ZION

LUTHERAN SCHOOL

K-8 Parent-Student Handbook

Revised 1/21/2026

ZION LUTHERAN SCHOOL MISSION STATEMENT

"At Zion, God's love works in and through His people. In a nurturing environment and through academic excellence children grow in their love for learning and in their love for 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)
8. 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

- Worshiping and honoring the Lord through Biblical teaching (Hebrews 10:23-25)
- Educating our students to be Christian leaders and 21st 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)

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

Non-Discriminatory 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, lunch program, 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. 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 fifth time (1993, 2000, 2007, 2014, 2019, 2024) and is fully accredited for another five years through the NLSA. Also in May of 2021 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

Zion Lutheran School is the number one ministry of Zion Lutheran Church. The church members generously partially fund the tuition of every student in our school. This is because daily instruction in God's word is such a priority to our members! We are glad for the opportunity to serve each child that comes to our school and meet their needs both academically and spiritually.

Enrollment Policies

1. Zion Lutheran School uses an Online Application and Enrollment thru a school management system called FACTS. All pupils must complete online enrollment, 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 photocopy of the certificate and return the original to the parents. If the child is transferring into 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 MENINGOCOCCAL vaccination, TD 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. Students not meeting these requirements by October 15th will be excluded from school until in compliance.
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, Hepatitis B and Meningococcal – 6th Grade Level
   G. Dental – A "proof of school dental examination form" must be completed by dentist for students in grades Kindergarten, 2nd grade and 6th 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 a 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 1 of the current school year.
   b. Children of members of Zion Lutheran Church until March 1 of the current school year.
   c. Children of non-members having a sibling already accepted in one of the grades.
   d. Children of another Lutheran congregation.
   e. Children of parents who hold membership in other church denominations

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 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.

Teacher Requests

Zion Lutheran School does not accept teacher requests for preschool or grade school. Grades with multiple teachers and classrooms will be divided to help create the best learning environment for the students.

Custody Agreements

If there is a custody agreement in place, a signed copy of the most recent custody agreement must be given to the school office prior to the first day of school.

Student Teacher Ratios

The School Board and Administration strive to keep student – teacher ratios at reasonable levels. To help with decision making the following ***guidelines*** are in place. The class size and support staff guidelines are not intended to be rigid ratios.

Pre-School	Maximum Class Size 20	10:1 Ratio
Kindergarten	Maximum Class Size 22	16:1 Ratio
Grade 1-2	Maximum Class Size 22	18:1 Ratio
Grades 3-8	Maximum Class Size 22	22:1 Ratio

Classroom teacher assistants will be added once the ratio has been reached. Once the class maximum has been met school leadership will consider adding an additional class. Multi-age classes may be formed when there are two classes of adjacent age and their combined total of students does not exceed maximum recommended students for the grade level.

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. 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. The school calendar is on our website, in our Friday newsletters, and can be printed in the school office upon request.

School Hours

School hours are from 8:00 a.m. to 3:00 p.m. Any student arriving between 7:00 and 7:50 must immediately report to the gymnasium until dismissed by the before school care provider to go to their classrooms. Students arriving prior to 7:30 will be charged accordingly. 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 will be 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 7:00 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.

7:00 a.m. - Before School Care services available. Enter door at door C/Gym Door
7:30 a.m. - Students can report to the gym to sit quietly on the bleachers. The before school care provider will supervise children while they are in the gymnasium.
7:30 a.m. - The Faculty meets daily for Faculty devotions.
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 daily and be on time for classes. While we understand that, from time to time, absences due to illness and family circumstances occur, it is Zion policy that more than 10 unexcused 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 with 10 or more unexcused absences per school year will 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 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 <u>discouraged</u>.

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).

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

<u>Safety and Security</u>

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

- For security purposes, all doors will be locked after 8:00 a.m. Entrance will be through 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.
- An intruder process and procedures are in place. All staff receive annual training and practice in dealing with man-made disasters. School wide communication is implemented through multiple channels including hand held radios, intercom and phone system.
- The police and fire station 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 perimeter of the school so that the students will be safe from the street when they are out on the playground.
- Security Cameras have been installed throughout the campus- both inside and outside. See policy below.
- 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.

Security Camera Access Policy

The primary goal of surveillance is to enhance the safety and security of students, staff, visitors, and school property.

