

**Receipt of Zion Lutheran School
Parent Handbook
3840 W 216th Street
Matteson, IL 60443
708-747-7490**

**I, _____ have received, read,
Please Print Parent Name**

**and discussed with my child/ren, _____
Please Print Child/ren Names**

_____, enrolled at Zion Lutheran School.

**I am aware of the procedures and consequences in the
Parent Handbook.**

Parent Signature Date

**Mandatory to be returned in to school office on or before
the first day of school.**



PARENT HANDBOOK



ZION LUTHERAN SCHOOL
Principal Mr. Douglas Rebeck
3840 W. 216th Street
Matteson, Illinois



708-747-7490
B.A.S.C. 708-747-7490 ext. 217
Church Office 708-747-1116



OFFICE PERSONNEL



Financial Secretary, Mrs. Juanita Striggow
Monday - Wednesday Afternoon-Friday



Secretary/Registrar, Mrs. Gale Stroh
Tuesday - Wednesday Morning-Thursday



Recognized by the State of Illinois



Amended by ZLS School Board May 12, 2010

TABLE OF CONTENTS

PARENT HANDBOOK	6
MISSION STATEMENT: Zion Lutheran School	7
MISSION AND VISION OF ZION LUTHERAN CHURCH	8
THE PHILOSOPHY OF ZION LUTHERAN SCHOOL	9
OBJECTIVES OF ZION LUTHERAN SCHOOL	10
CREDO OF CHRISTIAN EDUCATION	11
PREFACE	12
CODE OF CONDUCT AND AUTHORITY STATEMENT	13
DISCLAIMER	14

GENERAL INFORMATION

ACCREDITATION	15
ADMINISTRATION	15
ARRIVALS	15
DISMISSALS	16
ATTENDANCE/ABSENCE	16
BEFORE AND AFTER SCHOOL CARE (BASC)	17
BEFORE AND AFTER SCHOOL HOURS	17
DISCIPLINE POLICY	17
BEHAVIOR GUIDELINES	18-21
BICYCLES	22
BOOK RENTAL	22
CHAPEL SERVICES	22
CLASSROOM CELEBRATIONS AND OBSERVANCES OF HOLIDAYS AND SPECIAL DAYS	22
Specific Holidays	23
Other Holidays and Special Days	23
Activities Not Deemed Acceptable	24
CLASSROOM GUIDELINES	25
CONFIRMATION PROGRAM	25
CURRICULUM	25
CUSTODY INFORMATION	25
DRESS CODE	26
DUE PROCESS	29
ENROLLMENT DEPOSIT	29
ENROLLMENT/RE-ENROLLMENT POLICIES	29
Priorities of Consideration	29
Expectations of Families	30
ENTRANCE REQUIREMENTS	31

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	33
FAMILY VACATIONS	32
FIELD TRIPS	33
FUND RAISERS	34
HEALTH SERVICE	34
HOMEWORK AND ASSIGNMENTS	34
HONOR ROLL GUIDELINES	34
ILLNESS	35
IMMUNIZATIONS	35
INCLEMENT WEATHER -- SCHOOL CLOSING	35
INSURANCE	35
LIBRARY	36
LEAVING THE SCHOOL GROUNDS	36
LOCKERS	36
LOST AND FOUND	36
LUNCHES	37
MEDICAL ALERT	37
MEDICAL EXAMINATIONS	37
MEDICATION	38
MEMORIZATION	38
MILK PROGRAM	39
MONEY	39
MUSIC	39
NONDISCRIMINATION POLICY	40
PARENT SPIRITUAL RESPONSIBILITIES	40
Orientation for Members of Other Denominations	40
PARENT-TEACHER LEAGUE (P.T.L.)	40
PARTIES	41
PERSONAL ELECTRONIC DEVICES	41
PHYSICAL EDUCATION & P. E. UNIFORMS	41
PLAYGROUND BOUNDARIES	41
PLAYGROUND RULES	41
PROBATIONARY PROCESS	42
PROMOTION	42
RECESS-OUTDOORS	43
REPORTING PUPIL PROGRESS	43
SCHOOL DAY	44
SCHOOL NEWS	44
SEXUAL HARRASSMENT	44
SPEECH AND OFFENSIVE LANGUAGE	45
SPORTS PROGRAM	45
Philosophy of Coaching	45

Code of Conduct for Coaches, Parents and Fans	46
Other Parent Expectations	46
Student Expectations and Eligibility	47
Code of Conduct for Players	47
Participation in School Athletics/Scholastic Performance and Conduct	47
Suspension & Expulsion	47
STAFF IN-SERVICE PREPARATION	48
SUNDAY SCHOOL	48
TARDIES	49
TELEPHONE USE	49
TESTING PROGRAM	49
New Students	49
Standardized Tests	49
TRANSPORTATION	50
Car Pools	50
Mileage Reimbursement	50
TUITION ASSISTANCE PROGRAM	50
TUITION AND EDUCATION FEES	50
VISITS TO CLASSROOMS	51
WORSHIP PARTICIPATION	52
ARRIVAL & DISMISSAL PROCEDURES	52
ARRIVAL AND DEPARTURE MAPS	54

ZION LUTHERAN SCHOOL PARENT HANDBOOK

The purpose of this handbook is to acquaint the reader with the objectives, policies, and practices of Zion Lutheran School. Zion Lutheran School is owned and operated by Zion Lutheran Church, Matteson. It is part of a nationwide network of Lutheran elementary and secondary schools operated by member congregations of the Lutheran Church-Missouri Synod.

Zion Lutheran School was founded in 1868, and has provided a sound Christian education for children of their congregation and community. Parents and pupils should place the handbook in a convenient place for frequent reference. Specific facts about rules, costs, parental participation and the insert of a school calendar are included for ready reference.

ZION LUTHERAN SCHOOL

MISSION STATEMENT

To teach and equip students and their families for a life of service as Christ's disciples in an ever changing world.

ZION LUTHERAN CHURCH

MISSION :

To make disciples.

VISION :

To proclaim Jesus Christ where God calls us, leading people to become disciples and devoted members of His church.

GOALS:

- ◆ To make participation in Zion's ministries the focus of Christ-centered families.
- ◆ To increase the number of members who have Christ at the center of their lives.
- ◆ To expand and improve the unified ministry of Zion Church and School.
- ◆ To increase the joy felt and shared among members at Zion.
- ◆ To increase the number of members who care for Zion's properties as much as their own.

PHILOSOPHY OF ZION LUTHERAN SCHOOL

Zion Lutheran School was established in 1868 to teach the Word of God and minister to each child and his family.

Today, Zion Lutheran School, as an extension of Zion Evangelical Lutheran Church, continues to provide a quality Christian education to help a student grow spiritually, and academically. It is our goal to provide an atmosphere which encourages each child to develop himself to his greatest potential aesthetically, physically, socially, and emotionally. Zion equips each child for a life of service as Christ's disciple in an ever-changing world.

Christ commands us in Matthew 28: 19-20 to "go and make disciples of all nations....."

God commands and promises parents in Proverbs 22:6, "Train a child in the way he should go, and when he is old he will not turn from it." We believe effective Christian education depends on the cooperation of church, school, and home working together to influence a child's education.

It is our prayer that through the Word and the work of the Holy Spirit, the children of Zion Lutheran School:

- Will know God, especially His seeking and forgiving love in Christ;
- Will respond in faith and grow in Christian maturity;
- Will see themselves as the reconciled, redeemed children of God and members of Christ's body, the church;
- Will witness openly for Christ, the Savior of all people;
- Will participate actively in God's mission to the church and the world;
- Will live in Christian hope with the blessed assurance of eternal life in heaven through Christ Jesus, our Lord.

OBJECTIVES OF ZION LUTHERAN SCHOOL

Through the power of God's Holy Spirit, Zion Lutheran School will assist your child to:

1. become completely dependent on God the Creator, God the Redeemer, and God the Sanctifier;
2. develop a relationship of joy and security within the body of Christ on earth;
3. know and use the Holy Bible as God's written revelation to mankind;
4. build a system of values to help stabilize the family in this pressurized world in which we live.
5. develop a sense of responsibility toward all mankind;
6. develop a secure self-image as a redeemed sinner who realizes his freedom and uses it to develop his talents to be used for God's glory among his fellowmen;
7. develop each individual's mental faculties and personality for Christian witness and service;
8. develop an awareness of his stewardship responsibility in the areas of time, talent, and treasures.

CREDO OF CHRISTIAN EDUCATION

WE BELIEVE that Christian education is a command of God to God's people through the Great Commission. The command was "To make disciples of all nations" and elsewhere, "to feed His sheep."

WE BELIEVE that instruction and knowledge of God's Word are basic to Christian faith and a Christian life of discipleship. This knowledge involves a growth in attitude, in conduct, and in the skills of discipleship.

WE BELIEVE the Christian Day School best provides an educational atmosphere for transmitting God's Word and nurturing faith in Christ necessary to carry out the Great Commission.

WE BELIEVE that Christian education is an ongoing process, equipping young Christians to interact and serve their church, community, and nation as God expects them.

WE BELIEVE that as God's people, Christian education allows us to develop a proper relationship to God and our fellow man.

WE BELIEVE that Christian education is dynamic, using learning programs and media in the teaching of the Christian faith to every aspect of life.

WE BELIEVE effective Christian education depends on cooperation of school and home working together to influence a child's education. The prime responsibility lies with parents. The role of the Christian Day School is supportive and supplemental.

WE BELIEVE the uniqueness of the Christian Day School rests in this:

- A. total recognition of the worth of a child by teaching the atonement of Christ.
- B. providing adequate time for child and teacher to share a life in Christ;
- C. more completely fulfilling the will of the Father in teacher and child through the work of the Holy Spirit;
- D. utilizing professionally trained Christian teachers in applying God's Word to the total learning situations.

PREFACE

SCHOOL - CHURCH - HOME

“But Jesus called the children to Him and said, ‘Let the little children come to Me, and do not hinder them, for the kingdom of God belongs to such as these.’” (Luke 18:16) Zion Lutheran School exists to follow this, Christ’s command, to nurture children in His love. Accordingly, we seek to teach children in all aspects of their development in a Christian and God-pleasing manner. We believe Christian education best takes place in partnership with school, church, and home. School supports home and church, church supports home and school, and home supports church and school. We believe it is these three entities working as one that best honors God’s expectations for taking care of His beloved children.

