



# Student Handbook

Zion Lutheran School  
Staunton, Illinois

Last updated 05/25/2026

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# Student 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**

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**[www.zion-luth.org](http://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 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. Amber Da Gama Rose-Chair  
Mr. David Wells  
Mr. James Blessman  
Mr. Stuart Fraser  
Mrs. Robert France  
Mrs. Angie Schulmeister

## Administrator

Vacant - Principal [principsl@zion-school.org](mailto:principsl@zion-school.org)

## Faculty & Staff

Mrs. Pamela Kleckner	-	Early Childhood Education Director / PK	<a href="mailto:pam.kleckner@zion-school.org">pam.kleckner@zion-school.org</a>
Miss. Bri Wentler	-	PK Teacher Assistant	<a href="mailto:bri.wentler@zion-school.org">bri.wentler@zion-school.org</a>
Mrs. Rachel Mosser	-	Kindergarten	<a href="mailto:rachel.mosser@zion-school.org">rachel.mosser@zion-school.org</a>
Mrs. Rachel Seelbach	-	1 <sup>st</sup> and 2 <sup>nd</sup> Grades	<a href="mailto:rachel.seelbach@zion-school.org">rachel.seelbach@zion-school.org</a>
Mrs. Michelle King	-	3 <sup>rd</sup> and 4 <sup>th</sup> Grades	<a href="mailto:michell.king@zion-school.org">michell.king@zion-school.org</a>
Mrs. Mary Ann Mitteis	-	5 <sup>th</sup> and 6 <sup>th</sup> Grades	<a href="mailto:maryann.mitteis@zion-school.org">maryann.mitteis@zion-school.org</a>
Mrs. Cheryl Best	-	7 <sup>th</sup> and 8 <sup>th</sup> Grade ELA and Social Studies	<a href="mailto:cheryl.best@zion-school.org">cheryl.best@zion-school.org</a>
Mr. David Manning	-	7 <sup>th</sup> and 8 <sup>th</sup> Grade Math and Science	<a href="mailto:david.manning@zion-school.org">david.manning@zion-school.org</a>
Pastor Phillip Girardin	-	7 <sup>th</sup> and 8 <sup>th</sup> Grade Confirmation	<a href="mailto:pastorphil@zion-school.org">pastorphil@zion-school.org</a>
Mrs. Lauren Welch	-	K-8 <sup>th</sup> Teacher Assistant	<a href="mailto:lauren.welch@zion-school.org">lauren.welch@zion-school.org</a>
Mrs. Heather Girardin	-	Office Manager	<a href="mailto:heather.girardin@zion-school.org">heather.girardin@zion-school.org</a>
Mrs. Lisa Coan	-	Church Secretary	<a href="mailto:zionlutheranstaunton@gmail.com">zionlutheranstaunton@gmail.com</a>
Mrs. Sarah DalPazzo	-	Head Cook	<a href="mailto:sarah.dalpazzo@zion-school.org">sarah.dalpazzo@zion-school.org</a>

## Daily Schedule

### K-8

7:45 – 7:55 Arrival for all students  
Students are to go to classrooms  
8:00 Classes begin  
3:00 School is dismissed

### Pre-School (PK)

8:00-8:05 Every morning PK starts  
11:20 Every morning PK dismissal  
12:30 P.M. PK begins  
3:10-3:15 P.M. PK 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 Lutheran School serves the entire community. ZLS does not discriminate on the basis of age, race, color, sex, disability, immigration status, or national ethnic origin in admission of students; in the right to privileges, programs, and activities generally made available to students in the school; in administration of educational and employment policies; and in administration of athletic or other school administered programs.

The Non-Discrimination Policy of Zion Lutheran School complies with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); the Individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.); The Age Discrimination Employment Act of 1967 (29 U.S.C. 621 et. seq); Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.); the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and the Illinois School Code {105 ILCS 5, and relevant case law including Plyler v. Doe. 457 U.S. 202, 102 S. Ct. 2382 (1982).