Location

- **Permitted Locations:** Exterior grounds, parking lots, entryways, hallways, and cafeterias
- **Prohibited Locations:** Restrooms, locker rooms, changing areas, nursing rooms, or any location where individuals have an expectation of privacy. Classrooms are also prohibited.
- **Audio Recording:** Security cameras record **video only**.

Access & Monitoring Rules

- **Designated Personnel:** Access to live feeds and recorded video is strictly restricted to designated administrative personnel.
- **Office Feeds:** Live monitoring feeds may be visible in the main administrative or school office to assist staff with supervision, visitor identification and door entry monitoring.
- **Parental Viewing Requests:** Parents do not have an unrestricted right to view security footage. If an incident involves multiple students, viewing footage directly may violate the privacy rights of other students under FERPA regulations

Release of Footage & Law Enforcement

- **Incidents & Disciplinary Actions:** Video data may be reviewed internally to investigate security breaches, property damage, or severe behavioral incidents.
- **Law Enforcement:** Recorded footage will be provided to law enforcement upon request in connection with active criminal investigations or valid subpoenas.

Weather Closings

Whenever inclement weather or conditions occur it is sometimes necessary to close or dismiss school early. If school is to be either canceled 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 notify 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.

Health Services

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 office.

Students' needs for support services are evaluated when any school staff believes consideration is needed. This includes but is not limited to counseling, speech therapy, academic help, behavioral needs, tutoring, etc. Zion will work with our own staff along with organizations within our community to help to best meet the needs of our students.

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. 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 dispense medicine to students when the following requirements have been met:

Prescription Medications: The Authorization to Administer Prescription Medication Form must be completed and brought to the school office along with the medication in the original container from the pharmacy.

Non-Prescription Medication: The school office will dispense over-the-counter medication to children with permission. Authorization to Administer Non-Prescription Medication Forms must be completed including the proper dosage and time and brought to the school office.

Self-Carry/Self-Administration: Upon receipt of written permission from a physician, children with asthma, diabetes, and seizure medication or an epinephrine injector may keep their medication with them.

Food Allergy & Anaphylaxis Emergency Care Plan: The Food Allergy & Anaphylaxis Emergency Care Plan Form must be completed and brought to the school office if a student has a food allergy.

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

All medication is kept in the school office.

Medication forms are available online and in the school office. Office staff will follow the directions provided by the doctor, pharmacist, and/or parent and on the packaging/form when giving the child the medication. A log of medication type, date, and time will be kept in the office when a child is given any medication.

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 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 with appropriate educational material concerning head lice emailed.
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

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. Not meeting this responsibility could result in moving to non-member tuition status for the next semester of school if attendance is an issue. (Please refer to the Covenant section in the online enrollment packet).

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 ensure 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 when:

1. It is raining
2. The wind chill factor or temperature is below +20 degrees. ***This will be at teacher discretion for temperature and/or wind chill.***
3. A note from home stating the 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 and Smartwatches

Each classroom has a phone from which the parents can be called in case of emergency. The phone in the office may be used for illness or emergency only.

Children are discouraged from making 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.

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, locker, or location designated by the teacher 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.

The use of Smartwatches:
K-2nd Grades- Smartwatches are not allowed. Student will be asked to leave their watch in their locker.
3rd-8th Grades- Smartwatches may be worn but only in "school mode". Students violating this will be asked to leave their watch in their locker.

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. Socks are required.
- Undergarments should be worn as intended and are not to be visible.
- Skirts, shorts, and skorts should be at least mid-thigh length. Leggings may only 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
- 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 t-shirts or sweatshirts are acceptable (This includes ZLS team shirts and Live Generously shirts. Does not include local high school shirts). Other small logos are acceptable also, i.e. Nike swoosh.

Bottoms

- Solid color khaki, black, gray or navy.
- Plain or pleated, tailored-style pants, capris, walking shorts, skorts, and skirts. (No denim, no athletic pants or shorts or tight-fitting fabrics.)
- Any belts worn should be plain, black/brown leather or fabric-matching.

Hair and Jewelry

- Hairstyles should be neat, natural color, not distracting, in good taste and out of the student's eyes. Hairstyles that are historically associated with race, ethnicity or hair texture are allowed.
- 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 6th-8th grade girls. Nails (other than natural length) are only allowed in 6-8th grade as well.