SELF-DISCIPLINE

“Be self-controlled and alert.” (I Peter 5:8a) Scripture exhorts us to be self-disciplined. Self-control is useful for the present and a basis for the future, as we walk as children of the light, putting on faith, hope, and love, and the hope of salvation. (I Thessalonians 5:8) While self-control is not taught as a subject, it is interwoven into the fabric of everyday life at Zion. Self-control encourages obedience to God, and builds an awareness of conduct toward others. “We are being built into a spiritual,” (I Peter 2:5) when we develop as cornerstones of Christian character. Zion is an effective learning environment, as the fruits of the Spirit abound among us. “The fruits of the Spirit are love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.” Galatians 5:22

CODE OF CHRISTIAN CONDUCT

Zion Lutheran School will remain a safe and violence-free learning environment. Misbehavior will not be tolerated. All students, pastors, faculty, staff, and personnel will be treated with dignity, respect, and Christian concern. On the occasions when misbehavior does occur, consequences will be appropriate and designed to build respect toward others, to accept responsibility for actions, and to teach Christian values.

AUTHORITY STATEMENT

Children are instructed in the Fourth Commandment, *Honor your father and mother, which it may be well with you and you will live long on the earth.* (Exodus 20:12) In Martin Luther's explanation for this commandment, he teaches that parents are God's representatives and explains; *We should fear and love God so that we do not despise or anger our parents and other authorities, but honor them, serve and obey them, love and cherish them.* While at Zion Lutheran School, the faculty and staff are the parents of the children. Just as parents at home represent God to their children, so at school the faculty and staff represent God. Accordingly, children are to respect and honor their parents and teachers just as they respect and honor God.

Respecting teachers and staff and those in authority at Zion Lutheran School is an expectation for all students, as God has instituted our authority. *The authorities that exist have been established by God.* (Romans 13:1) Therefore, God requires obedience and respect for authority. *Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.* (Hebrews 13:17) Honoring authority also holds a reward for those who do it. *...that it may go well with you and that you may enjoy long life on the earth.* (Ephesians 6:3)

DISCLAIMER

This book is not a contract with the student, and is subject to change. The Board of Education for Zion Lutheran School has authorized the Principal or his or her administrative designee to make rules to promote safe and orderly functioning of the school.

GENERAL INFORMATION

ACCREDITATION

Zion Lutheran School is approved and recognized by the Office of Educational Service Region of Cook County, and registered by the Illinois State Board of Education. Our graduates enter high school without reservation and readily fit into secondary programs at both public and private institutions.

ADMINISTRATION

The controlling authority in the operational procedures of the school is the Board of Zion Lutheran School, selected by Zion congregation. The adoption of courses of study and textbooks, the approval of all enrollments, and changes related to policy and procedure are carried out with the approval of the Board of Zion Lutheran School. The principal of the school, with the help of the faculty, suggests changes and policies to the Board of Zion Lutheran School for the improvement and welfare of the school. The Principal is also responsible for the administering of the school policies and directives of the Board of Zion Lutheran School.

ARRIVAL PROCEDURES-CHILDREN ARE TO BE IN THEIR SEATS AT 8:30AM

We need your help when dropping off your child(ren). Children are to arrive anytime after 8:15AM but before doors close at 8:30AM. When the doors open at 8:15AM, students are to proceed directly to their classroom.

When dropping off your child, please enter the parking lot from 215th Street and follow the curved line of cars. Once your child(ren) has/have left your vehicle, please exit promptly out of the parking lot onto 216th Street. Do not wait in line for your child to enter the building. This creates a traffic jam. ***If the doors have not been opened and you wish to wait with your child, please take a parking space. Please walk your child past the line of cars dropping off other children, for their safety.*** Remember, after 8:30AM the P.A.C. doors are locked and students arriving tardy must be checked in as tardy, by the driver, at the school office located at the 216th Street entrance to obtain a pass to class. Thank you for your cooperation.

DISMISSAL PROCEDURES

We need your help for pick-up at dismissal time! It is important for the safety of your children, and to prevent a line of cars backed up into the street, that cars pull forward into lines facing North (toward the softball field). When all students have reached their driver, a member of the faculty will dismiss each row, starting with the row parked on the East side of the parking lot.

Families are not to park along 216th at dismissal time to pick up their children. Parking along 216th is to be left open at dismissal time for our volunteers, deliveries, inquiries and parents who have a scheduled appointment with a staff member of Zion Lutheran Church or School.

We thank you and appreciate your cooperation in following our dismissal procedures. It relieves the congestion in our lot and helps everyone exit safely and promptly.

ATTENDANCE/ABSENCE

The calendar of Zion Lutheran School is planned after reviewing the calendars of the Rich Township schools. It does not conform in all cases, but generally follows the same periods of attendance. Zion meets the requirements of the State of Illinois in regard to either the number of school days or number of hours.

Regular and punctual attendance is deemed an important objective by both the staff and the Board of Zion Lutheran School. The following expectations will assist both the home and school in establishing responsible work habits in each child.

1. If your child will not be attending school, you must phone the school office by 8:30AM. This is an excused absence.
2. Whenever possible, plan vacations on days when school is not in session. The school calendar is available each June and can be consulted to avoid conflicts.
3. In case of contagious disease, a release from the family physician is required by the state before the child may return to school.
4. Repeated absence for no apparent cause may be considered truancy. Truancy is defined at "being absent without valid cause...for a school day or portion thereof" (School Code, State of Illinois). Repeated violation may result in suspension/expulsion.
5. Anyone with an above normal temperature may not return to school until his/her temperature has been normal for a period of 24 hours.
6. A note from the family physician is required for an absence of five (5) days or more.

Children will not be released during the school day except for those reasons that constitute valid excuses for nonattendance in accordance with the compulsory attendance rules set by the State of Illinois (e.g., medical and dental appointments, court and administrative proceedings, and the like.).

Perfect attendance

Perfect attendance is defined as no day, half day, or fragment of a day being absent from school for any reason and no more than three (3) tardies.

BEFORE AND AFTER SCHOOL CARE (BASC)

Zion Lutheran School currently provides before and after school care for students enrolled in the school only. An hourly minimum per child cost is assessed with quarter-hour increments. Additional information is available at the school office and in the BASC Handbook.

BEFORE AND AFTER SCHOOL HOURS

Since there is no adult supervision, students should not come to the school campus earlier than 15 minutes before the start of school and must be off the school premises no later than 15 minutes after the close of school classes, unless special permission is arranged by a parent with the principal or teacher. If special permission is not given and a child is left other than the times mentioned, the child will be taken to the BASC program with an hourly fee per child. Pickups must be made at the church entrance and a parent must sign-out the child.

DISCIPLINE

The discipline of children is a matter which should cause parents and teachers to look to *God's Word* for guidance. In unusual problems of discipline, the teachers will consult with the parents and if the teacher is unable to obtain satisfactory results, the principal will be consulted. The principal may also confer with the parents and child, and if necessary, refer the matter to the Board of Zion Lutheran School. Corporal punishment is inappropriate at Zion Lutheran School.

Our goal is to have every child recognize the rights of others and show love and respect for his teacher as *God's Word* requires. Classroom discipline is supervised by the individual teacher. Whenever a student's misbehavior becomes frequent or severe, more serious action needs to be taken.

A disciplinary system has been established that may require giving a detention when deemed necessary. Actions requiring a detention will be documented by the teacher. A detention may be given to a student by any teacher

for disrespect, defiance, other behavior problems (gum chewing, lying, cheating, stealing, etc.) or continued lack of preparation for class work.

Detention Periods:

- We will conduct a detention period after school for students to whom detentions have been issued. Detention periods either be served in the Principal's Office or the teacher's classroom. Date and location will be marked on the detention notice.
- Detention times will be:
 - Kindergarten-3rd grade: 3:00-3:30pm
 - 4th-8th grade: 3:00-4:00pm
- Detention period supersedes an extra curricular activity.
- Students serving a DETENTION will be required to fill out a behavior modification form to help them take responsibility for their actions and to generate a plan to improve their behavior. A parent must sign this form.
- If a second detention occurs, the parent and child will meet with the principal in an effort to resolve the problem.
- Upon a third detention, a 2 day at-home suspension will be given and parents and child will need to meet with the Zion Board of Education of Zion Lutheran School, the principal and the teacher. The Zion Board of Education will determine future enrollment status.

Suspensions

A suspension is the temporary exclusion of the child from school. When a suspension is served, students will be given their assignments and full credit will be given for any work that is missed during the suspension. Suspensions may be served in school or out of school, as assigned by and at the discretion of the Principal. If circumstances warrant, the Principal has the authority to suspend a student immediately.

Expulsion

Expulsion is the permanent dismissal for the remainder of the school year. The decision to expel a student rests with the Zion Board of Education after a hearing with parents, students, and the Principal. In all cases, Christian love and concern for each person will be exercised.

BEHAVIOR GUIDELINES AT ZION LUTHERAN SCHOOL

Learning cannot take place in an atmosphere of disorder or disrespect. Misbehavior is NOT overlooked. It is treated as a sin and looked upon as a need for

guidance which is given according to individual needs in an evangelical way. Each teacher exercises supervisory responsibility over his/her own classroom and the entire student body as the need arises.