Zion Lutheran School takes its non-discrimination policy seriously. The School Board of Zion Lutheran School is responsible for implementation of the non-discrimination policy and addresses any concerns in this area.

Zion's main objectives are to lead 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 7<sup>th</sup> and 8<sup>th</sup> 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 a copy of a certified birth certificate for the student.
3. All students must have the required health, dental, and eye examinations, and immunizations
  - a. All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:
    1. Entering Zion's Early Childhood Program
    2. Entering Kindergarten
    3. Entering the sixth and
    4. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening questionnaire (diabetes blood testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. All of the above must be included on the required Certificate of Child Health Examination form.

Failure to comply with the above requirements by registration of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by registration, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### EYE EXAMINATION

All students entering Kindergarten or the school for the first time must present proof before registration of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by first day of school, allows the school to hold the student's report card until the student presents:

- (1) a completed eye examination, or
- (2) proof that an eye examination will take place within 60 days after the first day of school.

#### DENTAL EXAMINATION

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before December 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents:

- (1) a completed dental examination, or
- (2) that a dental examination will take place within 60 days after December 15.

#### EXEMPTIONS

In Illinois, students can be exempt from school vaccination requirements for medical or religious reasons.

A student will be exempted from the above requirements for:

1. Medical Exemption: A medical exemption requires a statement from a healthcare provider detailing the medical condition that prevents vaccination. The state of Illinois recognizes the following as the "healthcare provider" to complete this form: Must be documented by a licensed physician (MD or DO), advanced practice nurse (APN), or physician assistant (PA).

2. Religious exemption: A religious exemption requires a signed Illinois Certificate of Religious Exemption form (form and instructions can be found on [www.dph.illinois.gov](http://www.dph.illinois.gov)) detailing the specific religious beliefs that conflict with the requirement, and it also needs to be signed by a healthcare provider who has counseled the parent on the benefits and risks of vaccination. The state of Illinois recognizes the following as the "healthcare provider" to complete this form: Must be documented by a licensed physician (MD or DO), advanced practice nurse (APN), or physician assistant (PA).

#### 4. Age Requirements:

- i. Three-year-old Preschool – All children who have reached their 3<sup>rd</sup>
- ii. Kindergarten – All children who have reached their 5<sup>th</sup> birthday on or before September 1<sup>st</sup> are admitted to Kindergarten.

- iii. First Grade – All children who have reached their 6<sup>th</sup> birthday on or before September 1<sup>st</sup> are admitted to first grade.
5. **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

### Withdrawal

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 daily 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. All reasons will be evaluated by Zion Staff.

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). **It is not a requirement of our teachers to provide school work in advance**

- A. Illness, including the mental or behavioral health of the student;
- B. Observance of a religious holiday;
- C. Death in the immediate family or family emergency;
- D. Other situations beyond the control of the student, as determined by the Board of Education
- E. Such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student

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. If deemed necessary by staff, parents will be required to conference with Zion Staff and/or a school board member. The name of any student who is deemed chronically truant will be given to the Regional Superintendent of Schools.

### Tardies

School for K-8 begins at **8:00 a.m.** School for PreK students begins at **8:05**. 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 8:05 a.m. or 8:10 for PreK students) 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.

Being on time to school is very important.

- On the 5th unexcused tardy to school, in a semester, an email will be sent to the parents from the school. This process begins again at the beginning of each semester.
- On the 10th unexcused tardy to school, in a semester, students in Kindergarten through 8th grade will be contacted by the Principal or student's teacher to discuss appropriate consequences and actions that will be taken to correct the situation.
- Every unexcused tardy after the 10th in the semester may result in a report to the Truancy Officer of the Regional Office of Education.

