

# Zion Lutheran School Parent-Student Handbook 2017-2018

## About Our Two Logos - The Cross and Flame



On the front of the School is a unique sculpture that bears an important significance to Zion Lutheran School. The first part of the drawing is the **CROSS**. The cross reminds us that Jesus is **our Lord and Savior. He is the very reason for Zion Lutheran School** to be a Christian School. His suffering, death, and resurrection enable us to love and forgive one another.

The second part of the drawing is the **FLAME**. The Flame symbolizes the Holy Spirit. It is through the Holy Spirit that we grow. We grow in our knowledge and understanding of God's will for us.

The symbol, which is also the emblem that is outside of school, was made in memory of Miss Rita Cycholl. Her parents are the late Mr. and Mrs. Gus and Lorna Cycholl, members of Zion Lutheran Church. While Rita was in elementary school she was diagnosed with Leukemia. In 1966, while in eighth grade and upon completion of the Confirmation of her faith, Rita lost her battle to cancer and was called to her eternal rest with her Lord and Savior. We honor her faith in Christ through this emblem on the front of the school building. All Glory be to God.



## The "Giant Z" Mark

The "Z" mark was adopted in 2016. The bold, simple design was developed in a traditional collegiate style and is reminiscent of a mark that may have been used by a school many years ago. This mark reflects the rich history of Zion Lutheran School. Founded in 1962 by the members of Zion Lutheran Church, ZLS has been offering a quality Lutheran Christian education to the children of the congregation and community. The logo boldly proclaims that Zion Lutheran School is the "Home of the Saints", a people dedicated to the teachings of Christ.

## ZION LUTHERAN SCHOOL MISSION STATEMENT

“Zion Lutheran School is a place where God’s love is working in and through His people. Through a nurturing environment and academic excellence children grow in their love for learning and in their love of Jesus.”

### OUR VALUES

1. We believe that Zion Lutheran School was established to accomplish the mission of reflecting the love of Christ. (I Corinthians 9:22, Philippians 2:1-4)
2. We believe God’s truth is clearly revealed in his inerrant Word. (II Peter 1:20-21, Isaiah 55:10-11)
3. We believe faithful Christian ministry will emphasize salvation by grace through faith in Jesus Christ. (Ephesians 2:8-10, I Corinthians 2:2)
4. We believe followers of Jesus Christ will demonstrate good works and the fruit of the Spirit which is: love, joy, peace, patience, kindness, faithfulness, gentleness, and self-control. (Galatians 5:22-23, Matthew 7)
5. We believe that every Christian is called by God to live a life of eternal significance and each person has been uniquely gifted to be in God’s service. (Romans 12:1, I Peter 4:10)
6. We believe that God is creative by nature. Through His unparalleled innovation, all things can be accomplished. (John 14:12, Isaiah 43:18-19)
7. We believe integrity, not popularity, is God’s standard for faithful Christian leaders. (Isaiah 51:7-8, Galatians 1:10)
7. We believe that God is honored by excellence in ministry. (Ecclesiastes 9:10, I Corinthians 9:24-27, II Peter 1:5-11)

### OUR VISION

The Zion Lutheran School community is a place where God’s love is at work in and through His people. Children will grow in their love of Jesus and their love of learning.

Grow in Faith and Knowledge by

- Worshipping and honoring the Lord through Biblical teaching (Hebrews 10:23-25)
- Educating our students to be Christian leaders and 21<sup>st</sup> Century learners (1 Timothy 4:12)

Share the Gospel by

- Demonstrating our faith in respectful words and actions (1 Peter 2:17)
- Intentionally reaching out to others in the community and the world (Matthew 28:19-20)

Serve in Love by

- Putting others above self or popularity (Matthew 20:28)
- Joyfully using God-given talents for the good of others (I Corinthians 12:4-6)

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## **The Lutheran School System**

"Lutheran elementary schools are maintained to fulfill the God-oriented purposes of Christian teaching and nurture. There is no other valid reason why congregations should support a parallel system of elementary school... The Lutheran elementary school is woven into the fabric of American history. The first known Lutheran School on American soil was Swedish, probably established in 1640... The German Evangelical Lutheran Synod of Missouri, Ohio, and other states (the original name of the Lutheran Church-Missouri Synod) was formed in 1847 with twelve charter congregations... Their ideal was a Christian school in every congregation. In fact, the Synod's constitution expressly stated that one of the Synod's objectives was to promote parochial schools and to pool resources and efforts in the training of teachers and the publication of schoolbooks. One of the conditions for synodical membership was that a congregation provides a Christian education for its children... This was something new and wholesome on the American scene... So thorough and articulate was this early and continued emphasis on the need for and value of schools that by 1871 there were 408 schools in the 419 congregations of the Synod, with an enrollment of 26,455 children".

From Lutheran Elementary Schools in Action - by Victor Krause, 1963, pp 8, 12-15

## **Nondiscriminatory Policy**

All families are invited to enroll their children, whether or not they are members of Zion Lutheran Church. Zion Lutheran School admits students of any race, sex, gender, color, national origin 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 race, sex, gender, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship program, and athletic or other school administered programs.

## **Accreditation**

Zion Lutheran School is fully recognized by the State of Illinois as following all necessary rules and guidelines set forth by the State of Illinois and is fully recognized by the state. Zion Lutheran School is also fully accredited by the Lutheran Church Missouri Synod. Zion Lutheran School went through a five year self study for National Lutheran School Accreditation in 1993 and the Lutheran Church Missouri Synod National Accreditation Board granted Zion Lutheran School accreditation status as a result of this self study. Zion Lutheran School has again successfully completed the National Lutheran School Accreditation for the fourth time (1993, 2000, 2007, 2014) and is fully accredited for another seven years through the NLSA. Also in May of 2016 Zion Lutheran School received full recognition again by the State of Illinois as continuing to follow all necessary rules and guidelines set forth by the State of Illinois for full educational accreditation.

## **Administration**

The Administration of Zion Lutheran School rests primarily with the voting membership of Zion Lutheran Church of the Lutheran Church Missouri Synod. The congregation executes its authority

through an elected School Board. The principal is the chief administrator of the school, who works with the pastors and the staff. They are directly responsible to the School Board, who in turn is accountable to the Voters' Assembly of Zion Lutheran Church. This board meets regularly each month and holds additional meetings as needed. Zion Lutheran School is the Church at work.

### **Admissions Policy**

Although Zion Lutheran School was primarily established for the children of Zion Lutheran Church and sister congregations, it continues to exist as a mission and service to the community. Today over 50 percent of the students are from the surrounding community.

### **Enrollment Policies**

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 of Zion Lutheran School (ZLS) must bring the child's original birth certificate to be admitted. The school office will make a photo copy of the certificate and return the original to the parents. If the child is transferring in to Zion Lutheran School, the parents will be required to complete a record request form so ZLS can acquire the child's records from the child's previous school. The parents may be asked to provide the last report card and current achievement test scores when they register.

3. 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 sixth grade must have had a MENINGOCCAL vaccination, and three doses of the Hepatitis B vaccine. 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 entering the sixth grade and a copy of the physician's report must be in the student's file.

**4. Health Requirements:** Students entering Zion Lutheran School for the first time must have the following required inoculations:

- A. DPT - 4 inoculations before age 4
- B. Polio - 3 or more inoculations with the last dose being a booster before age 4
- C. Measles - 2 inoculations 1 at 12 months or older and second no less than 1 month after
- D. Rubella and Mumps – 1 inoculation by age 1
- E. Varicella – Kindergarten Level
- F. TD and Hepatitis B – 6<sup>th</sup> Grade Level
- G. Dental – A “proof of school dental examination form” must be completed by dentist for students in grades Kindergarten, 2<sup>nd</sup> grade and 6<sup>th</sup> grade.
- H. Vision – An “eye examination report” must be completed by an optometrist or physician who provides complete eye examinations for students in kindergarten.
- I. Vision and hearing screening will be provided by Zion Lutheran School during the school year by state certified representative as required by the Illinois Department of Public Health.

**5. Age Requirements:** (These guidelines are strictly enforced by the Board of Education-School)

- A. Kindergarten - All children who have reached their 5th birthday on or before September 1st, are admitted to Kindergarten.
- B. First Grade - All children who have reached their 6th birthday on or before September 1st are admitted to first grade.

**6. 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:

- a. Students (and siblings thereof) currently enrolled in Zion Lutheran School until March 15 of the current school year.
- b. Children of members of Zion Lutheran Church until March 15 of the current school year.
- c. Children of non-members having a sibling already accepted in one of the grades.
- d. Children of other Lutheran congregation.
- e. Children of parents who hold membership in other church denominations

The School Board and Administration strive to keep student – teacher ratios at reasonable levels. Such levels will generally be influenced by the needs of the students and educational programs, financial conditions of the school, building facilities available, equipment required and available, availability of qualified teachers and other support staff, changes in enrollment and attendance, and other factors as determined to be appropriate by the board. To help with decision making the following guidelines are in place.

