



# Zion-Concord Lutheran School School Handbook

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865 S. Church Rd.  
Bensenville, Illinois 60106

Phone: (630) 766-0228

Fax: (630) 766-2205

[info@ZionConcord.org](mailto:info@ZionConcord.org)

[www.ZionConcord.org](http://www.ZionConcord.org)

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## I. MISSION, PURPOSE, AND OBJECTIVES

### MISSION STATEMENT

Zion-Concord's purpose centers on educating the whole child, cultivating spiritual, academic, emotional, physical, and social growth among all students.

Our philosophy of Lutheran education is rooted in the shared confession of Jesus Christ as taught in Holy Scripture.

### OUR CHURCH

Zion Evangelical Lutheran Church, founded in 1837, is a member congregation of the Lutheran Church - Missouri Synod (LCMS). We believe, teach, and confess the doctrine of the evangelical faith as it is taught by the Holy Scriptures and faithfully confessed in the Book of Concord of 1580, which includes Luther's Small Catechism. Every worship service at Zion makes use of the Lutheran Service Book.

Therefore we believe in the Triune God: God the Father, creator of all that exists; Jesus Christ His only Son, who for us men and for our salvation, became man to suffer and die for the sins of all people and to rise to life again in the ultimate victory over sin, death, and Satan, salvation is through Christ alone; and the Holy Spirit, who creates faith through hearing God's Word and rightly receiving His Holy Sacraments. The three persons of the Trinity are coequal and coeternal, three persons, one God.

Consequently we are committed to the pure preaching of God's Word and the right administration of the Holy Sacraments, catechesis of all people in the Christian faith, and liturgical worship consistent with our Lutheran heritage. We are an evangelical and orthodox Lutheran congregation, proclaiming Jesus Christ crucified, risen, and reigning for the salvation of the entire world.

### PHILOSOPHY

Zion-Concord Lutheran School is a ministry of Zion Evangelical Lutheran Church, Bensenville to preserve and extend the kingdom of God. As an educational ministry, Zion-Concord Lutheran School assists families to meet their parental responsibilities and challenges.

Zion-Concord's most important role is to proclaim the life, death, and resurrection of Jesus Christ. We believe that through the Holy Spirit, this proclamation changes hearts and lives of those who are unconditionally declared righteous for Christ's sake.

Christian education is applying God's Law and Gospel to every aspect of life and learning. We agree with The Lutheran Church-Missouri Synod, which stated that "the most effective education agencies available to the church for equipping children and youth for ministry are the full-time Lutheran elementary (including preschool) and secondary schools." (1983 Convention Proceedings, Res. 2-17)

Zion-Concord Lutheran School represents a significant portion of the congregation's efforts to fulfill each of the five functions of Lutheran congregations:

**EDUCATION** in all subjects prepares children to serve God and people throughout their lives. The Holy Spirit nurtures children's faith through God's Word. Unchurched children are accepted and taught God's Word so that the Holy Spirit can work faith in their hearts, Zion-Concord Lutheran School teaches

Lutheran Christian doctrine as proclaimed by The Lutheran Church-Missouri Synod. Children are taught using a Law and Gospel approach. They learn the demands of God's law and are comforted by the Gospel of Jesus Christ. Students are encouraged and prepared to serve Christ and other people. Utilizing God's blessings, students and teachers endeavor to achieve excellence through use of current learning and teaching materials. Children are trained to become responsible stewards of their God-given gifts and accomplishments.

**WORSHIP** is a regular occurrence both in the classrooms as well as in other corporate settings. But worship is not limited to these occasions. Children grow through spontaneous worship experiences and learn to pray as opportunities and needs arise. Teachers model the Christian life by leading worship exercises and by active participation in congregational worship.

**EVANGELISM**, witnessing, and testifying of the Gospel of Jesus Christ is part of student and staff life. Through staff modeling and instruction, students give witness of Christ's love to each other, to the congregations, and to the communities. Children of unchurched families may doubly benefit as the student is brought to faith and then witnesses to his or her family.

