



1810 McClintock Ave.  
Belleville, IL 62221  
618-234-0275  
zionschoolbelleville.org

**2022-23**

# **SCHOOL HANDBOOK**



**Zion Lutheran School Belleville**  
Growing minds. Building character. Connecting hearts in Christ.





# Growing Minds. Building Character. Connecting Hearts in Christ.

**Zion Lutheran School**  
**1810 McClintock Avenue**  
**Belleville, IL, 62221**  
**Phone: (618) 234-0275**  
[www.zionschoolbelleville.org](http://www.zionschoolbelleville.org)

## **Mission Statement**

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 or her personal Lord and 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.*

*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 and responsible citizens of this world and servants of our Heavenly Father.*

*If you have any questions, please do not hesitate to contact me, our fantastic administrative assistants, or our dedicated teachers personally. We pray God's richest blessings for you, your family, and our entire Zion Church family throughout the 2022-2023 school year as God works in us, building a strong faith foundation making us "Rock Solid" for His glory!*

*In Christ, the only hope we have,*  
Mrs. Ananda Baron  
Principal

**Interim Senior Pastor**  
Rev. Chris Spelbring

**Administrative Assistants**  
Mrs. Terri Marino & Mrs. Lorrie Spear

**Early Childhood Director**  
Mrs. Jennifer Dinkelman

**Director of Admissions and Marketing**  
Mrs. Erica Stelling

**School Advisory Committee**  
Mrs. Sandy Smallwood, chairperson  
Mr. Rick Gove  
Mrs. Joy Hayward  
Mrs. Ashley Shalenko  
Mr. Mark VonSoosten



# 2022-2023 Handbook & Policy Changes

The following information contains a list of the handbook and policy changes for the 2022-2023 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

- *Pp. 6-7* More detailed descriptions of the School Advisory Committee (excerpts from Zion Lutheran Church's Constitution and By Laws) have been provided
- *Pp. 7-8* More detailed information regarding our Parent Volunteer Team opportunities have been provided

### Section 2 - Curriculum

- *P. 9* Church and Sunday School Attendance - Zion Lutheran Church will be changing its contemporary service start time from 10:30 to 10:45 on Sunday, August 7th, 2022.
- *P. 10* Homework Grading Policy (Grades 5-8) - In lieu of students receiving a "0" percent on homework not turned in, students will be referred to our "Weekly Homework Help & Resource" time offered before and after school.

### Section 4 - School Policies and Procedures

- *P. 17 and App. E* Drop Off and Pick Up Process - drop off changed to ease process for families dropping off multiple students
- *App. F* Standardized Dress Code - Cotton, pull-on jogger style pants added
- *P. 20* Phone & Technology Policy - cell phones, other telecommunication devices (ie. watches, ipads, etc), and personal technology devices of any kind are no longer permitted in extended care programs or during school. See p. 20 for more details.

### Section 5 - Services

- *P. 25* Lunches - the USDA has discontinued its free lunches for all students for the 2022-2023 school year. The price of lunch is \$2.75. Guests are no longer allowed in the lunchroom. Parents and family members may enjoy lunch with Zion students by signing the students out for lunch.
- *P. 26* Extended School Care Programs fees and fee schedule has changed. Please see Appendix C for details.



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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 or 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, or other school-administered programs. Zion Lutheran School is operated for the children of Zion Lutheran Church as well as the community.

In accordance with age requirements in the state of Illinois, 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, and home-schooled students with appropriate transcripts). 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 a probationary basis for the first quarter (or 9 weeks).

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 can be obtained through the Blackbaud School Information System and in the school office. 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.

The Principal has the primary responsibility for the day-to-day school operation, and shall have primary responsibility and accountability for achieving congregationally approved school objectives (*Article 12, Section C of The Constitution and By Laws of Zion Lutheran Church, Belleville, Illinois*).

### **Zion Lutheran School Advisory Committee**

School Advisory Committee members are accountable to each other, the Principal, the Senior Pastor, and the congregation of Zion Lutheran Church.

The School Advisory Committee consists of five members that serve staggered terms. Except in crisis situations, the term of office shall be three years. They are elected at-large by the Voters' Assembly of Zion Lutheran Church.

The School Advisory Committee shall be responsible to set policies for Zion Lutheran School. It shall serve as advisor to the principal to:

1. Assure the school is operated in accordance with the purpose and mission of the church as stated in Article II of the constitution.

2. Assure the school meets the goals and guidelines established by the Voters' Assembly through the annual operating goals and financial plan.
3. Assure that all policies and procedures are in accordance with Holy Scripture and applicable local, state, and federal laws.
4. Assure the highest standards of curriculum.
5. Provide for other educational and extracurricular activities as are desirable to provide a well rounded Christian education.
6. Submit a written report to the Ministry Leadership Group at least quarterly.
7. Submit a written report to the congregation at all regular Voters' assembly meetings.

*(Article 12, Sections A & B of The Constitution and By Laws of Zion Lutheran Church, Belleville, Illinois)*

### **Philosophy on Home and School Relationships**

The home is and always will be the chief agency for the child's Christian foundation. 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 Advisory Committee 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. One who is concerned with the action of a teacher, staff member, the Principal, or another parent should go first and only to that person and discuss the problem with the goal of achieving a resolution.
2. If the problem continues, the parties involved shall meet with the Principal to discuss the situation and arrive at a suitable resolution.
3. If a suitable resolution is not found, the Senior Pastor will be notified for his involvement in a resolution in accordance with church and school policies.

### **Parent Volunteer Teams**

The volunteer aspect of ZLS is organized into several Parent Teams. The purpose of Parent Teams is to give our supporters ample opportunities to partner with the school in order to accomplish its mission. We recognize how precious everyone's 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.

Parent Teams are organized according to whom they serve and for what purpose. 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.

Currently, our Parent Volunteer Teams serve the following areas:



- Team Blue & Gold - Serves teachers and students in many and various ways; typically during the school day
- Team Green - Organizes fundraising events for school needs as determined by school staff and administration
- Team Community - Increase public awareness of Zion Lutheran School. Help build relationships between community and school.
- Social Events Team - Creates opportunities for families and parents to get to know one another

Each team needs a school parent as Team Captain or set of parents as Team Co-Captains who work with members of our staff to create, organize, and implement activities in each of the above categories. Parents have the opportunity to sign up for volunteer opportunities through our Tell the Teacher More event, online, or by contacting our school office.



## SECTION 2 - CURRICULUM, EDUCATIONAL PROGRAMS AND AWARDS

### **Christian Curriculum**

The curriculum of Zion Lutheran School complies with the Curriculum Guide for Lutheran Elementary Schools and the Illinois Learning Standards. Zion Lutheran School is accredited by the National Lutheran School Association and has received a Certificate of Recognition from the State of Illinois. This means that our Lutheran School is maintaining the criteria and standards prescribed by the Lutheran Church Missouri Synod and by the State of Illinois.