Pre-School	10 and below	one teacher
	11-20	teacher and assistant
	Over 20 per session	waiting list or consider additional class
Kindergarten	19 and below	one teacher
	20-28	teacher and assistant
	Over 28	waiting list or consider a second class
Grade 1-2	22 and below	one teacher
	23-28	teacher and assistant
	Over 28	waiting list or consider a second class
Grades 3-8	28 and below	one teacher
	Over 28	waiting list or consider a second class

The class size and support staff guidelines are not intended to be rigid ratios. In the determination of class size and support staff, the Administration and School Board shall give consideration to the unique student abilities, disabilities, social circumstances, appropriate assignments of teachers and support staff, teacher recommendations, classroom space, regulations established by law, financial considerations, and enrollment.

In all cases once maximum enrollment has been obtained, a waiting list shall be established. Once the waiting list has obtained six students, a second class may be considered.

Multi/combo classes may be formed whenever there are two classes of adjacent age and their combined total of students does not exceed maximum recommended students for the grade level.

Determination of all support staffing positions shall be made based on the projected enrollment on July 15 of each year. An adjustment to the instructional ratio may occur at the beginning of the school year, provided adequate funding and space is available.

The primary areas of responsibility of the support staff are to provide one-on-one or small group instruction, and other clerical or supervision duties; the Principal shall determine the respective areas of responsibility for each support staff member.

### **Transfer Students**

Transfer students for grades 2 through 8 may be required to be evaluated by Zion Lutheran School to determine Reading and Math proficiency levels. 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 of the above information and proper records are obtained.

### **School Year Requirements**

All public schools in Illinois must meet the state requirement of attending 176 school days and must offer a minimum of 880 educational hours of classroom instruction. Zion Lutheran School exceeds the minimum school day requirements and exceeds the total hours of required instructional time.

### **School Calendar**

The school calendar is presented to the School Board by the principal for approval. This calendar shows all school holidays, vacation recesses, teachers' conferences, and report card days. Although there are some exceptions, our calendar will generally follow the academic calendar year of the Bethalto Unit # 8 School District and Metro East Lutheran High School. A school year calendar is available in the school office. The most up-to-date calendar can also be found on the school website, [zionsaintsbethalto.org](http://zionsaintsbethalto.org).

### **School Hours**

School hours are from 8:00 a.m. to 3:00 p.m. Any student arriving between 6:30 and 7:30 must report to before school care. Students arriving between 7:30 a.m. and 7:50 a.m. must immediately report to the gymnasium until dismissed by the before school duty teacher to go to their classrooms. Unless a student is involved in an after-school-supervised activity, they should be off school property by 3:15 p.m. Students who are here after 3:15 p.m. will be sent to After-School care and the child's family charged accordingly. The school cannot be responsible for accidents or injuries that occur when children are at school during unauthorized times.

## Arrival and Departure from School

Students are not allowed in the building before 6:30 a.m. at which time they may report to Before School Care. If students arrive at school between 7:30 a.m. and 7:50 a.m., you must report to the Gym. Playing outside before or after school unsupervised is prohibited.

Students are expected to leave the school premises immediately after school is over or after their extra-curricular activity has been completed. Zion Lutheran School assumes no responsibility for students who are dropped off and not dropped off at Before School Care.

6:30 a.m. - Before School Care services available. Enter door by Computer Lab.

7:30 a.m. - Students can report to the gym to sit quietly on the bleachers. A teacher will supervise children while they are in the gymnasium.

7:30 a.m. - The Faculty meets daily for Faculty devotions in the library.

7:50 a.m. - The first bell will ring allowing students to go to their classes.

8:00 a.m. - Classes begin. Students are tardy to school if not in their class.

3:00 p.m. - School is dismissed – After School Care begins.

3:15 p.m. - Sports and After School Activities begin.

Students who are not picked up by 3:15 p.m. will go to the After-School Care Program and will be charged for the time they are in the program.

## Attendance and Absences

All students are **expected** to attend school and be on time for classes deriving maximum benefit from instructional programs and to develop habits of self-discipline and responsibility. Moreover, it would be difficult for a student who misses a class to completely retrieve the original learning experience. The interaction with the teacher and fellow students cannot be underestimated.

While we understand that, from time to time, absences due to illness and family circumstances occur, it is Zion policy that more than 10 absences (approximately 5% of school days) within a school year constitutes truancy. It is in the best interest of the child that this truancy be dealt with immediately. Therefore, the name of any student absent 10 or more days per school year may be turned over to the Regional Superintendent of Schools for investigation. A student will receive credit for attending a full day if they arrive on time and remain in school for six hours. A student will receive credit for a half day if they arrive no later than 9:00 am and remain at school three or more hours.

When it is necessary for a student to be absent from school, the student's parent or appointed guardian **must** notify the school office by 9:00 am each day that the student is absent. The administrative assistant in the school office needs to verify all absences and will call the parents if they do not call. School begins at 8:00 am. We strongly encourage you to make sure that your child arrives to school on time since a child's tardiness to school slows down and interrupts the teaching.

**Excused Absences:** are defined as missing class or school for one of the following verified reasons:

1. State excused absences (excused by State Law)



- a. Disability - any student found to be mentally or physically unfit for school attendance. This provision includes absences due to medical or dental appointments (appointments should be scheduled before or after school whenever possible).
  - b. Religious observances - Advance notification to the principal or his/her designee by parents(s) or guardian(s) and a church official is required.
  - c. Issued a subpoena to appear in court as a witness in a judicial proceeding.
2. Death of a family member.
  3. Other highly extenuating circumstances which shall be decided upon by the principal.

**Absences due to vacations are discouraged.**

**Provisions to complete schoolwork missed due to any absence should be arranged by the student or parent with the teacher(s) prior to an anticipated absence or immediately following the child's return to school if an unexpected absence. The amount of time necessary to complete make-up work is left to the discretion of the teacher(s). For vacations over two days, a completed Student Extended Vacation Notification Form should be given to the principal. The form can be found in this handbook and on the website in the Forms section under School Office.**

**Tardy to School in the morning** is defined as not being in the classroom when the 8:00 am bell rings. The student is encouraged to take care of locker and restroom responsibilities before 8:00 am. All students who arrive at school after the 8:00 a.m. bell need to sign in at the office.

**Being on time to school is very important.**

- On the 5<sup>th</sup> tardy to school, in a semester, a letter will be sent to the parents from the school from the teacher. Parents may be required to come in for a conference with their child's teacher. This process begins again at the beginning of each semester.
- On the 10<sup>th</sup> tardy to school, in a semester, students in 3<sup>rd</sup> through 8<sup>th</sup> grade will have a meeting with the student's teacher and Principal and will serve an After-School Detention. A solution to the continued late arrivals will be discussed and outlined, and a letter of commitment will be signed by the parents. This letter will also articulate the steps that will be taken with the Regional Office of Education if late arrivals continue.
- Every tardy after the 10<sup>th</sup> in the semester may result in a report to the Truancy Officer of the Regional Office of Education. The child may be asked to serve an after school or Saturday morning detention and/or suspension (See page 20). The date and time of the suspension/detention is up to the discretion of the child's teacher in consultation with the Principal.

### **Safety and Security**

Safety of the students, staff and faculty during school is paramount and important. We have taken several steps to insure that the students are safe while attending Zion Lutheran School.

- The school does have a security system with motion detectors in every classroom, and the hallways so that no one can hide in the school when school is not in session.
- A state of the art video monitoring system allows us to monitor any person's entrance and movements throughout the school.
- For security purposes, all doors will be locked after 8:05 a.m. Entrance will be thru the main entrance only. Please stop by the office to sign in and to receive a visitor pass.

- All visitors must report to the office and check in with the School Administrative Assistant.
- An intruder policy is in place and may be implemented through a school wide intercom system and through direct contact with teachers.
- The police and fire station and have detailed floor plans of the building so that if rescue is needed it can occur quickly.
- Phones are in every classroom so that in case of extreme emergency the teacher will be able to call 911 from the classroom.
- A chain link fence is on the north side of the school so that the students will be safe from the street when they are out on the playground.
- A Crisis Management Policy has been developed and approved by the School Board. This plan is annually reviewed and approved by the Fire Department, Police Department, and the Regional Office of Education.

We have worked with the Illinois State Police and also with Bethalto Unit # 8 Public School and other schools in the area to write and establish a Crises Management Plan for the school. A copy of this is available for review in the school office.

### **Weather Closings**

Whenever inclement weather or conditions occur it is sometimes necessary to close or dismiss school early. If school is to be either cancelled or dismissed early, you will be notified by our parent notification system using the phone number you have given us. It is imperative that you keep the school office of any change in contact information. Zion Lutheran School generally follows Bethalto Unit # 8 School District in their cancellation of instructional time.

### **Bus Evacuation Drills**

All students will ride the bus when on a field trip during the school year. We conduct an annual bus safety and evacuation in-service with the Bethalto Unit #8 District Schools. All students learn the proper way of exiting a school bus in case of a potential problem.

### **Health Services**

Twice a year the school updates records of students' height and weight. Vision and hearing screening are conducted each year as mandated by the Illinois Department of Health. There is a first aid room that is available for cases of sudden illness or injury in the school administrative offices.

Zion Lutheran School is privileged to be able to offer some remedial Speech Therapy by a licensed Speech Pathologist. Students needing remedial speech therapy are pulled out the classroom to work one-on-one or in small group with a Speech Pathologist.