### 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 2 Sundays per month. These worship opportunities shall include Saturday at 5:00 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 2 Sundays a month 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:

$$A = 90 - 100\% \quad B = 80 - 89\% \quad C = 70 - 79\% \quad D = 60 - 69\% \quad F = \text{Below } 60$$

## Testing

In addition to regular testing of subject matter, standardized tests (IOWA) are given to 3<sup>rd</sup>-8<sup>th</sup> graders once a year during February. The STAR test is given multiple times per year to K-8<sup>th</sup> graders. 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

See Athletic Handbook

## Choir Policy

Zion has two choirs, the "Praise Him" choir consists of children in PreK 4 through the 2<sup>nd</sup> grade, and the "Joyful Noise" choir which consists of children in the 3<sup>rd</sup> through 8<sup>th</sup> grades. These choirs are scheduled to sing in church on a regular basis throughout the school year to enhance worship and glorify our Lord.

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."*

Grades 3<sup>rd</sup> through 8<sup>th</sup> receive a letter grade on their report card.

The choir grade for the 3<sup>rd</sup> through 8<sup>th</sup> 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 performances during worship 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. Any student who fails in two (2) subjects may be promoted on a probationary status to the next grade level.
6. 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.
7. 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.
8. 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.

### Parent Expectations

Parents play a key role in in the upbringing of a child. Parents of students at Zion Lutheran School are expected to play an active role in their child's education, helping them with academic skills, provide assistance as needed on homework, reading communication from teachers and the school office, checking backpacks/graded work sent home, etc.

### Nuisance Items

Nuisance items as determined by teacher are not to be brought to school or on field trips unless authorized by a teacher.

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 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 SHORT SHORTS.
- NO SHORTS OR PANTS WITH PRINTING ACROSS THE BACKSIDE.
- 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 have other clothing brought to the school by parents/legal guardians.

\* Dress code expectations shall be applied consistently and may not discriminate on the basis of race, color, ethnicity, national origin, religion, sex, gender identity, disability, or any other protected status. The school's dress code shall not prohibit or apply to hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Dress code enforcement shall not create or reinforce marginalization or discrimination against any student group.

## **Student Safety: Faith's Law**

At Zion Lutheran School, the safety and well-being of our students is our highest priority. In accordance with Illinois law and the Illinois State Board of Education (ISBE), the School complies with the requirements of Faith's Law, which strengthens protections against sexual abuse and misconduct in schools.

Faith's Law (105 ILCS 5/22-85.5) requires public and nonpublic schools to establish policies and procedures that promote safe learning environments and appropriate professional boundaries between school employees, volunteers, and students.

Zion Lutheran School maintains an Employee Code of Professional Conduct that:

- Incorporates the Illinois Educator Code of Ethics;
- Defines and prohibits sexual misconduct and grooming behaviors;
- Establishes expectations for maintaining appropriate staff-student boundaries;
- Provides guidelines regarding:
  - transporting students,
  - electronic and written communication with students,
  - taking or possessing photos or videos of students, and
  - meeting with students outside of normal school responsibilities;
- Requires mandated reporting of suspected child abuse, neglect, grooming, or misconduct in accordance with the Abused and Neglected Child Reporting Act and Title IX requirements; and
- Requires annual employee training on child abuse prevention, educator ethics, and student safety.

Any violation of the Employee Code of Professional Conduct, or failure to report suspected misconduct, may result in disciplinary action, up to and including dismissal.

Parents and guardians may review additional information and resources regarding Faith's Law through the [Illinois State Board of Education Faith's Law Resource Guide](#).

be abuse or neglect. School authorities are required to cooperate with DCFS staff responsible for conducting investigations.

### 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 2<sup>nd</sup> grade and younger will leave cough drops with the teacher during the school day and will ask for them when needed.

### For Self-Administered Medicine

A student may possess medication prescribed for asthma, or medication for the management of diabetes for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." Zion shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of

medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of medication by school personnel.

### Medical Cannabis

As required by the State of Illinois, Zion will allow the use of medical cannabis-infused products on our campus only by eligible students that are qualifying patients. Qualifying patients must register with the IDPH and carry a card. Medication in this case will require an Authorization to Administer Prescription Medication Form along with self-administration permission from the physician. Students may self-administer the medication under the supervision of the office staff.