The following general rules apply to behavior:

- § Students and staff are expected to treat one another as God, our Father, expects and demands.
- § Do not disturb. The amount of noise that is permissible depends upon the situation. There is no running or shouting in the building at any time.
- § Gum chewing and eating candy is not permitted on school or church property, on field trips, during sports events/practices, or at BASC. Candy and gum is disruptive and creates a maintenance problem.
- § Nuisances are to be left at home. This includes but not limited to: water pistols, squirt toys, noisemakers, electronics, etc. These items will be confiscated if brought to school. Confiscated items may be picked up by the student after the last day of school or to the parent at anytime.
- § There is no throwing of snowballs at school or to or from school. Children are expected to wear appropriate clothing and foot covering in wet or cold weather.
- § Smoking or smoking equipment is strictly forbidden.
- § **Absolutely no alcohol, illegal drugs, or drug paraphernalia will be tolerated!**
- § The pop machine is **NOT** to be used before, during, or after school hours except with adult permission.
- § Bicycles must be walked while on school property to the end of the school grounds. Roller blades, skateboards, motorized skateboards, or scooters are **NOT** permitted on school property.
- § Property is to be respected. This includes anything belonging to the congregation, the neighbors, or another pupil. Damages will be assessed to the parents.
- § Students are allowed in the office area with permission only.

BEHAVIORS RESULTING IN CONSEQUENCES

Consequences will be given for the following:

- § Name calling
- § Breaking classroom rules
- § Dishonesty or cheating on an assignment
- § Being removed from a special period (i.e. band, choir, assembly, etc.)
- § Chewing gum or eating candy
- § Bringing nuisances to school (anything distracting from the learning environment)

- \$ Throwing snowballs
- \$ Failure to respect or obey school safety rules
- \$ Throwing food during lunch
- \$ Repeated offenses of running in the hallway
- \$ Inappropriate physical contact
- \$ Other actions unbecoming to students of Zion Lutheran School

While on school premises, riding the school bus, at school-sponsored activities, or on the way to and from school, students are expected to behave in an orderly and appropriate manner. While the teachers and staff will work closely with students to teach them appropriate social behaviors, continued misbehavior will lead to consequences such as a detention, time-out, suspension, or possibly expulsion.

Typical Consequences Expected

- \$ Verbal warnings
- \$ Phone calls or notes to parents
- \$ Separation from the group
- \$ Removal from the classroom, a squad, or team
- \$ Denial of privileges, office, (i.e. student council), responsibility (i.e. Absence from field trips, field days, assemblies)
- \$ Detentions
- \$ Suspensions
- \$ Expulsion

Automatic Detentions

An automatic detention is given for the following:

- Cheating on a test
- Verbal abuse of another student, teacher, or staff worker
- Causing injury to another as a result of deliberate actions
- Disrespect for property or possessions of others
- Inappropriate language, cursing, swearing, or gesturing
- Violation of the Second Commandment
- Any behavior which is disruptive to learning
- Failure to comply with responsible directives from the teacher

NOTE: Open disrespect toward staff (teachers, pastors, aides, coaches, secretary, custodian, etc.) is an automatic detention and will result in immediate removal of the child from the class or school - **to be reinstated ONLY after a conference with the principal and/or the School Board.**

Major and Severe Behavior Concerns

Students are subject to disciplinary measures for unlawful or inappropriate conduct. Certain behavior nearly always leads to a suspension, in or out of school. Such behaviors include (but are not limited to):

- Possession or use of tobacco or other controlled substance
- Possession of alcohol
- Possession of matches or cigarette lighters
- Fighting
- Possession or use of fireworks or other explosive or flammable substances
- Possession or use of a laser pointer
- Making obscene gestures
- Dialing 9-1-1 as a prank or when there is no emergency
- Repeated inappropriate language
- Repeated violation of the Second Commandment
- Theft
- Vandalism
- Threatening the health and safety of another student, staff member, or anyone on the premises of Zion Lutheran Church and School.

In cases involving illegal actions, the police may be involved.

Recommendations for Expulsion

Severe behavior concerns which will result in a recommendation for expulsion include (but are not limited to):

1. Making a bomb threat
2. Possession, transfer, sale, or use of fireworks, and/or explosives or flammable substances
3. Possession or use of matches or cigarette lighter
4. Theft
5. Gang activity in **ANY** form or fashion, including display or use of gang-related symbols or insignia
6. Possession of firearms or any weapon or their look alike
7. Possession of drugs or drug paraphernalia or their look alike
8. Possession of any substance that alters the state of consciousness
9. Possession of alcohol
10. Possession of any written, printed, audio/video material that lends itself to unchristian conduct

The final authority in matters of discipline rests with the Principal.

BICYCLES

Bicycles ridden to school must be parked in the racks. At no time during the school day will children be allowed to ride their bicycles. Bicycles are not to be handled or borrowed except by the owner's consent. The school is not responsible for any bicycle left in the racks during or after school hours. It is advised that bicycles be securely locked when left unattended. Bicyclists will be dismissed immediately after car pool student pick-ups are completed to ensure their safety.

BOOK RENTAL

The student registration fee includes all textbook rentals and necessary expendable workbooks as well as administratively generated costs. (See "Registration Fees")

To keep fees at a minimum, Zion Lutheran School also participates in the Illinois Textbook Loan Program. New families to Zion will be asked to sign a consent form agreeing to their child's participation. (See "Registration Fee").

CHAPEL SERVICES

Chapel services are held in church each Wednesday at Zion. Parents are always welcome to attend. Since good stewardship habits are a part of Christian education, the children should be trained in Christian giving of their time, talents, and treasure. Their weekly chapel offerings are designated for mission projects for the upcoming year. This determination is made by the staff each spring for the new school year. Chapel Projects have included:

Orphan Grain Train
Heifer Project International
Operation Starfish
Hearts for Jesus
Zion Tuition Assistance Program
Rich Township Food Pantry
Nigerian Missionary
Bible Giving Garden (Hope Seeds)

CLASSROOM/SCHOOL CELEBRATIONS AND OBSERVANCES OF HOLIDAYS AND SPECIAL DAYS

During the course of a school year, holidays and special days, both sacred and secular, are marked and observed by our church and our society with various types of activities.

Although the primary thrust of the academic program at Zion Lutheran School is dedicated to the instruction/learning process (work-oriented), it is occasionally desirable to change the pace of daily classroom activity in order to include celebrating functions which highlight the importance of holidays and special days.

For this purpose the following guidelines for classroom/school observances of holidays and special days are given.

Specific Holidays

The holidays listed in this section are considered important and/or popular enough to require special guidelines for related classroom/school activities.

Reformation Day

The primary emphasis for October 31st will be the observance of the start of the PROTESTANT REFORMATION in 1517, for the purpose of educating the students concerning the reasons for, history of, and ongoing impact of the REFORMATION.

Thanksgiving Day

The primary emphasis will be:

- a. Instructing, directing and encouraging students to render thanks and praise to God, alone, for all of His blessings to them.
- b. Reinforcing the belief that we should give such thanks to God on a daily basis, not only on one special day.
- c. Heightening the awareness among the students, in light of the many blessings they have received from God, of the needs of those who are in want.

Christmas

1. The primary emphasis will be to instruct and edify the students in the faith and knowledge of Christmas as the Nativity of our Lord Jesus Christ - Son of God - Savior of the World.
2. Secondary emphasis may include information-sharing concerning secular Christmas themes (i.e. Christmas trees, the St. Nicholas/Santa Claus tradition, gift-giving, etc.)

Easter

The primary emphasis will be:

- a. To instruct and edify students in the faith and knowledge that God the Father did, in fact, raise His Son, Jesus Christ, from the dead on the First Easter Day, thereby indicating His approval and acceptance of the

merit, work, and suffering and death of Jesus as being sufficient for the salvation of all who believe.

- b. Secondary emphasis may be placed on ideas or practices related to the season (i.e. Easter eggs, Easter egg hunts, the Easter bunny, etc.)

Other Holidays And Special Days

The following are holidays and special days on which classroom observances and celebrations are encourage:

Religious

Saints' Days/Minor Church Festivals

Beginning of Advent

Epiphany

Ash Wednesday (Lent)

Maundy Thursday

Ascension Day

Pentecost

Secular

Citizenship Day (September 17)

Columbus Day (October 12, traditional)

Veteran's Day (November 11)

New Year's Day (January 1)

Dr. Martin Luther King's Birthday (January 13)

Valentine's Day (February 14)

Lincoln's/Washington's Birthday (President's Day)

and others deemed appropriate: St. Patrick's Day (March 17)

Memorial Day (May 30, traditional)

Activities Not Deemed Acceptable:

Halloween parties and/or displays, decorations, games and activities that promote superstitious or ungodly aspects. This applies throughout the school year not only at Halloween celebrations.

Bulletin boards, or other long-term high visible displays, the sole purpose of which is promote the notion of Santa Claus, unless such display is clearly used to convey information concerning the historical figure of St. Nicholas.

Any person dressed as Santa Claus making an appearance in the school.

Bulletin boards, or other long-term and highly visible displays that feature secular Easter symbols or notions.

CLASSROOM GUIDELINES

Our goal is to have every child recognize the rights of others and show love and respect for his/her teacher and fellow students, as Scripture requires. Classroom discipline is supervised by the individual teacher and is consistent with the Code of Christian Conduct held by Zion Lutheran School.

CONFIRMATION PROGRAM

Students at Zion Lutheran School who wish to enroll in a program of confirmation instruction should do so by making contact with their pastor prior to the beginning of the seventh grade year.

CURRICULUM

The curriculum of Zion Lutheran School meets the guidelines of the Illinois State Board of Education. In the secular subjects the school uses many of the textbooks found in the public school. Subjects such as reading, arithmetic, spelling, language, social studies, science, and handwriting are taught with a Christian approach. The areas of instruction are:

- | | | |
|--------------------|----|---|
| Social Studies | -- | Geography and History, Citizenship, Current Events, Consumer and Career Education |
| Language Arts | -- | Reading, Phonics, English, Spelling, Literature, Handwriting |
| Science | -- | General Science, Health, First Aid, Conservation of Natural Resources |
| Mathematics | -- | Use of numbers, Arithmetic, Elementary Algebra, Geometry |
| Arts: Music | -- | Classroom Music Appreciation, Children's Choirs, Handbell Choirs |
| Art | -- | Various media are included in the program |
| Religion | -- | Worship, Bible Study, Catechism, Church History, Memory Work |
| Physical Education | -- | Physical Education, Health, Sex Education, Social Health Issues: Drugs, Aids |

CUSTODY AGREEMENTS

If a student's parents are divorced or legally separated, parents must provide a copy of the court or separation agreement (or at least the part that pertains to child custody) to the school.