**FELLOWSHIP** is another experience for the school community. As members of the body of Christ, students and staff accept, play, support, encourage, and witness to one another. Each individual is respected as unique and assisted to achieve his/her full potential. Each is recognized as a forgiven and saved member of God's family. Therefore, each member of the Zion-Concord family strives to create an environment of love and joy.

**SERVICE** is a natural outgrowth of Christian education. Children are prepared to respond to God's love as they interact with each other, their communities, and the world.

## **GOALS AND OBJECTIVES**

Our primary objective is to assist children to obtain greater knowledge of and closer union with God. We perceive the school as a partnership with parents and congregations in training children. We recognize six areas of growth within children: spiritual, intellectual, physical, social, emotional, and aesthetic. Our goal is to guide children to recognize their potential in these areas on a level commensurate with their God-given abilities. All teaching is subject to "the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus . . . and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work," (2 Timothy 3:15-17).

### **SPIRITUALGROWTH**

Zion - Concord Lutheran School provides spiritual growth experiences which enable children to:

- nurture their faith
- practice Christian service
- know God and His forgiving love in Jesus Christ and to respond to that love with lives of Christian faith, worship, love, service, and hope
- share the knowledge of their Savior with others
- develop skills in use of the Bible
- develop an understanding of the doctrines, history, and worship practices of The Lutheran Church-Missouri Synod
- grow in Biblical knowledge
- use Christian principles to deal with moral dilemmas

### **INTELLECTUALGROWTH**

Zion-Concord Lutheran School provides intellectual growth experiences which enable children to:

- acquire a thorough grounding in the knowledge and skills of the common branches of learning
- develop an inquiring mind
- develop independent and critical thinking
- acquire problem solving skills
- cultivate desirable and useful work habits and study skills
- evaluate human knowledge in the light of the infallible Word of God
- progress and function at an appropriate ability level

### **PHYSICALGROWTH**

Zion - Concord Lutheran School provides physical growth experiences which enable children to:

- regard his or her body as the "temple of the Holy Spirit"
- develop and maintain sound health habits
- learn the basic body movements and develop good motor coordination
- grow in awareness of physical fitness and develop recreational skills
- develop Christian attitudes of self-control, sportsmanship, and competition

### **SOCIALGROWTH**

Zion - Concord Lutheran School provides social growth experiences which enable children to:

- evaluate current lifestyles and lead a godly life according to God's unchanging Word
- be understanding, compassionate, and helpful
- respect the God-given authority of home, school, church and state
- serve as useful and active citizens in the community as well as the church
- function in groups as leaders and as followers
- develop personal responsibility
- develop caring relationships by recognizing the rights, privileges, and individual differences of others
- be sharing persons

### **EMOTIONALGROWTH**

Zion - Concord Lutheran School provides emotional growth experiences which enable children to:

- assimilate character traits into a logical pattern of self-discipline motivated by the Gospel and guided by God's law
- develop realistic self-concepts
- handle stress in a positive way
- feel free to share feelings
- grow into emotionally mature Christian adults
- experience success but also learn from mistakes

### **AESTHETICGROWTH**

Zion-Concord Lutheran School provides aesthetic growth experiences which enable children to:

- value the arts as avenues of self-expression
- communicate in and with the arts by knowing the terminology and gaining skills in the arts – music, drama, dance, and visual arts
- appreciate present artistic expression of others and gain awareness of the historical development of the arts become observers of and perceptually aware of the world God has given them

## II. GOVERNANCE AND ACCREDITATION

### GOVERNING BODY

Zion-Concord Lutheran School is owned and operated by Zion Evangelical Lutheran Church. It is an important ministry of the congregation through which it witnesses to the love of the Lord Jesus and His sacrifice for all people. As such, financial requirements of operating the school are the responsibility of Zion's congregation.

The congregation, through its constitutional structure, votes into office six individuals to serve in the capacity of the governing board of Zion-Concord Lutheran School, namely, the Board of Christian Education. The qualifications of these individuals are set forth in the constitution of Zion Evangelical Lutheran Church.