Exceptions

- Preschool students are exempt from this dress code policy but expected to dress in a respectful Christian manner.
- 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.
- Jeans days are issued from time to time. Students are allowed to wear jeans however tops must still be within the dress code. No rips or holes in jeans please.
- Free dress days are used as fun, rewards, and fundraisers throughout the year. Please follow these guidelines: anything but- ripped clothing, bare midriff tops, shorts shorter than mid-thigh, tank-top, or leggings.
- Theme dress days are often used to do something fun or reward the students. Please remember students must participate to be out of dress code. If students choose not to participate, normal dress code should be followed. Jeans and athletic wear are always allowed on theme days.

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 an Enrollment Fee**.** This fee covers textbooks, online subscriptions and other consumable educational resources. It also covers curriculum-related supplies (art, music, physical education, and current events magazines). This fee is paid at the end of the 'Online Enrollment' process. The Enrollment Fee is not refundable.

The total cost to educate a child at Zion Lutheran School is $7,900.00. Parents of students who are not members of Zion Lutheran Church pay tuition at approximately 73% of the cost per student. Families of Zion Lutheran Church pay tuition at approximately 54% 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 tuition fees. Tuition payments are Annual *(August)*, Semester *(August and January)* or 10 month *(August thru May)*. Automatic payments are set up using your bank account, debit or credit card on the 5th or the 20th of the month. *(Please note: Credit and Debit cards are charged an additional 2.95% by FACTS. No additional charge if using a bank account number/routing number.)* FACTS charges an enrollment fee which is the responsibility of each family. The Enrollment Fee is $50.00 for the 10 month payment plan or $20.00 for the Annual or Semester payment plan. This enrollment fee covers the tuition payment plan as well as incidental billing. Incidental Billing is used throughout the school year to make online payments for miscellaneous charges (i.e. Before/After School Care, Field Trips, Technology Fee, Athletic Fee, Spiritwear, Yearbook).

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. 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.

A school supply list is provided at the beginning of each school year. Please purchase what is on the list for your child. There is also an option to participate in the School Supply Fundraiser mid way through the summer. Funds raised during this fundraiser will go toward Zion's curriculum fund.

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. Contact teachers for information and questions.

In Grades 5-8, students who fail to turn in their homework on the due date will receive 10% off of the work per day as a result of the late work. A Late Homework Notification will be emailed when a missing grade is entered into FACTS. Late homework must be completed and submitted 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 three through eight. Parents have access to their child's grades by going to FACTS, our online management system, at **factsmgt.com**. Parent conferences are held at the end of the first quarter. Either the parent or the teacher may request additional conferences. MAP Growth Assessment is administered three times a year to track student progress. Students will also be evaluated through STAR Reading to monitor progress.

Grading Scale

For 1st Grade and 2nd Grade

E (Excellent)
S (Satisfactory)
NI (Needs Improvement)
U (Unsatisfactory)
NA (Not Applicable at this time)

For 3rd Grade through 5th Grade

A	=	90% - 100%
B	=	80% - 89%

For 6th Grade – 8th Grade

A+	=	97% - 100%	C+	=	77% - 79%
A	=	93% - 96%	C	=	73% - 76%

C	=	70% - 79%	A-	=	90% - 92%	C-	=	70% - 72%
D	=	60% - 69%	B+	=	87% - 89%	D+	=	67% - 69%
F	=	Below 60%	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". "Endure", 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 is provided for 6th thru 8th grade. All 6th thru 8th 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 consists of scripture verses and sections of the Small Catechism. Our intention is to 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 of 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, K-8th grade have an hour long worth of computer each week. The students will receive instruction in keyboarding and word processing skills, internet research, spreadsheets, slideshow presentations, web design, and some simple coding according to the grade level appropriateness. In addition, technology is integrated throughout the school through one-to-one Chromebook in third through eighth grades, and the use of iPads in our lower grades.

- **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 -** Fifth through Eighth Grade has the option to be in 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 participation grade.

- **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. Families will need to provide instruments through renting or purchasing.

- **Spanish** – Zion students will be exposed to the Spanish language. Classes with older students will use Duiolingo.

