

2017-18

# SCHOOL HANDBOOK



Zion Lutheran School • [zionschoolbelleville.org](http://zionschoolbelleville.org)

Preschool 3 to 8th Grade • 1810 McClintock Ave. Belleville, IL 62221 • 618-234-0275

Zion Lutheran School provides a Christ centered approach to education. This education nurtures the child's faith, equipping him/her to use and share that faith on a daily basis. **Our Vision:** That every child knows Jesus as his/her personal Savior.

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1810 McClintock Avenue  
Belleville, IL, 62221  
Phone: (618) 234-0275  
www.zionschoolbelleville.org**

#### **Mission Statement**

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#### **Our Vision**

**That every child knows Jesus as his/her personal Savior.**

#### **Welcome**

*Welcome to Zion Lutheran School, and thank you for choosing Christian education! It is our privilege and pleasure to serve you this year. We are proud of our school and excited to see what our students will accomplish through our faithful God who strengthens and encourages us all.*

*Would you partner with us so that we can serve you and your children better? Please take a few moments to familiarize yourself with the policies and procedures on the following pages. All are written with our students in mind to help create successful, responsible, and faithful young men and women.*

*If you have any questions, please do not hesitate to contact me, our fantastic secretaries, or our dedicated teachers personally. We pray God's richest blessings for you, your family, and our entire Zion Church family throughout the 2017-2018 school year.*

*In Christ, the only hope we have,*

**Mrs. Ananda Baron  
Principal**

**Senior Pastor  
Associate Pastor  
Principal  
Director of Admissions and Marketing  
Administrative Assistants**

**School Board**

**Rev. Brian E. Downs  
Rev. Chris Spelbring  
Mrs. Ananda Baron  
Mrs. Erica Stelling  
Mrs. Terri Marino  
Mrs. Lorrie Spear  
Mrs. Rebecca Wohltman  
Mrs. Sue Bollemeier  
Mrs. Kristen Kienitz  
Mr. Ryan Kemper**

## 2017-2018 Handbook & Policy Changes

The following information contains a list of the handbook and policy changes for the 2017-18 school year. I encourage you to read and familiarize yourself with our entire school handbook. If you have any questions or concerns, please contact me at your convenience. We look forward to working with you and your students this school year and are praying God richly blesses all our families, students, and staff!

In His Service,  
Mrs. Ananda Baron  
Principal

### HANDBOOK CHANGES

#### Section 1 - General Information

- School Board - added a description of the responsibilities of the school board
- One Together Parent Teams - added description of our volunteer organization

#### Section 2 - Curriculum

- AimswebPlus - added description of formative testing program, grades K-8
- ITBS Testing - changed from 1st-8th grades to 3rd-8th grades
- Homework Grading Policy - changed from 1st-8th grades to 5th-8th grades
- Challenge Program - changed from 4th-7th grades to 3rd-8th grades; added the inclusion of CoGAT test scores to determine eligibility

#### Section 4 - School Policies and Procedures

- Overdue accounts & re-enrollment - added meeting and payment plan to be eligible
- Pick Up Procedures - changed kindergarten to pick up in classrooms
- Dress code - 5th-8th grade acceptable tops include straps 3 or more fingers wide
- Field Trips - changed non-Zion children may not attend Zion field trips due to liability issues
- Video Policy - removed the viewing of R-rated movies for ANY age

#### Section 5 - Services

- Lunch Program - added non-discrimination statement, changed payment info
- Educate - replaced Fast Direct
- Educate alerts - replaced School Messenger
- TADS tuition - replaced Smart Tuition
- Scrip Program - moved from section 1 to section 5

#### Section 6 - Co-Curricular and Extra-Curricular Activities

- Choral Programs - added Won by One audition choir

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## **SECTION 1 - GENERAL INFORMATION**

### **Admissions and Non-Discriminatory Policy**

In accordance with Federal and State laws and as an expression of our Christian philosophy, Zion Lutheran School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. While the congregation gives registration priority to members, Zion does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and other school administered programs. Zion Lutheran School is operated for the children of Zion Lutheran Church as well as the community.

Children entering Zion should be the proper age for that grade (including preschool) on or before September 1 (considerations may be made for kindergarten students with birthdays in September). All newly enrolled students must present a transfer document and the transcript from his/her previous school attended. All new students are accepted into the grade level on probationary basis for the first quarter.

Zion requires all students entering preschool, kindergarten and sixth grade to receive a complete physical examination, including an updated dental and eye exam, before the start of the school year. All new students to Zion must also have a physical and dental examination as part of their entrance requirement. Physical and dental examination forms are available on our website and in the school office (see Physical Examinations). Students entering second grade and sixth grade must have an updated dental exam on file. Kindergartners, new out-of-state students, and homeschooled students entering Zion are required to have an eye exam completed by an optometrist or ophthalmologist in compliance with the Illinois School Code.

### **Administration**

The administration of Zion Lutheran School rests with the General Assembly of Zion Lutheran Church. Immediate supervision of the school rests with the Principal who, together with the staff, executes policies and procedures for the improvement and welfare of the school.

### **Zion Lutheran School Board**

School Board members are accountable to each other, the Principal, the Senior Pastor, the Congregation, the students, and their parents. The main responsibility of the School Board is to represent the members of Zion Lutheran Church within the school. The School Board shall listen to the ideas, concerns, and values of the congregation and keep congregation members informed of its activities regarding school programs. The School Board shall provide the highest quality service for all students and parents with Christian care and concern for them.

Zion's School Board meets monthly. Specific guidelines have been established for parents who wish to bring issues to the Board's attention. The following guidelines are the designated procedures to communicate at a Board meeting.

- I. All staff related issues must be thoroughly discussed with the individual staff person, as well as the school principal, before requesting participation at a board meeting.
- II. Present a written request to the School Board chair or the principal at least one week before the monthly board meeting as this will aid time allocation and the preparation of the agenda. Unplanned requests are not appropriate and will not be heard.
- III. After School Board consultation regarding the request, Board members will determine if a written response is appropriate or if one's presence is appropriate to discuss the issue.
- IV. The School Board will communicate its decision regarding a request with appropriate information regarding the upcoming Board meeting.

*See Zion Lutheran Church's constitution if you would like to know more about the election process and/or criterion required for Zion Lutheran School Board members.*

### **Home and School Relationships**

The home is and always will be the chief agency for the child's Christian training. The purpose of Zion Lutheran School is to serve as an important aid to the extension of the home in the vital work of Christian training. It is the goal of our staff to work together with children and parents for optimum student success. If the home and school are both Christ-centered, the child is receiving the best education he or she can receive anywhere.

