



Policy Handbook

Zion Lutheran School
Staunton, Illinois

Last updated 8/1/19

Table of Contents

Policy Handbook	4
Zion Lutheran School – Staunton, Illinois	4
Christian Philosophy of Education	4
Objectives.....	4
Introduction	3
Administration	3
Board of Christian Day School Education	3
Administrator	4
Faculty & Staff.....	4
Daily Schedule	5
K-8	5
Pre-School (PK)	5
Admission Policy.....	5
Enrollment Policy	6
Transfer Students.....	7
Registration/Tuition/Fees Policies	8
Attendance	9
Tardies	10
Church Attendance.....	10
Chapel Services.....	11
Academic Policies.....	11
Pupil Evaluation	11
High Honor Roll/Honor Roll	11
Testing	12
Athletic Eligibility.....	12
Physical Examination	14

Choir Policy	14
Promotion	15
Retention Guidelines	15
Grievance Procedure.....	16
Student Behavior – “Respect and Protect”	16
Nuisance Items	17
Dress Code	18
Enforcement	18
Harassment/Bullying.....	19
Medication/First Aid.....	20
Prescription Medication	20
Non-Prescription Medication	20
Head Lice Policy	21
Vision & Hearing Screening.....	21
Discipline Policy.....	22
Lunch Program.....	23
Bicycles	24
Bus Service	24
Recess	25
Inclement Weather	25
Tornado Information	25
Telephone.....	25
Security	26
Lost/Found Items.....	26
Other Services.....	26
Parent-Teacher League	26

Policy Handbook

Zion Lutheran School
Staunton, Illinois

Christian Philosophy of Education

Zion Lutheran School is dedicated to providing a curriculum that meets the basic needs and interest of the child, transmits the Christian and cultural heritage, provides sound preparation for citizenship, and provides a solid foundation for more advanced study. The education offered the child gives him/her work and leisure time. Christian education is the total atmosphere or climate in our school. Here at Zion, we are constantly striving for that “integration of the spiritual and secular.” With Jesus in our lessons, we pray our Christian identity is visible to the world.

The curriculum takes into consideration the varied aptitudes of children enrolled in the school and considers it important to adjust learning experiences to the individual child. Each child is given an opportunity to develop and use his/her God-given talents as a steward to the Lord.

Professionally qualified teachers dedicated to Lutheran Biblical teaching staff our school. Zion makes every effort to use all available resources and facilities to give its students the finest possible education at the elementary level.

Objectives

As we strive to help each child physically, mentally, emotionally, socially, and spiritually, it is necessary that we establish objectives that fulfill the needs of our students and staff at this time.

The following objectives express the goals that are necessary and important in providing for the total needs of the child in a Christian school.

The objectives of Zion Lutheran School are that each child may:

- Become an active, equipped, and professing Christian.
- Develop good character and self-respect by enabling him/her to develop pride in work and a feeling of self-worth.
- Learn to respect and get along with others with whom he/she comes into contact.
- Develop the ability to make moral decisions and act according to them.
- Learn about and try to understand the changes that take place in the world around him/her.
- Learn how to be a responsible citizen through an understanding of democratic ideas and ideals.
- Gain a general education by developing skills in reading, speaking, and listening; mathematics and general science; practice and understanding the ideas of health and safety; and learning how to use and examine information.
- Understand and practice the skill of family living.
- Develop a desire for learning, now and in the future, through an appreciation of culture and beauty in the world, learning how to use leisure time.
- Develop skills to enter a specific field of work by gaining information needed to make job selection.

These objectives relate not only to this life, but to the world to come. They seek to guide the child in his/her own life on earth, through death, and beyond death into eternal life in heaven with his/her Creator, Redeemer, and Sanctifier.

Zion Lutheran School

220 W. Henry Street
Staunton, Illinois 62088

P: 618.635.3060

F: 618.635.3994

www.zion-luth.org

Introduction

This handbook is a living document. All content is based upon board policy and school practice as of the date of printing. The school board reserves the right to alter or amend this document. Please check with the school office or visit our website, www.zion-luth.org, for the most current handbook edition.

Administration

Since the school is an integral part of our congregation, its administration rests primarily with the voting membership of Zion Lutheran Church of the Lutheran Church – Missouri Synod. The congregation executes its authority through the elected Board of Christian Day School Education.

The principal is the chief administrator of the school; he/she works with the pastor(s) and staff to put into practice all policies adopted by the School Board. The School Board meets regularly each month and holds additional meetings as needed.

Board of Christian Day School Education

Mrs. Lisa Sharp -Chair

Mrs. Debra Futrell

Mr. Dick Hemken

Mrs. Kathy Sievers

Mrs. Angie Schulmeister

Mrs. Amber Ruehrup

Mrs. Georgia Henke

Mrs. Cassie Satterlee

Administrator

Mrs. Jamie Crouch	-	Principal and 7 th & 8 th grade	Jamie.crouch@zion-school.org
-------------------	---	---	------------------------------