Responsibilities of the Board of Christian Education include developing policies, selecting personnel, assuring that the necessary means and facilities are provided, and advising the school administrators as they direct and supervise the entire educational program of Zion-Concord Lutheran School. They will assure that all students have access to a full religious training and are responsible for those involved in the teaching ministry of the school and congregation.

Zion Lutheran Church and Zion-Concord Lutheran School comes under the overall spiritual supervision and concern of the Pastor. The Pastor ensures that the relationship is both God-pleasing and mutually rewarding in fellowship.

Parents who seek clarification of these policies are asked to refer to the *School Board Manual* or to contact the school principal, the Pastor, and/or the Chairperson of the Board of Christian Education.

### ACCREDITATION AND LICENSING

Zion-Concord Lutheran School (ZCLS) is a non-public, State of Illinois Recognized School. Every effort is made to meet and exceed the standards of the Illinois State Board of Education. ZCLS is a member of the Lutheran Schools Missouri Synod – Northern Illinois District. ZCLS is nationally accredited, through August 2020, by the National Lutheran Schools Association. ZCLS is a Licensed Exempt Facility with the Department of Child and Family Services (DCFS).

### III. ENROLLMENT POLICIES

#### NON-DISCRIMINATION STATEMENT

Zion-Concord Lutheran School serves the entire community. Concord Lutheran School admits students of any race, color, sex, disability, immigration status, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and assistance programs, and other school administered programs.

The Non-Discrimination Policy of Zion-Concord Lutheran School complies with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); the Age Discrimination Employment Act of 1967 (29 U.S.C 621 et seq); Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 200d et seq., 2000e et seq.); the Americans with Disabilities Act of 1990 (42 U.S.C 12101 et seq.), and the Illinois School Code {105 ILCS 5, and relevant case law including Plyler v. Doe. 457 U.S. 202, 102 S. Ct. 2382 (1982)}

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

Enrollment priority is given to children of **ACTIVE** members of Zion Evangelical Lutheran Church.

#### PRESCHOOL AND PRE-KINDERGARTEN ADMISSIONS REQUIREMENTS

Zion-Concord Lutheran School offers enrollment for children from ages 3 to 5.

Children may begin Preschool if they are 3 years old by September 1st or on their 3rd birthday.

Children may begin the Pre-Kindergarten program only if they are 4 years old, before September 1st, of the school year.

Placements into a Preschool and/or Pre-Kindergarten class also considers the chronological age and readiness for entry into each of the grade levels. Factors such as the ability to separate from the parent, learn, and cooperate in a group setting are also considered.

Students in Preschool and Pre-Kindergarten must be fully toilet trained before they begin school.

Classes are filled on a first-come-first-served basis according to the date of completion of the Registration process.

Children are not promoted to the next level classroom until the end of the school year. Preschool and Pre-Kindergarten classes may have shared learning experiences.

If a class is full when a parent calls or applies, the child's name will be placed on a waiting list. As vacancies occur during the year or as new classrooms are added, they are filled from the waiting list or from new registrations.

Parents must agree that all children are placed on 30 academic day probation period, allowing the teacher(s) to determine whether the child can assimilate into the classroom.

### **KINDERGARTEN THROUGH 8TH GRADE ADMISSIONS REQUIREMENTS**

To be admitted into kindergarten, a child must be five years of age on or before September 1st of the current school year.

Parents who wish to have their child enter Kindergarten before reaching the age of five by September 1st of the current school year, must be tested (at the parent's expense) prior to admission. This test would be done by Zion-Concord Lutheran School staff before the start of kindergarten, to determine if the child is developmentally ready to enter kindergarten.

The child must have a reasonable potential to benefit from the regular curriculum in operation at the time of enrollment.

Enrollment priority is given to children of **ACTIVE** members of Zion Lutheran Church

Parents must reapply for enrollment each year. Enrollment for a given year does not guarantee future enrollment and all those who re-enroll are subject to the 30-day probationary period. All fees from previous years must be paid in full before registration will be accepted.