### **Children with Illness / Medication Dispensing**

Children with contagious diseases should be kept at home until the physician releases them to school. **Under no circumstances should children who have had a fever in the past 24 hours be sent to school or school related activities.** Children who have a fever during the school day will be sent to the office to have their temperature taken by the secretary. If the child does have a fever at school, the parents will be called from the school office. If the parents are called to come to school to take the student home, the parents must sign the student out from school in the school office.

## Medication Policy

Zion Lutheran School will not dispense medicine to students unless, (1.) The parents have given permission and provided the office with a written authorization from a Medical Doctor for medicine to be dispensed, (2.) The School Board agrees to the administration of medicine.

For **Long Term Medication** the following guidelines have been established;

1. Written orders must be submitted to the school from a Medical Doctor detailing the name of the drug, the dosage, and the time interval in which the medication is to be taken. These orders are to be renewed periodically as deemed necessary by the school.

2. A written request from a parent or guardian of the student to the school, together with a letter from the physician indicating necessity for the medication during the day, the type of the disease or illness involved, the benefits of the medication, the side effects, and an emergency number where he or she can be reached must be on file in the office. In the case of a child who is at risk of a severe allergic reaction, special arrangements should be made with the school office and the child's teacher.

3. All medication must be brought to the school in a container appropriately labeled by a physician, pharmacy. The medication must be current.

For **Short Term Medication** the following procedure has been established;

1. Medication must be brought to the school in a container appropriately labeled detailing the name of the student, the name of the drug, dosage, and the time interval in which the medication is to be taken.

2. A note from the parent must accompany any cough drops, cough lozenges, and other non-prescription cold or cough treatments to enable the student to be able take the treatment during the school day. The treatment must be given to the office who will administer it to the child if deemed necessary during the school hours.

**All records will be kept in the school office. All medication with the exception of cough drops, whether short term or long term, will be kept in and dispensed from the school office.**

## Lice and Other Infestations

It is possible and somewhat probable for lice to be active in every school at different times of the year. Transmission is direct contact with infested objects such as combs, brushes, hats, ribbons, scarves, linens, towels, and pillows. In order to promote quality health standards for all students and teachers, the following head lice policy will be instituted:

1. If a louse or nit has been positively identified by the school nurse or other school staff, that student will be sent home immediately. Parents will be given information on how to treat head lice appropriately.

2. Infected classrooms will receive careful and complete cleaning that evening from the school custodian.
3. The student cannot return to school until he/she has been treated with a recommended shampoo and all nits have been manually removed by hand or by comb.
4. The student must be checked by school personnel before returning to school and must be nit free.
5. The day any student is found to have lice or nits, his/her entire grade level will be checked for head lice. The class with the positive case will have a letter and appropriate educational material concerning head lice sent home.
6. Any sibling(s) of a positive case will also be checked, if sibling(s) is/are positive, then grade level of sibling(s) will be checked, as above.

### **Church and Sunday School Worship and Attendance**

Each teacher records the children's church and Sunday school attendance. The Pastors of Zion Lutheran church are informed of members who do not take advantage of regular worship opportunities. Every student in Zion Lutheran School is encouraged to attend Sunday School and Church each Sunday with their parents. School families who are members of Zion Lutheran Church are expected to be in church at least 12 times each semester. The Board of Lay Ministry and the Board of Education-School may place parents not meeting this responsibility on non-member tuition status for the next semester of school. (Please refer to the Covenant Policy at the back of handbook).

### **All School Worship**

Daily classroom devotions and a weekly school Chapel worship service are a part of the student's worship life. Students practice Godly stewardship of their treasure by giving an offering to God in this weekly Chapel. These offerings are given to many projects and ministries, including local, national, and international ministries, throughout the school year. Our goal is to train children in the important area of Christian, Biblical stewardship in giving back to God a portion of what He has already given to us.

### **Recess**

It is important that the children have fresh air and proper exercise to insure good health. All children are expected to go outside for scheduled recesses. The recesses are 15-20 minutes each. A child will only be allowed to stay in is when:

1. It is raining
2. The wind chill factor or temperature is below +25 degrees. ***This will be at teacher discretion for temperature and/or wind chill.***
3. A note from home stating reason for missing recess
4. A doctor's excuse.

Proper clothing and shoes should be worn to school for recess. The students should have coats, hats, boots and gloves when it is cold. Snow is not a deterrent to recess. If there is snow on the ground and the other conditions are favorable, the students will go outside for recess. Parents are encouraged to make sure their child is appropriately dressed for the weather forecast and conditions of the day.

## Phone Calls and Use of Cell Phones

Each classroom has a phone where the parents can be called in case of emergency. The phone in the office may be used for illness or emergency only. These phones are for emergency only.

Children will not be allowed to make phone calls to make arrangements for after school activities. All after school activities are published on the school calendar in the weekly newsletter. Parents and students are encouraged to check the school calendar in the morning and make after school arrangements before arriving at school.

The After School Care Program does have a phone. Please call the school at 377-5507 and ask for the After School Care at extension 293.

***Cell phone use by students is prohibited from 7:30 am to 3:15 pm. If a student has a cell phone, it should be turned off and kept in their backpack or locker during school hours. Teachers will confiscate all seen and heard phones and take them to the office where parents will be required to pick them up. If a parent needs to reach a child during the school day, they are to call the school office to have the message delivered. Cell phone use after 3:15 will be at the discretion of the adult in charge.***

***Parents are strongly urged to turn off their cell phone while in the school building or when on class field trips. Cell phone use during class field trips should be on an emergency basis only. Supervision of students is top priority.***

## Standardized Dress and Personal Appearance

In keeping with an academic setting that minimizes distractions, encourages success, and promotes high expectations of learning and Christian values, the Board of Education – School has adopted the following dress code standards that apply to all students Kindergarten – Eighth grade:

- All clothing must be kept neat, clean, and fit the student properly.
- All shoes must have a closed toe and closed back, with no more than 1 ½ inch heel, so that the student is ready for all activities.
- Undergarments should be worn as intended and are not to be visible.
- Skirts, shorts, and skorts should be at least mid-thigh length. Leggings and Jeggings only may be worn under skirts, shorts, and jumpers.
- Clothing meeting the standardized dress criteria may be purchased from any standardized dress provider; i.e. Kohl's, Old Navy, Target, Walmart, Lands' End

## Tops

- Plain, solid color short or long-sleeve polo-style, oxford-style, turtleneck or mock turtleneck
- Plain crew-neck, v-neck or button-down sweater, vest, fleece, or sweatshirt may be worn with a shirt listed above
- Girls may wear solid color plain or pleated, tailored dress or jumper that extend to at least 3"-4" above top of knee
- Zion logo shirts or sweatshirts are acceptable. Other small logos are acceptable also, i.e. Nike swoosh.

## Bottoms

- Solid color khaki, black, or navy
- Plain or pleated, tailored-style pants, capris, walking shorts, skorts, and skirts in cotton twill, corduroy or similar-type fabric (No denim, knit, or tight-fitting fabrics. No cargo shorts or pants.)
- Any belts worn should be plain, black/brown leather or fabric-matching.

## Hair and Jewelry

- Hairstyles should be neat, not distracting, in good taste and out of student's eyes. Boy's hair should be off the collar.
- Girls may wear up to two earrings per lobe and no longer than the lobe. Boys are not to wear earrings.
- Other pierced-body jewelry and tattoos are not allowed.
- Modest and discreet makeup is allowed for seventh and eighth grade girls.

## Exceptions

- Preschool students are exempt from this dress code policy but expected to dress in a respectful Christian manner.
- We encourage shirts to be tucked in and belts worn on Chapel days.
- Extracurricular activities, such as sports teams or band members, etc. may have additional guidelines set out by their team coaching staff or club sponsor.
- Students may be asked to wear a particular t-shirt or colored polo for a field trip so all group members are easily seen.
- The Principal may designate a special type of dress for any particular school event.

The Board of Education has placed final judgment on the teachers and principal for compliance of this dress code. If a child's dress is inappropriate or does not meet the standardized dress criteria, parents may be notified and, if necessary, be required to bring a change of clothing for the student. Students that repeatedly do not meet the Standardized Dress Guidelines may face disciplinary measures.

## Financial Support Policies and Fees

**The benefits of a Christian education are immeasurable.** However the cost to offer a quality Christian education for our students can also be daunting. The combined cost of capital investments, improvements, salaries, utilities, custodial service, books and supplies represent a large expense. Zion Lutheran School is maintained and supported by the members of Zion Lutheran Church. Through their regular contributions all members are helping to support the school, whether they have children enrolled or not.

Each school year all children entering Zion Lutheran School are assessed a Registration Fee (Book and Supply Fee). This fee covers books, tests and workbooks, and most curriculum-related supplies (art, music, physical education, AV, and current events magazines). This fee is to be paid before an application for enrollment can be fully accepted and approved. The Registration Fee is not refundable.

The total cost to educate a child at Zion Lutheran School is \$6,060.00. Parents of students who are not members of Zion Lutheran Church pay tuition at approximately 72% of the cost per student. Families of Zion Lutheran Church pay tuition at approximately 55% of the cost per student.

### Tuition Payments

Zion Lutheran School requires all families to sign up for the automatic payment system through FACTS Management Company for their monthly tuition fees. To sign up for the service, you must first log on to **online.factsmgt.com**. Please be aware that FACTS charges an enrollment fee when setting up your account.