Honor Roll

Zion Lutheran School has two Honor Roll award categories. These awards are given to those students in 6th through 8th grade. The students will receive a certificate and they will be recognized in the Weekly Newsletter and in Chapel, and their names 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

At various times throughout your child's time at Zion, they may receive recognition for their accomplishments. Awards and/or recognition may be given for the following: Band, Choir and Spelling Bees, Sports teams, Perfect School Attendance, Accelerated Reader, Young Authors, American Legion, VFW, Presidential Academic Award, Science Fair, History Fair and Geography Bee.

Athletic Program

Zion Lutheran School offers boys and girls sports in Volleyball, Baseball, Basketball, Cross Country and Track. Fourth through eighth grade students are eligible to participate. Third grade students may be asked to participate if needed. 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 yearly athletic fee is assessed at the beginning of the school year.

Athletic Eligibility Policy

Athletic eligibility will be reviewed every week starting at the mid-term of each quarter. A student will be considered ineligible for athletic involvement if the student has a failing grade or two D's on **all graded core subjects**. The student will remain ineligible until they have met eligibility standards.

Behavior Standards – School Discipline

Zion Lutheran School expects its students to exemplify a high standard of Christian conduct. 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 will apply on school property, 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 support Zion Lutheran School's teachers, staff, and administrators as they maintain orderly conduct in the school. It is the School Board's position that attending Zion Lutheran School is a privilege that could be taken away by suspension or expulsion if discipline problems occur.

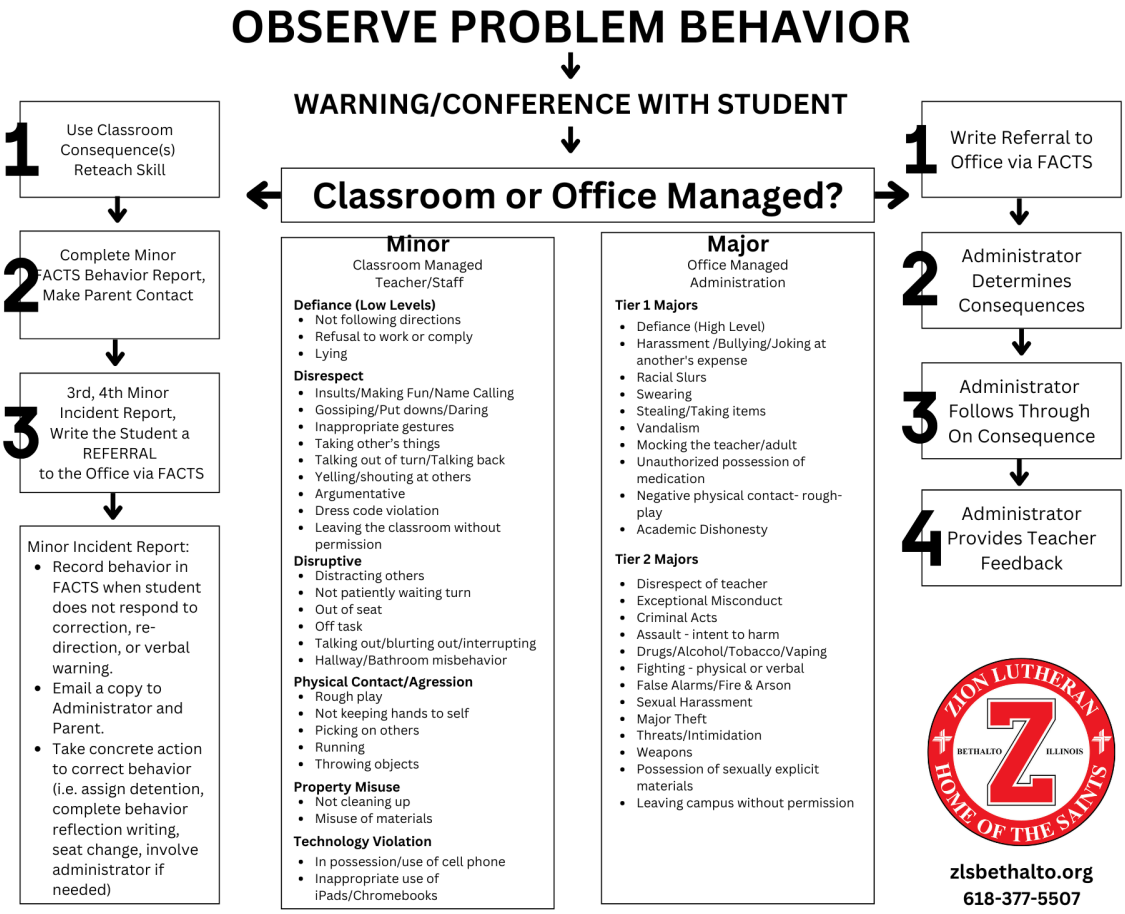
The staff at Zion Lutheran School encourages open communication. If a parent or student has concerns about behavior or discipline, **they should first speak with the teacher directly** to discuss the matter (Matthew 18: 15-17). The principal may be consulted after that.

