



LUTHERAN SCHOOL
MARENGO, ILLINOIS

2017-2018

**PARENT/STUDENT
HANDBOOK**

Revised February, 2018

Adopted April 3, 2018

ZION LUTHERAN SCHOOL PARENT/STUDENT HANDBOOK

MISSION STATEMENT

The Mission of Zion Lutheran School is to serve as an educational extension of the ministry of Zion Lutheran Church by offering the best possible Christian education for as many students as we are blessed with, through God's grace.

THE PHILOSOPHY OF ZION LUTHERAN SCHOOL

The following statements represent the "philosophy" of Zion Lutheran School. These beliefs, derived from Holy Scripture, form the foundation of our school. This foundation then guides, directs, motivates and influences the Christian education programs and processes.

We believe that the successful education of students mandates that the "triangle" of home, school and church work in support of and harmony with each other. Communication and support for each of these is critical in the mission of educating our children well in Christ. ZLS strives to include parents in its educational programs, activities, and decisions in meaningful ways. Parents are expected to be involved with their children's schooling in direct interaction. The practices of the school are intentional in their attempts to build this interactive relationship and to include parents in the schooling of their children. Parents are expected to be involved in homework, school functions, mandatory parent-teacher conferences, PTL activities, and other school activities. They are also invited to participate in volunteer efforts in education, in the library, lunch-room, reading program partners, and periodic special functions.

ZLS will make every attempt to craft and choose curriculum and other educational programs that support its mission statement and general philosophy of Christian education. Materials will be chosen that are in line with our Lutheran theology and teaching, or they are adjusted as needed. Our Christian faith along with Illinois state guidelines are most strongly considered in making decisions affecting our curriculum. The curriculum is crafted in adherence to the philosophy of the school. Clearly stated, the philosophy, mission, and purpose of the school will determine the curriculum of the school, not the reverse.

We believe that Christian education can, by the power of God, help students learn Christian values, truths, and principles and equip and enable them to live a life of servanthood to God in worship, service, education, fellowship and evangelism.

We believe that ZLS is an integral part of the ministry of ZLC. The school is a mission arm of the church. As Christ extended His love and concern for us, we are extending our love and concern for the students. By approaching education through the eyes of Christian truths, we are ministering to both members of our church and non-members, thereby leading them to Christ. ZLS of ZLC in action is: ministering to the young people of our parish, as well as members of the Marengo and neighboring communities, who desire a Christ-centered education for their children,

We believe that, guided by the Holy Spirit of the Triune God, our Christian faith and beliefs should impact every aspect of our curriculum. It is our belief that Christ should be at the center of all areas of

student growth – physical, spiritual, social, mental, academic, and emotional. All that we teach and do at ZLS, we will strive to do to the glory of God.

We believe in the Triune God as revealed to us in the Holy Scriptures: Father, Son and Holy Spirit. We believe in the Father as Creator and Preserver; the Son as Redeemer, Prophet, Priest and King; and the Holy Spirit who sanctifies us and gives us the faith to confess Jesus as Lord.

We believe the Holy Scriptures to be the basis and guideline of all doctrine and life in the church. Furthermore, we acknowledge the confessions of the Evangelical Lutheran Church/Missouri Synod to be a correct exposition of the Holy Scriptures.

We believe that man is born in sin and that because of man's sinful nature it is difficult to use various God-given gifts and talents fully. It is through the power of the Holy Spirit and under the blood of Jesus that man is able to overcome his sinful nature and develop his gifts to the glory of God.

We believe that essential Biblical doctrines speak to us concerning Christian education:

Matthew 28:18-20 reads: Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

Deuteronomy 6:4-9 provides us God's command for Christian education: "Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart, and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates."

Mark 10:14b is Jesus response to his disciples, "Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these."

Proverbs 22:6 states: "Train up a child in the way he should go, and when he is old he will not depart from it."

In turn, we believe that children should be equipped with the best possible academic education, as this impacts their ability to carry out their Christian purpose and witness to God's world, as God would have them do. Zion Lutheran is committed to providing a complete academic education, including religion, reading & literature, mathematics, the sciences, fine arts, and health & physical education, for each of our students.

THE PURPOSE OF ZION LUTHERAN SCHOOL (ZLS)

The following statements represent the purpose of ZLS which, in general, provides a Christian education for the children of our congregation, sister congregations, and for all others who desire a Christian education.

ZLS is an extension of Christ, educating children so they may, through God's Word and Spirit:

- Know the Triune God: Father, Son, and Holy Spirit.
- Know the forgiving love of Jesus Christ and respond to that loving relationship with lives of Christian faith, worship, service, love, and hope.
- Live as children of God and members of Christ's body.

- Grow as complete Christian individuals,
- Be responsible citizens of God's creation by acquiring knowledge and understanding.
- Develop gifts, talents, and skills for responsible living and serving.
- Recognize God's gifts to us and joyfully return His love by totally committing ourselves to Him.
- Believe that they are always loved by God.
- Be provided an opportunity to develop a wholesome self-concept of dignity and worth.

ZLS provides an environment for student interaction through:

- Opportunities for free-play in which sharing is encouraged.
- School sponsored events encouraging socialization.
- Growth experiences in both large and small group activities.
- Encouraging Christian fellowship and competitive play through extra-curricular activities.

ZLS recognizes the individual academic talents of each student and:

- Strives to instill in each student the joy of learning.
- Desires to challenge all students to use their God-given abilities to their fullest extent.
- Works to incorporate teaching strategies that will assist students in the learning process.
- Uses the parent/student/teacher team to actively strive for educational excellence in our school.
- Provides a complete and well-balanced Christian early childhood program.

ZLS provides opportunities for service to the congregation and to the church-at-large by:

- Participation in choir
- Participation in the acolyte program
- Training children to become strong leaders in the complete mission of the church.
- Promoting serious consideration for full-time church work.
- Participation in chapel services.
- Encouraging regular chapel offerings and a Christ centered education for their children.

CREDO

"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to Me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18ff)

Christ has given to us in His Word the Great Commission from which flows our belief that Christian Education is a means by which we can accomplish His Command. The extent of this education is not limited by age or person for Christ wants all men to come to the saving knowledge of the Truth and become free.

Christian Education is itself empowered by the Holy Spirit thereby being an effective instrument of God among His people. Those working in Christian Education are tools of the Spirit and must realize this fact.

Christian Education is to be initiated in the Christian family. The family then becomes a force for its affective continuance and exercise. The school becomes an enlarging and intensifying force. Where the family is not the initiator, the school and parish must try to develop the realization of the need for Christ and His salvation.

Christian Education enhances the development of God's people to be very productive citizens of the community and the world. Extensions of good citizenship which are dealt with in Christian Education include the realization that God is the source of all good government, the use of our God-given talents in His service, joyful obedience to the laws set by man, and participation in various affairs in our daily life.

THEOLOGY OF CHRISTIAN EDUCATION

We realize that when God looks at man as he is by nature He sees in man nothing but an undeserving, sinful individual whose natural tendencies are to live in the world and by the flesh. However, we are aware of the fact that God has loved man to such a high degree that He sacrificed His Son to redeem and save us from our sinful selves. He therefore pleads with us through the Holy Spirit to accept the righteousness of Christ as our own in order that we may be His children and live with all those who come under the influence of the message of redemption.

When we view God's human creation, our limited capacity makes it difficult to understand fully the beauty and perfection of the world before the curse of sin reduced the world to what we have today. The evil around us makes it easy to understand how God can be unhappy with the world that He would be willing to destroy it, as He did at the time of the Flood. Nevertheless God, in His love, has preserved so much beauty and majesty in the world around us that we can understand, at least in part, something of the perfection of His original creation. It therefore, becomes our duty to point out whenever possible, through revelation and nature, that God has in store for His children the perfection of Heaven.

God is willing to make man as He finds him, in his sinful nature, and by His redeeming love to make him His own, in order that:

- The Father-child relationship may be perfected;
- We may see that Heaven is our home; and
- While we are on earth we may thoroughly dedicate our lives to Him, to be His holy temple, to serve Him with our whole being, and to share our rich temporal and spiritual blessings with others.

Although God created man to praise and glorify Him, to live in a perfect world in which man could thoroughly enjoy himself, God's plan was thwarted because of man's sin. However, since God still claims as His own those who accept Him through Christ, He still wants man to praise, glorify, and give thanks to Him. Therefore, we will praise and thank Him by living in Him and for Him, enjoying His creation as it is now and looking forward to His new creation, Heaven. Our love for God motivates us to seek ways for sharing this joy with others.

OBJECTIVES

The philosophy which underlines the Christian Education program at Zion contrasts greatly with that of secular education. These basic differences are noted as: (1) the source of all knowledge -GOD, (2) the Christian concept of the child, (3) the goals which we strive to reach, (4) the means we use in reaching them. The objectives of our program, based on a distinctive Christian philosophy of education are as follows:

Ultimate Objective:

That the child receives Jesus Christ as his personal Savior, expresses confidence in eternal life, and lives a life of praise and thanksgiving to God.

Immediate Objective:

The child in relation to God. That the child develops:

- A conscious, growing faith in, and a love for, Jesus Christ as one's personal Savior from sin.
- A thorough and comprehensive understanding of God's plan of salvation as revealed in the Holy Scriptures.
- A daily use of God's Word as the source and guide of his Christian life and faith.

The child in relation to himself and the gifts entrusted to him. That the child:

- Recognizes, and claims the spiritual gifts given to him through the Holy Spirit. (Spiritual gifts)
- Understands, and respects his body as a gift of God, and accepts responsibility for health, safety, and recreation. (Physical gifts)
- And uses logical, scientific, and creative thinking habits; gains knowledge and communication tools; and acquires significant elements of his culture and heritage. (Mental gifts)
- Understands, and exercises healthy use of emotions, finds security and trust in God, and practices Christian love for all. (Emotional gifts)
- Social skills needed to live competently and creatively. (Social gifts)
- And appreciates the beauties of nature and the fine arts and expresses himself in diversified fine-arts media. (Aesthetic gifts)

The child in relation to his fellow man. That the child:

- Recognizes all people to be God's creation and shows respect, courtesy, and consideration for the rights of others.
- Develops concern for the spiritual and material welfare of all people and show's his concern by witnessing and caring for the needs of others.
- Respects government as God—ordained and appreciates his privileges and responsibilities as a member of the local, state, national, and world community.