Faculty & Staff

Mrs. Pamela Kleckner	-	Early Childhood Education Director / PK	pam.kleckner@zion-school.org
	-	Assistant Early Childhood Education Director / PK	@zion-school.org
Mrs. Kristi Cook	-	Kindergarten	kisti.cook@zion-school.org
Mrs. Rachel Seelbach	-	1 st Grade	rachel.seelbach@zion-school.org
Mrs. Rachel Mosser	-	2 nd Grade	rachel.mosser@zion-school.org
Miss Katie Chapman	-	3 rd Grade	katie_chapman@zion-school.org
Miss Laura Erzen	-	4 th Grade	laura.erzen@zion-school.org
Mrs. Mary Ann Mitteis	-	5 th and 6 th Grades	maryann.mitteis@zion-school.org
Mr. Christopher Secoy	-	7 th and 8 th Grades	christopher.secoy@zion-school.org
Pastor Kelly Mitteis	-	7 th and 8 th Grade Confirmation, Music	pastor@zion-school.org
Mrs. Cherie Sievers	-	School Secretary	cherie.sievers@zion-school.org
Miss Kimberly Pinkerton	-	Church Secretary	zionlutheranstaunton@gmail.com
Mrs. Cari Foulk	-	Head Cook	
Miss Kathy Pirok	-	Assistant Cook	
	-	Custodian	
Mrs. Alice Weindel	-	Daycare	
Mrs. Debbie Newbold	-	Daycare	
Mrs. Linda Meyer	-	Daycare	
Miss Taylor Boettcher	-	Daycare	
Miss Sarah Isenberg	-	Daycare	
Miss Jenifer Smith	-	Daycare	

Daily Schedule

K-8		Pre-School (PK)	
7:45 – 8:00	Arrival for all students Students are to go to gym	8:05	Every morning PK starts
8:00	Morning devotion in the gym	11:25	Every morning PK dismissal
8:15	Classes Begin	12:30	P.M. PK begins
11:15 -12:45	K-8 th Grade Lunches/Recesses	3:00	P.M. PK dismissed
2:40	Bus Riders line up in the school foyer		
3:00	School is dismissed		

Admission Policy

Although Zion Lutheran School was primarily established for the children of Zion Lutheran Church and its sister congregations, it also exists as a mission and service to the community.

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

Zion's main objectives are to indoctrinate the children into the precepts of the Scriptures, and to guide them in applying the precepts in their daily life situations. They are taught the common branches of learning from a Christian point of view so that they become good citizens in the land in which they live, and so that they have the hope of eternal citizenship in heaven.

So that the optimum can be realized from these objectives under the guiding influences of the Holy Spirit, they must also be followed by the home. We remember that the instruction

of the Lord was foremost addressed to the parents. It is for this reason that we strongly urge all families of both members and non-members to attend church regularly with their children, and to maintain regular family devotions with their children within their homes.

All children are required to participate in religion classes as well as 7th and 8th grade confirmation classes. We ask that the children conduct their lives in harmony with this training.

Enrollment Policy

1. All pupils must register for admission each and every year. Those parents of students registering for the first time are requested to have an interview with the principal.
2. The parents are to provide Zion Lutheran School with an original certified birth certificate for the student. If the child is transferring in to Zion Lutheran School, the parents must also provide the last report card and current achievement test scores when they register.
3. Entrance testing may be required and will be administered by the school principal.
4. State Law [Section 27-8/1 (105ILCS 5/27-8.1)] requires that a certificate of immunization must be provided for the child's records prior to the beginning of the school year for all students entering Kindergarten. State law requires that a child entering the fifth grade must have had the MMR immunization at least twice prior to entering the sixth grade, and a copy of the records must be in the student's file. State law requires that a physical examination be administered by a physician before the student enters the sixth grade, and a copy of the physician's report must be in the student's file.
 - a. **Health Requirements:** Students entering Zion Lutheran School for the first time must have the following required inoculations:
 - i. DPT – 4 inoculations before age 4
 - ii. Polio – 3 or more inoculations with the last dose being a booster before age 4
 - iii. Measles – 2 inoculations, one at 12 months or older and the second no less than 1 month later
 - iv. Rubella and Mumps – 1 inoculation by age 1
 - v. Varicella – Kindergarten level
 - vi. Hepatitis B – 5th grade level

- vii. Dental – a “proof of school dental examination form” must be completed by a dentist for students in grades Kindergarten, 2nd grade, and 6th grade
 - viii. Vision and hearing screening will be provided by Zion Lutheran School during the school year by a state certified individual as required by the Illinois Department of Public Health.
 - ix. State Law requires a physical examination for all students upon enrolling in Preschool, Kindergarten, or first grade.
 - x. A second examination will be needed upon entering sixth grade. Forms may be obtained from the school office.
 - xi. Children entering Kindergarten are required to have a vision exam by October 15 of that school year.
 - xii. Children entering Kindergarten are required to have proof of a lead test or a physician’s signature stating no lead test required.
- b. **Age Requirements:**
- i. Kindergarten – All children who have reached their 5th birthday on or before September 1st are admitted to Kindergarten.
 - ii. First Grade – All children who have reached their 6th birthday on or before September 1st are admitted to first grade.
- c. **Enrollment Priorities:** If space is available during the period from the start of the school year through the re-enrollment date for the next school year, new enrollments will be accepted according to the following priority.
- i. Children of members of Zion Lutheran Church
 - ii. Siblings of members of Zion Lutheran Church already enrolled in ZLS
 - iii. Children of non-members having a sibling already accepted in one of the grades
 - iv. Children of other Lutheran congregations
 - v. Children of parents who hold membership in other church denominations

Transfer Students

All students who wish to transfer to Zion Lutheran School should bring with them their last report card and their latest achievement test scores. Health, academic, and other necessary records can also be brought to Zion or will be requested from the student’s previous school.

An interview will be scheduled with the principal, classroom teacher and the parents with the appropriate information to discuss enrollment at Zion Lutheran School. Acceptance can only occur when all the above information and proper records are obtained.