All parents must sign the **Parent Code of Conduct** in the Online Enrollment acknowledging that they understand and agree to abide by the policies set by Zion Lutheran School.

Behavior Flow Chart:
The following Behavior Flow Chart has been developed by our staff to support teachers, parents, administration, and students by making expectations clear.

Minor behavior issues will be handled in the classroom. Each classroom teacher will use their behavior management plan, reteaching, and redirecting to attempt to correct behavior. Parent contact will be made by the classroom teacher once reteaching or redirecting does not work. The 3rd and/or 4th time the unwanted behavior occurs the classroom teacher will reach out to the administration by completing an office referral on FACTS (the school's online database) and emailing or calling the office. From this point, the classroom teacher will assign a consequence that fits in the classroom's behavior management plan. The student will meet with the administrator as well.

Major behavior issues will be handled by the administrator. Classroom teachers will contact the administrator via FACTS, the administrator will determine the consequence, and the administrator will contact parents. Major behavior issues have two tiers based on the severity of the issue. The consequences are handled that way as well.



Tier 1 Consequences:

Reflection Sheet- Students may be assigned a reflection sheet in order to allow time to think about their behavior. The form and reflection sheet will then be discussed with the adult assigning the consequence.

Lunch Detention- As a consequence, a student may be assigned a lunch detention. A lunch detention is to be served in the office. The student will be given time to eat their lunch and then be asked to complete a reflection sheet about their behavior.

After-School Detention - An after-school detention will be served beginning at 3:00 pm and typically last for 30 minutes. Detentions are supervised by a staff member. Students will miss after-school activities if applicable. **Parents will be notified on the day the infraction occurs. The detention will then be served either that day or the next day.** Repeated detentions will result in a larger consequence.

Tier 2 Consequence:

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

Out-of-School Suspension - The student will spend a designated period at home with the loss of school privileges. The student will not be allowed to participate in any extracurricular 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 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.

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. Zion's administration will notify local law enforcement and report incidents to the School Incident Reporting System as required by the State of Illinois.

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 school administrator will notify local and state law enforcement and report the incident to the School Incident Reporting System. 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. No toy weapons are allowed on Zion's campus.

Battery Against School Personnel

An act of violence against a school staff member will be reported to the Illinois State Police and the School Incident Reporting System as required by the State of Illinois.

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 as part of the online enrollment process.

Sexual Harassment

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 HARASSMENT:

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. Confidentially 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 been sexual harassment, they shall determine the disciplinary consequences of such actions. Disciplinary consequences will include referral to the law enforcements when appropriate.
F. Any person can follow the grievance policy set up in the School Board Policy handbook. This is located in the school office.

Parent Code of Conduct

At Zion we are very fortunate to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves partnership between parents, teachers and the school community. Following the guidance set out, we expect parents to:

- Respect the property of others.
- Treat others with dignity and respect.
- Follow the school's rules and consequences, calendars and deadlines.
- Speak respectfully to the teachers, staff and other parents.

In order to support a peaceful and respectful school environment, we ask parents to refrain from:

- Shouting at members of the school staff either in person or over telephone.
- Breaching the school's security procedures.
- Physically intimidating a member of staff, i.e. standing very close to her/him.
- Defamatory offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites.
- Abusive or threatening emails, text, voicemail, phone messages or other written communication.

We trust that parents will assist our school with the implementation of this policy and we thank you for your continuing support of the school. Should any of the above behavior occur the Board of Education in conjunction with the School Administration may feel it necessary to take appropriate action against the offending party and if necessary contact the appropriate authorities to address said inappropriate behavior.