### **REQUIRED ENROLLMENT FORMS**

#### **Upon Registration**

To complete the Registration process and secure enrollment at Zion-Concord Lutheran School a student must first be accepted according to the admission requirements.

The following items are required upon the registration of any student, Preschool through 8th Grade:

- 1) Complete "Student Enrollment Form" for the appropriate grade level of the student.
- 2) Signed "Fee Agreement Sheet" that is completed with the principal.
- 3) Payment of Registration Fees

A student's place in a classroom is not secured unless accepted into the school and the completion of each of the three outlined steps above.

#### **Before the 1st Day of School**

The following items must be returned by the 1st day of school

- 1) Completed payment of all Educational Fees and 1st Month Tuition
- 2) Completed "Parental Consent Form" with signatures of all parents and/or legal guardians
- 3) Copy of a Government Issued Birth Certificate, if not currently on file.

## **BIRTH CERTIFICATES**

Evidence of birth date must be presented by an official government issued birth certificate. If a child is from another country and does not have a birth certificate, a government issued document (passport or visa) indicating the child's name, date of birth, and place of birth will meet this requirement. If evidence of a birth date is not provided within 30 days of enrollment, the student will be excluded from school until it is such evidence is made available.

## **REGISTRATION NIGHT**

Registration Night takes place the 1st Thursday, in August, from 5:00 pm to 7:00 pm. This night provides the opportunity for parents to pay fees, turn in forms, meet/greet the classroom teacher, pick up classroom information and/or materials, and register for Extended Care. If parents cannot attend Registration Night, they should make an appointment with the school office to register at another time, before the first day of school.

## **REQUIREMENTS FOR MEDICAL, DENTAL, AND EYE EXAMINATION RECORDS**

1. Proof of Dental Examination:  
Zion-Concord Lutheran School requires students in kindergarten, second, and sixth grades to before May 15 of the school year present proof of having been examined by a dentist.
2. Eye Examination Report  
Zion-Concord Lutheran School requires students entering kindergarten or when enrolling for the first time to submit, before October 15 of the school year, an Eye Examination Report completed by a qualified physician or optometrist.
3. Medical Exam  
Zion-Concord Lutheran School requires students to submit a medical examination performed within one year of entering preschool, kindergarten or first grade; and sixth grade; and immediately prior to entrance to a new school; and for any students who wish to participate in interscholastic activities.
4. Immunization Record  
Zion-Concord Lutheran School requires students to present proof of having received such immunizations against preventable diseases as the Department of Public Health shall require.
5. Zion-Concord Lutheran School shall report to the State Board of Education by November 15 information on students who have and have not received required immunization and health examinations.
6. Zion-Concord Lutheran School shall report to the State Board of Education by June 30 information on students who have and have not received required dental and eye examinations.
7. Students are to be excluded from school by October 15 if the requirements for health examinations and immunizations have not been met.
8. New students may submit up to date health and immunization records from their current school.

## **TRANSFER STUDENTS**

When students transfer to Zion-Concord Lutheran School from another school, they will be enrolled at the discretion of the administration. Parents wishing to enroll their child(ren) at Zion-Concord Lutheran

School will schedule a conference with the administrator.

Transfer student's parents must present student report cards and sign a document to release student records from their previous school. Appropriate forms are in the school office.

Zion-Concord will not accept students expelled from other schools except under unusual circumstances or middle school (grades 6-8) transfer students after January 1st, unless they are new to the community or under unusual circumstances. In both cases, the School Board must give approval for admission.

All enrollments are subject to a 30 academic day probationary period.

## IV. FEES AND PAYMENTS

### TUITION

Tuition levels are based upon the cost of education at Zion-Concord Lutheran School. The cost of education is based upon all operating expenses of the school. These expenses include all personnel expenses, program expenses, and operational expenses. Statements of tuition costs will be sent out to individual families in the spring Registration Packet after it has been determined by the School Board.