DRESS CODE (Kindergarten-8th Grade)

Purpose:

Zion Lutheran School's dress code has been established to teach grooming and hygiene, instills discipline and modesty, prevents disruption, avoid hazards, and provide for a successful learning environment. Research indicates that a correlation exists between the way one perceives the world and himself/herself and the way one dresses. Clothing fashions and styles do, to varying degrees, affect personal behavior and how one is perceived. In the educational setting at Zion Lutheran School, standards of appearance and modesty need to be consistent with Christian thoughts, values, and actions. For the reasons stated, the following factors apply to our school dress code.

1. School dress must be safe for school activities in and out of the classroom.
2. Our dress code is a learning experience in the sense that it helps students become more responsible and accountable.
3. It is the parent's responsibility to educate their children as to the appropriate dress for different occasions, to support the school's dress code, and to be aware of the clothing their student wears to school.
4. It is the student's responsibility to know, understand, and follow the dress code of the school.
5. It is the responsibility of the school's representatives to enforce the code. Zion Lutheran School reserves the right to reject any article or accessory worn to school by the students if the article is deemed inappropriate or does not conform to the dress code standard. The provisions for the dress and grooming code shall be enforced equally for all students. If the student is not in compliance with the dress code, he or she will be asked to make appropriate corrections and will receive a notice of dress code violation. Upon receiving a third dress code violation for the school year, a detention will be given to the student for every subsequent violation. Parents may be notified when a student does not dress appropriately and could be asked to bring the appropriate clothing to school. Students may be suspended from class until properly attired. The teachers and the administration reserve the right to counsel students regarding clothing, hair, accessories, and personal hygiene.

Dress Requirements (Kindergarten-8th grade)

Shirts/Blouses:

Short or long sleeved

Polo (Golf Style) Shirt (knit shirt with collar)

Turtleneck Shirt

Solid Color or Striped No Writing

Shirts must be appropriately sized; no tight fitting or oversized garments are allowed.

An example of a shirt length would be if the arms are raised above the head, no part of the midriff or back should be exposed.

Sweatshirts/Sweater/Vest:

Approved shirts MUST be worn underneath (See above "Shirts/Blouses")

Solid Color

V-Neck, Crew Neck, Cardigan

No Writing No Hoods

Pant/Short/Capri:

Short is knee length

Capri is mid calf or longer; plain/pleated

Navy, Khaki, Black, Gray, Green, Brown

They will be worn at the natural waistline at all times

They will not drag on the ground, have holes, be tattered/frayed, or be oversized

NO JEANS, DENIM, or ATHLETIC WEAR

Jumper/Skirt/Skort:

Knee length or longer

Navy, Khaki, Black, Gray, Green, Brown

NO JEANS, DENIM, or ATHLETIC WEAR

Shoes:

Tennis, athletic, oxford, loafer style shoes

Laces will tie on top of the shoe

All shoes must be **Non-Marking** and must have a back on them

Socks/hosiery will be worn with all foot apparel

Shoes need to provide safe foot protection for all types of school activities

No Heels

No Sandals

Jewelry

Girls:

All jewelry must be removed during physical education class
Jewelry may be worn as long as it does not distract from the learning environment
or cause potential hazards

No exaggerated jewelry i.e. dog collars, studded bands, etc.
No jewelry that requires piercing of any part of the body, other than the ear, may
be worn

Boys:

All jewelry must be removed during physical education class
Jewelry may be worn as long as it does not distract from the learning
environment or cause potential hazards

No exaggerated jewelry i.e. dog collars, studded bands, etc.
No earrings of any kind are to be worn by the boys

Other:

Elaborate or extreme cosmetics, hairstyles, or jewelry are not allowed.
If inappropriate attire appears, parents will be called for a change of attire.
Inappropriate is as defined here and implemented by the classroom teacher as it
may interfere with the classroom environment. (It is not necessary for the
classroom teacher to determine if a given attire is likely to or actually will
interfere with their individual classroom environment.) Our purpose is to provide
the best possible learning environment for every child in our care. We appreciate
your cooperation in providing the best learning environment at Zion Lutheran
School.

Consequences of inappropriate dress:

First Offense: Sent to office. Principal (or other designated staff
member) makes a call to parent. Student will remain in
the office until appropriate clothing arrives.

Second Offense: Same as first plus a detention. A meeting with parent
and principal will be made.

Third Offense
in a Quarter: Same as second.

Fourth Offense
In a Quarter: Suspension and meet with Principal and parent.

Any detention issued for dress code infractions will remain separate from
established disciplinary procedures.

DUE PROCESS

The law states that a fundamental goal is educational development of all persons to the limits of their capacities. However, when citizens act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to the loss of some of their rights.

Such is the case with the right to an education. When a student commits an act of gross disobedience or misconduct as defined by the Board of Zion Lutheran School and the school, the student's right to an education may be temporarily withheld.

The school may not, however, deprive a student of rights via suspension or expulsion without due process of law. A student is entitled to and shall receive procedural due process and will be allowed to present a defense, to explain the circumstances of the actions in question, or to attempt to prove innocence.

Zion Lutheran School operates within the law in all such circumstance yet always abides by the Gospel showing Christian love and concern for each person.

ENROLLMENT DEPOSIT

After a new application is accepted a deposit will be required in the following amounts:

Community Family:	Registration Fee for new term along with a Wage agreement
Member:	Registration Fee for new term along with a Wage agreement

This money must be paid within ten days of the notification date of acceptance (for applicant to be enrolled). Any new application received and accepted after registration must pay the first months' tuition and registration fee along with a Wage agreement before the child is enrolled.

This enrollment deposit is non-refundable except for families that are moving and give the school office notice at least thirty (30) days before the first day of the new school year which will be acknowledged in writing by the school office.

ENROLLMENT/RE-ENROLLMENT POLICIES

A. Priorities of Consideration

Zion Lutheran School gives first consideration to the children of the members of Zion Lutheran congregation. Zion Lutheran School admits children of either sex or any race, color, national and ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color,

national and ethnic origin in administration of its educational policies, admission policies, athletic and other school administered program. Enrollments will be considered in the following order.

1. Currently enrolled member and community family children who meet the deadline for re-enrollment
2. Siblings of currently enrolled members
3. Member children not currently enrolled
4. Siblings of currently enrolled nonmembers
5. Children of mission prospects: unchurched families (children of parents with neither one having a church affiliation)
6. Children of families of other LCMS congregations
7. Children of families of other Lutheran congregations
8. Children of families of other denominations

B. Expectations of Families

Zion has specific expectations of its families. ***Failure of any family to follow through on these procedures will jeopardize the child's enrollment.***

These expectations which support its goals of Christian education are:

1. Stewardship of member families' time, talent and resources should reflect their growing commitment to the Lord. Each family should take into consideration the cost of their children's education in their stewardship planning for support of the operating budget.
2. Concern and cooperation of all parents should be exhibited in working closely with the school in promoting the child's spiritual growth through regular family church attendance.
3. Proper respect for teachers, students, and administrators is expected.
4. Parents are expected to follow Matthew 18:15, by addressing concerns and issues with the person involved. *"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."*
5. Parental cooperation should be evidenced in encouraging their children to participate in school choirs and other school sponsored activities
6. In addition to the above expectations, Mission - Unchurched Families are expected to do the following:
 - a. Parents will attend a fall Adult Information Class to familiarize themselves with the teachings of the Lutheran Church and practices of the local congregation.
 - b. By the end of the child's first year at Zion, the family should be involved to some significant degree in the worship life of Zion or another area Christian congregation.
7. Worship attendance as defined under "Worship Participation".

ENTRANCE REQUIREMENTS

The following are guidelines for school enrollment:

1. Children entering preschool must reach the age of four years on or before September 1st. Kindergarten children must reach the age of five years and first grade children the age of six years on or before September 1st.
2. Proof of date of birth **MUST** be established at the first registration by showing a **certified birth certificate for us to copy.** The State of Illinois requires such verification.
3. Children transferring from other schools shall present a transfer, together with their latest report card, achievement test record, and health record. All immunizations required by the State of Illinois must be current. All records must be in transit or here before the student is enrolled.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)(20 U.S.C. 12.32g)

This Act applies to all schools and colleges which receive federal funding. FERPA essentially provides certain rights with respect to educational records of students, stipulating, in general:

1. Most educational records cannot be released to anyone without the prior approval of the student's parents or in some cases the student; and
2. A parent, and in some cases the student, has the right to inspect their educational record.

What Rights does FERPA Provide?

1. Right to be informed: Under FERPA, you have the right to be informed of existence of the Act.
2. Right to inspect and review: Parents or eligible students have the right to inspect and review the educational record. Requests must be honored within 45 days. This right also includes the right to have reasonable explanation of the general content of the record.
 - Exceptions: Mainly, students at post-secondary level cannot inspect their parents' financial records.
 - Waiver of right to inspect: A parent or student can waive the right to inspect certain information in the student record. This usually applies to confidential letters made in application for post-secondary education. In these cases, the student-not the parent-must always sign a waiver dealing with a waiver of confidential recommendations.
3. Right to challenge and amend the record. If a parent or eligible student believes the student's record to be inaccurate, misleading, or in violation of the Act, the parent or eligible student has the right to challenge the record and

request the record be corrected. If request to amend the record is refused, the parent or eligible student may request a formal hearing on the matter. If the school refuses to change the record after a formal hearing, the parent or eligible student may place a written addendum to the student's record explaining the point of contention.

4. Right to prevent disclosure: Personally identifiable information contained in the student record cannot be released without the written consent of the parent or eligible student. Exceptions are as follows:

- Directory information such as the student's name, age, address, participation in athletics or other school events. (Note: A parent or eligible student can request that this information not be disclosed.)
- School officials who have a legitimate educational interest, including information about a student's behavior that may pose an issue.
- Other schools that the student plans on attending, provided the parents are notified of this disclosure.
- Records of former students.
- Information sent to organizations who are developing student tests, administering student aid programs, improving instruction and the like, provided that the information is used only for its intended purpose and is kept confidential.
- In conjunction with an emergency to protect the health or welfare of the student or other party.
- Disclosures to the juvenile justice system (even prior to adjudication).
- Pursuant to a judicial order or subpoena. (Note: If disclosure is pursuant to a subpoena, the parent or eligible student must be notified in advance of the disclosure.)
- In colleges, the results of a disciplinary hearing may be released to the victim of the crime.