### **Christian Grievance Procedure**

The administration, staff, and school board of ZLS believe that Scriptural principles must be used in dealing with concerns. The main Scriptural source is Matthew 18:15-20. *"If your brother sins against you go to him and show him his fault. But do it privately, just between yourselves. If he listens to you, you have won your brother back. But if he will not listen to you, take one or two other persons with you, so that accusation may be upheld by the testimony of two or more witnesses, as the scripture says. And if he will not listen to them, then tell the whole thing to the church. . ."*

The principal, teachers and parents should use the following grievance procedures in handling complaints and disagreements:

1. Parents concerned with the action of a teacher should go first and only to the teacher and discuss the problem attempting to achieve resolution.
2. If the problem continues, the teacher, parent and principal should meet to discuss the situation and arrive at a suitable resolution.
3. If the problem continues, the procedures to meet with the School Board should be followed.

### **Parent Volunteers - "One Together Teams"**

One Together Teams is the volunteer organization of ZLS. Its purpose is to give our supporters ample opportunities to partner with the school in order to accomplish its mission. We recognize how precious your time is, so we have created a variety of activities for volunteers to serve according to their time, talents, and interests. The more connected our families become to each other and the life of the school, the better ZLS becomes.



**One Together Teams are organized according to whom they serve and for what purpose. Each team has a volunteer “Manager” who plans yearly activities for their team and facilitates volunteer participation for those activities. Activities vary in time of commitment and number of people needed which provides all parents, grandparents, alumni, and friends the chance to find a connection.**

**Our school website outlines the teams and all activities for the year. Please visit our One Together Teams page to learn more and to sign up. If you have questions, please contact Lorrie Spear, ZLS administrative assistant, for more information.**

## SECTION 2 - CURRICULUM, EDUCATIONAL PROGRAMS AND AWARDS

### **Christian Curriculum**

The curriculum and course of study of Zion Lutheran School complies with the Curriculum Guide for Lutheran Elementary Schools and the Illinois Learning Standards. Zion Lutheran School has been accredited (2015) by the National Lutheran School Association and has received a Certificate of Recognition from the State of Illinois. This means that our Christian Day School is maintaining the criteria and standards prescribed by the State of Illinois.

### **Chapel Services & Faith Families**

We welcome parents and friends to attend our weekly chapel services throughout the school year. Services begin at 8:30 a.m. each Wednesday. These services add strength to our Christ-centered education and give training in Christian stewardship and character. To help strengthen the spiritual community within our school, each student (K-8) will be placed in a "Faith Family" upon entering Zion. Faith families attend weekly chapel services together and participate in character and community building activities throughout the year.

### **Church Attendance**

**Hebrews 10:25** says, *"Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another--and all the more as you see the Day approaching."* **More than 30** times in the Bible, God emphasizes the importance of fellowship in worship. Our Christian homes will also be strengthened if we worship together and study the Word in private or group opportunities. Weekly church attendance strengthens our character and demonstrates unity of purpose in the home and school. In order to encourage one another spiritually, weekly church and Sunday school attendance is taken by each teacher, recorded each quarter on the student's report card, then recorded in each student's permanent record.

Your family is invited to worship at Zion Lutheran Church every Sunday. We offer a traditional worship service at 8:00, Sunday school and adult Bible classes at 9:30, and a contemporary worship service at 10:45. The church staff asks our students to assist in worship throughout the year, and we ask that you please prayerfully consider joining us at Zion on those occasions.

### **Homework**

The challenging program at Zion has always required that some study be done at home. This is not only necessary for accomplishing the immediate goal of completing homework, but it is also a helpful habit in meeting future educational demands. The amount of homework is dependent upon the grade, ability level and study habits of the student. Parents are encouraged to assist their student in developing effective homework habits by providing encouragement and a positive learning atmosphere; however, too much help may not be in the best interest of the student. Encouraging your child to work independently at home deepens student understanding and builds confidence in their abilities.

ZLS considers Wednesday night as a "family night," therefore activities and homework are limited so families may attend church and have family time together.

## Grades

The grading Scale used by Zion Lutheran School follows:

A + - 100%	B+ - 91-93%	C+ - 80-84%	D+ - 70-71%	F – 0-63%
A - 97-99%	B - 88-90%	C - 75-79%	D - 67-69%	
A- - 94-96%	B- - 85-87%	C- - 72-74%	D- - 64-68%	

Grades for the non-core classes of Art, Music, Foreign Language, Physical Education and Technology will be graded using the following format:

E – Excellent	S – Satisfactory
NI- Needs Improvement	U – Unsatisfactory progress

Parents can access student grades at any time as they are entered by each teacher on Educate, ZLS school information system. The following format will be used to determine grades in the non-core classes:

**Excellent:** Grading Scale equivalent: 90-100

- Student's attendance and punctuality are exemplary.
- Student's behavior and attitude are outstanding.
- Student exerts exemplary effort in all activities.
- Student achieves excellence in learning activities.

**Satisfactory:** Grading Scale equivalent: 75-89

- Student's attendance and punctuality are consistent.
- Student's behavior and attitude are acceptable.
- Student exerts a consistent effort in all activities.
- Student achieves satisfactory work in learning activities.

**Needs Improvement:** Grading Scale equivalent: 64-74

- Student's attendance and punctuality are inconsistent.
- Student's behavior and attitude do not always meet expectations.
- Student exerts inconsistent effort.
- Student does not consistently meet work expectations.

**Unsatisfactory:** Grading Scale equivalent: 63 and below

- Student's attendance and punctuality are inconsistent.
- Student's behavior and attitude detract from classroom activities.
- Student exerts poor effort.
- Student does not meet work expectations.

Students not progressing at the Excellent or Satisfactory level in non-core classes will have a Progress Report sent home at the mid-point of the grading period. *(See Appendix B)*

## Homework Grading Policy

A major objective of the Zion staff is to develop student responsibility within the classroom and school setting. The Zion staff believes that this responsibility should be enforced consistently from grade to grade. This homework policy will be enforced from fifth through eighth grade. Late assignments will be determined "late" from the time and day the assignments are due to the instructor.

- Work turned in at least one day late will result in a 10% reduction from the original value of the assignment. Assignments turned in two days late will result in a 50% reduction of the original value of the grade.
- Work turned in after two days late will result in a “0” grade for the assignment.
- Homework assignments that are missed during an illness or an excused absence provide the student the opportunity to make up the work on an equal day basis.

#### **Extra Credit**

Individual classroom instructors reserve the right to allow extra credit as they see fit. Parents may wish to discuss extra credit policies with their child’s teacher keeping in mind that student’s have multiple teachers, each with their own extra credit policy.

#### **Report Cards**

The school year consists of four nine-week grading periods. Specific dates of each quarter can be found on the school calendar Report cards are available online through Educate, ZLS school information system, or at the conclusion of each term. Printed copies will be provided at fall conferences and at the end of the school year.

#### **Retention Policy**

On occasion, Zion staff members work with a student who is struggling in his/her academic work. In some instances, it may be in the best interest of the child to remain in the current grade. If this is a consideration, the Zion staff will follow the procedures outlined in Zion’s Retention Policy detailed in the School Board Governance Manual. One of the most important components of that policy is to involve the parents as early as possible in the process.