#### Active Member Tuition

Zion Evangelical Lutheran Church's congregation substantially subsidizes the difference between tuition payments and the actual cost of education. Families who are active members of Zion Evangelical Lutheran will receive an Active Member Discount for the cost of their child's education. The discount only applies to families who are members of the church and have better than 66% weekly attendance, with their children. At the beginning of the school year and at the end of each trimester, the family requesting the subsidized member rate must complete a form, *Active Member Tuition Discount Form*, to verify proof of church attendance. Failure to uphold church attendance standards and/or complete the form will result in forfeiture of the Active Member Discount.

#### Tuition Payments

The tuition for the school year is divided into 9, 10, or 11 equal payments, depending on the parent's choice of tuition plans. If a 9- or 10-month plan is chosen, the first payment is due August 1st. If an 11-month plan is chosen, then the first payment is due on July 1st. Each succeeding payment is due on the 15th of each month, until May 15th. Each family must sign a *Fee Agreement* in order to participate on a monthly tuition plan.

Tuition payments may be made by cash, check, or debit/credit card in the school office or through [www.SycamoreEducation.com](http://www.SycamoreEducation.com)

There is a 5% discount for tuition paid, in full, before August 1st.

### ANNUAL FEES

#### Registration Fee

The Registration Fee covers administrative costs of the student and serves as a deposit to secure a child's seat for the next Academic Year. The Registration Fee must be paid upon registration of a child for school.

#### Educational Fee

The educational fee covers the costs of books, classroom materials, technology, annual screenings, and other general costs of education. Educational Fees must be paid by August 1st of the Academic Year unless arrangements have been made with the principal.

#### Yearbook Fee

The Yearbook Fee is only for those individual families that choose to order a yearbook. It covers the school's cost of design and printing. The Yearbook Fee must be paid and turned in with the Yearbook Order Form by October 15th of the Academic Year. The yearbooks are distributed in the spring.

#### Athletic Fee

The Athletic Fee is only for those families whose child participates in interscholastic activities. This is a one-time fee, per child, that allows the child to participate in all sports for that Academic Year. The covers the cost of referees, tournament entries, and transportation to away games. Athletic Fees must be paid before a child is able to participate in any practices and/or games.

### **Milk Fee**

The Milk Fee is only for families that choose to participate in the school's milk program. This fee covers the cost of one milk per one child for the entire school year. The student has a choice of a pint of 1% regular milk or a pint of fat free chocolate milk, each day. Families may purchase more than one milk, per child, for an additional fee. The Milk Fee must be paid and turned in with the Milk Order Form by September 1st of the Academic Year.

### **Extended Care Rates**

The rates for Extended Care Services are \$4.00 per hour for one child, \$6.50 an hour for 2 or more children. All extended care times are rounded up to the nearest quarter hour. Monthly Extended Care plans are available for families that would prefer a set rate. Rates on such plans are on an individual basis determined by the hours a family utilizes Extended Care each month.

Extended Care use is posted on Sycamore and sent home by email notification on Mondays. Families that utilize monthly plans are expected to make payment with their monthly tuition bill. Families that "pay as you go" are expected to pay their balance on a weekly basis.

### **Late Pick-up Fee**

Late pick up fees are \$10.00 for the first 10 minutes, per child, and an additional \$1.00 per family thereafter. In the case of a true emergency, these charges may be waived.

### **LATE PAYMENT FEE**

At 30 days past due under the arrangements established by the *Fee Agreement and Tuition Collection and Management Policy*, Zion-Concord Lutheran School will add a \$25 late fee to the family account balance.

### **Delinquent Accounts**

Delinquent tuition and/or fees is a serious matter. The principal is responsible for ensuring the collection of all tuition payments. Refer to the *Tuition Collection and Management Policy* for the procedure for collecting past due tuition and/or fees.

### **Policy Regarding "NSF" Checks (pending Board approval)**

- 1) A **\$35.00** fee will be charged for a returned check.
- 2) Payment for returned check must be made by certified check, money order, or cash.
- 3) Upon the return of a second "NSF" check
  - a) the student will not be admitted until restitution has been made,
  - b) Future payments must be made by certified check, money order, or cash.