1. The school allows a nurse or administrator to administer medical cannabis infused products to registered patients. However, administration must be done in a manner that, in the school administrator's opinion, does not disrupt the educational environment or expose the product to other students. The school may also allow for self-administration under the direct supervision of a nurse or administrator. In either case, administration is contingent upon receipt of the required documents. The school shall have on file the following for each student with prescribed medical cannabis:
  - a) written authorization from the parent or guardian specifying the time or circumstances in which the product must be administered:
  - b) a copy of the registry identification card of the student (as a registered qualifying patient) and the parent or guardian (as a registered designated caregiver).
  - c) a copy of items a) and b) on file in the school's office.
  - d) if applicable, the yearly reauthorization from a parent or guardian for a student to self-administer.

The medical cannabis is stored at all times in a manner consistent with store of other student medications **and** may be accessible only by the school nurse or school administrator.

Administration of medical cannabis is permitted in the following circumstances:

- a) While on school premises
- b) While at a school-sponsored activity; or,
- c) Before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus

### Medical Action Plans

For students with medical diagnosis of asthma, diabetes, and any other diagnosis that require management while at school, an Action Plan from the child's doctor needs to be submitted to the school office annually to be kept on file in the office and distributed to any staff members who would need to help in the management of the condition.

## **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, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grades. Zion will screen students for vision in Preschool, Kindergarten, 2<sup>nd</sup>, and 8<sup>th</sup> 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

The faculty and staff of Zion Lutheran School view the disciplining of children as a God given responsibility. In the Bible, Proverbs 22:6 states that we are to "Train up a child in the way he should go, and when he is old, he will not depart from it."

Behavioral boundaries have been placed upon the children at Zion Lutheran School because we desire:

1. To provide a safe and wholesome environment in which each child can learn and grow.
2. To help our students understand that the ability to obey rules is important for leading a happy and productive life.
3. To teach students that they are accountable for their actions.

Zion Lutheran School does not use or condone the practice of Corporal Punishment. Students who have exhausted disciplinary measures may be sent home.

### ***Disciplinary Measures***

Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying Parents/Guardians of Incident
- Withholding Privileges
- Temporary Removal from Classroom
- Reduction of Recess Time
- Written Assignments
- Return of Property or Restitution for Lost, Stolen or Damage Property
- Silent Time
- Community Service
- Seizure of property that was used in violation of rules
- Sent home from school
- In-School Supervision with Staff Member
- Suspension from Extracurricular Activities
- Suspension from School and all school related activities for up to 10 days
- Expulsion from school for a definite period – School Disciplinary Committee decision
- Notifying Law Enforcement Authorities

The faculty and staff of Zion Lutheran School will attempt to resolve problems with the student. If negative behavior persists, the teacher will notify the parents and the behavior will be discussed. The teacher will oversee the discipline in his/her classroom, however, if behaviors persist, documentation in Renweb, and/or a referral to the principal.

### **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. Teachers may use RenWeb to log behavior incidents and document consequences.
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. The principal may use RenWeb to log behavior incidents and document consequences.
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. The school Advisory Committee will consist of the principal, staff member, and president of the Board of Education.
7. Parents have the right to privately appeal, in a polite and Christian manner, any disciplinary action that they deem inappropriate or unfair.
8. At any point, steps in this process may be skipped.

### ***Suspensions***

Suspension from Zion Lutheran School is considered a very serious matter. A suspended student is required to make up any missed work in order that s/he may have the information and skills received by the rest of the class, and therefore will return to class ready to continue the educational program with his/her classmates. Persistent or repeated behavior would warrant dismissing the child from Zion Lutheran School or place re-enrollment status in jeopardy. Students whose behavior is addressed by the Discipline Committee may appeal a decision in writing to the Board of Elementary Education within 5 days of the Discipline Committee's decision. It should also be noted that situations involving inappropriate language, disrespectful behavior, or physical harm to another student could warrant sending the child home during the school day.