#### **Parent Teacher Conferences**

Two parent-teacher conferences are scheduled during the year. The first conference will be held at the conclusion of the first quarter, the second in the spring. These conferences are an important tool in maintaining open communications between the parents and the Zion staff. The staff encourages all parents to participate in these conferences to get a better understanding of student progress and needs. Additional conferences will be available upon parental request. The Zion staff continues to recommend frequent and informal contact between parents and teachers.

Fourth through eighth grade students will take responsibility for the conference, conducting a Student-Led conference. Zion feels that this is an important learning tool teaching the student to prepare and organize the conference, but also makes them accountable for their work.

#### **Formative Assessment Program**

##### *AimswEBPlus*

As part of our goal to ensure that our students receive the best instruction, we use an assessment and reporting system called AimswEBPlus. AimswEBPlus provides data that help us adjust the level and intensity of math and reading instruction to the needs of each student.

Each fall, winter, and spring, students in grades K-5 will take the AimswebPlus tests. Students identified as needing additional instruction, will be progress monitored weekly.

Each AimswebPlus test results in a single score. This score can be compared to a national average or to the average performance for the local school or district, and can indicate the likelihood of passing the end-of-year state test.

#### *Iowa Test of Basic Skills*

Third through eighth grade students are tested annually in the spring with the Iowa Test of Basic Skills. This testing format is used to provide a comprehensive assessment of student progress in major content areas.

#### **Challenge Program**

The Challenge Program at Zion Lutheran School is for students from the third through eighth grades. To be eligible for the Challenge Program, a student must have scored equal or higher than a predetermined ITBS or CoGAT score set by the Challenge Teacher(s), maintain at least a “B” average, and have a teacher recommendation. The Challenge Program is designed to challenge students in a creative way utilizing engineering, mathematics, logic, science, design, and art. The program meets once a week for all Challenge Program students, and selected students participate in various academic competitions; students are responsible for any regular class work missed.

#### **Academic Recognition**

At the end of each quarter, students are recognized in chapel for the following notable accomplishments:

- *Academic Excellence:* Students must earn an A- or better in all core academic classes (mathematics, reading/literature, English/language arts, science, spelling, social studies/history and religion) and demonstrate excellence (E) or satisfactory (S) work in the non-core areas.
- *High Academic Accomplishment:* Students must earn at least 3 A's and a minimum of a B- in the remaining core classes. Students must also demonstrate at least a satisfactory effort (S) in all non-core areas.
- *Academic Honors:* Students earn a minimum of a B- in core subjects and demonstrate at least a satisfactory effort (S) in all other non-core areas.
- *Perfect School Attendance:* The student accumulated no absences or tardies during the quarter.
- *Perfect Church Attendance:* The student attended church every week during the quarter (can include midweek worship).
- *Perfect Sunday School Attendance:* The student attended Sunday School every week during the quarter.

Quarterly recognition dates are noted on the school calendar.

**Valedictorian and Salutatorian Criteria (8th grade students only)**

For a student to qualify for Valedictorian and Salutatorian, the individual must be enrolled in Zion for at least one-half of the seventh grade and all of the eighth grade year. The Valedictorian shall be the student with the highest grade point average (based on Zion grades only) during the seventh and eighth grade years. The Salutatorian shall be the student with the second highest grade point average (Zion grades only) during those two years. Ties will be broken based on the following criteria:

1. Best overall scores for seventh and eighth grade Achievement tests.
2. If a tie still remains, the honor will be shared.

The Principal's Academic Award is also awarded at the Graduation Ceremony and is given only to the eighth grade students who earn a minimum of 85% on the ITBS testing program in their 7th or 8th grade years and maintain an A-/B+ grade point average during the eighth grade year.

### SECTION 3 - STUDENT HEALTH AND MEDICAL INFORMATION

#### Physical Examinations

Physical examinations are required from students:

- Entering 3-year-old preschool
- Entering Kindergarten
- Entering Grade 6
- Transferring from a school outside of the United States (must be completed within one year of start of school)
- Enrolling at Zion for the first time (transfer of records from previous school in Illinois acceptable)
- Entering 4-year-old preschool. If your child had a physical entering a 3-year-old program, it will not be necessary to have one at age 4. Please check with the school office if you have any questions.
- Sports physicals must be completed yearly if the child plans to participate in any school sports. Physicals must be on file in the school office before the student is eligible to practice or participate in a contest.

#### Dental Exams

Dental exam must be completed for students entering kindergarten, second and sixth grade.

#### Eye Exams

Eye exams are required for all kindergarten students and any child entering an Illinois school for the first time, including homeschooled students or transfers from out of state.)

**NOTICE: STATE LAW REQUIRES ALL SCHOOLS TO ENFORCE REGULATIONS ON IMMUNIZATIONS AND/OR HEALTH LAWS. PLEASE COOPERATE AND HAVE THIS COMPLETED BY THE BEGINNING OF SCHOOL. FAILURE TO COMPLETE THIS PROPERLY WILL PREVENT YOUR CHILD FROM ENROLLING/ATTENDING ZION LUTHERAN SCHOOL & PRESCHOOL.**

#### Immunization Requirements for School Health Records

**PT or TD**      **Age requirements: 3 years or older**  
Individuals are required four or more doses of DPT boosters with the last shot on or after the 4th birthday. For kindergarten enrollment, the last dose must be on or after the 4th birthday.  
TD boosters are required every 10 years thereafter.  
**Required interval between doses**  
**MINIMUM INTERVAL - between series dose is four weeks.**  
**MINIMUM INTERVAL - between series and booster is six months.**

Effective with the 2013 school year, all students entering, advancing, or transferring into the sixth, seventh or eighth grades will be required to show proof of receipt of one dose of Tdap (combined tetanus, diphtheria, acellular pertussis) vaccine regardless of the time interval. Most

students have already received the vaccine and simply need to provide the school with the verifying documentation from the family health care provider.

**RUBELLA** Kindergarten through 8 grade students must show proof of having received two doses of live rubella virus vaccine, the first dose on or after the first birthday and the second dose no less than four weeks after the first dose, or other proof of immunity.

**VARICELLA** Students entering kindergarten and sixth grade must show proof of having received two doses of varicella vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of prior varicella disease.

**TOPV** Three (3) or more doses TOPV booster. For kindergarten students the last shot must be on or after the 4th birthday.  
MINIMUM INTERVAL - between series doses is six weeks.  
MINIMUM INTERVAL - between series and booster is eight months for children ages 3 and older.

**MUMPS** Kindergarten through 8 grade students must show proof of having received two doses of live mumps virus, the first dose on or after the first birthday and the second dose no less than four weeks after the first dose, or other proof of immunity.

**MEASLES** Individuals are required two doses of measles vaccination ages kindergarten and up with the first dose at 12 months or older. The second dose must be administered one or more months after the first. Only one dose is required for preschool age students. If an individual has previously had the measles, a physician's note indicating the date or laboratory evidence is acceptable.

#### **AIDS AND HEMOPHILIA**

It is the policy of the School Board to provide a safe learning environment for its students and to provide Christian Education for each of its students. Information is on file and available for placement procedures, medical requirements, placement evaluation, and educational plans for students suffering from AIDS or hemophilia.