The child in relation to nature. That the child:

- Understands that God is the Creator, Rule and Preserver of nature.
- Is thankful to God for the gift of nature and uses natural resources in a judicious way.

ADMINISTRATION

ZLS is administered by ZLC through its Board of Christian Education (BOCE) and the Principal. Any matters pertaining to the administration of the school should be brought to the Principal and/or BOCE.

AUTHORITY STRUCTURE

Zion Lutheran congregation is a member of the Northern Illinois District of the Lutheran Church - Missouri Synod. ZLS is a major educational agency of Zion Congregation. Therefore, it is proper to think of church and school as parts of the same thing. Just as the congregation supports the school, so the professional staff gives leadership to the total congregation. Just as the congregation is pledged to support the Work of God and Lutheran Confessions, so the professional staff vows to support the same Word of God and Confessions.

The Voter's Assembly has the ultimate word in all decisions of the church/school program. However, in many cases, the various boards are delegated powers to effect a decision without submitting it for the voters' approval. For a comprehensive coverage of the authority structure, refer to the church constitution.

HOW POLICIES AND PROCEDURES ARE MADE

The BOCE, as stated in the Constitution of ZLC, is the only group that is afforded the responsibility to make policies for the school.

The way in which a policy is made may vary because of conditions. Whenever possible and deemed appropriate by the BOCE, it will deal with requests for policy revisions or the consideration of new policies as follows:

1. Hear the request, discuss the request and formulate the request into a policy.
2. Table the request until the next board meeting to allow all who have considered opinions about the matter to read the policy and think about the long-term effects of the potential new policy.
3. Re-open discussion concerning the policy and vote to accept, amend, reject, or table the proposed policy.

Many times the BOCE will find the input and recommendations of the staff to be extremely valuable in these matters. Therefore, it will make good sense to consider its input on school issues.

POLICY FOR GUESTS AT THE BOARD OF CHRISTIAN EDUCATION MEETING

Because of increased education business and the potential for lengthy meetings, the BOCE will expect visitors to their meetings to follow the following policies:

- Guests should ask the school administrator, or the Director of the BOCE to be placed on the agenda. A request to be heard concerning school business should be made one week prior to the meeting if possible.
- Guest forums should be limited to 10 minutes per person or group.
- For the remainder of the meeting, we would ask anyone other than the Principal and Board members, to join in discussion only if they are requested to do so or if they ask to be recognized.

QUORUM FOR THE BOARD OF CHRISTIAN EDUCATION (BOCE)

A quorum for the BOCE will be a majority of the total – one more than half of the total.

ABSENCE NOTIFICATION

Daily school attendance is required of all students. If, however, a child will not be in school resulting from illness, etc., the parent must call the school office and inform the secretary of the decision. It is imperative that the office be notified of a child's absence between 7:30 and 8:30am.

By IL State School Code definition, a chronic/habitual truant is a student, subject to compulsory attendance, who is absent without valid cause for 10% or more of the previous 180 school attendance days.

ABSENCE: EXTENDED/TRUANCY (Adopted 4-16-2007)

Truancy is declared when a student is absent from school without valid authorization, valid excuse or without parental consent. Leaving school during the school day, without the approval of the principal is also treated as truancy. A pattern of truancy will be subject to interventions determined by the administration of the school, possibly including reports to the County Truancy Officer, local law enforcement personnel, and the Regional Office of Education.

Excused absences include: illness (up to three consecutive days without a doctor's note), funeral of an immediate relative, doctor or dental appointments, planned absences approved by the teacher and principal in advance, emergency or special circumstances at the discretion of the principal.

Five or more unexcused absences in one school year will be considered grounds for expulsion from school, as determined by the BOCE. Ten unexcused absences in one school year will result in automatic expulsion from school.

An enrolled student is required to be in attendance at ZLS for at least 90% of the attendance days during the school year (or an equivalent percentage of time if enrolled for less than one year) or is subject to possible retention by a majority vote of the BOCE, after the following review considerations have been taken by the board:

1. Determination of reason for and validity of absence.
2. Performance on work completed during absence.
3. Performance on achievement, competency, and end-of-year tests.
4. Recommendation of teacher(s) and principal.
5. Consultation with parents concerning absences and how problems will be resolved, including Stage 2 steps of the Process of Truancy Correction from the McHenry County Regional Office of Education in cases involving truancy days.

ABSENCE POLICY (PLANNED)

ZLS discourages students from taking vacations while school is in session. Teachers will excuse absences for illness and will provide assistance with make-up work for excused absences. If an absence is absolutely necessary, then arrangements must be made with the teacher one week in advance of the absence.

The necessary steps to obtain permission for an absence are:

1. A request from the parents of the student to be absent from school for one full day or more should be received by the school office at least 1 week prior to the planned absence.
2. The student will receive a copy of a *Planned Absence Form* an Application for Vacation with Parents form. This will be presented by the student to his/her teacher for his/her signature and comments.
3. This form will be returned to the parents by the student. They are now made cognizant of the probable effect the absence will have on the grades of the particular student.
4. The parents will sign the form and return it to the school office.
5. The Principal will take action on the request and notify both the teacher and parents. The signature of the Principal will constitute an indication of approval.

ABSENT ON DAY OF EXTRA-CURRICULAR EVENT/COMPETITION

The student must be in attendance at least half of the school day (by 11:30 a.m.) to be eligible to participate that day. In case of a half-day illness, the designated school personnel and parent have the responsibility to determine if the student has recovered sufficiently to participate. Cases may be individually reviewed by the Principal.

ACADEMIC ATMOSPHERE

The entire staff of Zion has the goal of establishing a Christian atmosphere throughout the school in which children will feel safe, secure, happy, and have a maximum opportunity to learn. In an effort to accomplish this goal, the teachers in grades 5-8 will be using as Assertive Discipline and Homework Assignment Plan. The plan builds upon the foundation that positive behavior models the gracious outpouring of God's will for His people and the building up of one another for learning and God given self-esteem. This assertive plan will not permit the negative behaviors constituted by the breaking of established rules, the disregard for the plan of conduct and proper study habits that make Zion the Christ centered academically superior school we know and love.

For these plans to be successful we need your support in our efforts. Please discuss these policies with your child and feel free to contact any of our teachers if you have further questions about them. Extreme situations, destructive behavior to property or people will warrant automatic detention, suspension, or expulsion.

ACCIDENT INSURANCE (See INSURANCE)

The school is enrolled in an accident insurance program. The insurance program is not mandatory. If a parent wishes school insurance, he must fill out and submit the necessary form. If a parent does not wish school insurance, he must sign the Insurance Waiver. If any parent wishes 24 hour coverage, an additional fee may be paid to secure this extra coverage. All parents will receive a copy of the plan showing the coverage of this program. If school insurance is taken, any accident should be reported to the office immediately so that proper forms may be filed.

ACOLYTES

ZLC maintains an acolyte program which assists in the normal worship services of the church. These acolytes are *7th and 8th grade* boys and girls who are members of ZLC. All students in grade 6 may train and help in school chapel services. Those students in grades 7 & 8 will take part in the regularly scheduled services of ZLC. This program will be directed by the church elders.

ADMISSION GUIDELINES

NONDISCRIMINATION POLICY

ZLS serves the entire community. ZLS does not discriminate on the basis of race, color, sex, disability, or national ethnic origin in admission of students; in the right to privileges, programs, and activities generally made available to students in the school; in administration of educational and employment policies; and in administration of athletic or other school administered programs.

ZLS takes its non-discrimination policy seriously. The BOCE of ZLS is responsible for implementation of the non-discrimination policy and addresses any concerns in this area.

New Enrollment

ZLS is a school primarily for the training of the congregational children. It does however accept other children as well. Interested parents should contact the principal or pastor for further information.

New enrollments into a class will be accepted in the following manner:

1. Zion congregation members
2. Students currently attending Zion
3. Non-members with children attending Zion
4. Members of Sister Lutheran Churches
5. Non-members

The cut-off date for enrolling new non-member students into the school will be August 1st. After August 1st, non-member enrollments will be considered by the BOCE for enrollment in school.

All non-member enrollments are subject to the BOCE approval. The Board may or may not grant permission for the Principal to provide temporary initial enrollment to non-member children, subject to later Board approval.

Age Entrance Requirements

The age requirements for entrance into ZLS follow the Code of the State of Illinois. A child must be five (5) years old before September 1, to enroll in the September Kindergarten class of the current year. Consequently, a child must be six years old before September 1 to enroll in the first grade class of the current year.

ADMISSIONS PROCEDURE

- 1. Interview:** The Principal will attempt to interview all non-member parents and their students in grades K-8.
- 2. Testing:** Each new student in grades 1 through 8 will be tested using a nationally recognized achievement test if the results of the previous year's testing are not readily available. If the composite score is 18 months below grade level, a grade level drop will be called for to enter Zion and further testing will be recommended.
- 3. Approval:** Acceptance of a student's admission to ZLS will be final upon fulfillment of all admission requirements, recommendation by the Principal, and approval by the BOCE.
- 4. Probation:** The non-member student is put on a nine week probation period beginning with his/her first class attendance. During this period the Principal and teacher will continually review the student. At the end of the nine weeks, the Principal and teacher will conduct an evaluation of the student's scholastic achievement and school conduct. A recommendation by the Principal and teacher will be that the student either continue at Zion or be referred to another school.