5. Right to complain to FERPA Officials:

- The FERPA Act provides that individuals must be notified of their right to file a complaint for violations of the Act. Complaints are made to the Family Policy Compliant Office within the Department of Education.
- If FERPA officials feel that a violation has taken place, the educational institution must be given reasonable time to bring the procedure into compliance or federal funds may be withheld.

FAMILY VACATIONS

Regular attendance in school is key to academic success. Learning takes place through books, various teaching strategies, classroom discussions and activities, interaction with peers, and the like. To support learning and to maximize classroom effectiveness, parents are encouraged to plan trips and vacations only at

times when school is not in session. In the event that a trip is necessary, teachers are not expected to have assignments available ahead of time. And, students are required to make up all work that has been missed.

FIELD TRIPS

Classes are taken to points of interest in the Chicago area. These field trips enrich classroom curriculum and provide firsthand contact with community resources for each student. All trips are supervised by the home-room teacher and sufficient numbers of parent volunteers. Transportation for trips out of the immediate local (approximately 20 miles) is by chartered bus (or Metra train) and parents may be responsible for a portion of the costs. Parents are expected to make other arrangements for siblings out of school.

Children who do not participate in the field trip, and are not out sick, will be expected to attend school and do other work related to the subject of the field trip.

From time to time, the teacher may plan a field trip for his/her students. The purpose of each field trip is to extend learning and create opportunities for educational development outside of the classroom. Each field trip is organized by the teacher who is responsible to plan and implement goals, expectations, transportation, and safety.

Usually, it is necessary for a few parents to go along as chaperones and helpers. Only those parents who are contacted by the teacher may go on the trip. Parents are not allowed to attend unless they are an approved chaperone for that trip. Parents who are interested in attending and helping out with field trips should give their name to the teacher at the beginning of the year. The teacher will work from this list to schedule chaperones. While on the field trip, students are expected to exhibit responsible, respectful, Christian behavior. All policies of Zion Lutheran School are applicable throughout all phases of the field trip.

FUND RAISERS

Yearly fund raising activities that involve full student body will be limited to three. Requests for additional fund raisers may be submitted to the Board of Zion Lutheran School for approval. It is recommended and encouraged that a tithe (10%) of all fund raisers held during the year will be contributed to a fund designated by the Board of Zion Lutheran School.

HEALTH SERVICE

In close cooperation with the Cook County Health Department, children are tested with an audiometer and sight charts. Periodic measurements in weight and height are recorded. The nurse and staff have consultations regarding concerns of individual student's physical health. The services of the Health Department are also available in emergencies.

HOMEWORK AND ASSIGNMENTS

The children are given the opportunity in school to complete many of their assignments. In cases where a child constantly seems to bring home a large amount of homework, parents should arrange to discuss the problem with the teacher. Parents can help by showing an interest and concern in the child's work and by frequently checking and discussing it with the child. Children should be urged to prepare their work neatly and accurately and to submit assignments on time. All work missed while the child is absent must be completed. The child is responsible to make arrangements with the teacher for this makeup work. All make up work should be completed within a reasonable amount of time.

If you are requesting homework for your absent child, leave a message on the voice mail or with the secretary. The message will then be forwarded to your child's teacher. **HOMEWORK WILL BE AVAILABLE FOR PICK UP IN THE SCHOOL OFFICE UNTIL 4:00P.M.**

HONOR ROLL GUIDELINES

In keeping with the philosophy of Christian education and high academic standards of Zion Lutheran School, students in Grades Five through Eight are eligible to be recognized for Honor Roll status. Such recognition is intended to acknowledge publicly their serious attitude and the outstanding scholastic performance.

Recognition will be made Quarterly at the conclusion of the grading period. Notation will be made in the child's record, with a list of recipients published in the Parent Memo, the Messenger, the local paper, and displayed on the Honor Roll Board in the corridor near the School Office.

The following scale of grade points will be used to determine eligibility for the Honor Roll, with recognition in the "B" and "A" categories. All subject area grades earned, with the exception of Art, Physical Education, Handwriting, Health, Choir and Music, will be used to determine the Grade Point Average.

Any student receiving an unsatisfactory, or a "D" or lower in any subject, may not receive "High Honors" that Quarter.

<u>GRADE</u>	<u>GRADE POINT</u>	<u>HONORS</u>
A = 4.0	3.6 to 4.0	High Honors
B = 3.0	3.0 to 3.5	Honors
C = 2.0		
D = 1.0		

ILLNESSES

When children become ill during school, they are sent to the office for rest and a temperature check. Parents are called immediately when children throw-up or have an above-normal temperature. Anyone with an above-normal temperature (fever) may not return to school until his/her temperature has been normal for a period of 24 hours.

IMMUNIZATIONS

All children enrolled at Zion Lutheran School must meet State of Illinois requirements for immunizations. All required immunizations must be completed annually by October 15th. Current information is available at the school office.

INCLEMENT WEATHER -- SCHOOL CLOSING

Weather permitting; children will play outside during lunch recess (See Recess later in this handbook). Parents desiring their children to remain indoors for a valid reason should indicate their desire with a written doctor's explanation to the teacher.

On days when weather conditions necessitate the closing of school, an announcement will be made before 7:00 a.m. All families will be contacted via the school automated message system, "SCHOOL REACH". Other emergency closings will be made in the same manner.

Radio-TV stations reporting school closings are: AM 720 and 780 or call 1-847-238-1234 or log in to www.emergencyschoolclosing.com. You can even sign up for e-mail notification. Information is given on the emergency closing website.

INSURANCE

Provisions have been made to provide your child optional accident coverage. "School Coverage" covers your child from the time s/he leaves home until the time s/he returns after the school day. All school-sponsored activities are also covered. "Full Time" coverage is 24-hours daily for twelve months.

Children participating in our sports activities should be covered by this policy, or comparable coverage.

LIBRARY

The Library houses the library collection. Students are encouraged to checkout books.

The Library will be staffed by parent volunteers under the direction of a faculty member. Interested parents should inquire about this opportunity at the school office. Fees/Penalties will be assessed in cases of materials being lost or damaged for purposes of repair and/or replacement of materials lost or damaged. Fees/Penalties are not limited to the replacement value of the material if intentional loss or damage is determined. *Each child may have a maximum of two books checked out at any time.*

LEAVING THE SCHOOL GROUNDS

Children are not permitted to leave the school grounds during the school day, except by written permission and when accompanied by the parent or guardian legally responsible. This written note should be dated, signed by the parent or guardian, and presented to the homeroom teacher or the principal. (See Arrival/Departure)

A parent/guardian signature is required when a child is picked up during the school day. The child will not be released from the classroom until the parent arrives at the office.

LOCKERS

Installations of lockers and coat racks provide children with a suitable area to store extra clothing, boots, etc.

Children in Grades Five through Eight may only use a combination lock, provided by the school, on their gym locker. There is no fee for this service. If a lock is lost, the parent will be billed to replace the lock. All lockers are school property and are subject to use on that basis.

LOST AND FOUND

During the school year, an assortment of clothing is lost by students and cannot be returned because it has no identification. We suggest parents label their child's school clothing with the child's name. Please check at the school office for Lost and Found items. At the end of each quarter, the Lost and Found items will be displayed in the primary hallway. All unclaimed items will be donated to charity.

LUNCHES

Students eat lunch daily in the "Before and After School Care" room. Lunches may be purchased through "Lunch at Hand" located in Mokena, IL. A monthly lunch menu is sent home via school newsletter or website for orders to be made for the following month. An order form along with payment will then be sent back to school. Food is delivered daily in heated containers. Milk is available if ordered at registration.

Students may also bring a "sack lunch" to school. We strongly discourage pop as a lunchtime drink. We also discourage the use of fast food lunches for a number of reasons: it can disrupt the class, it causes extra running for the parent, and fast food on a regular basis is not healthy eating.

MEDICAL ALERT

There is a form to be completed by parents and returned to school at the beginning of each school year. The medical alert form should inform the school personnel of history, current medications and predispositions. School should be informed and kept current regarding a student's special medical needs.

MEDICAL EXAMINATIONS

The regulations of the State of Illinois require all children entering Preschool, Kindergarten, and Sixth Grade to receive a complete physical examination before they enter school in the fall of that year. Forms will be issued to such families. It is required that these be returned on or before the opening of school. Failure to comply with these regulations will result in suspension until compliance. Copies of the Cook County requirements are available at the school office.

All children in Kindergarten, Second and Sixth grades of any public, private, or parochial school shall have a dental and vision examination in accordance with the timetable set for the in Section 665.420. The examination shall be performed by a licensed dentist. Each public, private and parochial school must give notice of this dental examination requirement to the parents and guardians of students at least 60 days before May 15th each school year. The exam must have taken place within 18 months prior to May 15th of the school year. Proof of having been examined by a dentist means submission of a Department-prescribed Dental Examination form signed and dated by a licensed dentist.

If a child in the second or sixth grade fails to present proof of examination by May 15th, the school may hold the child's report card until one of the following occurs:

- 1) the child presents proof of a completed exam

- 2) the child presents proof of an exam that will take place within 60 days after May 15th. A written statement of appointment card prepared by dentist's office indicating name of child and date and time of appointment
- 3) the child presents a Dental Examination Waiver Form
The exam shall be recorded on the Dental Examination Record form prescribed by the Department of Public Health for statewide use.
Appointments should be scheduled for days when school is not in session.
Please consult the school calendar.

MEDICATION

Medication required by a student will generally **not** be administered at school by a staff member. Under certain circumstances, a child may need to receive medication during the school day. When a child needs to receive medication during the day, the **parent must** send a written and signed request to the principal, indicating the necessity of the medication, name of the drug, dosage, duration, and time interval for administering the medication. The name, telephone number and signature of the physician should be included.