When students withdraw from Zion Lutheran School they may take with them their report card to present to their new school. Their new school should write Zion Lutheran School for additional records. The parent should come to the school office to explain the reason(s) for withdrawal and to clear all accounts.

Registration/Tuition/Fees Policies

Zion Lutheran School is able to provide quality Christian Education because of funding through the following sources:

1. Zion Lutheran Church
2. Registration fees from all enrolling students
3. Tuition fees from non-member students (non-members of Zion Lutheran Church-Staunton, IL.)
4. Tuition fees from member students (members of Zion Lutheran Church-Staunton, IL)
5. Zion Lutheran School Parent-Teacher League

It is important for the continuation of quality Christian Education offered by Zion Lutheran School that all registration and tuition fees be paid. Because of this reason, before a student may be enrolled as a student of Zion Lutheran School all outstanding or prior year fees must be paid.

It is not Zion's intention to limit the number of students that may attend, but to provide for continued excellence in education.

The Board of Christian Day School Education for Zion Lutheran School recognizes and understands that financial hardships happen within families. If you wish to enroll your child(ren) in Zion Lutheran School and a financial crisis has or is occurring in your family, please schedule an appointment with the Principal of Zion so that registration or tuition fees may be worked out.

1. All registration, and if applicable, all outstanding past due fees, must be paid prior to the student being registered for the current school year.

2. Monthly tuition payments must be made before the last school day of the month.
3. If the monthly tuition payment cannot be made on time, it is the responsibility of the parent/legal guardian to contact the school office. Parent/legal guardian must indicate the date when payment will be made.
4. Accounts need to remain current. An account delinquent ninety (90) days will result in cessation of educational services to the family. Students will be able to return to school when acceptable arrangements have been made and approved by the school board.
5. Registration will not be accepted for students who have outstanding fees from the previous school year; exceptions to this will be considered when parents/legal guardians have met with the principal and a school board representative to establish and implement a re-payment plan.

Attendance

All students are expected to attend school and be on time for classes so that they may derive maximum benefit from the instructional programs, and to develop habits of self-discipline and responsibility.

When it is necessary for a student to be absent from school, the parents/legal guardians **must** call the school office by 8:30 a.m. each day the student is absent. If a parent/legal guardian forgets to call, the school secretary will call the parents/legal guardians between 8:30 and 9:00 am to verify the student's absence.

Absences due to vacation are **not** encouraged.

Provisions to complete schoolwork missed due to any excused absence should be arranged by the student or parent with the teacher(s). The amount of time necessary to complete make-up work is left to the discretion of the teacher(s).

A student who is absent without valid cause for an entire day or a portion thereof, as defined in Section 26-2a of the Illinois School Code, is considered to be truant. A student is considered a chronic truant who is absent without valid cause for ten (10) percent or more of the required regular attendance days. The name of any student who is deemed chronically truant will be given to the Regional Superintendent of Schools.

Tardies

School begins at 8:15 a.m. and students should be on time. Tardiness to school interrupts the teaching/learning process. Make sure your child arrives at school on time.

A student who is tardy (past 8:15 a.m.) must report to the school office before going to class. Only a valid excuse, verified by a parent/legal guardian in written form within one (1) school day, will be accepted.

A detention will be issued for the third unexcused tardy during a quarter and for each subsequent tardy during the same quarter for students in grades 5 through 8.

Church Attendance

It is our desire at Zion Lutheran School to aid our parents in training their children to know Jesus Christ as their Lord and Savior. We believe the school works in partnership with the home to share the Good News of God's love and model a response to that love. In keeping with this belief, we wish to set the following policy regarding church attendance for Zion members.

Children who are members of Zion Lutheran Church are expected to be in attendance at all worship opportunities a minimum of 50% of the time. These worship opportunities shall include Saturday at 6:00 p.m. and Sunday at 8:00 a.m. or 10:30 a.m. We also encourage the children to attend as many special services as possible. The classroom teacher shall monitor all Church attendance.

Following the completion of the first quarter, the Board of Christian Day School Education shall review these records. Failure to meet the 50% minimum shall result in notification of the parents/legal guardians by a team of Board of Education members with counseling by the Pastor, the Board of Elders or other appointed group.

We believe this to be a fair and fitting policy in the light of our present church constitution, Section B – Duties of Members. “A member shall endeavor to grow as a Christian through attending public worship faithfully and receiving the Sacrament of the Altar regularly.

Chapel Services

Devotional services are held every Wednesday in the church. While these services are especially geared for the children, parents and family members are also welcome to attend. The offerings taken at these services will be designated for mission work and various charities.

Academic Policies

Pupil Evaluation

Zion Lutheran School issues a report card for students at the end of each quarter. In special instances, a written evaluation may also be included with the report card. The teacher may also plan a special conference with the parents/legal guardians to report the child's progress. The purpose of the report card is to notify the parents/legal guardians of the individual student's progress and is not a means of comparing one student with another. Midterm reports are also sent home in the middle of each quarter.

Parent-teacher conferences are planned at the end of the first quarter. These conferences are intended to open the lines of communication between parents/legal guardians and teachers for honest discussion on each student's development. Other conferences may be scheduled by appointment with the child's classroom teacher.

The faculty and administrator also urge parents/legal guardians to notify teachers about any problems, questions, or concerns they may have regarding their child. Please call the teacher involved to set up an appointment. Email addresses and the school phone number are included in this handbook.

High Honor Roll/Honor Roll

There is a High Honor Roll and an Honor Roll for students in grades 5 through 8. These exist to encourage and to recognize students who do outstanding academic work. In order to be on the High Honor Roll, students must have a 4.0 grade point average in all subjects. In order to be on the Honor Roll, students must have a 3.5 grade point average in all subjects.