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

Services are held on Wednesdays. The service for grades K-8 begins at 8:30 a.m. followed by the preschool chapel service at 9:15 a.m. 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.

Parents and friends are welcome to attend our weekly chapel services but are not permitted to sit among the students in their faith families. Guests are welcome to sit in the back pews.

### **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 a 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 in grades K-8 and then recorded in each student's permanent record.

Zion Lutheran Church supports its school as its primary mission. Your family is invited to worship at Zion Lutheran Church every Sunday. We offer a traditional Sunday worship service at 8:00 a.m., Sunday School and adult Bible classes at 9:30, and a contemporary worship service at 10:45 a.m (as of August 7th). The church asks our students to assist in worship throughout the year, and we ask that you consider joining us at Zion on those occasions.

### **Homework**

The challenging program at Zion has always required that some study is 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 in support of the home being the chief agency for building children's Christian foundation. We encourage families to spend this 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%	

Kindergarten and 1st grade use a competency-based grading system for student work, assessments, and quarterly grades. Grades for the non-core classes of Art, Music, Physical Education, and Technology will use the same competency-based approach found here:

- 4 = Exceeding grade level
- 3 = Meeting grade level
- 2 = Approaching grade level
- 1 = Below grade level

Parents can access student grades at any time as they are entered by each teacher on Blackbaud (ZLS School Information System).

### Homework Grading Policy (grades 5-8)

A major objective of the Zion staff is to develop student responsibility within the classroom and school setting. 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.
- Students who are unable to turn in an assignment after 2 days will be referred to the “Weekly Homework Help and Resource” time in lieu of receiving a 0%.
- Homework assignments that are missed during an illness or an excused absence grant the student the opportunity to make up the work on an equal day basis.

Exceptions may be made for family emergencies and other extenuating circumstances with communication from the parent or guardian.

### Academic Integrity Policies

Academic integrity is an essential practice for measuring student learning and assessment of teaching practices. The absence of academic integrity hinders both processes and ultimately prevents student learning. Academic integrity is violated when a student attempts to earn credit for work that is not their own. The two most common forms of academic dishonesty are cheating and plagiarism.

The following is a list of consequences that will be used at the discretion of the teacher and the Principal depending on the severity and/or frequency of the offense:

- Referral to the office and parent notification
- Extra practice and instruction in proper note taking and sharing of information
- A zero on the assignment
- A conference with the student, teacher, Principal, and parents

## **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 students 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 Blackbaud (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 students who are not reaching grade-level standards in social/emotional, behavioral, or academic growth. 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 Advisory Committee Governance Manual. One of the most important components of that policy is to involve the parents as early as possible in the process. Zion's Retention Policy is listed as "Appendix B" at the end of this handbook.

## **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 and the second in February. 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 may be requested by our teaching staff, resource staff, or Principal and are also available upon parental request. The Zion staff continues to recommend frequent and informal contact between parents and teachers.

During first quarter conferences, 4th-8th grade students will take responsibility for leading the discussion by 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.

February conferences are conducted at the request of the teacher or the parent.

## **Assessments**

### *Formative Assessments*

As part of our goal to ensure that our students receive the best instruction, we use an online formative assessment tool. These assessments provide data that help Zion's staff 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-8 will complete tests in math and reading. Students identified as needing additional instruction will have classroom modifications made or receive instruction in RtI (response to intervention) and will be Progress-Monitored weekly.

Results of these assessments will be used internally by teachers and staff for decisions regarding individual students' academic plans. Students qualifying for RtI services will be notified and given the opportunity to discuss the results and the individual academic plan with our staff.

## Resource Services

Zion Lutheran School provides intervention services in reading and math, as well as speech therapy, which is outsourced. We work diligently to provide accommodations and plans for students who are in need of them. We are honest about our capabilities as a private school and thoroughly consider each student's needs on a case-by-case basis. Zion's Resource Services Policies and Procedures is listed as "Appendix D" at the end of this handbook.

## Challenge Program

The Challenge Program at Zion Lutheran School is for students from the third-grade through eighth-grade. To be eligible for the Challenge Program, a student must have scored at or above the 90th percentile in the previous year's summative assessment in math, maintain at least a "B" average, and have a teacher recommendation. The Challenge Program is designed to challenge students creatively utilizing engineering, mathematics, logic, science, and design. The program begins during the 2nd quarter of the school year and meets once a week. Selected students may be asked to 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 during morning announcements for the following notable accomplishments:

- *Academic Excellence:* Students in grades 4-8 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.
- *Academic Honors:* Students in grades 4-8 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 Honorable Mention:* Students in grades 4-8 must 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:* Students in grades K-8 who accumulated no absences or tardies during the quarter.
- *Perfect Church Attendance:* Students in grades K-8 who attended church every week during the quarter
- *Perfect Sunday School Attendance:* Students in grades K-8 who attended Sunday School every week during the quarter.

Students will be recognized with a signed certificate that will be sent home from school with the student.

## 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 the entire eighth-grade year. The Valedictorian shall be the student with the highest grade point average (based on Zion grades only) during the seventh-grade 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 scored above the 80%th percentile on the Iowa Assessments in their seventh or eighth-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 exams 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 verifying documentation from the family health care provider.

**RUBELLA** Kindergarten through eighth-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 eighth-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 Advisory Committee 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 & fifth-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**

Since the 2015-16 school year all students entering the sixth-grade must show proof of receiving one dose of meningococcal conjugate vaccine on or after 11 years of age.

## **Medication Policy**

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

1. Prescription medications must be brought to the school office in the container issued by the pharmacy. Non-prescription medications properly labeled with directions on administration should be brought to the school office in a suitable container. (Note: please label the medication with your student's name.)
2. A signed and dated parent note indicating instructions must accompany the medication.
3. A parent or guardian should bring all medications and instructions to the School 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 (100.4 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 24 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. Students at school who are found with any of the above symptoms will be sent home for the school day, and possibly the following school day, by contacting parents and/or emergency contacts listed in Blackbaud (ZLS School Information System).

## **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 and/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 to repeat removal procedures until the student is 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 the 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 a 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.

#### **SMALLPOX**

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 antibiotics, 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 family's tuition contract, the following steps will be taken by Zion's financial office with regard to overdue accounts:

A written notice from Zion's business 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 the 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 or an acceptable payment plan must be agreed upon with Zion's business office. 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 the previous year. Payments must be current at registration or the family must attend a meeting with the business office that ends with a signed payment plan. In the event that a family's account enters into arrears after a student has been re-enrolled, the family will be placed on "hold" and the students will not be entered onto the class roster until the account is paid in full or the family has met with the business office to sign a payment plan.

### *Diplomas*

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

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

The school day begins at 8:15 a.m. and closes at 3:05 p.m. For the safety of our students and security of our campus, K-8 parents are not allowed in the building during these busy, high traffic times. Preschool parents are required to pick up their children at their classrooms.

The process for dropping off and picking up students is explained in our Appendices.

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:*

The school day ends at 3:05. Any student who is not picked up by 3:15, or such time as the final car has been cleared from the pick up lines, will be taken to the After School Program.