Medication **must** be brought to the school by the parent in a "safety type" container appropriately labeled by the pharmacy. The medication **must** be given to the student's teacher or secretaries. School personnel **may not** administer **any** kind of medication to a child without a written request and permission from the parent.

MEMORIZATION

*"Receive instruction from his mouth and lay up his words in your heart."
Job 22:22*

*"My Son, keep my words and treasure up my commandments with
you...write them on the tablet of your heart." Proverbs 7:1-3*

Bible and catechetical memory work are a part of our curriculum. Verse recitation is at least a weekly occurrence. Students are expected to lay up in their heart the word of God as a constant reminder of who they are (God's people) and as a guide to their conscience. Ask your child's teacher for these assignments, as they are a part of our religious training. **Support this work in God's word no matter what grade level they are at by practicing verses with your child.**

By the time our students leave the Eighth Grade, they will learn many Bible verses in addition to all of Luther's Small Catechism, selected hymns, and prayers. Verses are chosen to fit the week's Bible lessons. NIV Bibles will be used for all memory work. *It is strongly recommended the NIV Bibles be purchased at the school office for consistency in classroom work.*

A new hardcover copy of Luther's Small Catechism is provided for each child entering fourth grade and for new students entering Grades Five through Eight.

MILK PROGRAM

All children may participate in this government subsidized program. Milk is available during the regular lunch period. The fee will be determined by our delivery cost from an area dairy. Milk payments are due during the first week of school for the entire year. In case of extended illness, refunds will be allowed. Preschool and Kindergarten (A.M. milk only) milk is covered by the tuition payment. Wrapped straws are available in each classroom.

MONEY

If it is necessary for your child to carry money to school, s/he should be advised to keep it on his/her person or ask the teacher to hold the money until the close of the school day.

MUSIC

Each child receives a music grade on the Report Card based on attitude, behavior, participation, and attendance. Students will participate in a Music Appreciation Class. The children in Kindergarten through Fourth Grade are automatically members of the Little Gospel Lights. The students from grades Five through Eight are part of the Celebrate Singers Choir. In addition, students in grades 3-8 may participate in one of Zion's Hand bell groups.

High expectations, commitment, and accountability are stressed for every member in the music groups at Zion. There are several personal rewards for the children participating in these music groups. There is a feeling of great joy for the children to sing His praises and a feeling of satisfaction in giving back the gift of music to God in worship. Parents should realize that attendance does impact our students' music grade. The worship experience for families and the congregation is enhanced by the contribution of the choirs each time one of the choirs sings or rings.

Whether the student's singing voice is high or low, loud or soft, every voice has a place in a choir at Zion. We work to achieve a balanced sound together, an appreciation for music, and we share in the opportunity to sing and share our faith in song. All the music groups of Zion focus on Praising God and giving Glory to His name.

NON-DISCRIMINATION POLICY

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

PARENT SPIRITUAL RESPONSIBILITIES

While Zion Lutheran Church has made provisions to aid the parents in the Christian training of their children by supplying a Christian Day School, it in no way removes the responsibility of parents to provide a wholesome Christian atmosphere in the home. In case of problems, parents should feel free to consult with their child's teacher first, then the principal, and then pastor. If your family does not conduct family devotions, please come in for help, suggestions, and materials to assist you.

Orientation for members of other denominations and unchurched

Parents of children enrolling at Zion Lutheran School who are members of some other Christian denomination are required to attend an orientation session to become familiar with the Lutheran Church, unless their children have been previously enrolled at another Lutheran school where this need has been met.

The orientation session will be held in August or September each year and will consist of a presentation of the Lutheran faith, the Missouri Synod Lutheran Church, and Zion congregation. An explanation of the religion program and materials will also be included.

Parents will have an opportunity to speak with the principal regarding how the program of religious instruction would affect their children as they progress through the grades. Noncompliance with this requirement means the child/ren may be dismissed from school with loss of fees paid.

PARENT-TEACHER LEAGUE (P.T.L.)

Parent-Teacher League operates under the auspices and direction of the Board of Zion Lutheran School. Parents and guardians of all pupils enrolled in our school are members of the PTL. This organization is affiliated with a branch of the Lutheran Education Association. Subjects related to the school's program of Christian education are discussed and cooperation between parents and teachers is fostered. There are periodic meetings each year, beginning with September and

ending with the elections in the spring. It is recommended that all parents attend as many meetings as possible during the school year. Parent involvement in these activities is a silent witness to their child about the importance of their education.

PARTIES

Children enjoy celebrating their birthdays with their schoolmates. In order to avoid problems at school, party invitations may not be distributed in the classroom, school hall, on the playground, or in the school parking lot.

PERSONAL ELECTRONIC DEVICES

The possession and/or use of electronic devices on school property are prohibited. Zion Lutheran School also prohibits the possession or use of personal "electronic devices," audio-visual equipment such as (but not limited to) tape players, radios, televisions, and the like. Any such items brought to school will be confiscated and held in the principal's office. It may be claimed by the parent at any time or by the student after the last day of school.

PHYSICAL EDUCATION: P.E. UNIFORMS

All students in grades 5 - 8 must wear regulation Zion PE Uniforms for all gym classes unless otherwise informed. This is to set a standard of dress in the class. There should never be question as to what is acceptable. The uniform includes the red gym shirt, gray gym shorts, white socks and gym shoes (to be left at school for PE use only). When gym is held outside, the wearing of sweat pants may be directed by the teacher. Please arrange with your child to have the gym suit brought home and properly laundered each week.

PLAYGROUND BOUNDARIES

- The play area for students extends from the parsonage bushes to the top of the hill to the edge of our neighbor=s lot to the west
- Children must not go down into the lot on the west.
- Children must ask permission to retrieve a ball

PLAYGROUND RULES

1. Only one person is allowed on the slide at a time.
2. Always slide down the slide while sitting up feet first.
3. Rocks are to stay on the ground.
4. All school property is to be respected.
5. Be kind and show respect to all people at all times.

6. Monkey bars must be crossed by hands only.
7. A Touch football is the only form of football allowed, and must be played on the grass.
8. Jump ropes are used on the pavement only.
9. Students are to stay off the concrete slabs.
10. There are never to be snowballs made or thrown. There is no playing on the ice.

PROBATIONARY PROCESS-Kindergarten through Grade Three

1. Identify need for probation.
2. Initial nine week probation period. (Daily documentation of student performance and periodic communication with home.)
3. The student may be removed from probation or receive a four week extended probation.
4. At the end of a four week extended probation and completion of the review process, the principal, teacher, and school board will make a recommendation that the student either continues as a student at Zion or that he/she will be referred to another school.

PROBATIONARY PROCESS-Fourth Grade through Eighth Grade -ADMISSIONS:

All new students will be on probation for a nine week period. At the end of the nine weeks a review of the student's scholastic achievement and school conduct will be conducted by the principal, teacher, and school board. After the review process the principal, teacher, and school board will make a recommendation that the student either continue as a student at Zion or that he/she will be referred to another school.

Discipline:

All students may be put on a probationary period if it is decided by the teacher and principal that the student is not following through in scholastic achievement and/or school conduct. The probationary period will be for nine weeks. At the end of the nine weeks a review of the student's scholastic achievement and/or school conduct will be conducted by the principal, teacher, and school board. After the review process the principal, teacher, and school board will make a recommendation that the student either continue as a student at Zion or that he/she will be referred to another school.

PROMOTION

A student's promotion to the next grade level will be determined by academic growth at a grade level. This is usually recognized as a 60% level. There

are other factors which are taken into consideration, mainly the child's emotional and social development.

If a student is in jeopardy of not being promoted, the student and parent/s will be so informed of the "at risk" status at the beginning of the second semester.

Retentions will be made only after the parent/s has been consulted regarding the child's scholastic ability and performance and after discussion with parents/teachers/principal. If it is recognized as being in the best interest of the student, the student may be retained. In each instance, the long-term welfare of the child must be considered. The decision of the administration is final.

RECESS - OUTDOORS

The recess period before or after lunch is intended for everyone. The intent of this period is also that it be scheduled for out -of-doors. There are several weather conditions which would preclude the use of the outdoors for this recess period. They are: rain, driving snow, sleet, and/or wind chill factor of less than zero.

It is necessary that parents supply the classroom teacher with a written doctor's note in order for the child to be excused from outdoor play. Children are not to be allowed to play in the snow unless they wear snow pants and boots.

REPORTING PUPIL PROGRESS

In order to evaluate the child's academic progress, close cooperation between school and home is very important. It is our chief concern that each individual pupil's achievement be discussed thoroughly. After the first quarter, all parents are expected to attend a Parent/Teacher Conference to discuss their child's report card. In March, a consultation will be scheduled only for those parents where need is indicated. In individual cases, more consultations may be necessary. An appropriate and convenient time will be arranged with the teacher. Parents should feel free to arrange for additional consultations, if needed.

Quarterly reports are issued to each pupil in order to in some way, show the child's progress in school. The letter system, "A, B, C, D, F and I" is used in Grades One through Three. Grades Four through Eight shows the percent grade so parents know the strength of the grade. And "I" is used when the work is incomplete at the close of the marking period, due to an excused absence. This allows the child to finish the work within two weeks without penalty.

In certain subjects such as choir, a "U" for unsatisfactory or an "S" for satisfactory may be used. Report cards are issued as follows:

Quarter 1: Sent home with student the day before Parent Conference Day after the first quarter.

- Quarter 2 & 3: Sent home with student within a week after the end of each quarter.
- Quarter 4: Sent home with student on the last day of school.

SCHOOL DAY

The school day at Zion begins and ends as indicated:

8:15AM	Doors open - Children go right to classes to prepare for the start of school.)
8:30AM	Classes begin promptly
11:25 to 11:40	Recess
11:40-12:05	Lunch (gr. 1-4)
12:10-12:30	Lunch (5-8)
12:00-12:30	Lunch (Kindergarten)
3:00PM	School dismissal

Pre-School Program begins at 8:30 and ends at 11:00. Kindergarten begins at 8:30AM and will end at 3:00PM.

