Emergency Information, Plans, and Drills

Parents must keep emergency contacts current and respond promptly to urgent Academy communication. The Academy maintains emergency procedures and will coordinate with public-safety, fire, medical, and other authorities as appropriate.

The Academy will conduct and document fire, severe-weather, evacuation, lockdown, and other safety drills as required by law and the Academy's safety plan. Drills will be conducted in an age-appropriate manner that balances preparedness, order, and student well-being.

XXV. Personal Property, Lost and Found, Searches, and Prohibited Items

Personal Property and Lost and Found

Personal belongings should be clearly labeled. Students should not bring unnecessary valuables, toys, collectibles, cash, or electronic devices unless a teacher or the Headmaster has approved them for a specific purpose.

The Academy is not responsible for ordinary loss, theft, or damage to unnecessary personal property brought to school. Unclaimed items may be donated or discarded after a reasonable period.

Prohibited Items

Students may not possess weapons or weapon-like objects; tobacco, vaping products, alcohol, illegal drugs, or misused medication; obscene or indecent material; unauthorized technology; hazardous materials; or any item intended or used to threaten, disrupt, intimidate, or distract.

This prohibition does not prevent approved educational materials, dramatic props, tools, athletic equipment, or other items specifically authorized by the Academy.

Inspection and Search

The Academy may inspect student property, bags, desks, storage spaces, devices, or other items when there is a reasonable safety, disciplinary, property, or school-order concern. Searches will be conducted as respectfully and narrowly as circumstances permit. Prohibited or unsafe items may be confiscated, returned to a parent, destroyed when lawful, or turned over to authorities.

XXVI. Tuition, Fees, Financial Aid, and Delinquency

Controlling Agreements

Tuition, fees, deposits, discounts, financial aid, payment schedules, refunds, and collection procedures are governed by the signed Tuition Agreement, enrollment documents, and any financial-aid award. Those documents control if they conflict with this summary.

2026-2027 Tuition Summary

For the 2026-2027 school year, the annual full-time tuition rate is \$5,800 per student. Members of Zion Lutheran Church and called church workers of the Evangelical Lutheran Synod or Wisconsin Evangelical Lutheran Synod may receive a \$1,500 discount. Members of other local ELS or WELS congregations may receive a \$500 discount. Discounts are not combined unless the Tuition Agreement expressly provides otherwise.

Homeschool students may enroll in individual courses when space and scheduling permit. The annual fee is \$750 for a course meeting five days per week and \$450 for a course meeting two or three days per week, unless a different written agreement applies.

Payment and Delinquency

Tuition is charged by the academic year and may be paid in full, in two installments, or through ten scheduled payments when offered. Families must make payments according to the Tuition Agreement and should contact the Academy promptly before an account becomes delinquent.

Persistent delinquency, failure to communicate, returned payments, or breach of a payment plan may result in fees, suspension of services, non-renewal, or dismissal as permitted by the Tuition Agreement and Academy policy.

Hardship and Financial Aid

Families experiencing significant hardship are encouraged to contact the Headmaster promptly. Financial aid or temporary arrangements may be available, but assistance is not guaranteed and must be documented in writing. Financial-aid awards apply only to the stated academic year. They may be recalculated when enrollment status or documented financial circumstances materially change, when material information was inaccurate or omitted, or when the award terms otherwise permit adjustment. Families will receive written notice and an opportunity to provide relevant information or request review.

Extended Absence, Withdrawal, and Dismissal

Tuition obligations ordinarily continue during illness, travel, suspension, or other extended absence. A student absent for ten consecutive instructional days without parent contact, after reasonable Academy efforts to communicate, may be treated as having abandoned enrollment.

Tuition following withdrawal, dismissal, school closure, emergency days, or calendar changes is determined under the Tuition Agreement. If extraordinary circumstances materially prevent the Academy from providing the academic program, the Academy Board will determine any credit or refund consistent with governing agreements and applicable law.

XXVII. Parent and Guardian Expectations

Parents and guardians are expected to support the Academy's mission, confession, worship, and standards; ensure regular attendance and punctuality; prepare students with required materials, uniform, meals, and medication; keep contact, health, custody, and emergency information current; communicate honestly and charitably; address concerns through proper channels; support reasonable discipline and academic expectations; fulfill tuition and fee obligations; protect student and family confidentiality; and work with the Academy in a spirit of Christian partnership.

Serious or persistent conduct that undermines student safety, staff authority, the peace of the school, or the Academy's mission may lead to a conference, written expectations, probationary enrollment, or discontinuation of the family relationship.

XXVIII. Questions, Concerns, Complaints, and Appeals

Ordinary Concerns

The Academy desires concerns to be addressed honestly, promptly, charitably, and through proper channels. Consistent with the principle of Matthew 18, a concern should ordinarily be brought first to the teacher, staff member, or administrator most directly responsible.

If an ordinary classroom concern is not resolved after direct conversation, the parent may ask the Headmaster to review it. Concerns involving the Headmaster should be raised with the Headmaster when appropriate and, if unresolved or impracticable, may be submitted to the Academy Board Chair.

Formal Complaints and Appeals

A formal complaint or appeal should be written, timely, factual, and specific about the decision, policy, or alleged misconduct at issue. The Headmaster ordinarily decides operational, academic, placement, and disciplinary appeals. The Academy Board does not routinely re-grade student work or substitute its judgment for ordinary classroom administration.

An appeal to the Academy Board is appropriate when the complaint alleges that the Headmaster engaged in misconduct, materially failed to follow required procedure, exceeded delegated authority, or acted contrary to an Academy governing document or Board policy. The Board may affirm, modify, return, or overturn a decision within its authority.

This process does not delay emergency action, mandatory reporting, law-enforcement contact, or any legal right that cannot lawfully be conditioned upon internal review. The Academy may request good-faith Christian mediation when appropriate and legally permissible.

XXIX. Handbook Authority, Interpretation, and Revision

Authority and Interpretation

The Headmaster is responsible for the ordinary interpretation and administration of this handbook under the authority delegated by the Academy Board. The Academy may act prudently in circumstances not specifically addressed when the action is consistent with its mission, governing documents, Board policy, signed agreements, and applicable law.

In matters of doctrine and confession, Holy Scripture and the Lutheran Confessions govern. In institutional and legal matters, applicable law, Zion Lutheran Church's governing documents, Academy Board policy, and signed enrollment or tuition agreements control according to their proper authority.

Revision and Severability

The Academy may revise, clarify, supplement, or amend this handbook as needed. Significant changes will be communicated to families, and the current dated version maintained by the Academy will govern future administration.

If a provision is invalid, unenforceable, or inconsistent with a controlling authority, it will be interpreted or revised as narrowly as reasonably possible. The remaining provisions continue in effect.

No Contractual Guarantee

This handbook is an administrative guide and statement of ordinary expectations. It does not create a guarantee of continued enrollment, employment, a particular course, teacher, schedule, service, accommodation, result, or disciplinary outcome. Specific signed agreements remain enforceable according to their terms.

XXX. Acknowledgment and Signature

Acknowledgment

By signing below, the parent or guardian acknowledges receipt of the Student and Family Handbook, confirms that the handbook has been read and discussed with the student in an age-appropriate manner, and understands that enrollment is conditioned upon cooperation with the Academy's mission, standards, policies, and signed agreements.

The signature acknowledges understanding; it does not waive rights that cannot lawfully be waived. Questions should be raised before signing.

_____ *Parent/Guardian Name (print)*

_____ *Parent/Guardian Signature and Date*

_____ *Second Parent/Guardian Name (print)*

_____ *Second Parent/Guardian Signature and Date*