Students being picked up 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 is listed as “Appendix C” at the end of this handbook.

### **Attendance Policy and Procedures**

Illinois law requires school-age children to attend school every day that school is in session. 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.

Absences due to school-sponsored events are excused. Your child(ren)’s attendance record is updated and displayed daily on your Blackbaud (ZLS School Information System) 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 the method that 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. Failure to communicate an extended absence due to illness may result in the student being unable to make-up missed work.

Planned absences due to travel should be communicated through the Principal’s office at least one week prior to the absence. This time frame gives the staff member enough time to organize the assignments while knowing what lessons will be taught during the absence. Teachers may require students to complete the work prior to the planned absence.

Upon return to school after an extended absence, students are responsible for checking with their teacher for any extra work that needs to be made up.

#### *Requesting Homework during Absence*

1. If a student will be absent for 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. When 7 absences are reached in one quarter or 20 days cumulative throughout the year, a student will be placed on Attendance Probation.

2. Attendance probation requires a conference between the teachers and/or Principal, the parent, and possibly the student in order to form an attendance action plan for the student. The action plan will include a discussion of the frequency and nature of absences, the status of class work, and the social/emotional concerns if any.
3. Failure to comply with the action plan will result in consequences for the student, up to and including the student not being promoted to the next grade level, not being cleared for re-enrollment for the coming year, and/or loss of tuition assistance, if any.

The above procedures will be subject to the Principal's discretion, including the existence of special circumstances, such as prolonged illness or significant medical conditions.

### **Tardy Policy**

Promptness and arriving to class on time is an important skill for individual students to learn, and is 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 a "Tardy Slip" to enter class. The office will keep track of tardies.

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

### **Visitor Policies**

Security is a high priority for 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, and are asked to ring the bell and be let in by the office.

Parents are not permitted to go to students' classrooms without an appointment or 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 call or 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 Blackbaud (ZLS School Information System) information system and on our school Facebook page.

### **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 10:00 and conclude at the regular 3:05 dismissal time.

If inclement weather occurs during the day, school will not release early as 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.

### **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. Zion will provide childcare services from dismissal to the end of the regular school, 3:15 p.m. for a fee of \$5. After 3:15, regular after school care fees apply.

### **Dress Code**

Zion Lutheran School provides a Christ-centered approach to education, and we desire to glorify God in all that we say or do, including in our “outward adornment.” We believe that student growth, development, and learning is best achieved when a sense of Christian decorum and modesty is maintained.

Therefore, Zion Lutheran School will continue to implement a standardized dress policy for the 2022 - 2023 school year in grades kindergarten through eight. This policy encourages standardized dress that reflects our pride and joy as those made in the image of God and bearing witness to our Savior, Jesus Christ.

In addition to maintaining a Christ-centered environment, research in this area shows that standardized dress for students can:

- Instill a greater sense of personal and school pride
- Allow teachers and administrators to spend more time on teaching, learning, and building relationships
- Reduce distractions during the school day for students
- Assist in maintaining discipline
- Help promote a positive identity on our campus and in our surrounding community

Zion’s Standardized Dress Code is outlined in the Appendices.

### **Phone and Technology Policy**

Between the hours of 7 am and 6 pm (during the school day and during the before and after school care program), preschool-8th grade students in the care of Zion Lutheran School staff will not be permitted to use cell phones, other telecommunication devices (ie. watches, ipads, etc), or personal electronic devices of any kind.

At ZLS, we desire to help students stay more present and engaged in their learning, support their academic success, remove technology temptations and distractions, and promote face to face social interaction and connection. We also desire to teach and promote appropriate digital citizenship and protect our students from messaging and images that are not aligned with the mission of Zion Lutheran School.

- Making and receiving phone calls is not permitted any time during the school day. All cell phones should be turned off during the school day and placed in student lockers (grades 3-8) or bookbags (preschool - grade 2).
- Texting and taking photos and videos for personal use are not permitted any time during the school day or during extended care.
- Using other personal electronic devices to play games and access apps, websites, and other online sites is not permitted any time during the school day or during extended care.

- Making or receiving phone calls during extended care is permitted **ONLY** in the presence of an extended care staff member.
- School-issued Chromebooks and digital devices may be used:
  - by all students with teacher and staff permission and instruction
  - by students in grades 5-8 to complete and submit school work at any time during the school day or during extended care

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.

Students who choose to use their phones, communication devices, and electronic devices outside of the boundaries of our school's policy may have their device confiscated for that day. The student may pick up from the staff member at the end of the school day. Continued disregard for these rules may result in a student and parent meeting with the principal.

### **Digital and Media Release Form**

At the beginning of the school year, parents are asked to complete our school's Digital and Media Release form for each student indicating their preference for the school's use of photos and videos that include their children.

### **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 the cost of repair or replacement costs for the book.

### **Lost and Found**

School materials, including 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, photos of "found" items will be shared with families via email 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. Interstate Studio will be taking the pictures. Picture packages must be paid in advance. Dates for both Picture Day and Picture Retake Day will be placed on the school calendar for parental review. Additional information will be provided through Interstate Studio handouts and the school newsletter, "The Weekly Roar".

### **Reporting of Injuries**

Occasionally, Zion students get hurt during the school day. Minor injuries will be treated by the Zion staff. Injuries of significance will be reported to the office, appropriately treated with an injury report completed, and parent notification following 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 Advisory Committee 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. The Food Allergy Management Plan is listed as “Appendix A” at the end of this handbook.

## **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. 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.

On the advice of Zion’s insurance company, Zion does not permit children not enrolled in this grade level and class to attend field trips. As an alternative, a parent or guardian may sign their school-age child out for the day prior to leaving Zion’s campus, or upon arrival at the field trip destination. Once the child is signed out for the day, the student is the responsibility of the parent or guardian, holding Zion Lutheran School harmless for any accident or injury that may occur. The student, parent, and sibling(s) are welcome to participate in all activities alongside the rest of the class.

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 the Principal will make supervision arrangements for the student. Failure to attend school during that time will result in an unexcused absence.

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

Zion Lutheran School, its employees and all members of its governing boards, are not responsible for non-school activities.

### **Movie Viewing 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

### **Blackbaud (ZLS School Information System)**

Blackbaud is ZLS's school 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 grades, teacher documents and announcements, school calendar, lunch menus, report cards and other pertinent information. Please use this for all Zion school information.

Blackbaud syncs with Bright Arrow alert system, which 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 canceled field trips or sporting events. You can select your alert settings in your Blackbaud (ZLS School Information System) 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 FACTS. 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 the 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 EZ School Apps, which is accessible through your Blackbaud account (ZLS School Information System) and on 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 made online through EZ School Apps. Payments can be made in advance to create available funds out of which the lunch program can draw.

Account balances are available on EZ School Apps and should be monitored regularly to keep payments current. The food service staff will notify families when account balances become low or empty. 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 neither take a hot lunch nor 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 emailed to families in July and can be found on the Resource Board in Blackbaud or in the school office.