AFTER SCHOOL SUPERVISION OF STUDENTS

Teachers will be assigned to after school supervision responsibilities. One teacher will be responsible for supervising those students who are waiting for the bus. Students will line up single file in the lower hallway against the east wall. When the bus arrives students will be dismissed and exit the building through the northwest door. The other teachers will be responsible for supervising students either exiting the front of the building, or those waiting for their ride.

Students on safety patrol will assist students as they cross the street at the intersection of Jackson and Page Streets and the intersection of Jackson and East Streets.

Safety cones will be placed in front of the school to designate a safe drop-off and pick-up area on Jackson and Page Streets.

All students are expected to leave school immediately at the end of the day unless they are remaining for a specific after school activity.

Students detained after school for the purpose of serving a detention will be supervised by the teacher giving the detention or by the Principal.

ATHLETICS, SEE PAGE 28

ATTENDANCE

The opening and closing times for our school day have been established at 8am and 2:45pm. It is imperative that children be on time. Student may arrive to school after 7:30 a.m.

After arrival at school in the morning, children will remain on the school grounds until time for dismissal at the end of the day.

Children who arrive late to school in the morning must have a responsible adult come to the office to sign them into school. Likewise, children who must be dismissed early from school will not be allowed to leave the building unless an authorized adult has signed the child out of school. Late arrivals and early dismissals do affect perfect school attendance.

AWARDS

Quarterly Honor Rolls

Students in grades 5th through 8th are recognized for their extraordinary achievement. The Honor Rolls academic awards program provides personal, peer, and public recognition for students. Quarterly, a student's grade-point-average is calculated for the purpose of determining High Honor Roll and Honor Roll. High Honor Roll is awarded to students who maintain a grade average of 96.0 or higher. Honor Roll is awarded to students who maintain a grade average between 92.0% to 95.99%. Honor Roll is based upon the overall average of the quarterly report card grades in Memory, Math, Reading, English, Social Studies and Spelling/Vocabulary.

Perfect School Attendance

Zion Lutheran School acknowledges students' efforts to maintain an excellent attendance record. Students with perfect attendance are honored annually and those with multiple years of perfect attendance are recognized as such. Students who wish to receive an award for perfect attendance are expected to be in school, all day, every day throughout the school year without any tardies. Attendance at school sponsored event and religious observance are excluded and will not prevent a student from earning perfect attendance. Students are recognized at the end of each school year.

Valedictorian/Salutatorian

Zion Lutheran School awards two distinct academic honors (Valedictorian and Salutatorian) upon graduation from the school (8th grade). The criteria are as follows:

1. The class rank is arrived at by averaging the 1st through 4th quarter grades beginning the 1st quarter of 5th grade through the 3rd quarter of the 8th grade. The final class rank for graduating eighth graders will be determined at the end of 3rd quarter of the 8th grade year.
2. At least twelve of the sixteen quarters must be completed at Zion to be eligible for the awards with at least the last three quarters at Zion Lutheran.
3. Grades for the following seven classes will be averaged to the hundredth of a point for determining the recipients of these awards: English, Social Studies, Literature, Mathematics, Science, Religion/Memory and Spelling/Vocabulary.
4. Valedictorian – the Valedictorian shall be the student attaining the highest grade point average to the hundredth of a point.
5. Salutatorian – the Salutatorian shall be the student attaining the second highest grade point average to a hundredth of a point.
6. If two or more students have attained the identical grade point to the hundredth of a point in the seven core academic subjects noted above then there may be co-valedictorians or co-salutatorians.
7. The valedictorian and salutatorian (or co-valedictorians and co-salutatorians) shall be invited to give a speech at the graduation ceremony for Zion Lutheran School which must be approved by the principal prior to it being given.

BAND

Children who are interested in instrumental music can receive instruction at Zion. Instruction is received twice a week for beginning band students in fifth grade, and those in grades 6-8 also receive group band instruction. Transportation and all other costs will be figured at the beginning of the year. The congregation supplements the band program financially, with the remaining band costs for parents to be determined by the number of students enrolled in the program. All students will pay the full band costs whether they stay in the program or drop out at any time of the year. Band fees are determined each year by the BOCE. Band payments will be made in two payments, due September and January.

BULLYING POLICY (revised 3-15-2017)

Zion Lutheran School's desired standard of behavior is no bullying in the school. Teachers will actively and consistently teach positive behavior and anti-bullying messages, dissuading aggressive, harassing, or any type of bullying behavior, using Jesus as the model of behavior.

Such conduct is contrary to the behavior, values, and principles taught by our Savior, and are disruptive of the educational process. Therefore, bullying is not acceptable behavior in Zion Lutheran School.

It is our goal that no student shall be subjected to bullying: (1) during any school-sponsored education program or activity; (2) while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or (3) **through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.** (4) **Bullying incidents, including "cyberbullying", that occur outside the school but whose effects carry into the school, will not be tolerated.**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important School goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

Bullying Prevention and Response Plan

The Principal shall develop and maintain a bullying prevention and response plan that advances the School's goal of providing all students with a safe learning environment free of bullying and harassment.

1. The School uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this School. However.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the School Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the School Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Merri-lynn Seaburg or Dan Bertrand, Co-Principals

408 Jackson Street

principal@zionschool.net

815-568-5156

4. The Principal or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Principal or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Provide parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Principal or designee shall investigate whether a reported incident of bullying is within the permissible scope of the School's jurisdiction and shall require that the School provide the victim with information regarding services that are available within the School and community, such as counseling, support services, and other programs.

6. If the principal determines that a minor incident occurred the teacher or principal may issue a Warning – When a minor incident occurs, the teacher will take the opportunity to help students define bullying and to express the inappropriateness of bullying, referencing Jesus' example of reaching out in love and kindness and practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, self control (Galatians: 5:22-23).
7. If it is determined that an act of bullying occurred possible action taken may include:
 - Draw up a behavioral contract
 - Refer student to counseling or therapy
 - Assign some community service to the student
 - Consult with one of the Pastors
 - Time-out in classroom – Move student's desk away from other students' desks/tables.
 - Removing recess and other privileges – Loss of recess and/or special activities.
 - Visit to principal's office – Come to the office and confer with the principal. Principal may contact parents, and if necessary, call a meeting of teachers and parents.
 - Time-out in principal's office – Student may need to spend time sitting in the principal's office. Student may be asked to write a report related to the topic of bullying behavior.
 - Suspension from school – the time being from one day to three days – After consultation with the parents, teacher, and input from the Board of Christian Education (BOCE) chair, the student may receive up to a three-day suspension. The student may be asked to develop a plan for positive behavior.
 - Suspension of longer duration – After a three-day suspension, and consultation between the principal, parents, teacher, and BOCE, the BOCE may suspend for an indefinite period of time.
 - Expulsion – When reasonable efforts to correct the inappropriate behavior have been exhausted, and after consultation with the parents, teachers, and principal, the BOCE may expel the student.

- Law enforcement will be notified when criminal intent is obvious.
8. The Principal or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
 9. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
 10. A student will not be punished for reporting bullying or supplying information, even if the School's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
 11. The School's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
 12. The Principal or designee shall post this policy on the School's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
 13. The Principal or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the School already collects for other purposes. The Principal or designee must post the information developed as a result of the policy evaluation on the School's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

BUS TRANSPORTATION AVAILABILITY

Children in grades K through 8 are transported by the area public school buses, in so far as the routes coincide. A request for transportation will be incorporated in the school registration record. Proper Christian conduct is expected by the children as they use the buses.

BUS TRANSPORTATION – SPECIAL REQUESTS

If a child does not normally travel via bus to and from school, or if changes are made in the normal pick-up or drop-off point, the parent is to write a note to the bus driver stating their child has his/her permission to ride the bus, giving specific day, time and purpose. The Principal must approve the note before the driver allows the student to ride the bus.

CELL PHONE POLICY

The use of cell phones are not permitted on ZLC and School property when school is in session unless given permission by school personnel. Cell phones are to be kept in a backpack and must be turned off at all times.

CHAPEL

Chapel services for the children of the school are normally conducted every Wednesday at 8:10am. There are times that special church holidays, etc. occur on days other than Wednesday and are observed with chapel worship. Parents and other guests are invited to attend.

CHOIRS

Choristers: Children in grades 5-8 may participate in the Choristers

Junior Choir: Children in grades 2-4 may participate in the Junior Choir.

All Choirs participate regularly for worship services and perform annually in concert.

CLASS SIZE FOR GRADES 1-8

Class Size Limits:

Kindergarten	20-25	with an aide
1 st & 2 nd Grades	25	Cut-off for nonmembers
	26-29	3 hour aide
	30-31	Full-time aide
3 rd Grade	25	Cut-off for nonmembers
	28-31	3 hour aide
4 th Grade	25	Cut-off for nonmembers
	29-31	3 hour aide
5 th -8 th Grades	28	Cut-off for nonmembers

- Teacher aides will be considered for class of 20 or more in Kindergarten - 4th grade.
- Each year any grade with 32 or more students will be reviewed, with input from the teachers, along with the Principal and BOCE. We would be waiving the #32 or more students subject to considerations of our personnel, available classrooms, class behavior and aides.

COMMUNICABLE DISEASES/CONDITIONS

Your child should be kept at home if within the preceding 24 hours he or she had shown any of the following symptoms: unusual fatigue, vomiting, loose stool, sore throat, and rash, running nose, and fever. If the symptoms disappear and no new ones develop, the child may return to school the next day.

Communicable Disease/Condition: After a child has a communicable disease (i.e.. lice, impetigo, chicken pox, ringworm, scarlet fever, etc.) he/she may be readmitted to school only after written consent of a physician or local health department official is turned into the school office prior to returning to the classroom.

A doctor's excuse will be required for extended absences from P.E.