#### **HEPATITIS B**

Students entering the sixth grade must show proof of having received three doses of hepatitis B vaccine, or other proof of immunity. The first two doses shall have been received no less than four weeks (28 days) apart. The interval between the second and third doses shall be at least two months. The interval between the first and third doses shall be at least four months.



**HIB** Required for preschool only: one dose on or after 15 months of age.

**TUBERCULOSIS**

All students entering Preschool, Kindergarten & 5<sup>th</sup> Grade must have a TB tine test.

**LEAD SCREENING**

All children entering Zion Lutheran School between the ages of three and six are required to have had a "lead screening test" completed by a physician.

**MENINGOCOCCAL: MCV4**

Beginning with the 2015-16 school year all students entering the 6<sup>th</sup> grade must show proof of receiving one dose of meningococcal conjugate vaccine on or after 11 years of age.

**Medication Policy**

The School Board has passed the following resolution on medication distribution during the school day:

1. Prescription medications must be brought in the container issued by the pharmacy. Non-prescription medications properly labeled with directions on administration should be brought in a suitable container. (Note: please label the medication.)
2. A signed and dated parent note indicating instructions must accompany the medication.
3. Students should bring all medications and instructions to the Main Office.
4. Medications will be stored and dispensed through the office staff.
5. A record of the dispensed medications will be kept on file in the office.

Students whose parents have previously signed or authorized their child to be issued over the counter pain medication will be issued per directions on the form.

**Illness**

If symptoms of illness are present please keep the student home unless accompanied by a doctor's note allowing them at school. The criterion to use is as follows:

1. Fever (99.5 degrees) – Children should be fever free without the use of medicine for 24 hours. Children being treated with Tylenol or other medicine to control a fever should not be in attendance.
2. Students displaying symptoms of vomiting or diarrhea in the previous 12 hours should be kept home.
3. Students who have been diagnosed by a doctor and currently have been on antibiotics for less than 24 hours should remain home.
4. Individuals experiencing a rash or unusual skin appearance should remain home until a doctor can be consulted.
5. Students experiencing chronic coughing should remain home.

**Sending sick individuals to school creates potential health problems for the teacher and other students.**

### **Lice Policy**

**The school will take these steps whenever a case is found:**

- 1. If a student is detected with lice while at school, he/she will be sent home. All classroom parents will be informed that there has been a case of lice detected in their child's classroom.**
- 2. The following day, the Principal or secretary will check all students in that classroom for additional cases. Siblings of the infected child will also be checked. If there are more than two cases of lice in a classroom, or more than one classroom involved with lice, the whole school will be checked by a nurse or capable person. Any child found with lice will be sent home.**
- 3. The following day the Principal or secretary will check children or classes for any remaining nits (eggs). A child must be free of any nits before he/she will be allowed to return to school.**
- 4. If there are no nits or lice, the student may return to school. If however, lice or nits are found, the student must return home repeat removal procedures until the student returns to school lice free.**

### **Pink Eye Policy**

**If a student is suspected of having pink eye, (one or both eyes appear red, draining, swollen, and/or itching) the parent will be notified and the student sent home. This decision will be made at the discretion of the teacher or a school representative (Principal/Secretary). It will then be the parent's responsibility to have the eyes checked by a physician. The student will be allowed to return to school if note from the doctor states that the student is not contagious, or if they have been using an antibiotic eye drop, or oral medication for 24 hours.**

### **Communicable Disease Information**

**The following information comes from the Illinois Department of Public Health. Much confusion lies in this area even among doctors. Zion School follows the rules and regulations as set forth by the Department of Public Health. Read carefully; the information is for your benefit.**

#### **CHICKENPOX**

**Incubation period: 2 -3 weeks, commonly 13 - 17 days. Isolation - for not less than six (6) days after the appearance or until vesicles become dry. Students are excluded from school until the end of the isolation period.**

#### **MEASLES/RUBELLA**

**Incubation period: (10 - 14 days) Isolation - until seven days after the appearance of rash. The infected student will be excluded from school until the end of the isolation period.**

**GERMAN MEASLES**

Incubation period: (14 - 21 days) Isolation is not required. Exclusion from school not required.

**MUMPS**

Incubation period: (12 - 26 days) Isolation period is until nine days after the onset of swelling. The student is excluded from school until the end of isolation.

**SMALL POX**

Incubation period: (1 - 16 days, commonly 9 - 12 days). Isolation - until all lesions have healed and scabs have fallen off. Exclusion from school occurs until the end of isolation or when all visible scabs have fallen off.

**SORE THROAT AND SCARLET FEVER**

Incubation period: (1 - 3 days). Isolation is required, but may be terminated after 24 hours of treatment with antibiotic, provided treatment is continued for a minimum of 10 days and the nose, throat, glands and ears are normal. Exclusion from school occurs until the end of isolation.

## SECTION 4 - SCHOOL POLICIES AND PROCEDURES

### **NSF/Overdue Accounts Policy**

In addition to the conditions on your TADS tuition agreement, the following steps will be taken by Zion's financial office with regard to overdue accounts:

A written notice from the school office will be sent to families whose accounts are overdue by one payment. If an account becomes two (2) monthly payments or one semester payment overdue, the student(s) involved may not be admitted to class or partake in extracurricular activities, up to the discretion of administration. In order to be readmitted, the tuition payments must be paid up-to-date including any tuition which became due during the suspension period. All late fees must be paid in full.

### *Re-enrollment*

No family will be permitted to re-enroll if any preschool, extended care, elementary school tuition and other fees are unpaid from previous years. Payments must be current at registration or the family must attend a meeting with the principal, senior pastor, and finance office that ends with a signed payment plan

### *Diplomas*

Diplomas for graduating students will be withheld until all back fees are paid.

### **Dropping-off and Picking-up Procedures**

The school day begins at 8:15 a.m. and closes at 3:05 p.m.

### *Dropping Off Your Student*

*Early Arrival:* Before School Care is available for preschool-8th grade students starting at 7:00.

K-8 students getting dropped off before 8:05 must enter the building through the main school doors (near the flagpole) and go directly to the gym for Before School Care. They will be released to their classrooms at 8:05.

Preschool students must be walked into the school. Between 7:00 and 7:30, preschool students can be dropped off in the gym. After 7:30, they must be dropped off downstairs in the After School Program room. They will be walked to their classrooms at 8:15.

The Before School staff is willing to come in earlier if needed on occasion. Requests should go through our Extended School director with as much advanced notice as possible.

*Arrival at the start of the School Day:* Beginning at 8:05, both the north and south side doors will be unlocked and students may be dropped off at either end of the school building.

*Late Arrival:* If you know that your student will be arriving late, please call or Fast Direct the school by 8:00 leaving a message with the child's name, grade and expected arrival time. As the school doors are locked at 8:20 through the remainder of the school day; access to the school building may only be gained through the main school entrance (near the flagpole) It is recommended that parents accompany the student to the main office checking the student in.