Social Media Conduct

Social Media websites are increasingly being used to fuel campaigns and complaints against schools, staff, board members and in some cases other parents/students. Zion Lutheran School considers this use of social media websites as unacceptable and not in the best interest of the children or the whole school community. In the event that any parent of a child being educated at Zion Lutheran School is found to be posting defamatory comments on Facebook or other social network sites, they will be reported to the school administration. The school will also expect that any parent will remove such comments immediately.

Accountability:
Parents and students are personally responsible for the content that they post, share and respond to online. When posting online, all information is considered representative of your views and opinions and not those of Zion Lutheran School.

Confidential Information:
Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.

School Logos:
Do not use any School logo without permission. If you wish to promote a specific school activity or event, please contact Zion Lutheran School for permission or provide a link to the official school Facebook page or website.

Staff-Parent Relations:
We ask that parents join the social networking site of faculty and staff with discretion. Faculty and staff members are not required to accept invitations from parents. You should never discuss sensitive school matters with staff or other parents using Facebook, blogs and other social media outlets.

Privacy:
When posting, even in the strictest settings, parents should act on the assumption that all postings are in the public domain. Comments made using such media are not protected by privacy settings.

School Values:
Be respectful of the opinions of others in your posts or comments. Under no circumstances should offensive comments be made about students, parents or staff nor the Zion Lutheran School in general. If responding to someone with whom you disagree, remember to be respectful. Make sure that your criticism is constructive and not hurtful. Do not comment on nor forward unsupported information, e.g. rumors.

Parent Code of Conduct Covenant:
Each school year parents will be asked to sign a Parent Code of Conduct Covenant form indicating that they understand and will abide by the Zion Lutheran School Code of Conduct including on Social Media. The Parent Social Media Code of Conduct form is part of the online enrollment process.

Student Code of Conduct Covenant:
Zion Lutheran School discourages the use of social media among our students. Students are reminded to use technology in a God-pleasing manner, according to the following guidelines: stay away from inappropriate images or content, do not insult, attack, harass or bully anyone, keep private information private, and report any abuse of technology. While the school will not ask for passwords for social networking accounts the school may conduct an investigation or require the student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's policies. The student may be required to share content of their account and posts in the course of the investigation.

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 a secure, Christian atmosphere before and after school.

Where will Before and After-School Care Take Place?
The Before School Care is provided from 7:00-7:45 a.m. in the gymnasium. At 7:45 a.m. the students are released to go to their individual classrooms. After School Care Service is 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 7:00 to 7:45 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 the individuals who have been designated as the emergency or pick up contacts are able to pick up the children.
- Before and After School Care personnel electronically log when a child has been dropped off or picked up for billing purposes.
- Any individual dropping off or picking up a child from Before or After School Care must accompany the child to and from the Before and After School Care Program.
- All students will be in After School Care if they are not picked up by the end of car line.
- Any student remaining at school after carline **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.

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 $2.50 per student.

- 7:00 – 7:30 $2.50 per half hour per student
- 7:30 – 8:00 No Charge

The daily charge for After-School Care is $15.00 per student.

- 3:00 – 6:00 $2.50 per half hour per student - ASC billing begins at 3:00 or once the child is signed in to after school care.

On early dismissal days, After School Care is sometimes available. There will be a $2.50 per hour charge beginning at dismissal time.

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

If a parent or an authorized person 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:

Students are clocked in and out by the Before and After Care Providers in the FACTS Management System. 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 logging into the FACTS Family Portal in the 'Incidental Billing'. You may also pay by cash, check, or credit/debit card in the School Office. Credit or debit card payments can be made on the FACTS Family Portal (www.factsmgt.com) with no processing fee. Credit or debit card payments can be processed over the phone or in person in the school office using Square. There is a 4% processing fee for all credit/debit card transactions using Square. If payment has not been made by the 10th day the parent will be called to make a payment over the phone.

Dismissal from the Before and 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 Before and After School Program the student is subject to dismissal from the program.
- After the third late pick up from After School Care, the student is subject to dismissal from the program.