Your **bank account or credit card** will then be charged for the tuition fees owed each month. Should a bank draft be rejected by your bank for any reason, return check charges will apply. The credit cards accepted by FACTS are MasterCard, American Express, and Discover.

You will have the option of selecting whether you want your payment to occur on the **5<sup>th</sup> or 20<sup>th</sup>**, giving you the flexibility to manage your cash flow.

When combined with RenWeb's Pay Now service, FACTS provides you the ability to make all your payments electronically. This provides definite advantages for you and the school. You save time and your payments are posted automatically to your account. Likewise, the school saves the time and energy required to manually process and record checks received in the mail. The difference between Pay Now and FACTS is Pay Now is used for a one-time payment (i.e. before or after school care charges, registration fee and band fees). FACTS is used for a recurring monthly payment (i.e. tuition).

Zion Lutheran School is requiring all parents to use FACTS to make tuition payments. There are two exceptions: 1.) You may pay the entire year's tuition in one payment by the 1<sup>st</sup> of August. 2.) You may pay for your child's tuition in two installments. The first payment is due the 1<sup>st</sup> of August and the second payment is due the 1<sup>st</sup> of January. A reminder email will be sent out prior to the debit or credit charge.

## Books and Supplies

Our textbooks and teaching aids are carefully selected to fit the needs of our school and to help us more effectively realize our school's objectives of academic excellence. All textbooks and workbooks are loaned to the student for the year. The cost is already calculated in the Registration Fee. Children do, however, need to purchase their Bibles\* and Catechisms. Each child will be held responsible for the proper care of these books.

\*Students entering Second Grade are presented a gift Bible by Zion Lutheran Congregation.

Should books be lost or damaged, the cost of repair or replacement will be the responsibility of the parent or child. Each student will reimburse the school for the loss as well as for any willful or careless damage to textbooks or school property. All textbooks remain the property of the school.

Parents are furnished with a list of their child's required supplies for school prior to the beginning of each school year. Please purchase what is on the list for your child. The teachers make up this list and your child will need these items.

## Home-School Relationships

The home is and always will be the chief agency for the Christian training of the child. A Christian Day School does not relieve the parents of their God-given obligations. The purpose of our school is to serve as an aid and extension of the home in the vital work of Christian training. "Teach a child how he should live, and he will remember it all his life". Proverbs 22:6 When the home and school are both Christ-centered, a child is indeed receiving quality education. Experience has shown that when the parents and teachers work together in Christian love, misunderstandings and disagreements seldom occur.

However, on the occasion that a problem does arise they should be dealt with according to **Matthew 18:15-17**:

**"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; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."**

Parents should arrange a meeting with the teacher or person involved. If an agreement cannot be reached, one or more of the following should be consulted (in order listed) a) the Principal b) the Chairman of the Board c) the Pastor. The final hearing agent for resolving problems will be the School Board, who will judiciously and expediently take action. Parents, please talk with your child about showing and talking with the proper respect. Parents are the most effective role models for students.



## School Work and Assignments

Even though students are normally given opportunity during the school day to complete most of their assignments, the rigorous program at Zion Lutheran School requires that some study be done at home. This is necessary not only for the accomplishment of immediate goals, but it also develops disciplined habits for future education. When a student consistently brings home large amounts of work, parents should arrange to discuss this with the teacher. **Parents are urged to show interest and concern in their child's work by frequently checking and discussing it with them.** Students should prepare their work neatly and accurately and submit assignments on time. Parents can also assist their children by helping them schedule their homework efficiently and by providing a quiet and comfortable place for study. Check our website, assignment notebooks, and/or contact teachers for information and questions.

In Grades 6-8, students who fail to turn in their homework on the due date will be required to turn in the homework the following school day, but will receive 10% off of the work per day as a result of the late work. A Late Homework Notification will be sent home and a parent response of receiving said notification is requested. Late homework must be completed and submitted the following day for a student to receive credit. Students who repeatedly do not finish the work, may receive an after school detention.

### Report Cards, Evaluations, and Testing

Report Cards are issued quarterly. Mid-quarter evaluation sheets are also emailed for every student in grades four through eight. Parents have access to their child's grades by going to RenWeb, our online management system, at [renweb.com](http://renweb.com). Parent conferences are held at the end of the first quarter. Either the parent or the teacher may request additional conferences. Achievement tests are administered annually in grades 3 – 8, with results being distributed to parents.

#### Grading Scale

##### For 1<sup>st</sup> Grade through 5<sup>th</sup> Grade

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

##### For 6<sup>th</sup> Grade – 8<sup>th</sup> Grade

A+	=	97% - 100%	C+	=	77% - 79%
A	=	93% - 96%	C	=	73% - 76%
A-	=	90% - 92%	C-	=	70% - 72%
B+	=	87% - 89%	D+	=	67% - 69%
B	=	83% - 86%	D	=	63% - 66%
B-	=	80% - 82%	D-	=	60% - 62%
			F	=	Below 60

## Curriculum

### Coordinated Christian Curriculum:

At Zion Lutheran School your child will receive a quality Christian Education. All teachers on staff are certified through the state of Illinois. Christian teachers teach all subjects from the Christian perspective. Academic achievement, student success, as well as the physical and emotional development of the child is stressed at Zion Lutheran School. The school's standardized achievement test scores are well above average when compared with local and national norms.

- **Religion** - An integral part of the program is the training up of our children "in the nurture and the admonition of the Lord". "One in Christ", the religion curriculum from Concordia Publishing House, provides the opportunities for children to build a relationship in our everyday activities. We provide the building blocks through spiritual, mental and physical activity.

All students have religious instruction each day. There is corporate Chapel worship on Wednesday morning in the church. Confirmation instruction by the Pastors and Director of Christian Education are provided for 6<sup>th</sup> thru 8<sup>th</sup> grade. All 6<sup>th</sup> thru 8<sup>th</sup> students take confirmation instruction. Non-members are under no obligation to join Zion Lutheran Church, but are welcomed to do so.

- **Memory** - All students have assigned memory work that is age appropriate to their grade level. The memory work consist of scripture verses and sections of the Small Catechism. Our intention is help children to "hide God's Word in their heart so that we might not sin against Him". (Psalm 119:105)
- **Reading** – This is a very dominant part of the curriculum especially in the first three years a child's formal education. A strong phonics program is taught in K-2 grades.
- **English / Language** – This consists of grammar, speech and various forms of oral and written communication skills. These are extremely important life skills for every student to learn how to do well.
- **Spelling** – This is the building of word power, particularly in the written skills area. Spelling occurs at all grade levels.
- **Mathematics** – Each student develops the capacity to work with number concepts and problem solving. In the upper grades advanced math classes are offered for those who qualify.
- **Science** – This subject reveals the wonderful discoveries of the God created world in which we live. God's scientific order and plan for the world and universe is stressed. Health studies are integrated in the science curriculum.

- **Social Studies** – Students learn studies in history, geography, economics, and sociology. Relationships of people to people, people to God and people to their environment are stressed in the subject area.
  
- **Physical Education** – All students engage in organized physical education at least twice weekly. Appropriate clothes need to be worn during PE or the student will be asked to sit for the class. This will affect the overall grade of the student. Excuses for non-participation should be signed and dated by a parent. Extended non-participation should come from a physician. Shoes must be clean when being worn in the gym.
  
- **Computer Literacy** – All students (including the Kindergarten students) will engage in at least 60 – 90 minutes a week on the computer in the computer lab. We will teach keyboarding skills, word processing skills, internet research, spreadsheet, slideshow presentations, web design, etc. to the students according to the grade level.
  
- **Fine Arts** –
  - Art** – Students are given opportunities to develop skills and express themselves through a variety of media. Art is taught in the individual classroom.
  - Drama** – Each class has times when drama and forms of self-expression are utilized. Zion Lutheran School also works on a major Spring Musical and Fine Arts Festival. As many children are involved as possible.
  - Music** – Regular classroom music is taught to all students. This involves an appreciation of music as well as Lutheran hymns and history and importance of music in liturgical worship.
  
- **Choirs** – Choirs are scheduled to sing in Church worship services, Chapel, and special events. The two general choirs are comprised of students in grades Kindergarten through Fourth Grades and Fifth through Eighth Grades.
 

**God's Symphony**, for students in Fifth through Eighth Grade is a volunteer choir with a grade given based on attendance at performances, participation, and behavior. All other students will be in General Music Class. Both Choir and Music class will be given a letter grade. A choir schedule will be given out ahead of time. In the case of an anticipated absence, a written note, signed by the parent should be given prior to missing a performance or upon an unanticipated absence, immediately Monday morning. Points will be deducted for missing a scheduled performance and more for unexcused absence.
  
- **Band** – Individualized music instrumental instruction is given to those students in grades 5-8 who desire it. There is a beginner's band and an advanced band. There is a monthly band fee to offset expenses to help pay for a music instructor from Metro East Lutheran High School.

- **Spanish** – Students in K – Grade 8 receive basic Spanish instruction. In some cases this instruction may be supplemented by DVD program that reinforces and teaches basic Spanish words and phrases. Kindergarten through fifth grade will be graded using a skills grading scale. Sixth through Eighth Grade receive a letter grade.