Soda is prohibited during lunch hours. Please do not send soda to school for your child's lunch.

A parent or guardian may wish to enjoy lunch with their child on occasion. For the safety, security, and comfort of all students and staff, guests are not permitted to eat in the school cafeteria. However, a child may be signed out to enjoy an off-campus lunch during their regularly scheduled lunch period.

### *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. Individuals 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: Kohl's, Wal-Mart, Panera Bread Company, Applebees, and Olive Garden/Red Lobster/Longhorn. Gift certificates can be purchased daily in the school office.

### **Smart Tuition**

Smart Tuition 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, select their payment plan, and choose their method of payment. Families will have the ability to access account information online. Contact Smart Tuition or the school office for more details.

### **Extended School Care Programs**

Zion offers care for its students in the hours before and after school. Before school care runs from 7am-8am, and after school care runs from 3:15pm-6pm. All school policies apply to the extended care programs.

Please see Appendix C for more details and fees.



## 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 Advisory Committee 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 by Zion Lutheran Church and used for school purposes and activities. In all matters relating to the discipline and conduct of the schools and school children, 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 a safe environment for their students, other students, other adults, and school personnel, and may act in self defense, or the defense of property. School personnel may remove a student from the classroom for disruptive behavior and shall include provisions which provide due process to students. The discipline procedure shall not include corporal punishments such as 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 teacher will provide parents and students 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 student's file.
4. Additional related offenses could result in further disciplinary actions including suspension or expulsion.
5. At the discretion of the Principal, immediate suspension may occur for behavior that is considered threatening, dangerous, or illegal.
6. The School Advisory Committee will be informed of all suspensions and expulsions.
7. Parents have the right to privately appeal, in a polite and Christian manner, any disciplinary action that they deem inappropriate or unfair.
8. Corporal punishment shall never be used by any teacher or staff person at Zion Lutheran School.

## **Bullying**

Bullying is unwanted aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time and 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, and/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 the causes of bullying, and how to help the students 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*

Perceived incidents of bullying will be handled in accordance with Zion's Procedures of Christian Discipline 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 teacher 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.

430 ILCS 66/65(a)(1) states that adults who have "concealed carry" permits **may not bring those weapons onto the Zion premise**, including "any building, real property, and parking area under the control of a public or private elementary or secondary school." Additionally, 430 ILCS 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 co-curricular or extra-curricular 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.

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 are 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 (i.e. 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.

### **Band**

Advanced Band is offered as an elective for students in grades 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 become open to younger students. Members meet weekly from September through April on Wednesdays immediately after school until 4:00 p.m.

### **Elementary Choral Programs**

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

### **Choral Programs**

Advanced Choir is offered as an elective choir for grades 5-8. The choir meets twice a week during the school day and is scheduled for Zion Lutheran Church services and other music events at the school throughout the year.

## Appendix A

### **Food Allergy Management Plan** *Zion Lutheran School* *Belleville, Illinois*



In compliance with the Southern Illinois District and the Illinois Association of School Advisory Committee's Policy, Zion Lutheran School has developed the following Food Allergy Management Plan to protect the safety and health of all students and employees. The purpose of this policy is to:

- Provide a safe and healthy learning environment for students with food allergies;
- Reduce the likelihood of severe or potentially life-threatening allergic reactions;
- Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction
- Protect the rights of food allergic students to participate in all school activities.

#### **Goals**

The goals of this schoolwide plan include:

1. To maintain the health and protect the safety of children who have life-threatening food allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
2. To ensure that interventions and individual health care plans for students with life-threatening food allergies are based on medically accurate information and evidence-based practices.
3. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening food allergies across all transitions (Pre-K through Grade 8.)

#### **Individual HealthCare Plan**

An Individual HealthCare Plan and an Emergency Health Care Plan shall be developed for each student identified with any food allergy with potential health consequences. Allergy information shall be gathered from the student medical records, registration intake forms, and parental communications. The school will develop the Individual HealthCare Plan and Emergency HealthCare Plan in collaboration with the student's health care provider and the parents/guardians of the student.

Depending on the nature and extent of the student's allergy, the measures listed in the Individual HealthCare Plan may include, but are not limited to:

- Posting additional signs (in the classroom, entryways and cafeteria.)
- Designating special tables in the cafeteria.
- Educating school personnel, students, and families about food allergies
- Implementing particular protocols regarding cleaning surfaces touched by food products, washing of hands after eating, etc.



## **School Protocols**

The Principal shall implement a protocol providing food allergic students with protections while they are attending school or participating in school-sponsored activities. The protocols shall be reviewed and updated at least annually, as well as, after any serious allergic reaction has occurred at school or at a school-sponsored activity.

### **Posting of Signs**

Signs shall be posted in a conspicuous place advising that there are students with allergies to peanuts. The exact wording on the sign may vary, in accordance with the measures contained within students' Individual Health Care Plan.

### **Staff Training**

The Principal shall identify school personnel, who might be involved in managing an emergency in a school,, including anaphylaxis. Training shall be provided for these personnel on the signs and symptoms of anaphylactic shock, proper epinephrine auto-injector administration, adverse reactions, accessing the "911" emergency medical system, and preparation for movement and transport of the student. School personnel shall review emergency protocols on an annual basis.

### **Communication**

The Principal shall ensure that all school employees and after school providers, who may be involved in the care of a student diagnosed with a peanut allergy shall be informed of the IHCP and the EHCP as appropriate. These individuals should understand and consistently follow plans and protocols, be able to recognize symptoms of an allergic reaction, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's snacks and meals, educational tools, arts and crafts projects, or incentives.

### **Self-Management**

When appropriate, each student at risk for anaphylaxis shall be allowed to carry an epinephrine auto-injector with him/her at all times, if he/she has physician and parental authorization and a self administration plan is on file. If this is not appropriate, the epinephrine auto-injector shall be kept in a conspicuous place in the classroom or designated location in the school office to ensure its safekeeping.

### **Emergency Protocols and Standing Orders**

The Principal shall prepare and update, as appropriate, but at least on an annual basis, written emergency protocols and standing orders in the event of injuries and acute illnesses, including anaphylaxis. The school shall also review at least annually the procedures for addressing incidents of anaphylaxis and use of the epinephrine auto-injector. School procedures must also stipulate that the epinephrine auto-injector be used only upon the student for whom it was prescribed.

- In the event of an episode of anaphylaxis, the Principal shall verbally notify the student's parents/guardians as soon as possible or delegate someone to notify them. After the incident, a written report will be completed and kept on file in the student health record.

### **Prevention Measures**

- Establish effective sanitation and cleaning measures, such as cleaning of lunch tables and classroom surfaces with disposable paper towels and cleaning products known to effectively remove food proteins.
- Promote hand-washing practices following eating to prevent cross-contact using recommended procedures with soap and water or hand wipes. Hand sanitizers are not effective for removing food allergens or dirt.
- Enforce safe practices among students, such as prohibiting meal/snack swapping and utensil swapping among students.
- Consider options for allergen-free zones such as the classroom, lunch tables, or cafeteria zone.
- Develop common practices for alerting and assigning substitute staff.
- Plan for celebrations, school parties, which may include alternatives to food for celebrations, provision for allergy-free foods.