**(Please note that students arriving after noon will not be permitted to participate in any extracurricular activities for that day.)**

#### *Picking Up Your Student*

**At the end of the school day: Preschoolers (3:00) and kindergartners (3:05) should be picked up at their classrooms. Students in 1<sup>st</sup> through 2<sup>nd</sup> grade should be picked up between the north and the middle doors of the school building. Third and fourth grade students should be picked up at the Main Entrance doors (near the flagpole). Students in 5<sup>th</sup> through 8<sup>th</sup> grade may be picked up at either end of the school building.**

***Picking up a student during the school day:* If you know that your student will be leaving early, please call the school before 2:00p.m. Tell us your child's name, grade and when the student will be leaving. When you pick your student up for an appointment or illness please come into the school office and sign the student out/in. The office staff will call for or get the student from the classroom. For security purposes, parents/guardians are not permitting to go to the classrooms.**

**If someone other than you, the legal parent or guardian, will be picking up the student, the school office or teacher must be notified by phone, written note, or email message before the student can be released to another individual. The individual must be on the emergency contact list for that student and will be asked to show identification.**

#### *Special Travel Arrangements*

**Students are permitted to walk or bike home only with prior written authorization from the parent or guardian. Written authorization should be on file in the school office**

#### *Late Pick Up:*

**For Preschoolers, the school day ends at 3:00PM. Any preschooler who is not picked up by 3:15 will be signed in to the After School Program (ASP), which gathers in a preschool classroom (D1) until 5:00. At 5:00, preschoolers will be taken downstairs with the rest of the ASP students.**

**For K-8 students, the school day closes at 3:05, and the teachers accompany their students to the parking lot to be picked up. The teachers will remain outside with their students until the 3:15 bell rings. Any student who is not picked up by 3:15 will be taken to the After School Program.**

**Students being picked up after 3:15, from the After School Program, will need to be signed out from the program and the appropriate fee will be charged for services.**

**Information regarding the Extended School Programs is available on the school website, in the school office, and in the appendix of this handbook.**

#### **Attendance Policy and Procedures**

**Students are more likely to succeed in academics when they attend school consistently. It's difficult for the teacher and the class to build relationships and community with students who**

are frequently tardy and/or absent. In an effort to assist our families in developing good habits and academic success, we have attendance policies and procedures.

A student is considered absent if they miss more than half the hours in a school day. Absences due to school-sponsored events are excused. Your child(ren)'s attendance record is updated and displayed daily on your Educate homepage.

#### *Notifying the School of Absence*

**If your child/children will be absent, there are two ways to notify the school office. Feel free to use whichever method is the most convenient:**

- 1. Email the school office: [zionoffice@zionschoolbelleville.org](mailto:zionoffice@zionschoolbelleville.org).**
- 2. Call the office as early as possible leaving a message on the voice mail system if necessary.**

**Please include your child's name, grade, the reason for absence, and possible return date. The school office will notify your child's teacher.**

#### *Extended Absence*

**If a student is or will be absent for an extended time period due to illness, a written note from the attending physician indicating the reason for the absence may be requested. Parents or students should also continue communicating with the teacher concerning make-up work. Teachers will provide individual classroom homework policies at the beginning of the year.**

**Planned absences due to travel must be communicated through the principal's office at least one week prior to the absence, but no more than two weeks prior to the planned trip. This time frame gives the staff member enough time to organize the assignments while knowing what lessons will be taught during the absence. Teachers should be notified only after the principal has approved the absence. Teachers may require students to complete the work prior to the planned absence.**

#### *Requesting Homework during Absence*

- 1. If a student will be absent only 1 day, he/she will receive make-up work from his/her teacher(s) the following day.**
- 2. If your student is absent for more than one day, you may request a homework pick up from the office. Your child's teacher and/or a classmate, will collect any missed work and books and send them up to the office where you can pick them up.**
- 3. If a request is not made, the student will collect any missed work from his/her teacher(s) upon his/her return.**

#### *Excessive Absence*

**Our teachers are invested in their students' regular attendance. When our students are not present, we will take the following actions to help prevent excessive absences.**

- 1. We will contact parents when their child is absent if the school office has not been notified.**
- 2. If a student's teacher or the principal feels that unexcused absences are posing a threat to that student's academic success, a meeting will be held with principal, parents,**

teacher(s), and student (when necessary) to establish an attendance plan of action and contract to get the student and family back on track.

### **Tardy Policy**

Promptness and arriving to class on time is an important skill for individual students to learn, as well as important to the classroom environment. Coming in late to class can be a disruption of instructional time for all students, and the tardy student must get the missed information at a later time, reducing the comprehension of the material. The following policy and procedures will be followed for unexcused tardiness.

Students who are not in their classroom before the 8:15 a.m. bell are required to report to the school office for an “Tardy Slip” to enter class. The office will keep track of the tardies.

After seven tardies in a quarter, a meeting will be scheduled with principal, student, parents, and teacher (if necessary) to establish a plan of action and a contract.

### **Visitor Policies**

Security is a high priority of our school. To ensure student safety, all parents and visitors are required to check in with the school office. At the start of the school day, at approximately 8:15 a.m., the main school doors are locked (preschool entrance doors are locked at 8:30). After that time, parents must enter the school at the main school entrance. Parents are asked to ring the bell and be let in by the office.

Parents are not permitted to go to students’ classrooms without consent and approval of the classroom teacher and the principal. Parents who need to pick up their child/children for appointments are to report to the School Office. School personnel will go to the respective classrooms and bring the student to the office.

For safety and in case of emergency, parents remaining on campus will need to sign in with the school office and receive a visitor’s pass. Upon completion of the school visit, parents are required to check out through the school office.

### **Closing of School**

When it is necessary to cancel school because of inclement weather it will be announced on (KSDK) Channel 5, (KMOV) Channel 4, and (KTVI) Channel 2 or their respective websites. In most cases, this information will not be broadcast before 6:00 a.m. Additional messages will be sent out as an alert through the Educate information system.

### **Late Start Schedule**

Occasionally, snow days can be averted by beginning the school day later in the morning. Zion has a “Late Start Schedule” to start the school day later, to accommodate road crews clearing the roads. The school day will begin at 9:00 and conclude at the regular 3:05 dismissal time. For the junior high schedule, *see Appendix C*.

If inclement weather occurs during the day, school will not be released early as Board policy states. In these circumstances, if you desire, you are permitted to sign out your child prior to the 3:05 dismissal by reporting to the office and signing your student out.

### **Dress Code**

The intent of the school dress code is to keep students and teachers safe and focused on academics. The printed dress code outlines what is considered acceptable and unacceptable dress at Zion Lutheran School. The faculty, staff, and principal reserve the right to determine whether or not attire is disruptive or inappropriate for school. If your child is not dressed according to the dress code, a form will be filled out by a teacher and filed with the administrative office, parents will be notified, and appropriate clothing will need to be supplied. *(See Appendix D)*

### *Shirts*

**Acceptable shirts include:**

- T-shirts with crewnecks
- Turtlenecks and mock turtlenecks
- Polo-style shirts
- Long and short sleeve shirts with fold-down collars
- All shirts and blouses must be buttoned up appropriately.
- All shirts with tails must be tucked in.