### Honor Roll

Zion Lutheran School has two Honor Roll award categories. These awards are given to those students in 6<sup>th</sup> through 8<sup>th</sup> grade. The students will receive a certificate and they will be recognized in the Weekly Newsletter, in Chapel, and will be submitted to various media outlets for public recognition.

High Honor Roll – All grades on the report card must be A in all core subjects.

Honor Roll – All grades on the report card must be A or B in all core subjects.

### Awards

Awards and/or recognition may be given for the following: Band, Choir and Spelling Bees, Sports teams, Perfect Church Attendance, Perfect School Attendance, Faithful School Attendance, Accelerated Reader, Young Authors, American Legion, DARE, VFW, Presidential Academic Award and Presidential Fitness Award, Science Fair, History Fair, Geography Bee, Student Council, Yearbook and Green Team.

### Choir - Band Programs

**Choir** – There are several opportunities for students to participate in a choir. Faithful attendance and cooperation is necessary from these students. Kindergarten through Fourth Grade, and students in Fifth through Eighth Grades, participate in separate choirs. The Fifth through Eighth Grades have the opportunity to elect to be in a choir. This choir meets their fine arts elective requirement. Each choir is scheduled to provide special music at worship services, chapels and other special occasions throughout the school year. Choir schedules are sent home in classroom reminders and weekly newsletters. Choir rehearsals are during the school day.

**Band\*** - Our school has a band program for fifth grade through eighth grade. The band will be providing special music in worship services, chapels and also some special occasions throughout the school year.

\* There is a small additional monthly band participation fee to help defray some of the cost of the semi-personal lessons.

### Athletic Program

Zion Lutheran School offers boys' sports in Volleyball, Baseball, Basketball, Cross Country and Track; and girls' sports in Volleyball, Basketball, Cross Country, Track. Fifth through eighth grade students are eligible to participate. An annual sports physical is required and a written report is kept

on file before the student can participate in any practices or games. To help defray the cost incurred in operating the Athletic program, a nominal athletic yearly fee of \$20.00 is assessed at registration time.

### **Athletic Eligibility Policy**

Athletic eligibility will be reviewed every week. A student will be considered ineligible for athletic involvement if the student has a failing grade (or an F) or two D's on **all graded core subjects**. The student will have one week to improve their grade. If their grade does not improve, the student will be ineligible. The student will remain ineligible until they have improved his/her grades and met eligibility standards.

This is in **ALL subjects** with a grade on the report card.

Religion -	Confirmation -	Science -	Math -	Spelling -	Memory –
Art -	Social Studies -	Reading -	English -	Music / Band	etc...

### **Behavior Standards – School Discipline**

#### **Statement of Fact**

The School Board of Zion Lutheran School has the authority to make reasonable and necessary rules governing the conduct of students enrolled at Zion Lutheran School. These rules and discipline procedures have been established for the benefit of the entire student body and all students are expected to obey these rules. They will apply to the students while they are on school property, during participation in or attendance at any school-related activity, or while the student is otherwise under the jurisdiction of the school.

The School Board also wishes to make it known to all parents and children that they totally support the teachers of Zion Lutheran School as they maintain orderly conduct in the school. It is the School Board's position that the students attending Zion Lutheran School are privileged to have the opportunity for a Christian education. This privilege will be taken away by suspension and or expulsion if chronic discipline problems occur. A few students cannot be allowed to disrupt the orderly educational process and hurt others who truly desire a good education.

The teachers at Zion Lutheran School heartfully care for the well-being of every child and encourage open communication at mutually convenient times. In the event that a parent or student has concerns about discipline procedures, **they should first approach the teacher directly** to discuss the matter. This is, of course, in line with the directive of God as outlined in Matthew 18: 15-17. The principal may be consulted if the two parties are having difficulty resolving the matter.

Zion Lutheran School expects its students to exemplify a high standard of Christian conduct since our behavior standards are based upon the Christian principles of Law and Gospel. We believe that in order for students to meet the challenges of life, the development of self-discipline and individual responsibility are essential.

Finally, all parents and students must sign the **Policy Agreement Page** at the end of this book which will be the guide for the student's behavior at Zion Lutheran School.

Each teacher will continue to utilize a Discipline Plan in their classroom. The plan includes classroom guidelines, expectations, and consequences when guidelines and rules are not obeyed.

A parent is to be contacted prior to the serving of an after-school detention.

#### **School wide rules:**

- Students are to respect and protect the rights of others by their speech and actions.

- Students are to follow the directives of teachers and supervisors.
- Students are to show respect and protect property and are to utilize facilities and equipment in the manner which it was intended.

**“Respect and Protect” Behavior Plan**

*1 John 1:8-9 “If we claim to be without sin, we deceive ourselves and the truth is not in us. If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness.”*

Teachers will use “Love & Logic” techniques to encourage students to make good choices.

The classroom teacher is the primary agent in matters of discipline, and parents will be notified when problems arise. Once a behavior problem occurs, the following plan will be implemented.

**Inappropriate Behaviors** (This list may not include all inappropriate behaviors.)

Facial Gestures	Argumentative	Inappropriate Language
Not Following Directions	Put-downs	Hitting/Fighting
Talking	Cheating	Damaging Property
Taunting	Lying	Stealing Property
In others’ personal space	Gossiping	Sexual Harassment
Gestures		Dress Code Infraction

Misuse of Property including Inappropriate or improper use of bathroom facilities and other public areas.

Bullying – Bullying is any of the above behaviors, used intentionally, over a period of time as power or control over an individual. Exclusion, control, dominance, intimidation, or threats may be a form of bullying.

**K-2 Discipline Plan**

<u>Level One</u>	<u>Level Two</u>	<u>Level Three</u>
3 warnings	No warning	Child to office w/consequences
Loss of free choice for part or entirety of recess	Loss of free choice for part or entirety of recess	Possible parent meeting
Possible behavior contract	Parent Notification	Possible behavior contract

**3<sup>rd</sup> – 5<sup>th</sup> Grades Discipline Plan**

1<sup>st</sup> offense for the day = Warning

2<sup>nd</sup> offense for the day = 5 minutes standing by teacher at recess

3<sup>rd</sup> offense for the day = Loss of free choice recess and possible extra writing or service assignment

4<sup>th</sup> offense for the day = Sent to principal, after school detention, and Respect and Protect Intervention Form (The form must be signed by a parent/legal guardian and returned to the school office to be placed in child’s record.)

**3rd – 5<sup>th</sup> Grades Extended Discipline Plan**

Upon a student receiving a third detention in a semester, the student will be

1. Sent to the principal
2. Assigned an Extended After-School Detention and possible extra written work from the teacher.

After the Extended After-School Detention:

3 offenses in the same day = 1 day out-of-school suspension.

After the 1 day out-of-school suspension:

3 offenses in the same day = 3 days out-of-school suspension.

After the 3 day out-of-school suspension:

3 offenses in the same day = 10 days out-of-school suspension and possible expulsion from Zion Lutheran School.

**Severe Clause:** Zion Lutheran School reserves the right to skip the warning procedures and lesser consequences for severe behaviors.

**Middle School Behavior Plan**

At Zion Lutheran School we stress the importance of treating each other with respect following Biblical principles (Proverbs 22:6). In order to reinforce this concept in the middle grades, we have implemented a positive behavior intervention system to recognize and reward such behavior. Teachers will use “Middle School Marks” to encourage good decision making. In the event that a student makes a bad decision the Zion Discipline Plan will be implemented.

The three key positive behavior concepts we focus on include:

1. Respect Yourself, Respect Others, Respect Property
2. Be safe, Be responsible, Be respectful
3. Respect Relationships and Respect Responsibility

**In Class Offenses**

<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>
<ul style="list-style-type: none"> <li>• Not following directions</li> <li>• Talking (out of turn, in room, in hallway, in line, etc.)</li> <li>• Dress Code violation</li> <li>• Chewing gum</li> </ul>	<ul style="list-style-type: none"> <li>• Gossiping, put down, name calling, make fun/teasing</li> <li>• Disrespectful language, God's name in vain</li> <li>• Inappropriate gestures</li> <li>• Misuse/damaging of personal property</li> <li>• Lying (white lie, fibbing, smaller offense)</li> </ul>	<ul style="list-style-type: none"> <li>• Use of profanity</li> <li>• Academic dishonesty</li> <li>• Negative physical contact</li> <li>• Stealing (minor value)</li> <li>• Threatening (harassment, taunting, daring)</li> <li>• Lying</li> </ul>	<ul style="list-style-type: none"> <li>• Matters of the law (drugs, alcohol, tobacco)</li> <li>• Possession of a weapon</li> <li>• Assault</li> <li>• Stealing (major value)</li> <li>• Use of inhalants</li> <li>• Unauthorized possession of medication</li> <li>• Vandalism</li> <li>• Leaving campus without permission</li> <li>• Possession of sexually explicit material or pornography</li> <li>• Arson</li> </ul>

## Consequences Per Offense

<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Category 4</u>
1. Verbal warning, name written in behavior book 2. 5 minutes of solitary lunch, small written reflection 3. Solitary lunch period, small written reflection, parents notified 4. Detention, longer written reflection	1. 5 minutes of solitary lunch, small written reflection 2. Solitary lunch period, small written reflection, parents notified 3. Detention, longer written reflection	1. Detention, longer written reflection 2. Remove from classroom for rest of the day, In School Suspension	1. In School Suspension

The first four detentions of the semester will all be 60 minutes. After that, all detentions will be 90 minutes.