SCHOOL NEWS

A Parent Memo is sent home weekly (usually Wednesday) from the school office either with a student or via e-mail. It contains pertinent information about school activities as well as a calendar of upcoming events. This is an excellent way for you to keep informed on matters pertaining to the school. Please provide us with your e-mail address to help us contain our printing and paper costs. It will be kept confidential.

News items for school activities must be submitted to the school office by noon on **Monday** before publication.

SEXUAL HARASSMENT

As defined by Federal Law, harassment includes unwelcome comments, gestures, or physical contact of a sexual nature. Sexual harassment is a violation of Federal Law, and will not be tolerated at Zion Lutheran School. Students violating this policy will be subject to disciplinary action, which may include but not be limited to detention, suspension, or request for expulsion.

SPEECH AND OFFENSIVE LANGUAGE

Any conversation, oral or written, should give evidence that the student is a child of God. Being considerate of others, especially while in the hallways and during class time is expected.

The use of obscene or vulgar language or gestures will not be tolerated at Zion Lutheran School. Any student who speaks or writes in a manner which causes other students or teachers to be offended will be issued a detention and/or risks the possibility of being suspended for a period of one to three days.

SPORTS PROGRAM

Zion Lutheran School Sports Program unites sports and faith, vital links in educating the whole person. Concerned about teaching and modeling the Christian faith in the context of the athletic program, we strive to live the words of the Apostle Paul **"I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus."** **Philippians 3:14**

Zion Lutheran School is a member of the South Suburban Lutheran Athletic League (S.S.L.A.L.). This league's purpose is to foster Christian principles in all areas of athletic competition. Zion is involved in each sport offered by the league. Every child is encouraged to make full use of the sports' program in which they have an interest.

Zion Lutheran School participates in the following sports during the school year:

Boys -- basketball (winter), and track and field (spring)

Girls -- basketball (winter), volleyball (fall), and track and field (spring).

Girls in grades fifth through eighth are eligible for cheerleading during the boys' basketball season. Pom Poms, when available, will be an alternative to cheerleading for 8th grade girls.

Teams are open to fifth through eighth graders. Fourth graders may be invited to join a team if the numbers allow.

Philosophy of Coaching: As much as is within your capabilities, Zion Lutheran School wants their coaches to adopt these coaching philosophy guidelines:

1. Our primary goal is to elevate the reputation of Jesus Christ.
2. The coach will be a Christian witness in word and example.
3. A person's personhood and performance should not be linked together. A less gifted athlete is not a lesser person.
4. Athletics is a part of the whole person, not a separate part. The way a player is treated and talked to - by you, teammates, and parents will not only affect them in athletics, it will affect every other aspect of their life.

5. Do not try to force victory---- allow God to grant both victory and defeat.
6. The coach, in following God's command in the fourth commandment, should respect and honor those in authority.
7. Athletics is a vehicle to educate the whole person.
8. As much as possible all team players are to play during each game.
9. If it becomes necessary to suspend a player for part or all of a game, due to grades or behavior during practice or school, this will be communicated to the athlete before the game. The athletic director will confer with the principal before speaking with the athlete. That player is expected to attend the game and support the team. If the player does not serve the suspension, it is to carry over to the next game. Should a player miss two games, under these conditions, they may be removed from the team.

Code of Conduct for Coaches, Parents, and Fans: The coach along with the athletic director is responsible to see that;

1. coaches, parents/fans and supporters of the parish athletic program do not use abusive language;
2. coaches, parents/fans and supporters of the parish athletic team treat all officials and coaches with respect and refrain from criticizing officials or coaches during and after games;
3. coaches, parents/fans and supporters are reminded that their actions reflect the reputation and good name of Zion Lutheran School and Church.
4. the actions of coaches, parents/fans promote good sportsmanship among everyone present.

Any players, parents/fans or supports disregarding these guidelines shall be asked to leave the gym or playing field. If this request is disregarded the game shall not continue until the person(s) leave and could result in the forfeiture of the game. The coaches of both teams shall see that these regulations are enforced. Any parent or fan that repeatedly violates these regulations shall not be allowed to attend games until such time as determined by the principal or athletic director. Any coach reusing to enforce these regulations shall be suspended temporarily or permanently as determined by the principal or athletic director.

Other Parent Expectations: Parents are required to have their child examined by a medical doctor before playing competitive sports and if a problem should develop at a later time. The school office arranges with a local doctor for "sports physicals" shortly after the opening of school to keep the cost modest. School insurance applies in case of injury if the family has paid the premium at the opening of school. We require that the family sign a waiver, absolving the congregations and/or coach from liability. Parents are further asked to attend the games and assist with the various supporting activities. This is a real boost to each child's participation and the overall team effort.

Parents are to help with the running of the concessions, the gate money, and setup or take down for the home games.

Student Expectations and Eligibility: If a team member is unable to participate in a scheduled practice or competition, s/he is asked to contact his/her coach informing him/her of this.

Children ages 8 to 15 as of the day of the meet compete in the S.S.L.A.L. Track Meet, held in the spring, at an area high school. Participation by all students is encouraged. Children are asked to attend the meet either as a contestant or a supporter. The date and place of the S.S.L.A.L. Track Meet will be announced after it is established by the league.

Code of Conduct for Players: The players are responsible to see that they:

1. do not use abusive language;
2. treat all officials and coaches with respect and refrain from criticizing officials or coaches during and after games;
3. reflect the reputation and good name of Zion Lutheran School and Church.
4. recognize that God calls us to respect and honor those in authority (i.e.: coaches, umpires and officials).
5. realize as much as possible all team players will play during each game of the regular season. Amount of playing time can not be guaranteed and is the coaches discretion.
6. know if it becomes necessary to suspend a player for part or all of a game, due to grades or behavior during practice or school, this shall be communicated to the athlete before the game. That player is expected to attend the game and support the team. If the player does not serve the suspension, it is to carry over to the next game. Should the player miss two games, under these conditions, they may be removed from the team.

Participation in School Athletics/Scholastic Performance and Conduct:

Participants in athletics are required to meet eligibility requirements which are distributed annually and are on file in the school office.

Recognizing that Zion is a scholastic institution, we feel it important that our students participating in extracurricular athletics should maintain an acceptable grade level in all academic areas. This rule of thumb is to be applied to each individual according to his/her ability. When completion of assignments and/or quality of effort becomes a problem, the following guidelines will be enacted.

Suspension - A student may be placed on suspension for a grade of "D" or lower in any subject, or for behavioral misconduct that required

disciplinary action. This prohibits the student from participating in practices and games for a period of two (2) weeks. A second suspension will result in expulsion from the team. A suspension will begin the Monday following grades being sent home.

Expulsion - Removal from the team will be enforced after much consideration by all parties concerned: the coach, parent, teacher, principal and student. Such action would be in effect for the duration of the specific sport season. A student may be expelled without benefit of a suspension if this is deemed appropriate by the above mentioned parties.

In order to keep the implementation of the policy consistent and manageable, current averages will be used. Notice of deficiencies will be filled out, if applicable, and sent home with the student. A copy will also be given to the principal and the athletic director. The athletic director will, in turn, contact the appropriate coach and notify him/her of the student's situation and/or progress. In like manner, coaches will notify the principal if a student is to be disciplined or removed from the athletic team because of improper behavior or a non-cooperative attitude.

The Board and Staff of Zion are proud of the fine academic tradition and Christian sportsmanship established by our teams and coaches in the past. This example of Christian maturity speaks well for those students representing Zion on our sports teams.

STAFF IN-SERVICE PREPARATION

Your school faculty is constantly striving to secure and employ more efficient methods and media for instruction. Therefore, they attend the Northern Illinois District Lutheran Elementary Teachers' Conference and the South Suburban Lutheran Teachers' Conference. Many of the teachers belong to other national and local educational groups, beyond the Lutheran organizations. The principal is also a member of the Northern Illinois District Principals' Summer Workshop, and participates in the Rich Township Articulation Meetings.

Faculty meetings are held twice monthly to restudy and evaluate all phases of the school's program. Classes are dismissed early for one of these monthly meetings. Please check the school calendar for the specific dates and times.

SUNDAY SCHOOL (J.A.M. Time - Jesus and Me)

We encourage member children to participate in the Sunday School program offered by our congregation. The Sunday School in no way replaces neither the

need for a Christian Day School, nor the need for attending church services. It supplements your child's Christian training.

In regard to children of another denomination, the same truth and concern that applies to attendance at church services also applies to Sunday School. Non member children are always welcome guests. Information on both worship and Sunday School is available in the school office.

TARDIES

Students are expected to be in their classrooms at 8:30AM. Students not in their classrooms at 8:30AM will be counted tardy. Students arriving to the building after 8:30 must enter the school through the front doors on 216th Street and be signed in by the driver of the vehicle bringing them to school. Upon arrival to school students need to check in with the Zion school office in order to be issued a pass that will be supplied by the school secretary. This pass is required in order to receive entrance into the classroom. Students arriving after 10:00AM will be counted at least one-half day absent.

Students are permitted a maximum of 3 tardies per quarter. After that number has been reached, the parents will be notified that they will be charged \$10 per family upon the fourth through sixth tardy and \$25 for any additional tardies in that quarter.

TELEPHONE USE

Telephones are located in each classroom and the school staff office. If parents need to reach a teacher, a message may be left in the teacher's voice mailbox. It will usually be returned at the end of the school day. Children are not allowed to use the telephone except by permission of the homeroom teacher or principal. The school telephone number is 708-747-7490.

Students who bring cell phones for safety reasons must keep their cell phones turned off and in their book bag. Failure to do so will result in confiscation. Phones can be returned to the parent from the principal. The school does not accept liability for cell phones. This applies to both the normal school day and Before and After Extended Care!

TESTING PROGRAM

New Students: New students applying at Zion Lutheran School will be required to take a test for placement purposes. The test will be a standardized test of basic achievement administered by a member of the teaching staff by

arrangement through the school office.

Standardized Tests: In addition to regular subject matter testing, standardized tests are also given to the children in school. The Iowa Test of Basic Skills (ITBS) will be given to every child in First through Eighth Grade. The CoGat (Cognitive Abilities) is given to children in third, fifth and seventh grades. Accurate records are kept in the school office. These tests are utilized for effective teaching of your child.