The grade point average will be figured as follows:

$$A = 4 \quad B = 3 \quad C = 2 \quad D = 1 \quad F = 0$$

The scholarship marking of grades is as follows:

A = 90 – 100% B = 80 – 89% C = 70 – 79% D = 60 – 69% F = Below 60

Testing

In addition to regular testing of subject matter, standardized tests (IOWA) are given to the children of Zion once a year during February. The results of these tests are used by the teacher to more fully understand your child's strengths and weaknesses and the results are shared with parents/legal guardians. It is very important that your child not miss school when these tests are being given. Accurate records of all testing are kept in the Principal's office. Parents/legal guardians may view these records in the office, by appointment only.

Athletic Eligibility

Extracurricular and interscholastic activities are offered to those students in good academic standing. Students participating in extracurricular/interscholastic activities will have their grades averaged on a weekly basis beginning with the first Friday of the first week of school. The student's grade average for all graded subjects must be a 2.0 or C average, with no F's, to be eligible.

The student is ineligible (unable to participate in a game or event) if they fail to meet these academic standards. The student will remain ineligible until he/she improves his/her grades and meets the academic eligibility standards. Please note that grades are checked weekly in **ALL SUBJECTS** with a grade on the report card.

Religion ... Confirmation ... Memory ... Art ... English ... Math ... Reading ... Science ...
Social Studies ... Spelling ... Choir/Band ... Physical Education... Health... Computers

Because of our belief in the importance of spiritual growth and our commitment to nurturing the faith of Zion School students, the classroom teacher will monitor church attendance for all students who represent our school in extracurricular/interscholastic activities in order to determine if they meet the following eligibility requirements.

1. In order to be eligible to participate in interscholastic (conference, non-conference, scrimmage) games or events, a child must maintain a worship attendance of at least

50% of all worship opportunities. This only applies to members of Zion Lutheran Church.

2. These worship opportunities shall include both weekly (Saturday at 6:00 p.m. and Sunday at 8:00 a.m. & 10:30 a.m.) and all special festival services such as Advent, Christmas Eve/Christmas, Lent, Maundy Thursday, etc.
3. This monitoring shall begin with the first Sunday in September. Teachers will report ineligible students to the Principal by Monday morning, beginning with the first Sunday in October and continuing throughout the school year.
4. The averaging will be accumulative from the first Sunday in September throughout the school year.
5. All role models for these growing young Christians should submit themselves to the minimum of 50% worship attendance. (Allowances for adults who work on Sundays will be taken into consideration). These role models include:

PARENTS/LEGAL GUARDIANS

BOARD OF EDUCATION MEMBERS

PRINCIPAL

CLASSROOM TEACHERS

SCHOOL SECRETARY

ATHLETIC DIRECTOR

COACHES & ASSISTANTS

LUNCHROOM STAFF

ZECEC STAFF

TEAMS: Zion Lutheran School offers the opportunity for students to participate in interscholastic athletics such as baseball, volleyball, basketball, cheerleading, and track during the course of the school year. One of the major purposes of the athletic program is to give all the participants practical experience in Christian principles of sportsmanship and fair play.

Whenever possible, the eligibility of the teams will be made from the following classes:

“A” Team – will consist of the 8th grade class and under, only to the 6th grade level

** 5th graders may compete on A team in certain situations

“C” Team – will consist of the 6th grade class and under

If an athlete misses school on the day of the game because of illness, he/she cannot participate in the game unless he/she is present for the class sessions that take place after lunch.

Physical Examination

Those children participating in athletics (baseball, volleyball, basketball, cheerleading, and track) are required to receive a physical examination from their family doctor before beginning such an activity. If a physical examination report from your doctor is not on file with the school office, your child may not participate in practice or competition until such a report is on file in the office. The school cannot be responsible for accidents that may happen because the child is unable to withstand the routine training that is necessary for such activities. Children entering the 6th grade will not need a sports physical, their regular school physical will be used.

Choir Policy

Zion has two choirs, the “Praise Him” choir consists of children in PreK 4 through the 2nd grade, and the “Joyful Noise” choir which consists of children in the 3rd through 8th grades. These choirs are scheduled to sing in church on a regular basis throughout the school year to enhance worship and glorify our Lord. Mrs. Barb Brackman is the director of the Praise Him choir and Pastor is director of the Joyful Noise choir.

Each time these choirs will be singing in church, the children will sit with their parents and will be called forward when it is time for them to sing. They will return to their parents immediately after the completion of their song(s). If any changes are made in the scheduling or seating arrangements, they will be announced in the weekly school newsletter, ***“The Panther Paws.”***

The choir grade for Kindergarten through 2nd grade is based on the behavior of the student during choir practice. These students receive a plus or minus on their report card. Grades 3rd through 8th receive a letter grade on their report card.

The choir grade for the 3rd through 8th grade is based on participation in practices and performing in the worship service. The students will generally sing in church once a month. If you cannot make a scheduled time to sing in church, you **must** bring a written excuse **each time** you miss a church performance.

PLEASE NOTE that choir (music) is one of the grades that determine your academic eligibility for participation in sports. Failure to participate in the worship performance or to provide a valid written excuse will result in a grade of “zero”.

Promotion

Retention is a serious matter that must be done only after very careful study by school personnel and parents/legal guardians. Each student must be carefully reviewed and each retention determination must be decided upon its own merits.