CONCUSSION PROTOCOL- Return to Learn

Parents and student athletes will be required to sign a concussion information sheet each year prior to participating in any athletic practice or contest. If a student receives a concussion, the student will not be allowed to participate unless they have seen a physician who releases them. When a student returns to Zion Lutheran School with a physician diagnosis of concussion which requires a Return to

Learn protocol then they will be monitored by Zion's Concussion Oversight Team. Zion's Return to Learn Protocol is a stepwise progression that safely returns a concussed student back to school. Zion Lutheran School's Return to Learn protocol will be used to design an individualized student plan with academic accommodations and monitor a student's progression on this plan. The final goal will be for a student to progress to full school days without the need for academic accommodations. The progression and recovery of a student is individualized; some students will complete the protocol in days with others requiring weeks to complete all steps.

THE CURRICULUM

All subjects taught are interpreted in the light of the Holy Scriptures. Our course of study has its motivation in the direction of the Scriptures. "Train up a child in the way he should go: And when he is old he will not depart from it." Proverbs 22:6

The curriculum of ZLS is based upon the Bible, the Curriculum Guide for Lutheran Elementary Schools, and the Illinois Curriculum and Course Study Guide for Elementary Schools.

The areas of learning are:

Religion: Worship, Bible, Catechism, Hymns, Memory Work, Church History, and Liturgy (All students are required to take religious instruction.)

Language Arts: Reading, Phonics, Grammar, Spelling, Literature, Penmanship, and Creative Writing

Science: General Science, Physical Science, Life Science, Earth Science, Health, and Outdoor Education

Physical Education: Indoor and Outdoor Activities and Physical Fitness Activities

Mathematics: General Math, Pre-Algebra, and Algebra

Social Studies: Geography, History, U.S. Constitution, Illinois Constitution, and Current Events

Fine Arts: Art, Music, Choir, and Band

Computer Literacy

Confirmation Instruction: All children of grades 7 and 8 will be involved in the necessary membership preparation training period. This training is under the direction of the Pastor. Classes are held on average two periods a week *except in 7th grade which will have it for a full semester.*

DAILY HOMEWORK ASSIGNMENT POLICY (For grades 5-8)

The challenging program at Zion has always required that some work be done outside of school hours. The purpose of homework is to reinforce school learning by providing the necessary practice, implementation, and application of the lesson. It is the responsibility of the teacher, parents, and child to work together through various communications to ensure that the school work is complete. Teachers will use their professional discretion, based on the individual needs and abilities of the child, to determine if the work is legitimately attempted or completed.

A child is allowed one school day for every day missed to make up ALL work for each excused day absent from school due to categories 1 through 4 below. After the make-up time is over, all work not completed becomes an Incomplete Assignment.

A phone call or written explanation from the parents that the parent and child together were unable to figure out the homework assignment may be accepted. The written explanation must be given to the teacher BEFORE the start of the school day and not at the start of the class period. A teacher's professional judgment can be used to establish a reasonable procedure for granting extensions.

1. Illness – Parents are to request the student's assignments when they phone in to report the student's absence. Assignments and books will be made available by the end of the school day.
2. Death that impacts the family.
3. Emergency due to injury, health, or severe family problems.
4. Planned absences that are cleared through the office.

Incomplete Assignments

- All assignments are expected to be completed and turned in at the required time.
 - Each teacher will follow the Assignment Policy in their respective classroom, however, subject teachers will be responsible for contacting parents about incomplete work.
 - Each homeroom teacher will implement their own positive reward for students having no incomplete assignments for that quarter.
 - Each quarter the student will begin with a clean slate no matter what step was reached the previous quarter.
1. First Incomplete Assignment – Parents will be notified with a Homework Incomplete Form that is to be signed and returned the next school day along with the completed work.
 2. Second Incomplete Assignment - Parents will be notified with a Homework Incomplete Form that is to be signed and returned the next school day along with the completed work. Additionally, the teacher will contact parents to discuss.
 3. Third Incomplete Assignment - Parents will be notified with a Homework Incomplete Form that is to be signed and returned the next school day along with the completed work. The principal will be notified and an Academic Lunch Detention will be issued. Parents will be contacted to schedule a teacher, parent, student conference to discuss the situation.
 4. Fourth Incomplete Assignment - Parents will be notified with a Homework Incomplete Form that is to be signed and returned the next school day along with the completed work. The parents will be contacted for a second conference, the principal will be notified, and an Academic After-School Detention will be assigned.
 5. Fifth Incomplete Assignment - Parents will be notified with a Homework Incomplete Form that is to be signed and returned the next school day along with the completed work. The principal will contact the parents for a principal, teacher, parent, and student conference to discuss the situation and assign a ½ day in-school suspension.
 6. Sixth Incomplete Assignment - Parents will be notified with a Homework Incomplete Form that is to be signed and returned the next school day along with the completed work. The principal will notify the Director of the BOCE and contact the parents to schedule a principal, teacher, parent, and student conference to discuss the situation and assign a one day in-school suspension.
 7. Seventh Incomplete Assignment – The parents and student will meet with the BOCE to discuss action which may result in the expulsion of the student.

DISCIPLINE POLICY

Discipline should be considered not as punishment, but as understanding and nurturing. As education is an extension of the home, we hope that parents will become involved with this area of education and a mutual support of ideas and goals can be worked on together. Our first objective is to have the student understand his actions and also the possible reactions. Thus a Discipline Policy which has been developed should be followed. Copies of the Discipline Report and the Student Behavior Report are found in the appendix.

Grades K-4 Discipline Policy: This discipline plan has been adopted to create a positive environment for our K through 4th grade students to learn in and for the teachers to teach in. It is designed to provide a more effective learning climate and will be in effect at all times.

1. Students at ZLS are expected to behave properly, in keeping with the Word of God, the rules and guidelines of ZLS, and the rules established by the individual classroom teachers for their rooms. Primary examples of these include:
 - a. Keep hand, feet, and objects to yourself.
 - b. Raise your hand to be recognized before speaking.
 - c. Push in your chairs.
 - d. Walk in the school halls, classrooms, etc.
2. To help encourage students to follow the classroom and school rules, the teachers will work to reinforce proper behavior in appropriate ways. It is our desire to be proactive, preventing discipline concerns rather than responding to events that have occurred. If a student chooses to behave improperly, the following steps may be taken:
 - a. First Consequence: Warning.
 - b. Second Consequence: Lose one recess.
 - c. Third Consequence: Lose second recess.
 - d. Fourth Consequence: Call parents.
 - e. Fifth Consequence: Send to Principal.

(These consequences are cumulative, which means if a child disobeys for the fifth time, he/she will have both recesses taken away, the parent will have been called, and the student will be sent to the Principal.)

3. Severe Misbehavior: When a child chooses to misbehave severely (examples: fighting, vandalism, openly defying a teacher, stopping the classroom learning process), the discipline plan will proceed immediately to the fifth consequence level. **Violations related to a firearm, drugs, battery of a staff member or other severe misbehaviors will be reported to law enforcement officials and reported to the state of Illinois through the Student Incident Reporting System (SIRS).**
4. Students will be informed of this discipline plan by the classroom teachers. Additionally, grades 1-4 parents will be asked to review the plan with their child each year and sign the form shown below indicating that they have been informed of this plan. The teacher will communicate throughout the school year with parents, as appropriate, concerning discipline concerns.

DISMISSAL

School is dismissed at 2:40 pm for K-4 and at 2:45pm for grades 5-8. Bus riders should immediately walk to the bus line. Here, students are expected to wait in an orderly manner. Students who walk or ride bicycles should leave immediately. Students being picked up by parents should go directly to the car. Those students involved in after--school activities should report as to the directions of their coach or teacher. Students not staying after school should be off the school property by 3pm. Student going to Back up after school should report their immediately after dismissal.

DRESS CODE

God reminds us that all things are to be done decently and in order. Keeping this in mind the faculty and Board of Christian Education (BOCE) have adopted the following dress policy for ZLS.

As a Christian School Zion has a unique ability to nurture students so they may be enabled to demonstrate their love for the Lord in all they do, including dress. This policy has been developed in order to promote an environment that reflects appropriate Christian living, a commitment to modesty, and a focus on academics.

Faculty and parents realize that the matter of student dress guidelines is a sensitive issue. The faculty appreciates parents' understanding of and cooperation with, our school dress policy. We trust parents share our desire to foster high standards in every area of our school program, including dress and personal appearance. All of us are encouraged to help our children adhere to these dress guidelines faithfully throughout the school year, rather than placing them in the position of having to make "dress corrections".

The faculty and BOCE feel that high expectations regarding modest and tastefully appropriate dress is a significant aspect of overall training in Christian living.

Grooming Guidelines

- All hair should be kept clean and neat.
- Facial cosmetics are not to be worn during school or school events.
- Jewelry worn in piercings will be confined to the ear only. Extremely oversized jewelry will not be permitted.
- Regular bathing is healthy and courteous. The appropriate use of deodorant is requested.

General Attire Guidelines

Clothing should be neat, in good condition, appropriate fit, without holes or tears, and should be clean.

Boys:

Bottoms

Boys are allowed to wear jeans, khakis, dress pants, slacks, or shorts (weather appropriate).

Tops

Boys are allowed to wear short or long sleeved shirts, sweatshirts, sweaters.

Girls:

Bottoms

Girls are allowed to wear jeans, khakis, dress pants, capris, or slacks. Skorts and shorts (weather appropriate) must be fingertip length or longer. Skirts and dresses may be no shorter than two inches above the knee. Leggings may only be worn under appropriate length skirts and tops.

Tops

Girls are allowed to wear short or long sleeved shirts, sweatshirts, sweaters.

Shoes

Shoes must be secured to the foot. Low-heeled shoes (loafers, dress shoes, athletic shoes, hiking style boots, or sandals) must be worn. Heels may not be higher than 1". Shoes without a back or strap may only be worn in 6-8 grades. Flip-flops, slides and slippers are not allowed at school.

Undergarments

Any type of undergarment must not be visible.

Shorts

Shorts meeting required length and fit standards are acceptable anytime during the school year when the weather is appropriate.

- Shorts must be fingertip length.
- Shorts may not be excessively tight.