**For all grades, unacceptable shirts include the following, (unless worn over an acceptable shirt):** tank tops with straps less than 3 fingers wide, Tube tops, or any see-through shirts

**For grades 5-8, additional unacceptable shirts include the following, (unless worn over an acceptable shirt):** inappropriate neckline (must be level with armpits)

### *Sweaters and Sweatshirts*

**Sweaters and sweatshirts are allowed and do not have to be tucked in; however, they must be of the proper size for the student.**

### *Pants*

**1. Acceptable pants include:**

Jeans                      Khakis                      Cargo pants                      Sweatpants      Wind pants  
Dress pants              Overalls

**Leggings/tight fitting pants are acceptable for all ages of girls if an appropriate skirt or over-garment (meets top of thighs) is worn over them. Girls in preschool through 4<sup>th</sup> grade may wear leggings without the skirt or over-garment.**

**2. Unacceptable pants: pajama pants, or pants that are oversized, sagging, dragging the ground,  
or too tight.**



*Shorts:* are acceptable but must reach the mid-thigh on the student.

1. Acceptable shorts include:

Jean-shorts

Sports-style shorts

Khaki shorts

Knit shorts

2. Unacceptable shorts include: Cut-offs & tight knit (biking-style) shorts, shorts with frayed edges.

*Skirts and Dresses*

1 Skirts, jumpers and dresses are acceptable and must reach the student's mid-thigh

2. Skirts with side slits are not allowed.

3. For grades 5-8, all dresses must have sleeves or straps 3 or more fingers wide and appropriate necklines (level with armpits)

*Outerwear*

Jackets and coats should not be worn in the classrooms. Exceptions may be made at the discretion of the teacher.

*Shoes*

All shoes should be safe for the activities at school. Flip flops should not be worn. The teacher may notify the home if they notice a potential danger because of the footwear worn by the student.

*General*

- All clothing must be of proper size for the student, i.e., tight and baggy clothing are unacceptable.
- Clothes should be in good condition, with no holes.
- Clothing with logos pertaining to alcohol drugs, rock bands, vulgar and/or distasteful sayings are unacceptable.
- Hats of any kind may not be worn inside the school building
- Undergarments should not be visible.
- No bare midriffs.
- Hair coloring should be natural colors only.
- Piercings are allowed for female students on the ears only

**Cell Phone and Electronic Policy**

Cell phones and electronic devices including audio/video equipment are not to be used at school or school functions between 8:05 a.m. and 3:15 p.m. When necessary, the school's phones are available for student use and only with staff permission. All communication with parents/guardians must be made through the office for security and safety reasons.

Phones and electronic devices that are openly visible or heard will be kept in the principal's office during the school day each day for a week. Electronic devices needed for special

projects may be brought to school with advanced written permission from the parents and teacher.

The Extended School Care program adheres to the same school electronics policy guidelines and does not permit them before or after school, 7 a.m. to 6 p.m.. Coaches and extracurricular sponsors will inform students of their policies during the appropriate season.

Introducing our students to the world of technology is an important objective of our school. To achieve that goal, students will be working with a variety of technological formats including; computers, iPads, tablets, video cameras and the internet. All students and families are required to complete the Digital & Print Media Release form annually during registration.

#### **Care of Property**

School personnel and officers of the church are constantly striving to maintain the best facilities possible. It then behooves all that use this facility to use it and its furnishings wisely. Any abuse will result in an assessment to cover repair or replacement costs.

#### **Textbooks**

All textbooks are used on a rental basis. Students are held accountable for the condition of their books when they turn them in at the end of the school year. Students who lose/damage a textbook or workbook are expected to pay repairs or replacement costs for the book.

#### **Lost and Found**

School materials, as well as, articles of clothing are frequently misplaced. Please mark all personal items clearly with your child's name located on the item. For lost items, a "Lost and Found" is maintained by the school; contact the school office to check found items. Periodically throughout the year found items will be placed on a table in the hallway to be identified and collected by the owner. Items not claimed will be donated to a local charity.

#### **School Pictures**

Each fall school photographers visit Zion to take individual pictures in order to record the personal growth of each student. "Lifetouch" will be taking the pictures. Picture packages must be paid in advance. Dates for both Picture Day and "Picture Re-take Day" will be placed on the school calendar for parental review. Additional information will be provided through Lifetouch handouts and the school newsletter, "Lion's Roar".

#### **Liability**

Lutheran schools do not operate within the same set of constitutional restrictions as public schools because they are not agencies of the state. Even so, we are concerned about the well being and safety of our students. Throughout the school year, students will be involved in a variety of activities including field trips, class outings and choir performances. Teachers will send home Parent or Guardian Consent Forms, which will indicate the nature of the event, time, date and other pertinent information you the parent require. Zion Lutheran School and all members of its governing boards are not responsible for non-school activities. All drivers

assisting in the transport of Zion students must fill out a form entitled “Personal Automobile Liability Insurance Statement” available from the teacher or the school office.

### **Reporting of Injuries**

Occasionally, Zion students get hurt during the school day. Minor injuries will be treated by the Zion staff, and a report of the incident kept on file by the instructor or office. Injuries of significance will be reported to the office, appropriately treated with an injury report completed and parent notification following up the incident. When extreme incidents occur, parents will be notified immediately, and appropriate actions will be taken.

### **Food Allergy Management Plan**

In conjunction with the Illinois State School Board and the Illinois Department of Public Health, Zion has developed and implemented guidelines for a Food Allergy Management Plan. If your student has a specific allergy related issue that the Zion staff needs to be familiar with, contact the main office and request an allergy related form. Medical verification is required and must then be returned to the office so a specific allergy management plan can be established, and appropriate school personnel notified. If you have any questions regarding this program, please contact the Zion office. *(See Appendix F)*

### **Field Trips**

Classroom field trips to investigate community resources are frequently used by instructors to enhance the classroom learning experiences. Teachers will send home Field Trip Permission slips, which will indicate the nature of the event, time, date, transportation arrangements and waiver. Participation in these programs requires parents to complete the waiver form returned to the instructor prior to the field trip.

Transportation for field trips is planned and organized by the classroom teacher utilizing either a bus company or parent volunteers to meet travel requirements. When bus travel is utilized students may be required to pay transportation costs. Parents who choose not to use bus transportation must make advanced arrangements with the instructor.

On other occasions, parents may be asked to serve as chaperones and assist in driving. All parent chaperones must adhere to the standards, schedule, and procedures set in motion by the classroom teacher for the duration of the school field trip. Non-Zion students will not be allowed to attend Zion field trips for liability purposes. Parents who volunteer to drive for school functions must have a “Personal Automobile Liability Insurance Statement,” on file in the school office *(See Appendix E)*. This is a personal protection for the volunteer driver (in case of an accident) showing that you as a driver have considered the welfare of the child and that you have liability insurance.