Retention Guidelines

1. When a child is immature or not ready for school, the parents/legal guardians will be asked to refrain from enrolling him/her for one year.
2. Retention should be restricted to primary children except in very exceptional cases; the earlier the better. This does not imply that students cannot be retained at a higher grade-level if deemed necessary.
3. Only rarely should a student be retained more than once during his/her stay in Zion Lutheran School.
4. Any student who has more than 18 absences during one school year will be reviewed for retention.
5. A warning notice of possible retention will be sent to parents/legal guardians at the end of the second quarter, to be followed by an evaluation at the end of the third quarter.
6. Any student who fails in two (2) subjects may be promoted on a probationary status to the next grade level.
7. Any student who fails three (3) or more subjects may be retained at the current grade level. Parents/legal guardians may be able to arrange summer tutoring to help their child make up their academic deficiencies.
8. Retention of the student will be the final decision of the classroom teacher after a conference with the principal and then a conference with the principal and the parents/legal guardians has taken place.
9. Parents/legal guardians may exercise the right of appeal to Zion Lutheran School's Board of Christian Day School Education. If this right is exercised, the student's classroom teacher will be present for the conference.

Grievance Procedure

It is natural that at one time or another a difference of opinion or concern may arise between parent/legal guardian and teacher. As Christians it is necessary that we follow the guidelines established by our Lord and Savior concerning differences between each other. Matthew 18:15-17 states “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church.”

Therefore, when a difference arises, personal contact should be made in the following order:

1. Parent/legal guardian and teacher
2. Parent/legal guardian and principal
3. Parent/legal guardian and teacher and principal
4. Parent/legal guardian and Board of Christian Day School Education
5. Parent/legal guardian and teacher, principal, and Board of Christian Day School Education

If you need a person-to-person conference with the teacher or principal, please call for an appointment. **Before or after school, without an appointment, is not an appropriate time for a conference.**

Student Behavior – “Respect and Protect”

Establishing a climate in which we can assure your child’s comfort, happiness, and optimum performance is a top priority of Zion School and its staff. It is necessary for parents/legal guardians and students to understand that rules apply to all students in all areas of the school, not just in the classroom. These areas also include the bus, arrival at school, the playground, lunchroom, and dismissal from school. These rules also apply anytime a student represents Zion Lutheran Church and School off campus.

The following are school-wide rules that generally apply to all situations:

1. We expect the students to live their Christian faith.
2. We expect the students to respect and protect the rights of others through their speech and their actions. Borderline language, bullying, fighting, harassment, intimidation, ridicule, and threats will not be tolerated.

3. We expect students to respect and protect all school and private property. We expect them to help keep the school neat and clean. We also expect them to utilize the school facilities and equipment in the manner for which they were intended.
4. We expect the students to respect and protect the teachers' right to teach and the other students' right to learn. Disruption of the teaching/learning processes will not be tolerated.
5. We expect the students to be respectful of all staff members and supervisors and to follow their directives. Students are expected to use "Mr." or "Mrs." or "Ms." when speaking to or about any adult.
6. We expect students to be in school and on time each day, unless absent for a valid reason.
7. We expect students to observe the dress code as set by the Board of Christian Day School Education.
8. We expect students to attend appropriate classrooms unless their teacher has given them permission to be elsewhere in the building or on the school grounds.
9. We expect students to move throughout the building in a quiet, orderly manner. Running, excessive noise, and disruptions are not allowed.
10. We expect students to leave **NUISANCE ITEMS**, at home. Refer to the section on Nuisance Items for further explanation.

Please read and discuss this with your child so that the student and parents/legal guardians understand all rules. Failure to observe these rules will result in disciplinary action.

Nuisance Items

Toys, trading cards, comic books, magazines, skateboards, squirt guns, matches, knives, radios, CD players, MP3 players, iPods, electronic games, or any other non-academic personal gadgetry are not to be brought to school or on field trips.

The teacher will give permission for any such items to be brought to school if they are needed for a classroom assignment. If the nuisance item is brought to school without permission from the teacher, the item will be confiscated and the student is subject to a disciplinary action.

Cell phone use is not permitted in the classroom, on the playground, or on field trips. If parents provide a cell phone for their child, it must be turned off and kept out of sight during the school day. Students may use their cell phone after the school day has ended.

Dress Code

Students at Zion Lutheran School are expected to dress with cleanliness, decency, and modesty as their guidelines. Keep in mind that everything fashionable is not necessarily wholesome or appropriate for Christian growth and development. Students are to avoid any manner of attire that is disruptive to the smooth operation of the school, which creates a health or safety problem, or attracts undue attention.

It is the responsibility of parents/legal guardians to attend to what their child wears to school each day. Shorts may be worn during the warmest part of the fall and spring. The length of the shorts must be at least halfway between the waist and the knees.

The following are guidelines the students are expected to follow at Zion. The teachers and principal when deemed necessary may make additional guidelines to those stated.