If a situation exists that participation in the Before and 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 is committed to serving healthy meals. All meals meet or exceed USDA nutrition standards and regulations. This includes meeting standards for each of the meal pattern components (i.e. Grains, Meat/Meat Alternates, Fruit, Vegetables and Milk) as well as meeting or exceeding the limitations set for calories, sodium, saturated fats, and trans fats. Zion participates in the National School Lunch Program and offers free/reduced lunches to those students who meet the criteria set by the USDA Income Eligibility Guidelines. Zion maintains the records necessary for periodic auditing by the Illinois State Board of Education.

NSLP meals are a healthy balanced selection of grains, vegetables, milk, fruits, and protein foods. Check out this MyPlate Guide to School Lunch (https://fns-prod.azureedge.net/sites/default/files/tn/SL_Infographic_81216a.pdf) and MyPlate Guide to School Breakfast (https://fns-prod.azureedge.net/sites/default/files/tn/SB_Infographic_81216a.pdf). Lunches are prepared by Zion Lutheran School's Lunch staff. Milk is included with the hot lunch program.

Lunches/milks are preordered a week in advance through the FACTS Family Portal. If a student has not prepaid for a lunch and comes to school without a lunch, they will be offered a school lunch and the parent billed thru FACTS Incidental Billing. Payment is due 10 days from the receipt of the invoice.

The monthly menu link is in the school newsletter which is emailed to parents on Fridays. 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 school 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 will be given to charity at the end of each quarter.

Before School "Meet the Teacher" Visits

Before school begins in the fall, kindergarten through 5th grade classroom teachers will visit each child and their parent(s) at school. Your child's teacher will contact you to schedule a time to visit. This gives the teacher an opportunity to explain what is expected of the student(s) 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 6th through 8th 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. This will also be posted on the school's website (www.zlsbethalto.org). 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 Website

The school website is www.zlsbethalto.org. Please check regularly for updates!

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. A yearbook is ordered for every K-8 student and billed thru FACTS Incidental Billing prior to the beginning of the school year.

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.

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 the 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.
- 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.**
- Transportation for field trips will be communicated by the teacher in advance. Bus or parent/teacher car transportation will be utilized. In the event that parent drivers are needed we require that parents provide a copy of their driver's license and proof of insurance to the school office.

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 purchase 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. 100% of the profit earned from scrip is applied to a family's tuition account, the church general fund or

tuition assistance fund. Selection is made on the scrip order form as to where you would like the profit to go. Profit towards tuition is applied to the parent's tuition account in January, May and August. Scrip may be purchased in the school office or on Sunday mornings between worship services or you may purchase, reload or print eScrip online using www.raiseright.com. Contact the school office for more details.

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 tuition assistance. Applicants will be asked to fill out a financial support request that will necessitate 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.

Log on to your FACTS Family Portal, click on Financial, then in the upper right corner in the Financial Link box, click on Apply for Grant and Aid to fill out the required application for tuition assistance. There is a processing fee of $40.00 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 FACTS application process.

Tuition assistance may be available through the LESA Foundation or a Zion Lutheran School Scholarship Fund. In order to be considered for tuition assistance from the Zion Lutheran School Scholarship Fund, a family must first apply for a LESA Scholarship. Your application for the LESA Scholarship will also be used to calculate available tuition assistance from Zion Lutheran Congregation and School.

To All Building Occupants

Zion Lutheran School does not contain Asbestos. A re-check inspection is completed every three years. 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.

Authorization to Administer PRESCRIPTION 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 office staff when each and every dose of the medication is given.

Complete only if applicable - I give permission for my child, _____, to carry and self-administer the medication as prescribed by the physician above to treat asthma, diabetes or seizures.

I further acknowledge and agree that, when the prescribed medication is administered, attempted to be administered, or self-administered, I waive any claims I might have against Zion Lutheran School, its employees and agents arriving out of the administration of said medication. I agree to hold harmless and indemnify Zion Lutheran School, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

_____ _____

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.

Authorization to Administer NON - PRESCRIPTION MEDICATION

School Year_____

Parent's Authorization

I do hereby authorize Zion Lutheran School to administer the below listed medication to my child, _____. 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 office staff when each and every dose of the medication is given.

I further acknowledge and agree that, when the medication is administered or attempted to be administered, I waive any claims I might have against Zion Lutheran School, its employees and agents arriving out of the administration of said medication. I agree to hold harmless and indemnify Zion Lutheran School, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

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.