### **Allergy Bullying**

All threats or harassment of students with food allergies will be taken very seriously and will be dealt with in accordance with the bullying policy.

### **Confidentiality**

The confidentiality of students with food allergies shall be maintained, to the extent appropriate and as requested by the student's parents/caregivers.

### **Evaluation and Review**

This plan shall be reviewed and updated on a regular basis, particularly after a serious allergic reaction has occurred at school or at a school-sponsored activity.

## Appendix B

### Retention Policy Zion Lutheran School Belleville, Illinois



1. As early as possible in the school year, the teacher should notify the Principal of his/her concerns and check to see if a Resource referral has been made for the student. Once this is done, the steps outlined below should be followed.

- Check previous IOWA scores of the following sub-test areas: Comprehension, Vocabulary and Reading Composite
- Teacher refers the student to the Resource Team for interventions and recommendations. The teacher should be able to discuss what he/she has done to date, including interventions, use of or obtaining additional assessment data, and communications with parents relative to child's performance to date
- The Zion Retention Checklist will be reviewed and implemented for students identified as possible retention candidates.
- The teacher and Principal develop an action plan which includes parent involvement. This must include an overall goal either to bring the student to grade level or establish a functioning level with acceptable accommodations.
- Build a file on the student which includes the following: actions taken, appropriate baseline data, timeline and dates for decision making, and any other pertinent information.
- A copy of these steps should be placed in the documentation file and initialed by the Principal as each step is complete.

2. Principal and teacher meet to revisit the plan 4-6 weeks after implementation, then communicate the results/status of the plan with the parent and student when appropriate.

3. Continue to expand/revise interventions as needed throughout the year.

4. The possibility of retention should be discussed with parents in writing. This should include an invitation to parents with the opportunity to confer regarding the possibility of retention.

5. A decision regarding retention must be made prior to the end of the current school year.

- the decision should be in writing to the parents
- a contingency plan for reconsidering retention can be made with a final decision reached prior to the first day of the upcoming school year and should be in writing and a part of the written notification to parents regarding the decision

6.) Narrative comments on the report card must reflect the child's performance accurately.

#### **Considerations for retaining students follows:**

*Items 1-5 are a basic format for all students, primary through junior high level*

1.) Any primary student whose work is not acceptable may be retained in the same grade for the ensuing following school year.

2.) No student will be retained without approval of the teacher and Principal.

3.) A student may not be retained in a grade more than once. Extreme cases will need to be reviewed by the

Principal and staff.

4.) In the event that a student is doing substandard work, the parent/guardian shall be notified as early in the school year as possible.

5.) In the case of chronic absence, a student may be retained. However, the Principal and the teacher must concur with the decision to retain the student in the grade

**Intermediate level students:**

6.) At the end of the first semester, teachers will provide a list of those students previously identified through reading assessments, faculty recommendation and "Care Team", who are still reading more than one grade level below their current grade placement.

**Junior high level students:**

7.) The normal minimum requirements for promotion are passing grades in four subjects: At least three of these subjects must be Language Arts, Math, Science, or Social Studies.

8.) In the absence of a passing grade in four subjects, placement shall depend upon the decision of the Principal after a conference involving student, parent/guardian and Principal.

9.) The teacher will send the Principal a list of students who have been retained, along with a summary of the difficulties these students experienced.

## RETENTION/PROMOTION CHECKLIST

### GRADES K-4 INSTRUCTORS

Directions: Place an "X" next to each item in the appropriate column. A "Yes" answer means this is true for the student while a "No" answer means it is not true. Only mark a "Yes" or "No". If you have complete and accurate information regarding this statement. A brief explanation of each question appears in parenthesis following that question.

**YES    NO**

\_\_\_\_ \_\_\_\_ 1) Does the child have average-to-above average ability? (Lower ability students are less likely to benefit from retention. Lower ability students may benefit more from other interventions in the classroom).

\_\_\_\_ \_\_\_\_ 2) Is the child chronologically young (late summer to fall birthday)? (Chronological age becomes more significant when coupled with other symptoms or factors. It is not so significant when presented as the only issue).

\_\_\_\_ \_\_\_\_ 3) Is the child socially/emotionally immature? (Social/emotional maturity is a very significant factor at this level. Students need to be ready to learn and to fit in socially with their peer group. It is often easier to retain at the primary level for this reason).

\_\_\_\_ \_\_\_\_ 4) Is the child developmentally young, or slow to develop? (A developmentally young child may experience difficulties learning and may be unable to meet the demands of the current grade. This child may certainly be a candidate for retention, particularly at the primary grades).

\_\_\_\_ \_\_\_\_ 5) Does the child have learning problems? (Children with diagnosed learning disabilities would not benefit in the long run by a retention recommendation. Children with mild learning problems may benefit from the retention if he/she is either chronologically or developmentally young).

\_\_\_\_ \_\_\_\_ 6) Is the child performing below expectations? (Poor performance becomes more significant when tied to other symptoms, (e.g., immaturity, chronological age, physical size). Poor performance is not as significant a factor when presented by itself.)

\_\_\_\_ \_\_\_\_ 7) Has the child already received one extra year to grow or catch up? (Typically, one extra year would be the maximum amount of extra time to give to any particular student. Two or more years may not help a student, but may well be a hindrance to success in school).

\_\_\_\_ \_\_\_\_ 8) Is the child already one year older than classmates? (It is more important that students match up socially/emotionally. It may be appropriate for a student to be up to one year older than his/her classmates. However, more than a one year difference may help create new problems in the upper grades).

\_\_\_\_ \_\_\_\_ 9) Does the child have attendance problems? (The causes of poor attendance need to be addressed. However, at this level this is not an area to consider for retention unless linked to maturity or peer relationships).

\_\_\_\_ \_\_\_\_ 10) Has the child changed schools frequently? (Transience can be a temporary factor in poor school performance. Students who have changed schools frequently should be given time to adjust. Retention will not usually help unless other factors are present, (e.g. chronologically or developmentally young or immature). For a child in the primary grades, a change to a new school may be the appropriate time to consider a retention if all the appropriate symptoms exist).

\_\_\_\_ 11) Is the child physically small? (Physical size can be a factor regarding retention. It may become more of a factor in the upper elementary grades).

\_\_\_\_ 12) Is the child unmotivated? (If a child seems unmotivated, the appropriate course of action at this level is to work to find the causes of apparent lack of effort and to intervene accordingly. Retaining these students may in fact put the child more at risk).

\_\_\_\_ 13) Does the child have behavior problems? (Retention will not usually help the child with behavior problems to improve. Again, efforts need to be made to find the causes of the misbehavior and to intervene accordingly).