- NO HATS OR INAPPROPRIATE HEADWEAR ARE TO BE WORN IN THE BUILDING.
- NO TUBE-TOPS, HALTER TOPS, CROPPED TOPS, OR STRAPLESS SUNDRESSES.
- NO T-SHIRTS WITH INAPPROPRIATE SLOGANS OR PICTURES
- NO SLOGANS PERTAINING TO ROCK GROUPS, ALCOHOL, TOBACCO, OTHER DRUGS, OR PROFANITY.
- NO SHIRTS THAT EXPOSE THE BELLY OR MIDRIF AREA.
- NO SHIRTS WITH SPAGHETTI STRAPS.
- NO CUTOFFS OR SHORT SHORTS.
- NO SHORTS OR PANTS WITH PRINTING ACROSS THE BACKSIDE.
- NO CLOTHES THAT ARE TORN OR HAVE HOLES IN THEM.
- SKIRTS MUST BE NO SHORTER THAN 2" ABOVE THE KNEE.
- SHORTS MUST BE WORN UNDER SKIRTS OR DRESSES.
- EXCESSIVE MAKE-UP IS NOT ALLOWED.
- NO PERMANENT TATOOS
- NO BODY PIERCINGS – EARRINGS BEING THE EXCEPTION
- NO FLIP FLOP SANDALS

Enforcement

No policy or statement can list every possible example. Parents/legal guardians should help implement the intent of these guidelines by making sure their child is dressing appropriately for school and school activities. The principal and teachers will enforce the dress code using any one of the following that is deemed necessary:

1. Parents/legal guardians will be notified of the inappropriate attire.
2. Students may be asked to turn the inappropriate attire inside out.
3. Students may be asked to change into clothing that the school may provide.
4. Students may have other clothing brought to the school by parents/legal guardians.

Failure to comply with the dress code will be dealt with as follows:

1. Counseling the student and parents/legal guardians concerning appropriate dress that complies with the dress code.
2. Detention
3. In-school suspension

Harassment/Bullying

It shall be the responsibility of all members of the Zion Lutheran School family to respect the rights, feelings, and sensitivities of others. Everyone should accept one another as equals in the sight of God, in the spirit of Christian love, even as Jesus Christ first loved us and gave His life for the sins of all mankind.

Zion Lutheran School will not tolerate any harassment of any individual relating to that person's sex, race, color, religion, age, disability, physical appearance, mental attributes, or any other protected group status. The term harassment includes, but is not limited to, offensive slurs, jokes, comments, innuendoes, gestures, unwanted physical contact, or any other verbal or physical abuses relating to a person's sex, race, color, religion, age, disability, physical or mental attributes, etc.

Zion Lutheran School will not tolerate any bullying of any individual. Bullying is any inappropriate behavior, used intentionally, over a period of time as a way to gain power or control over another individual. Bullying includes, but is not limited to, acts of dominance, exclusion, intimidation, or threats. Harassing or bullying conduct (whether verbal, physical, or visual) that affect tangible benefits of education, that unreasonably interfere with a student's educational performance, or that create a hostile educational environment will not be tolerated.

Those individuals who believe they have been victims of any type of harassment or bullying should immediately report, in confidence, to any staff member of Zion Lutheran School. Following an investigation of the incident, which may include supervised confrontation, appropriate action will be taken. Those deemed to be guilty of harassment or bullying will

meet with appropriate sanctions.

Medication/First Aid

Zion Lutheran School will dispense prescription or non-prescription medication to students after a parent has signed the Authorization to Administer Medication form.

1. All medication, whether short or long term, will be kept locked in the school office.
2. All medication, whether short or long term, will be dispensed from the school office and records kept in the office.

For Prescription Medication

1. All medication must be brought to the school in a container appropriately labeled by a pharmacy detailing the name of the student, the name of the drug, and dosage. The medication must be current.
2. An Authorization to Administer Medication form must be filled out and signed by the parent or guardian before dispensing can begin.

For Non-Prescription Medication

1. All medication must be brought to the school in its original packaging appropriately labeled detailing the name of the student, the name of the drug, and dosage. The medication must be current and not expired.
2. An Authorization to Administer Medication form must be filled out and signed by the parent or guardian before dispensing can begin.
3. Cough drops, cough lozenges, and the like must have a note from the parents to the teacher allowing the child to have them during school time. Students in 2nd grade and younger will leave cough drops with the teacher during the school day and will ask for them when needed.

FEDERAL LAW PROHIBITS ANY MEDICATION CONTAINING NARCOTICS TO BE ON SCHOOL PREMISES.

If your child is running a temperature (100° or above) or throwing up, you will be called and asked to come get your child.

Anything on the order of bumps or cuts the teacher or school secretary will handle scrapes at school. Aside from these minor injuries, you will be called and notified if your child is hurt.

Please note, we will not take out rocks, splinters, or any foreign objects stuck in places where they should not be. These emergencies will have to be handled by the parents/legal guardians.

Due to Hepatitis laws, if your child should have blood on their clothing due to a bloody nose, scrape, etc., we are not allowed to send the child back into his/her classroom. You will be called to bring other clothes for your child to wear.

Head Lice Policy

Periodically throughout the school year, random head lice checks will be conducted by the school secretary, teachers, and/or a nurse. If your child is found to have live head lice or nits in their hair, you will be contacted to pick up your child. Your child may return to school as soon as lice treatment shampoo has been used, you have removed all nits from your child's hair, and you have cleaned or stored personal items. Remember that you must keep checking your child's hair for new nits every day for at least three weeks thereafter. The school secretary must check your child before he or she is allowed to come back to school. We have a "No Nit Policy" at school which means all nits must be removed.

Vision & Hearing Screening

Vision & Hearing Screening tests shall be conducted yearly in accordance with the rules and regulations of the Department of Public Health, and by individuals whom the Department of Public Health has certified. Zion will screen students for hearing in Preschool, Kindergarten, 1st, 2nd, and 3rd grades. Zion will screen students for vision in Preschool, Kindergarten, 2nd, and 8th grades. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision screening is not an option. If a vision report is not on file at the school for your child, your child will be screened.