Students who choose not to participate in the field trip, or are not permitted to participate due to disciplinary reasons are expected to attend school during the field trip. In those instances, the classroom teacher in conjunction with principal, will make supervision arrangements for the student. Failure to attend school during that time will result in an unexcused absence.

### **Video Policy**

**In an attempt to provide students with a well-rounded education, teachers shall enlist in a variety of instructional strategies to supplement the educational material. These strategies may include the use of educational videos, including historical and science documentaries and others that support subjects being taught in the classroom. Videos will be age appropriate and support the teachings of the Lutheran Church Missouri Synod. Videos that do not support what is being taught and/or that are seen as “entertainment” videos, shall be limited to one per semester, preferably shown at the end of the semester. Entertainment videos that are appropriate are those that have received a “G” rating, for general audiences.**

**The showing of PG” & “PG-13” rated videos may only occur when the teacher has received authorization from the principal and a signed permission slip from every parent in the class. (“PG-13” rated videos shall be strictly limited to the seventh and eighth grades.) It shall be the teacher’s responsibility to find an alternative learning activity for students who have not been given viewing consent.**

## SECTION 5 - SERVICES

### **Faculty Meetings**

Faculty Meetings are held periodically during the year; consult the yearly calendar for exact dates. These meetings are instrumental in conducting school business and providing staff members with important in-service opportunities.

On these dates, students are dismissed at 1:15 p.m. The Zion administration understands that this early release can cause working families child care issues. Therefore, Zion will provide free child care services from dismissal to the end of the regular school, 3:15 p.m. Parents will be responsible for child care services beyond the 3:15 time frame. For the junior high schedule, see *Appendix C*.

### **Educate**

Educate by TADS is the new ZLS information system. This system not only allows for record keeping and communication between Zion staff members, but also allows for interactivity between the Zion staff and you, the parents. It will also give you access to your child(ren)'s teacher documents and announcements, school calendar, lunch menus, report cards and other pertinent information. Please use this for all Zion school information.

Educate's alert system allows ZLS to communicate with all Zion families weather-related school and event cancellations, reminders of special school activities and other important school related information, such as notification of cancelled field trips or sporting events. You can select your alert setting in your Educate account.

### **Financial Assistance**

Zion Lutheran School in conjunction with LESA, (Lutheran Elementary School Association of Saint Louis) is blessed to provide tuition assistance to families. Interested families must submit applications through TADS. Those applications are reviewed by both a Zion scholarship committee and LESA with scholarship eligibility and awards being based on need. Information on this process will be shared with school families through school communications.

### **Library**

The library supports the educational mission of Zion Lutheran School by providing quality recreational reading opportunities, motivational activities and Internet and software research capabilities to Zion students. Library use expectations include:

#### **Students may:**

- Visit the library during scheduled class time
- Borrow 2 appropriate level books per week (1 book for preschool and kindergarten students)

#### *All student patrons will:*

- Observe all library classroom expectations
- Respectfully care for all borrowed books

- **Return all borrowed books on time before checking out new books**

*Policies regarding returning books late and lost or damaged books:*

- **All books previously checked out must be returned within one week.**
- **Books may be renewed for one week.**
- **New books may be checked out when all previously borrowed books have been returned**
- **Books not checked in after two weeks of the due date will be considered lost, students will be assessed the full replacement cost of the books, payable within the third week.**
- **Students will be assessed the full replacement cost of books lost or damaged during the borrower's checked-out time period, payable within two weeks of assessment.**
- **Replacement books are obtained exclusively by the Librarian.**
- **No overdue fines are assessed.**

### **Lunch Program**

**Lunch menus are available on Educateand the school website (a few are printed and are available outside the school office).**

**Payment for lunches may be made by cash or check in the school office or through TADS billing.. Payment should be made in advance or by the first week of every month. Account balances are available on Educate with notification when the account balances become low and empty. Buying meals on credit is not permitted and will not be allowed. The kitchen reserves the right to serve a peanut butter and jelly sandwich with a carton of milk for delinquent accounts until the account is paid. Students who fail to purchase a hot lunch or bring a lunch from home will be required to purchase a hot lunch from the school kitchen. Families will be billed for the purchase of the lunch.**

**Zion participates in the Federal School Lunch Program for families needing assistance with lunch payments. Families who believe they may qualify for either the Free or Reduced lunch program are encouraged to participate. Applications are mailed home before the start of the school year.**

**Soda is prohibited during the lunch hours. Please do not bring soda to school.**

### *Non-Discrimination Statement*

**In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.**

**Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)**

877- 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust\\_html](http://www.ascr.usda.gov/complaint_filing_cust_html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue  
SW Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

**This institution is an equal opportunity provider**

*Procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program*

**I. Right to File a Complaint - Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.**

**II. Acceptance - All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the Illinois State Board of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.**

**III. Verbal Complaints - In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:**

- Name, address and telephone number or other means of contacting the complainant.
- The specific location and name of the entity delivering the program service or benefit.
- The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor
- The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).

- The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
- The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

#### **Scrip Program**

The Scrip Program is a fundraising program for the school and a method of deferring tuition payments for families. The program works by simply purchasing gift certificates to buy items that you would normally buy from your favorite merchants. Each merchant earns a certain percentage of rebate and that percentage will be split between you and the school. Some merchants included in the Scrip Program are: Shop-N-Save, Kohl's, Wal-Mart, Panera Bread Company, Applebees, and Olive Garden/Red Lobster/Longhorn. Gift certificates can be purchased daily in the school office.

#### **Tuition**

TADS is Zion's tuition management provider assisting Zion families in managing their tuition accounts. At the start of each school year, families will be sent their tuition agreements and select their payment plan and method of payment. Families will have the ability to access account information online. Contact TADS or the school office for more details.



## **SECTION 6 - STUDENT DISCIPLINE**

### **Philosophy of Discipline**

**One of the most important responsibilities we have is to teach Christian discipline. It is a responsibility we share with the home and the church. We ask parents and students to understand and abide by the school rules and policies, which are guided by Biblical principles. We expect our Zion community to live according to the Word of God and respond to one another in love.**

**The teachers and staff of Zion Lutheran School, in turn, will strive to create an environment of genuine love and concern that is conducive to Christian growth and order and serves the well-being of our students and their families. Our goal with any disciplinary actions, is to bring the student to maturity in Christ and to build Godly character traits into the lives of our students.**

### **Maintenance of Christian Discipline**

*Adopted by the School Board and taken from "The Illinois State School Code"*

**Teachers and other educational employees shall maintain discipline in the school, including school grounds, which are owned or leased by the School Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and school children, the teachers and other educational employees stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all extra-curricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.**

**A teacher is responsible for maintaining the safety for the other students, school personnel, or persons, or for the purpose of self defense or the defense of property and may remove a student from the classroom for disruptive behavior and shall include provisions which provide due process to students. The policy shall not include slapping, paddling, or prolonged maintenance of students in physically painful positions; nor shall it include the intentional infliction of bodily harm.**

### **Procedures for Christian Discipline**

- 1. Rules and procedures for safety, effective teaching, and positive God-pleasing behavior are prepared and shared with both students and parents. Attention should be given to the purpose of such rules as reflecting God's will. Ordinarily it is the classroom teacher who administers such rules and discipline in a manner that is consistent and fair based on individual classroom needs. At the beginning of the school year, each individual teacher will provide parents with classroom rules and discipline procedures.**
- 2. When unacceptable behavior is frequent, the teacher will seek the assistance of the parents to bring about repentance, forgiveness and renewal through Christ.**
- 3. When a student persists in unacceptable behavior, the student will be referred to the principal who will continue the disciplinary process. The principal will inform the parents about the reason for discipline and the appropriate action taken. Any written communication will be placed in the child's file.**

4. Additional related offenses could result in further disciplinary actions including suspension or expulsion.
5. Immediate suspension will occur for behavior that is considered threatening, dangerous, or illegal.
6. The School Board will be informed of all suspensions and expulsions.
7. Students shall have the right to privately appeal, in a polite and Christian manner, any disciplinary action that they deem inappropriate or unfair.