### Definitions:

**After School Detention** - An after school detention will be from 3:00 – 4:00 p.m. (60 min.). Students should report to the detention room by the time the bell rings at 3:00. Detention is supervised by one of the staff. Students will not be allowed to visit with one another and may be required to perform a service project. Students may miss a portion of practice or games if they are involved in after school detention. Student may not be excused for extracurricular activities because of after school detention. **Parents will be notified by the teacher on the day the infraction occurs. The detention will then be served either that day or the next day.** If a student receives a detention from more than one teacher per day, the detentions will be served on consecutive days.

**Extended After School Detention** – An extended after school detention will be from 3:00 – 4:30 p.m. and includes extra written assignment(s) from the teacher. All other parts of the definition for After School Detention apply to Extended After School Detention.

**In School Suspension** – A child serving an in-school suspension will not be allowed to attend class or have any social interaction with any other children at the school. The child will remain at school under the supervision of the Principal or Teacher, and will be given school assignments for the day on which they are to work on independently to completion.

**Out of School Suspension** - The student will spend a designated period of time at home with the loss of school privileges. The student will not be allowed to participate in any extra-curricular activities, nor attend any school events beginning on the day the out of school suspension decision was made and lasting through the end of the day (12:00 a.m.) in which the suspension was served. **This also means that the student is not to be on school property until the suspension is complete.**

Teachers will complete an assignment sheet of all of the work to be completed during the suspension period. This will be placed in the school office and is to be picked up by the parent when the suspension begins. All assignments must be handed in the morning that the student returns to class. If assignments are not satisfactorily completed, an Incomplete will be given in that subject. Report Cards and promotion will be held pending the satisfactory completion of the assignments. Since all days of out of school suspension are unexcused, all work during the out of school suspension will be recorded as a 0%.



### **Nuisance Items**

Toys, trading cards, comic books, matches, squirt guns, skateboards, radios, cell phones, video games, electronic games, and the like, are not to be brought to school. If any toys or similar items are needed for course work, the teacher will request them and give special permission for them to be brought to school. Nuisance items will be confiscated and are subject to permanent confiscation.

Electronic Readers, i.e. Nooks and Kindles, are acceptable for quiet reading times at school. Parents will be required to sign a permission form for their child's use of the e-reader. Failure to comply with classroom rules will lead to loss of privileges with the device. Zion Lutheran School is not responsible for loss or damage to any such devices.

Electronic games (video games) are not allowed at all during school. They may be allowed at After School Care.

### **Expulsion Policy**

Any student who has been expelled from Zion Lutheran School for any reason may not re-enroll. We believe that it is not in the best interest of the student to return to Zion Lutheran School. Any student does have the right to appeal this policy to the Chairman of Zion Lutheran School Board.

All students who have been expelled from a public school or another non-public school must have an interview with the principal before admission can occur.

### **Drugs and Alcohol Policy**

The use, possession, or distribution of alcoholic beverage, drugs, or look-alike drugs or drug paraphernalia is not permitted on school grounds at any time. This policy extends to all school sponsored and related activities whether held before or after school, evening, weekends. Students shall not be permitted to attend school while under the influence of illicit drugs or alcohol. If a student is found with any drugs and/or alcohol they will be expelled from attending Zion Lutheran School.

Students found in possession, use, or under the influence of any alcoholic beverages or illegal drug will be subject to immediate suspension. All cases involving any illegal situations will be referred to the Police.

### **Tobacco Policy**

Possession and/or the use of any form of tobacco by students are prohibited on school property. This policy extends to all school sponsored and related activities, whether held before or after school, evenings or weekends. Students found in possession, use, or under the influence of any tobacco or illegal drug will be subject to immediate suspension. The Police will always be referred to all cases involving any illegal situations.

### **Weapons Policy**

Possession of any weapons is prohibited on school property. The term weapon includes any item deemed to be a threat to the safety of the students, staff of Zion Lutheran School, or any person at Zion Lutheran School. These items include, but are not limited to; guns, knives (of any type), matches/lighters, and any explosive devices. As a result of the seriousness of this, any student verbally referring to the fact that they have a weapon or can get a weapon to threaten the safety of another person at school will be taken very seriously and that student will immediately be suspended and possibly expelled. Students found in possession or use of any weapons will be subject to immediate suspension. The Police will always be referred to all cases involving any illegal situations. Zion Lutheran School has a "0-Tolerance" policy toward this activity. Any verbal threat of a student to a student or to a teacher will be taken seriously and the student will be suspended from school for a time period deemed appropriate by the principal. Statements similar to "I'll kill you", or "if you don't do as I say I'll hurt you" will result in automatic disciplinary action.

## **Bullying and Student Harassment**

Zion Lutheran School's definition of bullying is any inappropriate behavior, used intentionally, over a period of time as power or control over an individual. Exclusion, control, dominance, intimidation, or threats may be a form of bullying.

No person, including a school employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, ancestry, national origin, physical or mental attributes or characterization of intelligence, or other protected group status. Zion Lutheran School will not tolerate harassing or intimidating conduct, whether verbal, physical or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment are handled according to the provisions on sexual harassment in the Parent/Student handbook, which follows the School Board Policy Manual. The Principal of Zion Lutheran School shall use reasonable measures to inform staff members and students that Zion Lutheran School will not tolerate harassment. This Parent/Handbook is read and signed by all parents and students before school begins each August.

## **Sexual Harassment**

I. DEFINITIONS -- For this policy only, the following definition(s) apply:

"Sexual harassment" is defined as any unwelcome sexual advance, any unwelcome physical contact of a sexual nature, any request for sexual favor, or any other verbal, nonverbal, or physical conduct of a sexual nature when:

1. Required acceptance of such conduct is made, either explicitly or implicitly, to be a term or condition of an individual's status;
  2. Acceptance or rejection of such conduct by an individual is used as a basis for enrollment, rating, grading, or advancement;
  3. Such conduct has the purpose or effect of substantially interfering with an individual's academic progress or performance, or creating an intimidating, hostile, or offensive academic environment.
- A. Any such behavior by an adult towards a student is always considered to be unwelcome.
- B. Sexual harassment includes, but is not limited to, the following:
1. Graphic or suggestive comments or gestures of a sexual nature about an individual's dress or body.
  2. Deliberate unwelcome touching, stroking, patting, or brushing against a person in an inappropriate or offensive manner.
  3. Sexually oriented verbal abuse or "kidding". Verbal abuse or "kidding" is defined as including, but is not limited to, commenting about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless sexually-oriented comments, innuendoes, gestures, or actions that offend others.
  4. Creating sexually-oriented graffiti, particularly when directed toward an individual.

5. Unwelcome hugging or kissing.
6. Snapping or pulling on elasticized bands on undergarments, pants, shorts, skirts, etc.
7. A deliberate, repeated display of offensive sexually graphic materials.
8. Repeated demands/requests for dates or sexual favors after the individual has said "no"

#### PROCEDURES FOR ADDRESSING SEXUAL HARRASMENT:

- A. Zion Lutheran School will not tolerate sexual harassment by or of staff members, volunteers working for school activities, students involved in any school activities, and/or anyone authorized to be on school or church premises.
- B. Staff members may not use their positions to sexually harass students, parents of school students, school volunteers, or other staff members during or outside of school activities.
- C. Students or staff who believe that they have been subjected to sexual harassment or parents/guardians who believe that a student has been subjected to sexual harassment should report the incident(s) to the school principal.
- D. To the extent possible, complaints will be treated in a confidential manner, provided that the ability of the school or principal to investigate or take corrective action is not adversely affected. Confidentiality cannot nor will not be promised or guaranteed to any person.
- E. If the principal and/or School Board Chairman finds that there has indeed has been sexual harassment, they shall determine the disciplinary consequences of such actions. Disciplinary consequences will include referral to the law enforcements where appropriate.
- F. Any person can follow the grievance policy set up in the School Board Policy handbook. This is located in the school office.

### **Before and After School Program**

#### **What is Before and After-School Care Service?**

Before and After-School Care Service is designed to serve children in grades Pre-Kindergarten through Eighth grade. It allows parents to place their children in the care of loving, Christian people who will promote their child's social, emotional, physical, and cognitive development through organized and supervised activities. It is not the intent of the program to replace home or school, but rather to complement both by enriching that which each of these institutions provide. The program offers the child a place with secure, Christian atmosphere before and after school.

#### **Where will Before and After-School Care Take Place?**

The Before School Care is provided in one of the preschool rooms in the West Wing of the school. After School Care Service is be provided in a room in the school basement. When available the school's multi-purpose room and outside playground will also be used.

#### **What are the guidelines?**

- Service will be provided on regular school days when school is in session. Service for early dismissal may occur due to weather.
- Only children enrolled as students at Zion Lutheran School will be eligible for enrollment.
- Times of service will be from 6:30 to 7:30 a.m. and 3:00 p.m. until 6:00 p.m. each regular school day. After School Care is also available for scheduled early dismissal school days.