Outdoor clothing

Outdoor clothing and apparel (outer coats, jackets, hats, gloves, visors, bandanas, sunglasses, etc.) are not to be worn in the classroom.

Appropriate outdoor clothing must be worn outside on cold weather days.

Modesty

Clothing must be modest in fit (i.e. not too tight, baggy, or revealing).

Miscellaneous

- Parents please read the messages printed on your child's clothing. Some advertise products, places, and lifestyles inappropriate to Zion's philosophy of Christian education. Articles of clothing with offensive and/or obscene remarks or those that promote or glorify drugs/alcohol, etc. may not be worn at school.
- Please check if you are uncertain of any of the guidelines regarding appearance including, but not limited to: clothing, grooming, jewelry, hair, shoes, etc...

Extra-Curricular Activities

Students often leave campus on field trips and interact with people in the community. Normally, the school dress code and rules still apply. The principal and/or teachers may ask that students dress according to the activity, keeping in mind our desire to promote an excellent positive image.

When students represent Zion at school sponsored athletic events, the school dress code and rules still apply. Since we are in the public eye, the principal or coach may ask that students dress according to the occasion.

Enforcement

1. In the event of a first-time minor violation of the dress code, the teacher will give a warning to the student
2. A repeat of the same infraction will be treated as a major violation of the dress code.
3. In the event of a major violation of the dress code that warrants immediate action, the student will be removed from class until the parents are contacted and alternative clothing provided.

The Principal, Teachers and the Student Council may determine special dress days.

EMERGENCIES

If a child meets with an accident at school, the parent is notified by phone. If parents cannot be contacted, the person listed for emergencies will be contacted. If this person is unable to be contacted, the Marengo Rescue Squad will be called. **Please note:** Contact the school office in regards to any changes of information concerning Emergency procedures.

FIELD/CLASS TRIPS

In order to acquaint the pupils of ZLS with the community about them, teachers may plan various field trips. A field trip is understood to be any class activity that involves students traveling off school grounds for a school -sponsored event, as a group. Field trips are to be scheduled and planned for the purpose of enriching the regular school curriculum. Field trip policies for ZLS include the following:

1. Each class is limited to no more than 3 regular field trip days per year. Short, walking trips in town may be added with the Principal's approval. Field trips are to be non-consecutive one-day trips, limited to within 250 miles of Marengo.
2. Trip costs are to be kept to a minimum. Appropriate transportation fees may be charged to students, with consideration given to actual costs and available budgeted funds.
3. Written parental permission is required in advance of participation on a field trip. The written permission notes should be kept on file by the classroom teacher. Teachers are encouraged to find at least one male and one female chaperone if possible. The desired adult-student ratio for field trips is as follows:
 - Grades K-4 One adult for every 5 students
 - Grades 5-8 One adult for every 7 or 8 students, depending on the trip.
4. School buses will be used for transportation outside the Marengo area, whenever feasible. Travel by car is limited to the immediate Marengo area if possible. Exceptions to travel method will only be made with prior Board approval. Proper insurance information from drivers must be on file in the school office. All state laws, such as seat belt usage, must be followed. All children who ride home from any Zion field trip with anyone other than the driver with whom they came, must have teacher/supervisor approval for the child to ride home with a different driver; relieving the school of any responsibility.
5. Teachers are to secure prior administrative approval for all field trips in writing. The Principal will seek BOCE approval in advance of trips whenever possible. All trips will be reported to the BOCE.
6. Teachers are responsible for developing well-planned, educational, and safe field trips, including proper evaluation and follow-up activities. The Principal is to be informed and consulted concerning these.
7. The Marengo Fine Arts Co-op programs, regular band/choir trips, and the 8th Springfield trip (every other year) are considered standing events, exempted from the general trip policies. The Principal and teacher(s) will give timely reports to the BOCE concerning costs, activities, etc. for the Springfield trip. One same-gender chaperone will be recommended for every 4 students on the Springfield trip.
8. The BOCE reserves the right to make reasonable exceptions to the field trip policies at its own discretion.
9. These policies replace all prior field trip policies.

Driving Insurance Policy

According to the policy of the BOCE, parents assisting the school in driving for field trips need \$100,000/\$300,000 liability insurance to meet the minimum required amount of insurance coverage by the school. Those who wish to drive are asked to obtain a certificate of insurance from their insurance company and have it sent to the school. THIS MUST BE DONE EVERY YEAR. This certificate will state the insurance coverage of the driver, which must be \$100,000/\$300,000 bodily liability.

GIFTING POLICY

All we receive is to reflect God's love for us, and His Son's personal sacrifice for our eternal salvation. Everything we have is a gift from God, and should be used to His glory and edification.

Anything donated to Zion, Marengo is under the control of the congregation and its set of governmental guidelines.

If a person, member or nonmember, or a group of persons, members or nonmembers, has/have a directive for said donations, this directive must first be approved by the appropriate governing personnel of the congregation.

All items involved with the donation must be under the control of the congregation before any project is to begin, or purchase is to be made.

No personalized plaques are to be attached to/displayed on any donation. A time frame of completion or purchase should be established at the time of the donation and release of the funds.

All donations are to be recorded and kept on file in the church/school office.

The term donation in the above guideline is to reflect all donated monies, materials, contracts, or anything freely given to Zion, Marengo.

GRADUATION REQUIREMENTS

Eighth grade students must satisfactorily complete the course of study that has been determined and outlined by the BOCE of ZLC and School. This includes passing the Federal and Illinois Constitution tests.

GRIEVANCE / DUE PROCESS PROCEDURES

Matthew 18: 15-17 tells us "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 collector."

Christian ethics demand that in most cases (an example of an exception would be a criminal matter) where offense has been given or taken that people are encouraged to go and resolve the problem face-to-face. The **following** procedural steps of due process of a grievance **or complaints related to discrimination, harassment, civil rights, equal access, etc.** are as follows:

1. If a parent has a complaint, they are to discuss the particular complaint with the teacher or individual. A complaint will not go beyond this step if the issues have not been discussed between the parent and the teacher or individual.
2. If step one fails to resolve the offense, the complainant will contact the Principal and schedule a conference with the Principal and the teacher or individual. A complaint will not go beyond this step if the issues have not been discussed between the parent, teacher or individual and Principal.
3. If steps one and two fail to resolve the problem, the matter will be brought before the Board of Christian Education for action. A complaint will not go beyond this step if issues have not been discussed between the parent, teacher or individual, Principal and the BOCE.

4. If this process does not bring closure, the matter will be brought before the church elders.

It is our fervent hope and prayer that all grievances will be resolved in a timely and Scriptural fashion.

HARASSMENT OF EMPLOYEES AND/OR STUDENTS

It is the goal of Zion Lutheran to be proactive in providing a safe, secure, Christian environment for everyone who enters our doors.

ZLS is committed to prohibiting the harassment of employees/students/volunteers on the basis of sex, race, national origin, handicap, or any other protected status. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the following occurs:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or the student's environment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or student's status, such as grades, etc.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Harassment based upon race, national origin, or handicap includes ethnic or national slurs or other verbal and/or physical conduct related to a person's race, national origin or handicapping condition which interferes with an individual's work performance or creates an intimidating, hostile or offensive environment.

Physical and verbal threats or attacks may also constitute harassment. Such actions are not acceptable. Individual instances will be examined as to their nature, intent, and resulting injury. Those deemed to be of serious consequences will be dealt with in accordance with the official harassment policy.

Staff members or students who engage in harassment, will be subject to disciplinary action which may end in expulsion or termination of employment. Harassment complaints must be filed in writing within ten days of the alleged incident with either the school Principal or the chairperson of the Board of Christian Education. At this point, the following procedural steps will be in effect:

- Within one week of the receipt of the written complaint, a fact-finding investigation into the complaint will be completed.
- Following the fact-finding investigation, the BOCE will meet within one week to review the complaint, at which time the involved parties will be interviewed. The BOCE will decide upon the appropriate disciplinary action, if any is called for. Its decision will be given in writing to the involved parties within three days.
- The decision may be appealed within 10 days. This appeal will be in writing and directed to the Board of Elders of ZLC. The Board of Elders will then render its decision within ten days, communicated in writing to the involved parties.
- If no final resolution is arrived upon after step four, the matter will be resolved through the legal system using the appropriate individuals and agencies.

HEARING AND VISION SCREENINGS

Each year the vision and hearing of all children in the mandated grades are tested on the school premises by 2 technicians from the McHenry County Department of Health. This service is available to all schools in the area. Anyone failing to pass any of the tests is requested to be examined by a certified eye doctor or, for hearing, referral to the family doctor so proper corrections can be made. Those children failing the test are rechecked and parents are notified by the McHenry County Department of Health.

HEAD LICE (Pediculosis)

A head lice inspection will be conducted by qualified nurses if the need is warranted. A child found to have head lice will be sent home from school. Treatment with an FDA-approved medicated shampoo or one prescribed by a doctor must be completed before they will be readmitted to school. The child will be reexamined and a significant reduction of live head lice needs to be noted before they are allowed to return to the classroom. A child may be reexamined in 7-10 days to confirm that they have remained lice-free.

HEALTH EXAMINATIONS

ZLS complies with Illinois law regarding all student physical health requirements. As such, upon entrance to school, parents/guardians must present a physical and dental examination record signed by a recognized physician and dentist for each applicable student. School physicals will be due on registration day in August.

IMMUNIZATIONS

Aside from the physical examination, every child before entering Zion shall be immunized in accordance with the rules and regulations of the Department of Public Health and the Illinois Board of Education. **If a student does not submit evidence of their physical exam and immunizations as required by Illinois School Code by October 15th of each they then they will be excluded from attending school until evidence of their completion has been submitted to the office.**

INSURANCE

PARENTS ARE ADVISED THAT THE SCHOOL PROVIDES A STUDENT ACCIDENT INSURANCE POLICY FOR EACH PRE-SCHOOL THROUGH GRADE EIGHT STUDENT AT NO COST TO THE STUDENT. IT COVERS STUDENT ACCIDENTS THAT OCCUR EITHER DURING THE SCHOOL DAY OR DURING SPECIAL SCHOOL SPONSORED EVENTS AND ALL ATHLETIC EVENTS.