### **Bullying Policy**

**Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.**

**There are many roles that a student can play. Students can bully others, they can be bullied, or they may witness bullying. When students are involved in bullying, they often play more than one role. It is important to understand the multiple roles students play in order to effectively prevent and respond to bullying. Bullying goes against everything in the Bible. We are called to kindness. We are asked to be hospitable and look out for one another, so turning on another person does little to demonstrate God's love to one another.**

**There are many other types of aggressive behavior that don't fit the definition of bullying. This does not mean that they are any less serious or require less attention than bullying. Rather, these behaviors require different prevention and response strategies.**

### *Prevention*

**While dealing with incidents of bullying is important, prevention of bullying is equally important. Training for both teachers and students will be provided by the school to assist them in dealing with causes of bullying and how to help the victim deal with the problem more effectively. Please regularly talk with your children at home about seeking Christ's value and worth in themselves and others.**

### *Discipline procedures*

**Incidents of bullying will be handled in accordance with the discipline policy of Zion and will be reported by the teacher to the principal. The principal, teachers, students and parents will discuss a plan for dealing with the problem.**

### **Prohibited and Illegal Items Policy**

**The following items are prohibited and should not be brought to school because, by their very nature, they become nuisance items: toys, trading cards, non-educational magazines, and any other item that does not contribute to classroom learning. Show-and-Tell items, especially items that may be disruptive to the learning environment, should be cleared with the teacher before being brought to school. Those items must be left in the classroom with the instructor during the school day.**

**Weapons, guns, knives, matches, lighters, illegal items and any destructive item or device, including toys and replicas, are prohibited from school at all times. Threatening comments and/or possession of these items on school grounds will lead to immediate disciplinary consequences which may lead to suspension, disciplinary hearing, expulsion and possible legal action.**

**Illinois Code 430 CS 66/105 states that adults who have "concealed carry" permits may not bring those weapons onto the Zion premise. Additionally, Illinois Code 430 CS 65/8.1 mandates that the principal and staff members serve as a mandated reporter of students or other persons who demonstrate threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions or other behaviors that may be determined to pose a clear and present danger.**

## **SECTION 7 - CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES**

### **Co-Curricular & Extra-curricular Activities Philosophy**

The philosophy of the Zion Lutheran School's activities program is an extension of the overall philosophy of the school. Through these opportunities we hope to prepare students for full participation in their adult lives. We seek to develop the values which determine the student's relationship with self, others, and ultimately with God.

Participation in any of Zion's activities is voluntary. It is a privilege, and a participant has the responsibilities of respect, courtesy, and sportsmanship on the playing field and at school. Zion sees these elective activities as a platform for exploring and developing their God-given interests, talents, and gifts.

It is the intent of Zion to provide these opportunities to students who meet and maintain eligibility based on academic, behavioral, and physical qualifications.

### **Activities Eligibility Standards**

Grades for all students participating in activities will be checked on a bi-weekly basis. A student athlete will be placed on probation if he/she receives an F in one subject or D's in two subjects, or an unsatisfactory in citizenship.

When a student does not meet the standards established by the Zion Lutheran School faculty, that individual will be placed on probation for a two week period. The Athletic Director will notify both the coaching staff and parents of the probation. During this two week period, the student must raise his/her grades or citizenship status to the standards of the school. Students are eligible to participate in practices and/or meetings; however, they not eligible to participate in games but expected to attend the contest. If the student is not able to raise his/her grade or citizenship mark to the standards established by the school, the student will be removed from the team for the remainder of the season. A student may only be on probation once per season.

### **Appeal Process**

Parents of an athlete who has been placed on probation may appeal the probation. The appeal should be made to the principal, who will convene a review committee consisting of the principal, the athlete's teacher and the athletic director. The review committee will hear the reasons why an exception should be made to the above standards. A unanimous decision by the review committee is required to permit an exception to be made.

### **Athletics**

Zion Lutheran School recognizes the value of participation in athletic activities, not only for physical fitness, but in sportsmanship, team building, and leadership development, as well. All fifth through eighth grade students will be eligible for various athletic opportunities unless team size dictates otherwise (ie. Teams that are too large may limit eligible grade levels. Teams that are not full may invite 4th graders). The following is a list of athletic activities available to Zion students:

**Boys' and Girls' cross country (August through September)**  
**Girls' volleyball (August through October)**  
**Boys' volleyball (September)**  
**Boys' baseball (August through October)**  
**Girls' basketball (October through March)**  
**Boys' basketball (October through March)**  
**Boys' and Girls' track (March through May)**  
**Cheerleading (October through February)**

**More information and a more detailed Athletic Handbook can be accessed online or by contacting our Athletic Director, Jim Ledebuhr.**

#### **Band**

**Advanced Band is offered as an elective for students in grade 5-8. Individual instruction will be held before and during school hours. Advanced Band practice will be held during the school day. Beginning Band is offered to students in 4<sup>th</sup> grade and as well as any new students.**

#### **Chess Club**

**Chess Club is where students learn the game of chess and promotes fellowship among participating members. Chess Club is available to all fourth through eighth graders. No chess experience is required, but space is limited. If there is still space available, it could possibly become open to younger students. Members meet weekly from September through April on Wednesdays immediately after school until 4:00 p.m. in Mr. Schmid's room(E7).**

#### **Choral Programs**

**Grades Kindergarten through 4 will have opportunities to sing for church services and special music programs. The K-4 teachers help with these services and events.**

**Advanced Choir (an optional choir for grades 5-8) meets twice a week during the school day. More information will be sent home by the choir director at the start of school.**

**Won by One (an audition choir for grades 5-8) meets once a week prior to the school day. More information will be sent home by the choir director at the start of school.**

#### **Service Club**

**Service Club is offered to all fifth through eighth grade students. Students meet every other week, after school until 4:00 p.m. Service tasks may include (but are not limited to) the collection of paper and plastic recycling, taking down/putting up bulletin boards, whiteboard cleaning, folding, stapling and other odd jobs. Parental permission is necessary for participation.**