Discipline Policy

Zion Lutheran School does not permit corporal punishment as a method of discipline or control over its students. Students who have exhausted the disciplinary levels of the school will be sent home.

The disciplinary levels are as follows:

1. The faculty/staff member will state the rule.
2. The student will be separated from the class and the rule will be restated and explained.
3. The parent or legal guardian will be notified.
4. The student will be sent to the school office, the rule will again be restated and explained.
5. The parent or legal guardian will be contacted to remove the student from the school for the remainder of the day.
6. ALL STAGES OF THE DISCIPLINARY PROCESS WILL BE DOCUMENTED.

NOTE: IF THE BEHAVIOR THREATENS THE HEALTH OR SAFETY OF THE STUDENT OR ANOTHER INDIVIDUAL, STEPS MAY BE SKIPPED.

All disciplinary action administered by the principal will be recorded and become part of the student's record. The following course will be followed when a student is sent to the principal for disciplinary reasons.

First Offense: The student is referred to the principal. The reason for the disciplinary action is recorded. A copy is sent to the parents/legal guardian to be signed.

Second Offense: The student is referred to the principal. The reason for disciplinary action is recorded. A copy is sent to the parents to be signed. A conference is scheduled with parents/legal guardians, teacher, and the principal.

Third Offense: The student is referred to the principal. The reason for disciplinary action is recorded. A conference is scheduled with the parents/legal guardians, teacher, and the principal. The student is given an in-school suspension for one day. Homework must be completed without receiving credit.

Fourth Offense: The student is referred to the principal. The reason for disciplinary action is recorded. A conference is scheduled with the parents/legal guardians, teacher, and the principal. The student is suspended from school for one day. Homework must be completed without receiving credit.

Fifth Offense: The student is referred to the principal. The reason for disciplinary action is recorded. The student is suspended from school for three days. Homework must be completed without receiving credit.

Sixth Offense: The student is referred to the principal. The reason for disciplinary action is recorded. A conference is scheduled with the parents/legal guardians, teacher, principal, and the school board to determine further disciplinary action or possible expulsion from Zion Lutheran School.

IF THE BEHAVIOR THREATENS THE HEALTH OR SAFETY OF THE STUDENT OR ANOTHER INDIVIDUAL, STEPS MAY BE SKIPPED.

Lunch Program

Zion Lutheran School offers a Class “A” type hot lunch every full day of school. Students can purchase hot lunch coupons in the school cafeteria from the cooks any time during their work hours. Lunch coupons are available in 5, 10, and 20-lunch denominations.

Pupils who bring their lunch from home will eat with their class in the cafeteria. Children in grades K – 8 will have multiple lunch periods which range from 11:15 – 12:30.

Milk is provided as part of the hot lunch program. Milk and juice are available for purchase if the student brings his/her lunch from home or wishes to drink extra milk with their lunch.

A program, set up by the State of Illinois and the Federal Government, is available to provide free or reduced lunches for families who find the cost of the hot lunch program to be a financial hardship.

Because the hot lunch program is self-supportive, it is important that all meals be paid in advance. Zion Lutheran School will always serve hot lunch to students regardless of I.O.U.’s; however, it is not encouraged to have more than 5 outstanding I.O.U.’s at any given time.

Zion also offers a snack program for the children in all grades, including Pre-K Snacks are 40¢ and can be purchased during the morning break or after lunch. Coupons are available in the cafeteria in denominations of 5 snacks - \$2.00, 10 snacks - \$4.00, and 20 snacks - \$8.00. **Children will not be allowed to purchase snacks after the limit of 20 I.O.U.s has been reached without purchasing a new snack card.** Children will not be allowed to

purchase snacks for other children on their snack card. (Prices as of January 2017-subject to change.)

The Board of Christian Day School Education, prior to each school year, sets prices for hot lunch coupons, snack coupons, and milk/juice.

The prices are as follows:

Hot Lunch.....\$2.25

Snacks.....40 cents

Milk.....40 cents

Juice.....40 cents

Extras on Hot Lunch.....40 cents (Prices as of January 2017-subject to change.)

Bicycles

Bicycles should be parked in the bike rack. No student should ride his/her bike during school hours. Students with bikes should go straight home after school. Bicycles are not allowed in the school-yard or on the sidewalks in front of the school.

Bus Service

Bus service is provided by the State through the Staunton School District #6. All students who live 1½ miles or more from the Lutheran School, and live in the Staunton School District are eligible to ride the bus.

To take **advantage** of this service, call the office of the Staunton Superintendent of Schools (635-2962) and follow the procedures outlined by them. This service is a privilege and children should conduct themselves as Christians while riding the bus.

Recess

All students are expected to go outside for recess unless they have a written excuse from their parents/legal guardians. Extremes in weather may necessitate an indoor recess from time to time. The principal and teachers will decide which days are inside recess days. Students should be appropriately dressed and prepared to go outside for recess daily in warm and cold weather.

Inclement Weather

If necessity arises that school must be called off because of inclement weather, tune in to radio station WSMI 1540 AM or 106 FM or check our Facebook page for announcements of school cancellation. In general, we will follow the same procedures taken by the Staunton Public Schools. These announcements are usually made during the news periods in the early morning on the TV channels KTVI, KMOV, and KSDK. If school is called off during the middle of the day the school office will call, text, or email you.

Tornado Information

In case of a tornado “watch”, children will remain in school unless the Staunton Public Schools decide to dismiss, thus providing us with bus transportation. In case of a tornado “warning”, all children will be taken to their respective tornado area until the “all clear” has sounded or a parent/legal guardian picks up the child. The school office is equipped with a radio alert system; we are informed of any approaching severe weather so that we can take precautions and be ready to act if the need arises.