### *Expulsions/Dismissals from School*

The Board of Education of Zion Lutheran School, at the recommendation of the principal and/or the Disciplinary Committee, reserves the right to dismiss any pupil for reasons including, but not limited to, the previously listed offenses, consistent and unacceptable behavior, continued lack of progress or lack of home support. It should also be noted that situations involving inappropriate language, disrespectful behavior, or physical harm to another student could warrant sending the child home during the school day.

The Disciplinary Committee is made up of the Principal, one faculty member, and the chairman of the Board of Elementary Education.

The following misbehaviors shall result in the automatic suspension from school and the consideration of expulsion from the school by the School Disciplinary Committee.

- The possession, sale, or use of alcohol, drugs or related substances at school or during school events
- The possession or use of any weapon at school or during school events
- The threat to do harm, the physical attack, sexual harassment, or verbal harassment of any person at school or during school events.

**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 are charged daily for hot meals purchased. Student balances can be viewed daily directly through FACTS. Lunch payments are to be sent into the school office. If the students balance drops below \$20, an automated email will be sent Sunday evenings notifying the family.

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 is 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 for in advance. Zion Lutheran School will always serve hot lunch to students regardless of past due lunch balances; however, it is not encouraged to have more than 5 days of past due lunch charges at any given time.

Zion also offers a snack program for the children in all grades, including Pre-K Snacks are 55¢ and are charged daily. Student snack charges can be viewed directly through FACTS. (Prices as of August 2025-subject to change.)

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

The prices are as follows for K-8 and Early Childcare:

Hot Lunch.....\$3.00

Snacks.....\$ .55

Milk.....\$ .55

Extras on Hot Lunch.....\$.55 (Prices as of August 2025-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, a Parent Alert will be sent via text message or check our Facebook page for announcements of school cancellation. In general, we will follow the same procedures taken by the Staunton Public Schools. If school is called off during the middle of the day the school office will send a text via Parent Alert.

## 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.

**Fundraising 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 fundraising activities provide Zion with the maximum fundraising potential without having an endless number of fundraising programs.

### RaiseRight (Formally Scrip)

RaiseRight is an easy fundraiser that is simple to use and does not cost anything beyond the face value of the purchase. RaiseRight 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&B's restaurant, Amazon, and Kohl's. A complete listing of participating businesses can be found on the RaiseRight 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 use RaiseRight , therefore, please encourage your family and friends to use it.

Orders may be placed online at RaiseRight.com or you may drop off RaiseRight orders and payments at the school, daycare, or church office during their regular hours. All orders placed by noon on Monday will be available for pickup by Thursday of each week. Orders may be available sooner if the items requested are currently in stock. For immediate purchases, RaiseRight is available during school office hours.

### Acceptable Use of Technology

Technological resources at Zion Lutheran School (ZLS) are provided for the purpose of supporting the educational experience and mission of the school. These goals include providing resources to promote educational excellence by facilitating creative thinking, resource sharing, research, communication, and enhanced academic performance. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including, but not limited to those stated in the Parent/Student Handbook. All students at Zion Lutheran School and participating in the iPad Initiative must agree to abide by the following rules regarding responsible technology use:

1. Zion Lutheran School students will use all forms of technology in a responsible, ethical, and legal manner at all times both on and off campus.
2. Any viewing, sharing, or transmission of material containing inappropriate content, offensive language, derogatory rumors, gossip, or other content not in keeping with the mission of ZLS is strictly prohibited.
3. Any technology use that could pose a risk of physical or mental harm to anyone is prohibited regardless of whether the ZLS network is utilized.
4. Students should use Internet resources responsibly. Significant controls are in place to reduce the risk that students may come in contact with inappropriate material. All students should be aware that ZLS network activity is monitored.
5. The ZLS network should only be accessed using authorized means. Students should only access the network using equipment specifically assigned to them. Any means of network access not specifically authorized is prohibited.