All information is kept in the strictest confidence and used in a professional way. Parents have the legal right to inspect their child's cumulative file. Appointments should be made with the principal or classroom teacher.

TRANSPORTATION

Car Pools: Many parents form car pools to transport their child(ren). Names of families in a given area may be found by using the school directory.

Mileage Reimbursement: The State of Illinois may suspend the procedure of reimbursing parents for expenses incurred for transporting their children to and from school. Information on applying for reimbursement will be distributed (usually in February) if it is received from the state.

TUITION ASSISTANCE PROGRAM

Funds may be available for partial tuition assistance for tuition and registration fees. Funds may be available to families experiencing a financial crisis or hardship. Applications for such monies will be reviewed by the Board of Zion Lutheran School. Applications may be obtained in the school office. Families do not need to be members of Zion congregation to receive assistance. Monies are dependent on availability of donated funds.

TUITION AND EDUCATION FEES

Zion Lutheran School is owned, operated, and maintained by Zion Lutheran congregation. Members of the congregation have shown their God-pleasing support in the past. Voluntary offerings to Zion's General Fund by parents and other members of Zion (in a sacrificial manner) are most necessary in order to keep and maintain our school, adequately compensate our staff, and provide appropriate materials and facilities. Member education fees and tuition assist with such costs. Total tuition may be paid in full at the beginning of the school year with **a savings of \$100**, or divided into monthly payments with **no savings**. Payment is due on the first of each month. Any payment not received on or before the 5th by 4PM of any month will be considered late, and assessed a late fee of \$25.00. Parents are encouraged to enroll in the automatic deduction program. Tuition accounts at least

forty (40) days delinquent, may result in your child being prohibited from attending class, notification that formal collection proceedings, such as late fee, legal fees and court costs incurred by Zion, should formal collection efforts be required, will be the responsibility of the parent/guardian/or guarantor. Extenuating circumstances or extensions should always be communicated to the Principal or financial secretary on or before the 1st of any month. They will bring it to the attention of the Board. **Checks returned due to INSUFFICIENT FUNDS will incur charges and ALL PAYMENTS TO ZION THEREAFTER, MUST BE MADE WITH CASH, BANK CHECK OR MONEY ORDER.**

Any student accepted after school starts is responsible for registration and any tuition payments previous to that month to be considered enrolled. Tuition will be prorated based on their date of enrollment.

Application Fee: A non-refundable Application Fee of \$40.00 will be assessed each new applicant for Zion Lutheran School, from Preschool through Grade Eight. This fee does not apply to future fees.

Registration Fee: A Registration Fee of \$100 is due in February and one more \$100 in May for a total registration of \$200 per child. *The first child registration is \$200 as long as it's in to the office before the end of May; a second child will be charged 50% registration; a third child charged 25% registration; and the fourth or more children will not have to pay registration. New families or those who do not complete their \$200 fee before the end of May will be charged a \$300 registration fee.*

Mark the check memo or payment for "registration". Checks are to be made out to Zion Lutheran School. After your May registration payment is complete, the next step will be to take care of any paperwork and to make your first tuition payment in August. REGISTRATION FEES MUST BE PAID IN FULL FOR A STUDENT TO BE ENROLLED. This fee is refundable only if notice of withdrawal is made in writing at least thirty (30) days prior to the beginning of the fall term. The student registration fee includes all textbook rentals and necessary expendable workbooks as well as administratively generated costs.

VISITS TO CLASSROOMS

We sincerely welcome parents to visit the classrooms in action. However, such visits as well as visits by college students and other interested persons must be arranged in advance. Conferences and telephone calls with teachers should be scheduled for after school hours. Parents bringing in late items for their child should take the item to the school office.

Parents **may not** go to the classrooms without signing in and obtaining a pass in the school office. To check in, please see the secretary in the school office.

There will be a sign in sheet requesting your name, date of visit, time of arrival and departure, and where you will be going in the school building. You will be given a visitor's pass. Wear this in a conspicuous place at all times. Upon leaving, sign out at the office and return your visitor pass. Please check in at the school office even if you have a scheduled visit. Since teachers are preparing for the school day, they are usually not available before the school day begins. If you are requesting homework for your absent child, leave a message on the voice mail (**before 9:00AM**) and the secretaries will forward that message to your child's teacher. The teacher will then return that call during that day. Homework will be available for pick up in the school office until 4:00 p.m. or in BASC from 4:00 p.m. to 6:00 p.m.

WORSHIP PARTICIPATION

The worship life of a Christian family is the core experience for spiritual growth. This includes prayer, personal Bible study, personal and home devotions, and public worship within the whole Body of Christ. The staff and school serve as a resource to each family in providing for home devotional experiences. Weekly chapel services assist the children and any parent who wishes to attend in developing good worship habits, but the primary worship experience is the corporate gathering of the congregation on Sunday mornings or weekday evenings.

Since children learn from their parent's example more quickly and completely than they do from teachers, classroom lessons, or school activities, each family is expected to set the example for their child in regular worship participation. This is why the application form each parent signs includes the agreement that parents commit to taking their child with them as they faithfully and regularly attend worship services and Sunday School at the family's home congregation. Anything less than this fails to honor our Lord's call to discipleship.

Zion member families are required to maintain a minimum 60% attendance record. These are reviewed quarterly, with tuition adjustments from member to community family rates, if the minimum attendance rate is not maintained.

ARRIVAL PROCEDURES-CHILDREN ARE TO BE IN THEIR SEATS AT 8:30AM

We need your help when dropping off your child(ren). Children are to arrive before 8:30AM but not prior to 8:15AM. Please enter the parking lot from 215th Street and follow the curved line of cars. Once your child(ren) has/have left your vehicle please exit promptly out of the parking lot onto 216th Street. Do not wait in line for your child to enter the building. This creates a traffic jam. *If the doors have not been opened and you wish to wait with your child, please take a parking space. Please walk your child past the line of cars dropping off other children, for their safety.* Remember, after 8:30 the P.A.C. doors are

locked and students arriving tardy must be checked in as tardy, by the driver, at the school office located at the 216th Street entrance to obtain a pass to class. Thank you for your cooperation!

DISMISSAL PROCEDURES

We need your help for pick-up at dismissal time! It is important for the safety of your children, and to prevent a line of cars backed up into the street, that cars pull forward into lines facing North (toward the softball field). When all students have reached their driver, a member of the faculty will dismiss each row, starting with the row parked on the East side of the parking lot.

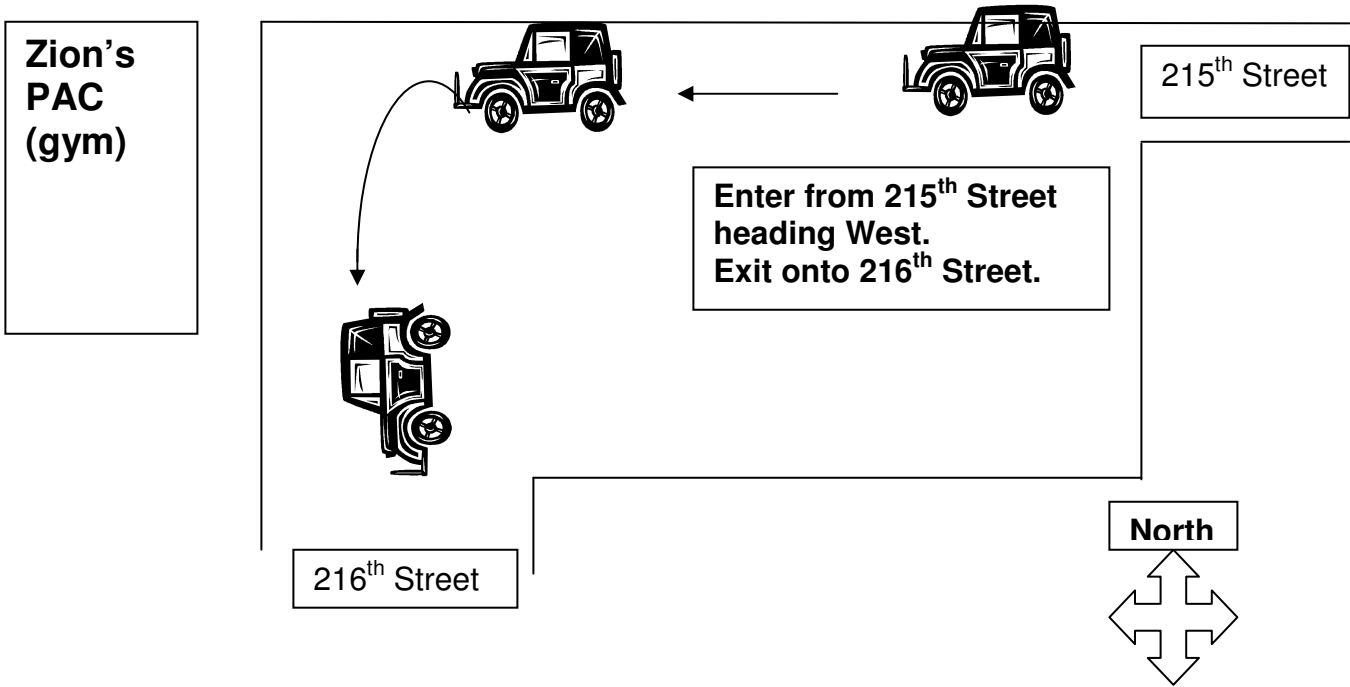
Families are not to park along 216th at dismissal time to pick up their children. Parking along 216th is to be left open at dismissal time for our volunteers, deliveries, inquiries and parents who have a scheduled appointment with a staff member of Zion Lutheran Church or School.

Detentioned students may be picked up at the school office at 3:30 or 4:00PM. If not picked up at 3:30 or 4:00PM the student will need to be picked up and signed out through B.A.S.C.

We thank you and appreciate your cooperation in following our dismissal procedures. It relieves the congestion in our lot and helps everyone exit safely and promptly.

Please see the map on the next page for directions on the arrival and dismissal procedures.

Arrival Procedure



Departure Procedure