***After School Care closes at 6:00 p.m.***

- Only parents or people whose names appear on the emergency card are able to pick up the children.
- Every parent or authorized person must daily sign the child out. This will show who picked up the child and when the child was picked up that particular day.
- All students will be placed in After School Care if they are not picked up by 3:15 p.m.
- Any student remaining at school after 3:15 p.m. **must go to After School Care and parents will be charged accordingly.** This also applies to students who remain 15 minutes after the conclusion of an athletic practice or any other kind of extra-curricular activity or school function. Parents will be charged accordingly for this service. The school is held legally liable for any and all students on school property and they must be supervised.
- All families must fill out a registration form for the program.

**Cost for Services:** The daily and hourly costs are evaluated each year by the Board of Education.

**The daily charge for Before School Care is \$4.00 per student.**

- 6:30 – 7:00            \$2.00 per half hour per student
- 7:00 – 7:30            \$2.00 per half hour per student
- 7:30 – 7:50            No Charge – Students supervised in the gym by a teacher

We are not responsible for students dropped off before 6:30 a.m.

**The daily charge for After-School Care is \$10.00 per student.**

- 3:00 – 3:30            No Charge
- 3:30 – 6:00            \$2.00 per half hour per student

When school dismisses early and After School Care is available, there will be a \$2.00 per hour charge beginning 30 minutes after school dismisses.

**I. Late Charge: (A student is picked up after 6:00 p.m.)**

If a parent does not pick up their child or an authorized person that is on the emergency card does not pick up the child by 6 p.m., there will be a **charge of \$5.00 per fifteen minutes.**

After the third late charge, the parents will be informed that they cannot use this service for their child(ren) for the remainder of the school year.

**II. Billing for the Services:**

Daily sign in and sign out sheets are kept and billing for the service for the previous week will be emailed to the parents showing the charges for that week. Payment for the week billed must be made by Friday so that your child can continue to utilize the service.

**III. Payments**

Payments may be made by cash, check, or credit/debit card in either of the Extended Care Rooms or the School Office. Credit or debit card payments can be made online using the Pay Now feature through RenWeb or processed over the phone with an extended care worker or the school secretary. There is a 3% processing fee for all credit/debit card transactions. If payment has not been made by the 10<sup>th</sup> day the parent will be called to either come pick up their child or make a payment over the phone.

**Dismissal from the After School Care Program:**

- Payment for services cannot be later than ten (10) days. The student is subject to dismissal from the program until it is paid in full.

- If the student demonstrates consistent behavioral problems during and while attending the After School Program the student is subject to dismissal from the program.
- After the third late pick up, the student is subject to dismissal from the program.

If a situation exists that participation in the After School Program is not advisable and/or the student is dismissed, a parent conference will be scheduled for the dismissal of the student from the program.

### Lunch Program

Zion Lutheran School offers a hot lunch program. This is brought over from Bethalto Unit School District #8 in bulk and is served hot to the students. We follow a monthly menu that is provided to us from Bethalto Unit #8. Milk is included with the hot lunch program. Lunch and Milk tickets can be purchased through the school office. Lunch tickets can be purchased for 5 days, 10 days or 20 days. After three lunch charges, he/she will receive a jelly sandwich (or other utilitarian lunch). Milk Tickets must be purchase in the school office by the quarter, semester or for the year. Only purchase enough milk for what is needed and used by the student especially at the end of the year. There will not be refunds at the end of the year. We want to discourage bringing fast food to the students on a regular basis. Refrigerator and microwave use are not available for students.

### Library

A central library with automated checkout is available for all students at a scheduled time each week. We encourage students to make use of the library, but urge that care and responsibility be used when books are checked out since they are rather expensive to replace. The student must pay for library materials that are abused or lost. The students may check out books for a period of two weeks. Each individual classroom also has its own smaller library collection.

We welcome donations of appropriate library materials in good condition. Donations are subject to the approval by the librarian. Monetary donations are always welcome. A Book Fair is usually held during fall and spring with proceeds going toward purchase of new books.

### Lost and Found

All lost and found articles are to be turned in to the office. The owner may recover such articles at the office after properly identifying them. **Valuables should not be brought to school.** Lost and found items that are not claimed by the end of each semester will be given to the Hope Center at the end of each semester.

### Home Visits

Before school begins in the fall, kindergarten through 5<sup>th</sup> grade classroom teachers will visit each student and family in their home. This gives the teacher an opportunity to explain what is expected of the students in the class and also gives the family a chance to ask specific questions of the teacher. This is an excellent opportunity for the students and their parents to get to know their teacher. The 6<sup>th</sup> through 8<sup>th</sup> grade students and parents will come to a middle school orientation

where information about class expectations will be discussed and questions will be answered. Several date options will be publicized.

### **Newsletter**

The newsletter will be emailed to families on Fridays. If the family does not have an email address, a copy will be sent home with their child. This will also be posted on the website and on RenWeb. The purpose of these newsletters is to inform parents of various events taking place at our school and in the community at large. The information contained in it may enlighten, challenge, or simply inform.

### **School Web Site**

[www.zionsaintsbethalto.org](http://www.zionsaintsbethalto.org) is the school web site. We have placed the weekly newsletter, the monthly school calendar, parent resources, and many other items of interests and communications. We would encourage you to go this web site.

### **School Pictures and the School Yearbook**

Individual student photographs are taken each year in the early fall and also in the spring. Parents will have an opportunity to purchase various types of packages. Individual photos and group activity photos are included in our School Yearbook. Yearbook order information will be sent home with the weekly newsletter.

### **Room Parents**

Each teacher has several Room Parents to assist in special projects and activities throughout the school year such as parties, class trips and other events. These people are a valuable resource for the teacher and very much appreciated. A Room Parent Handbook is available for each room parent.

### **School Volunteers**

The board recognizes the valuable contributions which school volunteers can make to the learning process and educational goals of Zion Lutheran School. Instructional programs are enhanced through the participation of church and community members, local business and industry, and parents of the students. These volunteers contribute time, resources, and expertise and provide needed support to help ensure educational success for all children.

In order to provide a documented safe and secure environment for students entrusted to us, the principal and his or her designees will be responsible for the implementation and supervision of school volunteers. The volunteer program will provide professional screening of all volunteers who have the potential to be alone with a student, including all coaches in our sports program.

### **Field Trip Supervision**

The following guidelines are in place for school sponsored field trips:

- Adult supervision will be determined by the teacher based on location, activity and duration.
- Teachers do need help on field trips maintaining safety, as well as good and proper Christian conduct. We, therefore, urge adults supervising students on field trips to use their authority to

help provide such conduct and safety. **Cell phone use is for emergencies only. Supervision of students is first priority.**

- Students will be assigned to an adult supervisor.
- Since adults are on field trips to supervise students, adults are **not** to bring other children along.
- All parents who accompany teachers and students must ride the bus and cannot drive their car to meet the class at the event unless special permission has been given by the principal. Each adult who goes on the field trip is a teacher's helper and is a student supervisor.
- The teacher of the class is ultimately in charge and responsible for each and every student who participates on the field trip. **Therefore, each adult who goes on the field trip must follow the teacher's instructions.**
- Field trips by car will be on a case-by-case basis, approved by the School Board. Proof of insurance and driver's license will be required.

### Scrip Program

Zion Lutheran School participates in the scrip program. Scrip is a term that means "substitute money". When you purchase scrip, you're purchasing negotiable gift certificates and prepaid cards that are used just like cash. You can use scrip to purchase everyday expenses like food, clothing, and other essentials, and with every purchase, you earn revenue for Zion Lutheran School. We buy the scrip from Great Lakes Scrip Center at a discount, and re-sell the certificates to families for full face value. The discount, from 2-20%, is the revenue earned. 50% of this profit is applied to the Zion general fund account. The other 50% may be applied to your family's tuition, the tuition assistance fund or to the general fund. Scrip may be purchased in the school office or on Sunday mornings between worship services or you may purchase, reload or print eScrip on line using shopwithscrip.com. Contact the school office for more details.

### Endowments and Gifts

Parents and friends of Zion Lutheran School from time to time desire to make additional financial gifts, as well as to give specific items to the school. These thoughtful and welcomed gifts are much appreciated. It is through these generous gifts that we have been able to maintain our high level of education. Zion Lutheran School is a charitable organization. Zion Lutheran School also participates in the Thrivent Financial matching grant program.

Zion Lutheran School also has, as part of its overall operating budget, a line item called Zion Lutheran School Fund. This enables the school to continue to give quality Christian Education and also keep tuition costs affordable for families.

Zion Lutheran School also has a Tuition Assistance Fund, if funds are available, for families who struggle with making full tuition payments for their children.

If you would like to contribute to any of these funds, please speak with the principal of Zion Lutheran School.

### Tuition Assistance

Zion Lutheran Church and School is committed to assisting with the ongoing education of your students. If you are unable to provide tuition support at the "Minimum Tuition" as listed, you may be eligible for financial assistance. Applicants will be asked to fill out a financial support request that will necessitate your providing full financial disclosure. An outside firm will review the financial

information you provide and make a recommendation to the Scholarship Committee at Zion Lutheran School as to the appropriate level of support that you should be able to provide. The financial information is confidential, and the four-member Scholarship Committee will make the final determination as to the appropriate level of financial commitment that you will be asked to provide. If you agree to that level of financial support, Zion Lutheran Church and School will make every effort to provide scholarship support to meet the difference between the amount you will be paying and the minimum tuition amount. No requests for scholarship support can be processed unless all required financial information is provided for review.