\_\_\_\_ 14) Does the child have a variety of problems? (If a child has a variety of problems interfering with school success, retention will probably not be of help. Efforts should be made to sort out each factor interfering with school success and to intervene appropriately).

\_\_\_\_ 15) Does the parent support retention? (If retention is to be successful, the support of the parent is desired. Children who are at risk need the school and home working in concert. It is acceptable for a decision regarding retention to be put off until summer if the parent is not in agreement. Also, parents may need to hear the same requests over two or more years before they are willing to agree to retain).

## RETENTION/PROMOTION CHECKLIST

### GRADES 5-8 INSTRUCTORS

Directions: Place an "X" next to each item in the appropriate column. A "Yes" answer means this is true for the student while a "No" answer means it is not true. Only mark a "Yes" or "No." If you have complete and accurate information regarding the statement. A brief explanation of each question appears in parenthesis following that question

**YES      NO**

\_\_\_\_ 1) Does the student have average-to-above average ability? (Lower ability students are less likely to benefit from retention. Lower ability students may benefit more from other interventions in the classroom).

\_\_\_\_ 2) Is the student chronologically young (late summer to fall birthday)? (Chronological age becomes more significant when coupled with other symptoms or factors such as social/emotional immaturity and underachievement. It is not so significant when presented as the only issue).

\_\_\_\_ 3) Is the student socially/emotionally immature? (Social/emotional maturity is a significant factor. Students need to be ready to learn the curriculum for that grade and to fit in socially with the peer group. This factor becomes significant when presented with other symptoms. Students at this age who appear immature may only be slower to mature and may "catch up" later (it is "normal," during the middle school years, for different students who are the same age to be two or three years apart in maturity). Retention for this reason alone is not recommended).

\_\_\_\_ 4) Is the student developmentally young, or slow to develop? (In the middle grades, students at the same age may be several years apart developmentally. Formal operational thinking may come early for some, later for others. It is hazardous to consider retention for this reason at this level).

\_\_\_\_ \_\_\_\_5) Does the student have learning problems? (Children with diagnosed learning disabilities would not benefit in the long run by a retention recommendation. If the student has known problems with learning (lack of focus, reading, written language, etc.) retention would not be beneficial. Students with mild learning problems may benefit from this recommendation if he/she is either chronologically or developmentally young).

\_\_\_\_ \_\_\_\_6) Is the student performing below expectations? (Poor performance becomes more significant when tied to other symptoms. Retaining a student solely because of poor performance is not likely to cause success).

\_\_\_\_ \_\_\_\_7) Has the student already received one extra year to grow or catch up? (Typically, one extra year would be the maximum amount of extra time to give to any particular student. Two or more years may not help a student, but may well be a hindrance to success in school).

\_\_\_\_ \_\_\_\_8) Is the student already one year older than classmates? (It is more important that students match up socially/emotionally. It may be appropriate for a student to be up to one year older than classmates. However, more than a one year difference may help create new problems in the upper grades).

\_\_\_\_ \_\_\_\_9) Does the student have attendance problems? (The causes of poor attendance need to be addressed. However, at this level this is not an area to consider for retention unless linked to maturity or peer relationships).

\_\_\_\_ \_\_\_\_10) Has the student changed schools frequently? (Transience can be a temporary factor in poor school performance. Students who have changed schools frequently should be given time to adjust. However, poor **attendance** is a factor in students being considered "at risk." Reasons for poor attendance should be sought out and addressed).

\_\_\_\_ \_\_\_\_11) Is the student physically small? (This is less of an issue in the middle grades. Students grow and develop at different rates during these years. Physical size when related to self-esteem makes it a greater factor. Being physically small is not a reason for retention).

\_\_\_\_ \_\_\_\_12) Is the student unmotivated? (If a student seems unmotivated, the appropriate course of action at this level is to work to find the causes of apparent lack of effort and to intervene accordingly. Retaining these students may in fact put the child more at risk. Retention should not be used as punishment).

\_\_\_\_ \_\_\_\_13) Does the student have behavior problems? (Retention will not usually help the student with behavior problems to improve. Again, efforts need to be made to find the causes of the misbehavior and to intervene).

\_\_\_\_ \_\_\_\_14) Does the student have a variety of problems? (If a student has a variety of problems interfering with school success, retention will probably not be of help. Efforts should be made to sort out each factor interfering with school success and to intervene appropriately).

\_\_\_\_ \_\_\_\_15) Does the parent support retention? (If any retention is to be successful, the support of the parent is needed. Children who are at risk need the school and home working in concert. It is acceptable for a decision on retention to be put off until summer if the parent is not in agreement. Also, parents may need to hear the same requests over two or more years before they are willing to agree to retain).

## Appendix C

### Extended School Programs

2022-2023 Fees & Schedule

Available to Preschool-8th grade Zion students

Phone: 618-234-0275 ext. 119

Extended Care Director: Danielle Schlichter (dschlichter@zionschoolbelleville.org)



#### BEFORE SCHOOL CARE

- 7:00 a.m. - 8:00 a.m.
- Drop Off or Walk Up to Main School Doors
  - K-8th care provided in the school gym
  - Preschoolers are walked to a preschool classroom around 7:30

#### Daily Fee

\$3.00/child

#### AFTER SCHOOL CARE

- 3:05 p.m.-6:00 p.m.
- Pick Up at Main School Doors
  - K-8th grade cared provided in room B1; playground use and gym use when weather and schedule permit
  - Preschoolers are cared for in preschool classroom

#### Fee

\$5.00/hour per child (\$1.25 every 15 minutes)

#### *Example*

Check-Out Time	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00
1 student	Check-In	\$1.25	\$2.50	\$3.75	\$5.00	\$6.25	\$7.50	\$8.25	\$9.50	\$10.75	\$12.00	\$13.25

Extended Care services are available to all preschool-8th grade enrolled students at Zion, and there is no need to register ahead of time.

#### Late Pick-Up Policy

Children remaining in the after school program or day service after 6:05 p.m. will be charged an additional \$1 for every minute the child is cared for past 6:05 p.m. In the event that you are running late, please call so we can explain to your child(ren) that you are running late.

#### School Early Dismissal

On early dismissal (1:15) days, Zion's Extended School Program will provide care and supervision for students and families who cannot pick up by 1:30. **There will be a \$5 charge applied to each student in attendance from 1:30-3:15.** After 3:15, regular fees apply.

Payments for Extended School Programs charges will appear on your school EZapp account. That account can be accessed through Blackbaud's Resource page. You may pay through the app or to save service fee, pay by check to the school office marked "Zion Extended Care".



**Resource Services Policies and Procedures**  
*Zion Lutheran School*  
*Belleville, Illinois*

**Zion Lutheran School Resource Services Policy**

Zion Lutheran School provides intervention services in reading and math, as well as speech therapy. We work diligently to provide accommodations and plans for students who are in need of them. We are honest about our capabilities as a private school and thoroughly consider each student's needs on a case-by-case basis. Below are our policies on the referral process and other services provided by the school.