Telephone

School telephones are not for general use by the children. To use school phones, it must be deemed as an emergency by your child’s teacher (your child is ill or injured).

Security

The school building does have a security system that locks the doors during school hours. All visitors must report to the school office when they enter the building. A chain link fence surrounds the playground. The premises include recorded video surveillance. The safety of the students and staff is very important to the Board of Christian Day School Education.

Lost/Found Items

The school office is in charge of lost and found articles. Any unclaimed items will be taken to His Service at the end of each quarter.

Other Services

Band instruction, speech therapy, special reading assistance, social services, and psychological testing are available to Zion's students through the Staunton Public School System. If you are interested in any of these services, contact the Zion Principal for further information.

Parent-Teacher League

All parents/legal guardians of Zion Lutheran School students are members of the P.T.L. Parents/legal guardians are encouraged to attend P.T.L. meetings and to volunteer for planning and participating in P.T.L. events. The P.T.L. meeting dates and events are listed on the school calendar.

Volunteering: A partnership of teachers, staff, and parent/legal guardian volunteers is essential for educating our children and making our school P.T.L. and its many programs a success. The strength of any school is family involvement. We are so blessed to have the many parents/legal guardians and parishioners that contribute their resources in time, knowledge, and monetarily. We are truly blessed to have a Christian school such as Zion that not only educates our children in the required subjects, but that also teaches our children about faith, love, forgiveness, and compassion. The teachers and staff who care for our children teach them in a way the public schools cannot.

The P.T.L. needs all parents/legal guardians to be involved and to contribute their "fair share" of volunteer hours. This involvement strengthens our school and contributes in

numerous ways to the education of our children. The classrooms, playground, school technology, building improvement, and athletic teams are some of the areas that benefit from the work of the P.T.L.

Fund raising programs: Fund raising programs are utilized by the P.T.L. to provide funds to help accomplish our objectives and goals. The P.T.L. feels that the current annual fund raising activities provide Zion with the maximum fund raising potential without having an endless number of fund raising programs. These activities include book fairs, candle sales, Dinner Auction, Trivia Night, and the Staunton Homecoming fish stand.

SCRIP: SCRIP is an easy fundraiser that is simple to use and does not cost anything beyond the face value of the purchase. SCRIP is gift certificates that you purchase at the school and then redeem when making your regular purchases at many businesses such as Bill's IGA, R&Bs restaurant, Shop N' Save, and Kohl's. A complete listing of participating businesses can be found on the SCRIP order form located in the school office or in the church.

When you purchase the gift certificates from the company, the company donates a percentage to us (usually 2-20%). Half of that money donated to the school goes to the P.T.L.; the other half can be designated for a family's tuition, the scholarship fund, or the P.T.L.

Anyone can purchase and uses SCRIP, therefore, please encourage your family and friends to use it. Purchase the gift certificates at school. The SCRIP order form and a check for the total face value of the certificates can be placed in a designated area in the school office, or you can contact one of the SCRIP coordinators. Your order will be filled and ready as soon as possible. Use the certificates at the store to pay for your purchases.

Zion Recognition Program

In May, recognition will be given to various students for outstanding academic achievement or performances for the past school year. The following is the criteria for such recognition.

Perfect Church Attendance	Must attend every worship opportunity throughout the year, including once per weekend and every midweek opportunity. Christmas Eve/Christmas Day and New Year's Eve/New Year's Day count as one each
Exemplary Church Attendance	Must attend every worship opportunity – one per weekend throughout the school year
Perfect Sunday School Attendance	Must attend Sunday School every Sunday throughout the school year, except when attending a school sponsored activity where Sunday School is not offered.
Exemplary School Attendance	Must attend school every day throughout the school year with less than four absences or tardies, excused or otherwise.
Faithful Church, Sunday School or School Attendance	Must not miss more than four Church, Sunday School, or School opportunities.
High Honor Roll Award	Given to any student in Grades 5-8 who have made the High Honor Roll during the school year.
Honor Roll Award	Given to students in Grades 5-8 who have made the Honor Roll during the school year
President's Award for Academic Improvement	Given by teacher's recommendation to 8 th Grade students who show growth, improvement, and unusual commitment to learning.
The American Citizenship Award	Awarded to Eighth Grade students who have made significant contributions to the community through volunteer effort and attitude.
Christian Conduct and Service Award	Awarded to upper grade student who demonstrates Christian virtues. Nominated by students and determined by faculty
Praise Him & Joyful Noise Participation Award	Given to any student who attends over 50% of choir performances.
Spring Musical Award	Awarded for participation in the Spring Musical
Exemplary Accelerated Reader	Given to any student who is a member of the Super Readers Club multiple times
Accelerated Reader Award	Given to any student who is a member of the Super Readers Club

Memory Work Award	Given to any student in Grades 1-8 who demonstrates outstanding achievement during the 1 st , 2 nd , 3 rd quarters
Spelling Bee	To all contestants who represented Zion at the S.I.D. Regional and Macoupin Spelling Bees.
Spelling Tests Award Art Award	Given to students in Grades 1-6 who achieve an A on every weekly test. For students in grades 3-8 who demonstrate outstanding effort, participation, and creativity.
Math Award	Given to students in Grades 5-8 who place in one of the annual math contests
Science Award	Given to any student who demonstrates unusual interest and ability in the area of Science

There are other participation type awards that students can receive from various programs during the school year (Book-it, Read-to-Succeed, Dare, Band, etc.)