AUTHORIZATION

Zion has Internet access in order to continue our goal of promoting excellence in education. The Internet assists in facilitating resource sharing, innovation and communication. To this end, use of the Internet shall be consistent with this goal. Each staff member, student and his or her parent(s) must sign the Internet Authorization Form as a condition for using the school's Internet Connection. Please read this document carefully before signing and if you have any questions, please contact the school office. Access can only be granted upon the signing of this authorization.

Terms and Conditions: This Authorization does not attempt to state all required or prescribed behavior by users, however, some examples are provided.

Appropriate Use: The use of the school's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the district.

Inappropriate Use: You are responsible for your actions and activities involving the network. Some examples of inappropriate uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- Downloading copyrighted material for other than personal use.
- Using the network for private, financial or-commercial gain.
- Wastefully using resources, such as file space.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Posting material authored or created by another without his/her consent.
- Posting anonymous messages.
- Using the network for commercial or private advertising.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Using the network while access privileges are suspended or revoked.

Privileges: The use of the school's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and make referral to the Principal for disciplinary action.

Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to being polite, using appropriate language, keeping addresses and phone numbers of students or staff members private, considering all communications and information accessible to be private.

No Warranties: The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification: The user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the district leading to, or arising out of any breach of this Authorization.

Security: Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network. Passwords are the property of the school.

Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges: The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges, and/or equipment or line costs.

A copy of the Internet Authorization Form may be viewed in the Appendix

LOST AND FOUND

All items lost at school will be placed in a lost and found box. Parents are encouraged to have their children check this box to find misplaced items. At the end of each quarter, unclaimed items will be donated to a needy organization.

LUNCH PROGRAM

ZLS offers a daily hot lunch program. Cost per lunch is set annually by the BOCE. Weekly and monthly tickets may be purchased through the school office or Teacherease. Please try to handle these matters at the beginning of the week during the hours of 7:45am and 7:55am

If your child prefers to bring a sack lunch, milk tickets may be purchased through the school office or Teacherease. The milk offerings (white, chocolate, fat content, etc.) are reviewed periodically by the BOCE, in consideration of the State hot lunch program guidelines.

Parents who are eligible for free lunches according to the guidelines issued each fall by the State Department of Education are encouraged to apply through the school office.

If a student doesn't have enough money in their lunch account for lunch they will be allowed to still get a lunch and have a deficit in their lunch account in Teacherease.

Menus for the hot lunch program will be accessible on-line in advance.

MEDICAL & DENTAL APPOINTMENTS

Parents are encouraged to schedule medical and dental appointments for children at times outside of school hours.

MEDICATION SUPERVISION

ZLS will not dispense medicine to students unless the medication is sent to the school office in the original container, clearly marked with the child's name, and accompanied by a signed note from the parents giving permission and directions for dispensing the medicine. Cough drops, lozenges, and the like must be accompanied by a note from the parent to the teacher allowing the child to have these in class.

MEDICATION- SELF ADMINISTRATION

Upon receipt of a signed parent permission notification and a copy of the prescription, students may carry and self-administer asthma medication, epinephrine auto injectors and diabetes medication at school and on school related trips.

PARENT/TEACHER CONSULTATIONS

The first and third issue of the Progress Report Card is supplemented with scheduled Parent/Teacher Consultations. Here the home-school life is discussed, and plans for cooperative action are proposed. Other special consultations will be held if necessary. We wish all parents to attend the sessions. Parents are notified by the teacher of their appointment times.

Periodically, parents of pupils have questions regarding class activities, administration, or other policies. Parents should contact their child's teacher for any necessary explanation. If further information or clarification is needed, please contact the principal.

Optional spring parent/teacher conferences are held at the discretion of the parent and/or teacher.

Report Cards/Grading Scale. Quarterly Progress Report Cards are furnished to each parent in order to show the parent progress or difficulty his child or children may be having. The letter system of A-B-C-D-F and I for “incomplete” is used as a measuring device in this report.

The grading scale to be used for grades 1- 8 will be as follows:

A	100—96	C	81—76
A-	95—94	C-	75—74
B+	93—92	D+	73—72
B	91—86	D	71—66
B-	85—84	D-	65—64
C+	83—82	F	63—0

~~**Honor Roll.** Honor roll is based upon overall average of all subjects in which a letter grade is given. Any student receiving a grade of “0” or “F” will be ineligible for the honor roll.~~

~~**Policy for Choosing Valedictorian and Salutatorian.** An average of all the grades of grades 5, 6, 7, and 8 will be used to determine the class salutatorian and valedictorian.~~

Testing Program. In addition to regularly scheduled criterion-based tests in the classroom, MAP Tests are given each year to pupils of grades K through 8. Grade 8 is further tested by the high school for placement as freshmen in the upcoming school year.

PARENT-TEACHER LEAGUE (PTL)

Parents and guardians of all pupils enrolled in our school are members of the PTL. The PTL is an active organization supporting the goals of Christian education.

PARTY INVITATIONS

Party invitations will not be passed out at school. If a child is having a party, invitations must be hand delivered off school property, sent through the mail, or the entire class must be invited.

PARTIES AND GIFTS

Gift exchange amounts for children during the Christmas season will be set by the administration.

PROPERTY DAMAGE OR LOSS

Any student who damages or loses any article of school equipment may be charged with the necessary amount to have the article repaired or replaced.

REGISTRATION FEES

The school maintains a registration system, which provides assistance with textbooks for the school year. The Registration cost is set yearly and aids in the cost of the textbooks, workbooks, religion series, weekly magazines, visual aids, computer licenses and updates, activity fees for classroom projects, fine arts, etc.

New students in grades 1-8 will be required to pay the full registration fee upon application to the school. This registration fee is refunded only if the student has not attended any school days

SAFETY PATROL

To help alleviate possible dangers when children are dismissed from school at the end of the day, Zion will be using 7th and 8th grade students as Safety Patrol guards, when available. These guards will be instrumental in insuring that students leave the grounds in a safe manner: crossing at the corners, walking safely, behaving in a disciplined manner while waiting for rides, etc.

1. At the end of the school day, children who do not ride the bus must walk while on the school grounds.
2. Children who ride their bikes must walk their bikes to the corners of the school grounds and across the streets before they may begin riding.
3. Any student or parent who needs to cross a street must cross at a corner where a safety patrol member is stationed. The safety patrol will be stationed at the corner of Jackson and Page Streets and at the corner of Jackson and East Streets.

SCHOOL VISITATION RIGHTS ACT

Permission slips need to be on file in the school office for parents to give their employers for proof of attendance at conferences, etc. during their working hours.

SELF-ADMINISTRATION OF MEDICATION (NEW)

A student may possess an epinephrine auto-injector, e.g., EpiPen®, insulin pump and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the school and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

SPECIAL EVENTS AND PARTY POLICY

Teaching Holy Scriptures, Lutheran doctrine and academic instruction are the foundations of ZLS. Special events or holiday parties may take place as long as they do not conflict with the above foundation programs. Final decisions for all special events and holiday parties are by approval of the BOCE.

STUDENT RECORDS (NEW)

Zion Lutheran School keeps records of its students in two files, a Permanent Record File and a Temporary Record File. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act of 1975. Procedures are outlined in the Rules and Regulations to Govern School Student Records are as follows:

Student Permanent Record – The Student's Permanent Record shall consist of the following:

- a. Basic identifying information, including student's and parent's names and address, birth date and place and gender;
- b. Academic transcript, including grades, graduation date, and grade level achieved;
- c. Attendance record;
- d. Accident reports and health record;
- f. Record of release of permanent record information.
- g. Honors and awards received; and
- h. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

Student Temporary Record – The Student’s Temporary Record consists of all information not required to be in the student Permanent Record and may include the following:

- a. Family background information;
- b. Intelligence test scores, group and individual;
- d. Reports of psychological evaluations;
- e. Achievement level test results, including NWEA-MAP;
- f. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations;
- g. Honors and awards received;
- h. Teacher and anecdotal records;
- i. Special education files;
- j. Disciplinary information, including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another;
- k. Any verified reports or information from non-educational persons, agencies, or organizations;
- l. Other verified information of clear relevance to the education of the student; and
- m. Record of release of Temporary Record Information.

Inspection of Student Records

1. Parents have the right to inspect, challenge and copy their child’s records until one of the following events occurs:
 - a. The student attains 21 years of age; or
 - b. The student attains 18 years of age and declares financial independence.
2. All students have the right to inspect, copy and release their Permanent Record. Students will not have access to their Temporary Records without parent permission until they:
 - a. Attain 18 years of age;
 - b. Graduate; or
 - c. Assume financial independence.
3. Student records will be made available to parents or eligible students within ten (10) school days from the time a written request is received.
4. When parents or students inspect the records, a qualified staff member will be present to interpret the information contained in these records.
5. Copies of student records will be provided to eligible parents and students upon request. The school may charge a cost not to exceed \$0.35 per page.
6. Noncustodial parents have the same rights as custodial parents unless specifically denied by a court order.
7. No person may condition the granting or withholding of any right, privilege or benefits, or make as a condition of employment, credit or insurance, the securing by any individual of any information from a student’s Temporary Record, which such individual may obtain through the exercise of any right secured under the School Student Record Act.

Right to Control Access of Student Records – Zion Lutheran School will release student records to an official records custodian of another school in which the student has enrolled or intends to enroll. The official or student must make a written request to release the records. Parents will receive prior written notice of the nature and substance of the information to be transferred. They may, upon written request, inspect, copy and challenge such information. If parents do not respond, within ten (10) days

the notice of their right to inspect, copy and challenge information to be transferred to another school, the records will be forwarded to the requesting school.