6. Students should not willfully attempt to bypass network controls and Internet filters. While on the Zion campus, any intentional attempt to connect to the Internet in a way that bypasses the local network in order to circumvent the web filtering system is strictly prohibited.

7. Students will not share their passwords with anyone other than a parent/guardian. Personal information should never be shared without parent/guardian authorization.

**8. ZLS may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.**

**9. ZLS may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's anti-bullying or similar disciplinary policy; and, the school may require the student to share content in the course of such an investigation.**

10. All Zion network activity and technology use is subject to monitoring by school staff. Any student's computer or device may be inspected and confiscated if inappropriate use is suspected.

11. Certain Internet materials may not be copied or reproduced without the express written permission of the author or right holder. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and trade secret laws.

12. Students who are required to use devices for learning will be allowed to take these devices home each day. However, it is the family's responsibility to assume the personal liability or ensure that adequate property insurance coverage is in place to cover theft, loss, or damage to the device regardless of whether a situation takes place in a vehicle, during school or extracurricular activities, or in the home.

13. In order to ensure that the most current technology software is available, students who have devices for instructional use will be required to turn in their devices for software updates periodically throughout the year. These updates are generally scheduled during summer break to prevent disruption of the learning process.

14. The use of email communication on devices is specifically limited to use between students and their teachers and grade level classmates. Instant messaging and other

means of social media are prohibited unless a student has express permission from his/her parents and the teacher and only in the event that the media will be used for educational use only.

15. When using technology, Zion strongly encourages students to consider whether or not their communication and actions may be regarded as offensive, hurtful, or otherwise inappropriate by others. It is the responsibility of every student to use technology in a God pleasing manner.

Violations of any portion of this Acceptable Use Policy will be addressed on a case-by case basis

# 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.

<b>Exemplary Church Attendance</b>	Must attend every worship opportunity – one per weekend throughout the school year
<b>Exemplary School Attendance</b>	Must attend school every day throughout the school year with less than four absences or tardies, excused or otherwise.
<b>Faithful Church, Sunday School or School Attendance</b>	Must not miss more than four Church, Sunday School, or School opportunities.
<b>High Honor Roll Award</b>	Given to any student in Grades 5-8 who have made the High Honor Roll during the school year.
<b>Honor Roll Award</b>	Given to students in Grades 5-8 who have made the Honor Roll during the school year
<b>President’s Award for Academic Improvement</b>	Given by teacher’s recommendation to 8 <sup>th</sup> Grade students who show growth, improvement, and unusual commitment to learning.
<b>The American Citizenship Award</b>	Awarded to Eighth Grade students who have made significant contributions to the community through volunteer effort and attitude.
<b>Christian Conduct and Service Award</b>	Awarded to upper grade student who demonstrates Christian virtues. Nominated by students and determined by faculty
<b>Praise Him &amp; Joyful Noise Participation Award</b>	Given to any student who attends over 50% of choir performances.
<b>Spring Musical Award</b>	Awarded for participation in the Spring Musical
<b>Exemplary Accelerated Reader</b>	Given to any student who is a member of the Super Readers Club multiple times
<b>Accelerated Reader Award</b>	Given to any student who is a member of the Super Readers Club
<b>Memory Work Award</b>	Given to any student in Grades 1-8 who demonstrates outstanding achievement
<b>Spelling Bee</b>	To all contestants who represented Zion at the S.I.D. Regional and Macoupin Spelling Bees.
<b>Spelling Tests Award</b>	Given to students in Grades 1-6 who achieve an A on every weekly test.
<b>Art Award</b>	For students in grades 3-8 who demonstrate outstanding effort, participation, and creativity.
<b>Math Award</b>	Given to students in Grades 5-8 who place in one of the annual math contests
<b>Science Award</b>	Given to any student who demonstrates unusual interest and ability in the area of Science