**Preschool Child Find and Evaluation**

The Zion Lutheran School Preschool works in conjunction with Belle Valley District 119 to evaluate students who qualify for early intervention services. Should your child's teacher feel that an evaluation may be important in meeting your child's needs, you may be asked to schedule a meeting at one of District 119's pre-k screenings or a screening may occur during the day at Zion Lutheran School if no screenings are close in calendar date. Results of the evaluation will help determine the best placement of the student to meet his or her needs.

**Preschool Dual Enrollment**

Should a student qualify for early intervention services at the public school, they may dual enroll at Zion Preschool, as long as their needs are within the capabilities of the Zion staff. This is on a case by case basis. Transportation must be completed by the child's family or with a designated transportation system through the child's IEP. A meeting will be set up prior to enrollment or prior to the continuation of enrollment with Zion's Principal, staff, and with the student's family in order to determine their best educational plan. Meeting the student's needs within the appropriate environment is always the number one priority.

**Elementary Student Special Education Evaluations**

Zion Lutheran School works in conjunction with Belle Valley District 119 to evaluate students who qualify for special education services. Should your child's teacher feel that an evaluation may be important in meeting your child's needs, a meeting will be scheduled to discuss this with you and explain the process. Once your initial consent is given, your child will be referred to Belle Valley for evaluation. Typically an initial observation is completed with the school psychologist. Following the observation is a meeting to determine if further testing is needed to understand the child's needs. Results of the evaluation will help determine the best placement of the student to meet his or her needs as well as provide feedback on appropriate accommodations.

**Elementary Student Dual Enrollment**

Should evaluations determine that an enrolled Zion student qualifies for special education services at the public school, the family may choose dual enrollment. This is on a case by case basis. Transportation must be completed by the child's family or with a designated transportation system through the child's IEP. A meeting will be set up prior to enrollment or prior to the continuation of enrollment with Zion's Principal, staff, and

with the student's family in order to determine their best educational plan. Meeting the student's needs within the appropriate environment is always the number one priority.

### **When Students Needs Require More Than Zion Can Offer**

There may be circumstances when a student's learning and special education needs require more than Zion can offer. While we try to accommodate and modify lessons and the environment as much as we can, but there may be times when a student's best placement is in a public school setting to receive support services and special education minutes to help the student achieve academic, social, and emotional success. If the Zion staff believes this to be the case after thorough reflection and evaluation, we will help guide the family in making that transition to the new school setting.

### **Students with an IEP Interested in Enrolling at Zion**

Students with an IEP who are interested in transferring and enrolling at Zion will be asked to share the IEP and sign a release of documentation from the student's current school setting. Zion's Principal and resource teacher will carefully consider if Zion has the means to provide the student with an appropriate accommodation plan. A meeting will be scheduled with Zion staff and the child's family to discuss the decision.

### **Intervention Services**

All Zion students K-8 will take the Aimsweb Plus benchmark assessments three times a year. Students are assessed in reading and math skills. The test flags students who are scoring under the 25th percentile. These students will be recommended to receive intervention services at Zion with our resource teacher. These students will be monitored weekly to gauge the success of the interventions. With this being said, we do understand that a test is just one piece of a puzzle in determining students' needs. Should a classroom teacher feel that a student may be in need of additional intervention based on classroom performance, the student may be recommended to receive interventions in addition to the students qualifying under the Aimsweb testing.

### **Care Team**

Zion's Care Team is a group of teachers and the Zion Principal who work together to help find interventions and create plans to help our students. Teachers refer students to the team monthly where student plans are created. The care team also reviews all student plans annually and helps bridge the students into their new grade levels each year.

### **Zion Student Education and 504 Plans**

To help meet our students' accommodation needs, Zion will write Zion Student Education plans. These plans help provide the classroom teacher with a clear and concise plan of what accommodations a student needs in the classroom, it also helps bridge the students transition to the next grade level without having to "reinvent the wheel." These plans are reviewed annually and presented to classroom teachers prior to the new school year. A case manager will also provide check-ins throughout the school year.

### **Speech Therapy**

Zion offers on campus speech therapy. Should you or your child's teacher have a speech/language concern about your child a referral will be submitted. Typically, the speech therapist will complete a screening to determine if further evaluation is necessary. Then a meeting will be scheduled with staff and family to gain consent to test. After testing, results will be given and if warranted a speech services plan will be drafted and the student will begin therapy.

### **Student Aides**

Students in need of one-on-one aides during the school day must present this to the Zion staff upon enrollment. Should it be a necessity for the student's success and if Zion feels they are able to accommodate the student's needs, an aide will generally be permitted. The student's aide must be provided and paid for by the family.

### **Student Therapies During the School Day**

Students in need of outside therapies (examples include but are not limited to; speech therapy, physical therapy, occupational therapy, etc.) may occur during the school day upon consultation with the Zion staff. We understand that in some situations these therapies need to be integrated into an educational setting. We will work with the family to help best communicate when these services can best be scheduled during Zion school hours.

**PICK UP & DROP OFF PROCEDURES**  
*Zion Lutheran School*  
*Belleville, Illinois*



*We love having parents in our building - face to face communication strengthens our partnership and parents as volunteers keep us going. However, we no longer allow visitors into our school building during drop off and pick up. This change has been maintained for the following reasons:*

- *It allowed our teachers to give their undivided attention to the students in their care*
- *Fewer people in the building meant our campus was more secure and safe for our students during the busiest times of the day. Only students and staff will be in the building during drop off and pick up.*

*Parents who have morning business in the school office must access the school office by parking and entering through the main school entrance ONLY. Staff members at all other drop off locations will direct parents to the school office for entry.*

**Before School Care**

- Open from 7:00am until 8:00 am. Students arriving before 8:00 am will be checked into Before School Care and billed \$3 per day.
- Students in Before School Care may be dropped off or walked to the main school doors to be checked in.
- Preschoolers will be escorted to the preschool classroom being used for Before School Care. K-8th grade students will be at grade level tables in the gym.

**Drop Off**

- The drop off lanes begin at 8:00 am and conclude at 8:15. *During the first few days of school, we will extend this time to accommodate the learning curve.*
- **\*\*NEW PROCESS\*\* Families with multiple students are no longer required to make multiple stops but may choose the entrance that works best for their family.**
- Families with younger children (preschool and kindergarten) may use the upper parking lot (at the Carlyle entrance) to park and walk students to their entry points
  - Please use the marked lots (in the diagram below). You may exit using the Carlyle exit.
- Students arriving tardy after 8:15 must be dropped off at the main school doors to be checked in by the school office. Much grace will be extended to tardiness during the first week of school as we adjust to the procedures.



### GENERAL NOTES ABOUT DROP OFF

- ★ Your patience and caution is vitally important and greatly appreciated in helping these procedures run smoothly and keep our students and drivers safe.
- ★ When dropping off:
  - please pull close to the curb or the drop off door so other parents may carefully and slowly pass on your left.
  - Students should be prepared to exit the car.
  - Student should exit the car on the right side.