Please go online to TADS at [mytads.com/fa/lesa](http://mytads.com/fa/lesa) and fill out the required application for scholarship assistance. There is processing fee of \$34.00 due at the time of application. Please make certain that you provide all requested data, including the financial commitment that you feel you are able to meet. You will be contacted by a representative from Zion Lutheran School to discuss the amount of scholarship support available to you. You cannot be considered for scholarship funding until you have completed the TADS application process.

Financial assistance may be available through the Building Block Scholarship Fund or a Zion Lutheran School Scholarship Fund. In order to be considered for financial assistance from the Zion Lutheran School Scholarship Fund, a family must first apply for a Building Block Scholarship. Your application for the Building Blocks Scholarship Fund will also be used to calculate available financial assistance from Zion Lutheran Congregation and School.

### **To All Building Occupants**

As of 1 August 2003 Zion Lutheran School has no contained Asbestos due to the massive clean-up project in the summer of 2003. School AHERA 3-year re-check inspection was done on July 10, 2006 and July 18, 2009.

According to the Federal and State Law, Zion Lutheran School continues to be required to inform all building occupants that a building plan is on file and that all ABCM in this building has been addressed in this plan written in accordance to the Federal and State requirements and this plan is kept in the school office.

All ACBM in this building has been addressed in a management plan written in accordance to the Federal and State requirements. The purpose of this management plan is to safeguard the health and safety of all building occupants. The management plan is available, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. Zion Lutheran School may charge a reasonable cost to make copies of the management plans.



### **Rules for Keeping the Church Basement Clean**

To All Organizations and Various Church Groups who use the church basement for meetings, activities, socials, and the like:

1. The chairmen of organizations, church groups and refreshment committees are responsible for the kitchen and basement being cleaned before leaving.
2. Clean and empty all kitchen trashcans into outside containers; sweep and mop floor.
3. Put chairs and tables back in their proper places.
4. Do not let children play upstairs
5. Make sure building is locked up before you leave.

**A COVENANT STATEMENT**  
For Zion Lutheran Church and School  
2017-2018 School Year

One of your most prized gifts from God is your children. The most important responsibility parents have is to provide for their children's spiritual development: ***Train a child in the way he should go, and when he is old he will not turn from it*** (Proverbs 22:6). Zion Lutheran Church provides a Christian day school to assist you in this responsibility.

The mission of Zion Lutheran School is to provide a Christian education for the children of Zion Lutheran Church and the Bethalto community, so they may through God's Word and Spirit:

1. know God and His seeking and forgiving love in Jesus Christ and respond to that love with lives of Christian faith, worship service, love and hope;
2. identify themselves as loved children of God who grow in the knowledge of God's grace;
3. relate responsibly to God's creation by acquiring knowledge and understanding and developing talents and skills for responsible living and serving.

By sending your children to a Christian school you are saying to them that a Christ-centered education is important. Your modeling a life of personal devotion and prayer, regular church attendance, and fellowship with your fellow members of Zion to your children is as important to their spiritual health as the Christian education they receive in Zion's classroom: ***I was glad when they said to us, 'Let us go into the House of the Lord'*** (Psalm 122:1).

As your fellow members of Zion we are very concerned about regular worship attendance. Parents who desire Christian education for their children, and yet do not desire regular worship attendance for their families, present a perplexing contradiction. This contradiction is ultimately a violation of the Third Commandment: ***Observe the Sabbath day, to keep it holy, as the Lord your God commanded you.*** (Deuteronomy 5:12). But a life of regular worship attendance exposes your children to the Good News that God loves them: ***For God so loved the world that He gave His one and only Son . . .*** (John 3:16), that God forgives them: ***the blood of Christ constantly cleanses us of our sins . . .*** (I John 1:7), and that Jesus is always by their side: ***I am with you always even to the end of the world*** (Matthew 28:20).

**MEMBER ATTENDANCE POLICY**

As representatives of Zion Lutheran Church and School we believe so strongly about this that a policy of **minimum** attendance in worship here at Zion of two times a month for both **you and any of your children enrolled at Zion** has been established for the proper support of the Christian education your children are receiving in Zion's classroom.

Jesus Christ loves you, died and rose again for all your sins, and now provides for all of your needs: ***He who did not spare His own Son, but gave Him up for us all, will He not along with Him give us all things . . .*** (Romans 8:32). The Lord Jesus promises that if you ***seek first the Kingdom of God and all His righteousness and all these things*** [the necessities of life] ***will be added to you*** (Matthew 6:33). Making regular worship a spiritual priority of your life can only be a blessing to the spiritual health of your family. To meet your worship needs the Lord provides numerous worship opportunities through Zion: three Sunday morning services (8:00, 9:30, 11:00), one Saturday evening service (6:00), and special Advent (December) and Lenten (February/March) Wednesday evening services (7:00).



Authorization to Administer PRESCRIPTIVE MEDICATION

School Year \_\_\_\_\_

**Physician's Statement**

I have prescribed the medication indicated below for \_\_\_\_\_  
and do hereby authorize Zion Lutheran School to administer the medication as indicated:

Medication: \_\_\_\_\_

Dosage: (amount and time) \_\_\_\_\_

Dates of Administration: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Physician's Signature**

\_\_\_\_\_  
**Date**

**Parent's Authorization**

I do hereby authorize Zion Lutheran School to administer medication to my child,  
\_\_\_\_\_, as prescribed by the physician above. I understand that I will be responsible for supplying this medication to the school. This medication will be kept only in the school office and only dispensed from the school office. Records will be kept by the school secretary when each and every dose of the medication is given.

\_\_\_\_\_  
**Parent's or Guardian's Signature**

\_\_\_\_\_  
**Date**

**Note: The physician's statement and the parent's authorization are only valid until the prescription is used up. In the case of prolonged medication, the validation may continue until the end of the school year.**

Updated as of July, 2017

**Authorization to Administer NON - PRESCRIPTIVE MEDICATION**

School Year \_\_\_\_\_

**Parent's Authorization**

I do hereby authorize Zion Lutheran School to administer medication to my child,  
\_\_\_\_\_, as prescribed by the physician above. I understand that I will be responsible for supplying this medication to the school. This medication will be kept only in the school office and only dispensed from the school office. This includes any aspirin, Tylenol, or any over-the-counter medication. Records will be kept by the school secretary when each and every dose of the medication is given.

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Parent's or Guardian's Signature**

\_\_\_\_\_  
**Date**

**Note: The parent's authorization is only valid until the medication is used up. In the case of prolonged medication, the validation may continue until the end of the school year.**

Updated as of July, 2017

## VACATION NOTIFICATION AGREEMENT

Student Name(s): \_\_\_\_\_

I hereby notify the school that I am taking my child(ren) on vacation during the extended period of three or more days on: \_\_\_\_\_, 20\_\_\_\_\_

Please complete the following items at least ***one week*** prior to your vacation:

\_\_\_\_ I have informed the principal of our scheduled vacation.

\_\_\_\_ I have spoken with all of my child(ren)'s teachers.

\_\_\_\_ I have made arrangements to take care of any missed work and/or tests.

\_\_\_\_ I understand that the homework given and the amount of time needed to complete the homework will be left to the teacher's discretion.

\_\_\_\_ I understand that any homework given ahead of time must be turned in the day the student returns to school to receive full credit.

Realizing any missed school days can be a barrier to my child(ren)'s formal education, I am assuming full responsibility for seeing that my child(ren)'s assigned and make-up work will be completed satisfactorily. I will also check with my child(ren)'s teacher to follow through with my commitment.

Please return this completed form to the principal.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent – Student Agreement Form**  
**School Year \_\_\_\_\_**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Christian Education is a very important privilege that Zion Lutheran Church sees as a ministry to its members and also to the community.

Educating children and families in the Love of Jesus Christ is an awesome responsibility for the Principal, the Teachers, the Staff and everyone who volunteers at Zion Lutheran School. Teaching Math, and Social Studies, Science, and all of the basic curricula is important and something here at Zion Lutheran School we don't take lightly, but teaching God's love and God's Holy Word is paramount to Zion Lutheran School's ministry.

Living the Christian Life and being a growing disciple of Jesus Christ is the foundation of Zion Lutheran School's purpose. Zion Lutheran School could not exist without students and families who are extremely concerned and confident of the importance of Christian Education.

This handbook was developed so that the Principal, the Teachers, and the Staff can maximize the school day to enable each and every student to hear, listen, and act on God's Word. We pray that each parent and student will fully support Zion Lutheran School's mission statement of "providing academic excellence within the framework of biblical, Lutheran teaching, equipping students to reflect God's Love in lifelong service to Him and others."

**Parent and Student Agreement:**

We have read this Parent Student Handbook and agree with and fully support Zion Lutheran School as it endeavors to teach The Love of Jesus Christ through word and deed. We also agree with and fully support the Board of Education-School, the Principal, the Teachers and the Staff as they strive to educate children and families in every aspect of Christian Education.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this agreement form to the school office by Friday, September 1, 2017.**