Access to Records Without Parent Consent –

1. Zion staff members who have a current and legitimate educational interest in the Student records will have access to a student's Permanent and Temporary Records.
2. School officials will release student records without parent permission pursuant to a valid court order or subpoena presented by local, state or federal officials or juvenile authorities. However, school officials will notify parents in writing regarding the judicial order and the information released.
4. Information may be released to appropriate person if such information is necessary to protect the health or safety of the student or other persons.
6. School "directory information" may be released at the school's discretion unless parent requests in writing that any or all such information should not be released. Directory information includes:
 - a. Student's name, address, gender, grade level, birth date, and place, and parent's names and addresses;
 - b. Academic awards or honors;
 - c. Information in relation to school sponsored activities, organizations and athletics; and
 - d. Period of attendance in the school.

Challenge Procedures

1. Parents have the right to challenge the accuracy, relevance or propriety of any entry in their child's records, exclusive of grades or references to expulsions or out-of-school suspensions.
2. A request to challenge the contents of a student's record must be made in writing to the schools' principal and must state in specific terms what entries in the child's record are being challenged.
3. The principal will conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.

If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Student Records, article IX, and sections 9.03 and 9.04.

SUPPLIES

Needs vary according to grade and room. A list of materials will be sent to each home and posted on-line before the school year begins.

TARDY POLICY

A tardy occurs when a student is not in his/her classroom at the ringing of the beginning of school bell which rings at 8:00am.

The only exceptions are when a student is out of the classroom with a teacher or other staff member's permission or when a student rides the bus and the bus is late. The Principal will also have the discretion to designate a tardy as excused from the tardy response procedures in this policy, after considering extreme circumstances. (unusual weather conditions, traffic accidents, etc.).

Students who are tardy must be signed-in in the school office by the adult who brings them to school. The tardy student will receive a form from the school office to give to his/her homeroom teacher. Tardy students will not be allowed into class until this is done.

On the third tardy of a quarter, a letter or email will be sent home with the student, warning the parents that on the fourth and subsequent unexcused tardies of any school quarter, they will be notified that the following consequence will be in effect:

Grades K-4:

- Fourth unexcused tardy of quarter: Loss of recesses for the day. Time will be spent in the office.
- Fifth unexcused tardy of quarter: Loss of recesses for two days. Time will be spent in the office.
- Sixth unexcused tardy of quarter: Half day in-school suspension. Time will be spent in the office.
- Seventh and subsequent unexcused tardies of quarter: One day suspension. Time spent in the office.

Grades 5-8:

- Fourth and each subsequent unexcused tardy of quarter: One day in-school suspension. Time spent in the office.

A copy of the note to the parents, following the third unexcused tardy, reads:

Today, _____ received his/her third unexcused tardy for this quarter. **WARNING:** If your child receives a fourth or subsequent unexcused tardy this quarter, he/she will be subject to the disciplinary action outlined in the tardy policy. You will be notified of the action taken as soon as possible.

TUITION AND FEE POLICIES

The congregation of Zion Lutheran Church has committed itself to Christian Education in its investment in the school's operation. We believe that your tuition payments are an important part of your investment in your child's education and religious formation. Therefore, the congregation has established tuition to help ensure the future of our school, and has given direction to the Board of Christian Education (BOCE) concerning the amount, manner of payment, the collection process, and in general, the development of policy in this area of concern. It is the responsibility of the BOCE to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible.

TUITION PAYMENT

Families who are members of Zion Lutheran Church with children enrolled in the full-time program of ZLS shall receive the benefit of reduced rates of tuition which are established annually.

Families who are not members of Zion Lutheran Church, with children enrolled in the full time program of ZLS, pay a higher percentage of the per pupil operating cost of the school, as set annually by the BOCE.

All families shall be expected to make tuition payments according to one of the following payment plans. These payments include tuition only, not registration or special fees such as yearbook, insurance, band, class trips, Bibles, hymnals, etc. Each family's preferred manner of payment must be submitted each year during the spring registration. Options for payment are:

- **Full Payment:** Under this plan, the entire amount of tuition is paid on or before July 15th.
- **Two Payment Plan:** Under this plan, one-half of the tuition is paid on or before July 15th and the balance is due on or before January 15th.
- **Monthly Payments:** Under this plan the entire amount of tuition is paid monthly over 10 months beginning in July through the automatic payment plan made through your checking or

savings account. Those choosing this plan will authorize their bank to make automatic monthly payments to Zion on either the 1st or the 15th of the month.

If a family member receives assistance from their home congregation, the same payment options will apply.

Families registering after July 15th shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Those choosing the monthly payment option will make a direct payment to the school for payments missed due to the late registration date before monthly payments are initiated.

Tuition for students registering after the first day of school may be prorated over the number of days attended. Tuition will be prorated over the number of attendance days left according to the formula established by the BOCE.

Late Payment

It shall be the responsibility of each school family to keep the school/church offices informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition to be paid. Without prior knowledge and agreement to such changes, the following policy will apply when tuition payments are received late:

- **Full Payment:** If full payment has not been made by July 15th, the family will be contacted within fifteen (15) days by the school/church offices concerning the missed payment and alternative tuition payment options will be offered. If funds are not paid in full within 15 days, all tuition payments shall be made through the automatic monthly payment plan. Families that are undergoing a financial change or problem that arises during the year should contact the school so that alternate arrangements, if appropriate, can be considered. Missing two monthly payments without making a direct payment to the church or without making alternate arrangements will be brought before the BOCE and may result in forfeiture of current enrollment.
- **Two Payment Plan:** If payments are not made within 15 days of due dates (July 15th and January 15th), the family will be contacted and the automatic monthly payment plan will be offered. Families that are undergoing a financial change or problem that arises during the year should contact the school so that alternate arrangements, if appropriate, can be considered. Missing two monthly payments without making a direct payment to the church or without making alternate arrangements will be brought before the BOCE and may result in forfeiture of current enrollment.
- **Monthly Payments:** School families who choose the monthly payment plan and miss a monthly payment due to insufficient funds will be automatically charged a missed payment fee of \$10, and may incur a similar penalty from their own banking institution. The church will contact insufficient funds account holders by phone and mail to request a payment by cash or check. Families that are undergoing a financial change or problem that arises during the year should contact the school/church so that alternate arrangements, if appropriate, can be considered. Missing two monthly payments without making a direct payment to the church or without making alternate arrangements will be brought before the BOCE and may result in forfeiture of current enrollment.

School families failing to pay tuition according to the agreement which they have made with the church or who have been unwilling to make suitable alternative arrangements with the church will be

informed that their child/children will not be readmitted for the next school year. If tuition has not been paid by May 15th, students will not have permanent records released or be promoted, and other records or information may be held by the school administration.

Member Tuition Rate Qualification

The congregation of Zion Lutheran Church desires and rightfully expects those individuals who claim membership within the church to be active in the work of the church and in the worship life of the congregation. The congregation is directly responsible for the existence of ZLS, having the clear mission that the school serves to educate children in Christ and His church. It is fair and reasonable for the congregation to expect its member school parents to support that mission fully. Member tuition rates were established to encourage and support these parents in this endeavor financially, recognizing their long-term commitments to the church in all aspects of its ministry.

- Families (all guardians and children enrolled in ZLS) who are on the membership roster of Zion Lutheran Church, are members in good standing as determined by the Pastor and the Board of Elders, and have attended worship at Zion a minimum of 50% of all services during the prior year's enrollment in the school (counted June 1st- May 31st), will be eligible for the member tuition rates for the following school year.
- After May 31st, families who attended worship less than the 50% minimum will be charged a prorated non-member tuition fee. This prorated fee is due by August 15th in order to continue enrollment at ZLS.
- Families who are new to Zion and are transferring from another Lutheran Church – Missouri Synod congregation as members in good standing will be eligible for the member rate their first year, as determined by the pastor and Board of Elders.
- Non-member families with extenuating circumstances may qualify for a discounted rate at the discretion of the principal, pastor, and BOCE.
- All attendance figures will be determined through the church office, using the attendance sheets from the worship services.

Member Tuition Assistance

Zion Lutheran Church has established a tuition assistance fund for those member families who are unable to pay their full tuition fees due to personal financial concerns. Normally, requests for such assistance should be made at the time of registration. However, since circumstances do change, families may contact the school at any time for information on tuition assistance. We encourage families to contact the church or school as soon as possible when personal economic difficulties arise. It is the desire of the church to help those in true need, as is shown by the provision and underwriting of the majority costs of our school.

In order to apply for financial aid, an application must be obtained from the school office. Application information, minus names and personal identification, is submitted to Zion's Tuition Assistance Committee for the purpose of deciding award amounts. Please note the following requirements for tuition assistance:

- Families must have been a member of Zion Lutheran Church for at least one full year, before being eligible for tuition assistance.
- Only students who have been attending ZLS for at least one full year will be eligible for tuition assistance.
- Applications for tuition assistance must be submitted by the end of the prior school year to be considered. Any delayed application would be considered only if extreme, sudden, or unusual extenuating circumstances are shown.
- Applications for assistance require that information such as family size, W-2 forms from the prior school year, and narrative information concerning the need be submitted.

- All tuition assistance awards are at the discretion of the committee established by the congregation.
- The 50% church attendance rule from the previous year must be met to qualify for tuition assistance.
- Tuition awards are based on available funds.

Tuition for Children of Professional Staff

Full-time teachers, called staff, and Vicar of ZLS who have children enrolled in ZLS will be charged 50% of the (member rate) tuition. Pastors of other sister LCMS congregations who have children enrolled in the school will pay the member fee rates.

TUITION REFUNDS

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition which has been paid for the current school year. (This does not include the spring registration payment.) After the first day of school, tuition refunds shall be prorated over the number of school days each student was enrolled, according to the formula established by the BOCE.