### Pick Up

- The Pick Up process begins at 3:05 this year and will run until approximately 3:20 (or until the last car leaves the lot)
- The Pick Up process differs from the Drop Off process
  - Preschool Families
    - Park in the lot using the Carlyle entrance. Enter the building using the door marked on the diagram below. Pick preschool students up in their classrooms.
    - A staff member will greet you at the entrance to ask if you have K-8 children to pick up. They will be called to the entrance to meet you.
    - For the safety of all our students, preschool families are not permitted anywhere else in the building during pick up.
  - **\*\*NEW Category\*\*** Families with students in ONLY grades 5-8
    - Use the Carlyle entrance
    - Park in the spaces near the sidewalk that runs from the school to the church
    - Your 5th-8th grade children will be dismissed from their classes at 3:05 to come directly to your vehicle. A staff member will monitor the parking lot for our students' safety.



- K-8 Families (with no preschool students)
  - Use the McClintock Avenue entrance and the pick up lane assigned to your student's last name (see diagram below)
  - Students are called from their classroom to the pick up lane. They will come to you!
- All authorized persons for pick up should be included in your child's information in Blackbaud.
  - Go to your child's account and click "Contact Card"
  - Scroll down to "Manage" emergency contacts and "relationships". Please add the names and information for anyone who will pick up your child from school this year. You can manage this information at any time during the year.
- Student Last Name Placards
  - At Tell the Teacher More Day (August 10th), K-8 families will be issued 2 blue or white Pick Up Placards for your rearview mirror. The color of your tag corresponds to a colored path of arrows. Follow those arrows to pick up your K-8 child(ren).
  - Additional placards may be requested through the school office ([zionoffice@zionschoolbelleville.org](mailto:zionoffice@zionschoolbelleville.org))
  - Vehicles should have the student's last name placard hanging from the rearview mirror.
  - Cars without a placard will need to let our staff know who they are picking up and be prepared to show ID so we can verify.
- Once your car has entered the queue, a Zion staff member will call the name on the tag to alert your children, who are waiting in their classrooms, to come up for pick up.
- Please watch for our staff members. They will:
  - Help get your car loaded into the appropriate queue
  - Keep traffic flowing smoothly
- K-8 students not picked up by 3:20 (or by the time drop off lanes have been cleared) will be checked into the After School Program; families will be charged accordingly for this service.



## GENERAL NOTES ABOUT PICK UP

- ★ The first few days will likely take us a little longer as students and parents are learning the process. Please be patient and confident that this process will go much quicker after the first week.
- ★ You can help this process in a variety of ways:
  - **Do not arrive at school too early.** We will not begin dismissing until 3:05. If more families wait until about 3:15 to arrive, it will decrease waiting time for everyone. Last year, our families who came at the end of pick up waited less than 60 seconds to get their children!
  - **Do not block the street on McClintock Avenue.**
    - If you arrive and the pick up lane prevents you from pulling into the parking lot, please take a lap around the block and try again 😊
    - You may park in the upper lot off of Carlyle Avenue and wait for pick up lines to shorten.
- ★ Students participating in sports or going to the after school program will be checked in by the Athletic Director and the Extended Care Director (respectively).

## Extra-curricular Activities & After School Care

### *Extra-curricular Activities (sports and clubs)*

- Upper grade students in after school sports and clubs will begin changing clothes in the bathrooms at 3:05.
- Around 3:15, those students will be called to the gym to check in with our athletic director who will take attendance for our sports practices. They will be dismissed from there to meet their coaches.
- **Picking Up EARLY for Athletic Events**
  - Please use the Carlyle entrance and park in the spaces nearest the church.
  - A staff member will bring the athletes out to the lot and monitor pick up.
- **Picking Up from Extracurriculars**
  - The leader of these activities will communicate with parents where their children may be picked up.
  - Times will be noted on the sports calendar. You will also see them on your Blackbaud calendar once your child has been assigned to the roster for that activity

### *After School Care*

- Please register to help us prepare our space and staffing. [Register Here](#)
- Students remaining in classrooms after Pick Up lanes have been cleared, will be brought to the After School Care Program.
- **Picking Up from After School Care**
  - Parents/Guardians picking up from after school care will park near the main school doors.
  - Ring the bell at the main school entrance to alert the After School Care staff that you are here.
  - They will ask you for:
    - The name and grade of the child you are picking up
    - If they do not recognize you, they will ask you to show ID before signing out your child to you
  - Your child(ren) will be brought to the main doors ready to go home!
- **Payment for Extended Care Programs**
  - Charges and payments will be handled using the EZ School Apps online program (the same one used for lunch ordering and payment).
  - Children will be signed into and out of Extended Care using this program

**Standardized Dress Code**  
*Zion Lutheran School*  
*Belleville, Illinois*



- **Tops:**
  - Plain colors - white, gray, black, navy, royal blue, light blue, and yellow
  - Plain polo-style or oxford-style shirt, or blouse
  - Any Zion Spirit Wear (has been purchased from Zion Spirit Store or Zion-sponsored event and is unaltered)
  - Any non-Zion logos must be smaller than a half-dollar and located in the pocket area of the top
- **Sweatshirts & Sweaters:**
  - Plain colors - white, gray, black, navy, royal blue, light blue, and yellow
  - Plain crew-neck, pullover, or hooded
  - Plain crew-neck, V-neck, or button-down sweaters
  - Any non-Zion logos must be smaller than a half-dollar and located in the pocket area of the top
- **Dresses & Jumpers**
  - Plain colors - white, gray, black, navy, royal blue, light blue, and yellow
  - Collared top or crew neckline
  - Jumpers with polo-style or oxford-style shirt
  - Dresses, jumpers, and skirts must extend 3-4" above the top of the knee at the maximum.
- **Bottoms:**
  - Plain or pleated, tailored-style pants or shorts in cotton, corduroy, or similar fabric
  - Pull-on, cotton jogger style pants
  - Leggings worn only under an appropriate skirt, jumper, or dress
  - Plain colors - khaki, black, navy blue, or gray
  - Shorts, skirts, and skorts must extend 3-4" above the top of the knee at the maximum.
  - Jeans (only on Fridays)
- **Shoes:** All shoes must be safe for the activities at school. Flip flops may not be worn
- **General Guidelines** (*no change from previous dress code*):
  - All clothing must be of proper size for the student.
  - Clothes should be in good condition, with no holes.
  - Hats of any kind and hoods may not be worn inside the school building
  - Undergarments and midriffs should not be visible.
  - Hair coloring should be natural hair colors only.
  - Piercings are allowed for female students only and on the ears only.
  - Coats, jackets, and pull-overs may be any color or design for wearing outside only

Students who are not in compliance with the dress code will be given a notice that may need to be signed by parents and will be asked to change if there is an appropriate change of clothes available. If the problem persists, parents will be notified by the school office where the student will have to wait until an appropriate change of clothes can be brought to school.