VISION SCREENINGS See HEARING AND VISION SCREENINGS

WEATHER CLOSINGS

In the event of bad weather closing schools, parents should listen to the announced media stations published in the Blue Notes each fall) for announcements. Calling lists are also constructed by teachers and room mothers whereby attempts will be made to call each family should school be canceled due to inclement weather. Zion will cancel classes if the Marengo School Districts feel road conditions are bad enough to close school.

ATHLETIC PHILOSOPHY

Overview: Athletics is a supplement to the education at Zion. Any sport or extra-curricular activity that a student participates in adds to their development as an individual. At Zion, we will work together using the following Bible passages:

1 Corinthians 6:19-20 -Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.

The students will honor God in their actions at or away from Zion, by following the example of our Lord, Jesus. Through the power of the Spirit, they will try their best in all they do for the glory of God.

1 Corinthians 12:12 -The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body.

There are many individuals and different personalities that make up a team. The students, coaches, and parents will work together, in Christ, to function as one team working towards a common goal.

1 Corinthians 9:24 - Do you not know that in a race, all the runners run, but only one gets the prize? Run in such a way as to get the prize.

James 1:4 -Perseverance must finish its work so that you may be mature and complete, not lacking anything.

The students will work hard, giving their best effort, at practices and games.

2 Timothy 2:5 -Similarly, if anyone competes as an athlete, he does not receive the victor's crown unless he competes according to the rules.

The students will act in a Christian manner by following all rules and using good sportsmanship.

Philippians 2:14 - everything without complaining or arguing.

The students will be respectful and courteous of those they are in contact with - players, coaches, referees, et al.

JV-Team (5/6) Team: The Junior Varsity teams' main emphasis will be the teaching of fundamentals of that particular sport. Every effort will be given to get each child into the game. Students will also be introduced to the rules of the game and tournament, sportsmanship, and teamwork.

V-Team (7/8): The Varsity teams will place increased emphasis on being competitive for every game, while building and improving on fundamentals, teamwork, and sportsmanship. Also, the preparing of players for the high school level will be included in the Varsity program. Varsity Coaches are encouraged to provide opportunities for all team members to play, within this context.

Coaches: Coaches are expected to conduct themselves in a Christian manner. They will meet with the Athletic Director (AD) several times during the year, and when need arises, to discuss scheduling, rules, games, etc.

Players: Players will give their best effort and play to the best of their abilities for the glory of God. Players are required, at practices and games, to give their full attention and focus. Players that act in a manner not in accordance with God's Word will, as needed, have a conference with the Coach, and or AD, Principal, and parents to discuss appropriate disciplinary action. Players are expected to do their best in academic work. Players not working up to their ability academically will meet as needed with teacher(s), Coach, AD, Principal, and parents to discuss actions that may need to be taken. Players who do not meet the academic eligibility requirements will be dealt with according to policy.

Parents: If a parent has a problem with a coach, then they should follow the guidelines Christ gives us in Matthew 18.15-17 If your brother sins against you go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. ¹⁶ But if he does not listen, take one or two others along with you, that every word may be confirmed by the evidence of two or three witnesses. ¹⁷ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.

The Athletic Grievance/Due Process Policy may also be used.

Non-discrimination: Zion sports are provided on an equal opportunity basis. Players will not be discriminated against on the basis of race, color, national or ethnic origin. Each person will be treated as the child of God that he/she is.

ATHLETIC PARTICIPATION/ELIGIBILITY

ZLS desires that all eligible students be allowed to participate in its athletic programs. However, eligibility may be forfeited for the following reasons:

Academics: A failing grade in any subject, or an overall composite grade average below a C level, according to ability. (Cases may be individually reviewed by the teacher and Principal).

The procedure in such an instance will be:

- A warning is issued and one week will be given to improve the grade.
- After one week, a review will take place by the teacher and Principal. A suspension from athletic participation may then go into effect, until the grade is improved to a satisfactory level. Eligibility will be restored at such time that the teacher and Principal determine that satisfactory improvement has been made.
- If the player or parent disagrees with the decision in step 2, they may follow the Athletic Grievance/Due Process policy.

Attendance: The student must be in attendance at least half of the school day to be eligible to participate that day. In case of a half-day illness, the designated school personnel and parent have the responsibility to determine if the student has recovered sufficiently to participate.

Cases may be individually reviewed by the Principal and AD.

Unacceptable Behaviors: These may include, but are not limited to fighting, “temper tantrums,” failure to cooperate with the Coaches, etc. The procedure in such an instance will be:

- The Coach may immediately remove the offending player from the game or practice in which the offense occurred. She/he will then notify the AD.
- The Coach, AD, and Principal will meet to determine what, if any, further disciplinary actions will be put into effect.
- If the player or parent disagrees with the decision in step 2, they may follow the Athletic Grievance/Due Process policy.

SPORTS PHYSICAL POLICY

ZLS requires a physical examination for all students participating in extracurricular athletics and must be on file in the school office before participation in any practice or games. An exam is valid within one year after the date of the examination.

CONCUSSION

All student athletes must have on file in the school office a form acknowledging the risk and effects of a concession and the return to play policy while participating in school sports prior to the student’s participation in athletic practices or competition.

JOB DESCRIPTIONS

Athletic Director (9AD):

- Will schedule all games and referees/umpires
- Will schedule official timer, official scorer, concessions, and admissions for games and other help, as needed
- Will oversee all purchases and repairs of athletic supplies and equipment
- Will oversee any expenses paid from the athletic fund
- Is in authority over all Coaches and under authority of the Principal and the Board of Christian Education
- Will hand out and receive back school owned uniforms for their sport

Coaches:

- Will set the schedule for all practices and team meetings for their sport prior to the start of their season
- All schedule changes must be cleared by the AD prior to the change taking effect.
- Will set up equipment for games and practices
- Will be examples of good Christian Sportsmanship and teach their athletes the same

- Are required to sign the sports covenant
- Are responsible for the behavior of their athletes at any team event and are responsible for loving discipline of unacceptable behavior
- Are under the authority of the AD, the Principal, and the BOCE

ADDITIONAL ATHLETIC ACTIVITIES POLICY

If there are to be any additional athletic activities proposed, those activities must come before a quorum of the BOCE. This will allow the Board to evaluate the financial cost of the activity to the school and to address the concerns of everybody involved.

PARENT RESPONSIBILITIES

Transportation: Transportation for Zion Lutheran athletic events is the responsibility of individual parents and families. Zion Lutheran does not provide transportation services and assumes no responsibility for individual safety or needs during transport to or from athletic events. Parents are encouraged to consider the safety of their children and their own liability if they choose to privately provide transportation for other students.

Parent/Guardian Volunteering: Parents are expected to work as required by the sport their child participates in: at concessions, admissions, or as needed at the scorer's table. Sign-up sheets will be made available before the season starts. If the parent is scheduled to work a game that they cannot attend, it is their responsibility to find a replacement.

Parent Meeting: All parents with children in any sports activity are required to attend the sports meeting required by the AD/Coach.

ATHLETIC GRIEVANCE / DUE PROCESS PROCEDURES

Matthew 18: 15-17 tells us "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 collector."

Christian ethics demand that in most cases (an example of an exception would be a criminal matter) where offense has been given or taken that people are encouraged to go and resolve the problem face-to-face. Under no circumstances will a coach meet with a disgruntled parent or fan before, during or after a game. The procedural steps of due process of a grievance are as follows:

1. If a parent has a complaint, they are to discuss the particular complaint with the coach. A complaint will not go beyond this step if the issues have not been discussed between the parent and the coach.
2. If step one fails to resolve the offense, the complainant will contact the AD and schedule a conference with the AD and the coach. A complaint will not go beyond this step if the issues have not been discussed between the parent, coach and AD.
3. If steps one and two fail to resolve the offense, the complainant will contact the Principal and schedule a conference with the coach, the AD and the Principal. A complaint will not go beyond this step if the issues have not been resolved between the parent, coach, AD and Principal. The BOCE will not be involved in any athletic grievances until all three steps have been followed.

It is our fervent hope and prayer that all grievances will be resolved in a timely and Scriptural fashion.

Not in Attendance at school the day of extra-curricular events/competition

The student must be in attendance at least half of the school day to be eligible to participate that day. In case of a half-day illness, the designated school personnel and parent have the responsibility to determine if the student has recovered sufficiently to participate. Cases may be individually reviewed by the Principal.

INDIVIDUAL SPORTS DESCRIPTIONS

A. Fall Sports

1. Volleyball:

- a. Boys and Girls in 5th through 8th grades are eligible to participate.
- b. Number of games limited to 12 games.
- c. May participate in three tournament(s) more than the game limit.

2. Soccer:

- a. Boys and girls in 5th through 8th grades are eligible to participate.
- b. Number of games limited to 12 games.
- c. May participate in one tournament more than the game limit.

3. Cross-Country:

- Students in 5th through 8th grades are eligible to participate.
- Number of events limited to 5 meets plus 3 invitationals.

B. Winter Sports

1. Girls Basketball:

- a. Two levels of competition, 5th & 6th grade (JV-team) and 7th & 8th grade (Varsity-team).
- b. Teams will be limited to 18 games, not including tournaments.
- c. May participate in four tournaments more than the game limit.

2. Boys Basketball:

- a. Two levels of competition, 5th & 6th grade (JV team) and 7th & 8th grade (Varsity team).
- b. Teams will be limited to 18 games, not including tournaments.
- c. May participate in four tournaments.

C. Cheerleading: (added from Student Handbook)

- 5th-8th grade squad: The cheerleading squad will be open to all students in 5th through 8th 6th grades with no tryouts and will operate with a “no cut” policy. The team will cheer at home games and travel to one tournament.

D. Should any athletic team qualify for the state tournament, they will be allowed to compete in that tournament in addition to their normal schedule. To apply for the state tournament a team must have won 60% of their contests, be a conference champion or won a tournament.

Students meeting the LSA State qualification standards in track and cross country may compete at State.