## V. Schedule of Operation

### SCHOOL CALENDAR

School calendars are distributed to each family upon registration. The school calendar is also available on the school website ([www.ZionConcord.org](http://www.ZionConcord.org)). The school calendar begins on July 1st and ends on June 30th. Zion-Concord Lutheran School will conduct school at least 176 days.

### SCHOOL HOURS

Full Days:	8:30 am to 3:00 pm
Half Days:	8:30 am to 11:30 am

### EARLY DISMISSAL THURSDAYS

On Thursdays, students will be dismissed at 2:00 pm. Extended Care services are still available, until 6:00 pm, for those families unable to pick-up their child when school dismisses. Early Dismissal Thursdays allow the faculty and staff to have their weekly meetings.

### EXTENDED CARE HOURS

Morning Care:	6:45 am to 8:15 am
Afternoon Care	3:00 pm to 6:00 pm

## **VI. OPERATIONAL PROCEDURES**

### **DROPPING OFF/ PICKING UP STUDENTS**

#### **Dropping Off Students**

All students that arrive before 8:15 am enter through the Main School Entrance and enter Morning Care in the gymnasium. Parent/guardians will have to identify themselves at the door and be granted access to the school. Between 8:15 am and 8:30 am, students that arrive at school may proceed directly to the classrooms. Both the Early Childhood Entrance and Main Entrance are open during these times. Any child that arrives after 8:30 am must use the Main School Entrance and check in with the office before proceeding to their classroom.

#### **Picking Up Students**

Students whose last name begins with a letter between A-L will be dismissed to the south parking lot. Students whose last name begins with a letter between M-Z will be dismissed to north parking lot. Driving parents are asked to line up, pulling forward to meet their children. Supervising teachers will direct traffic flow and assist children entering cars. Under no circumstances are children allowed to walk to cars outside the immediate loading zone. If anyone other than the parent or guardian is to pick up a child, that person must be identified in writing by the parent or guardian.

#### **Picking Your Child Up Early**

Children leaving school before official dismissal time must be picked up by the parent, guardian, or appointed person in the school office and a sign-out log must be signed. If anyone other than the parent or guardian is to pick up a child, that person must be identified in writing by the parent or guardian.

#### **Students That Walk Home**

Parents of children who are walking home must give prior permission to allow a child to leave the school grounds unattended.

### **USE OF SCHOOL TELEPHONES**

Children are permitted to use the school phone under supervision, for necessary school business or for an emergency. No child may use the school phone to conduct personal business or personal conversations.

Neither teacher nor students will be called out of a classroom to receive or make a call, except in an emergency.

## **EMERGENCY SCHOOL CLOSINGS**

When it is necessary to close the school for the day, the following procedures will be followed:

- 1) The principal will communicate with each teacher and staff member through a phone call or a group text.
- 2) The principal will email all families.
- 3) The principal will send a "Pass-a-Note", through Sycamore, to all families.

If a family did not receive an email and was concerned that school may be closed, then the following options should also be checked:

- 1) Check the school website at [www.ZionConcord.org](http://www.ZionConcord.org)
- 2) Check the Sycamore homepage at [www.SycamoreEducation.com](http://www.SycamoreEducation.com)
- 3) Go to [www.EmergencyClosings.com](http://www.EmergencyClosings.com), go into status search, and type in "Zion-Concord Lutheran School".
- 4) Check the school's Facebook page at [www.Facebook.com/ZionConcordLutheranSchool](http://www.Facebook.com/ZionConcordLutheranSchool)

## **EXTENDED CARE SERVICES**

Zion-Concord Lutheran School operates an extended school that provides supervised care and activity, at the cost of the parent, before and after the school day.

Before school services are available from 6:45 am until 8:15 am. These services typically take place in the gymnasium. All parents should enter through the Main School Entrance to drop off their children.

After school care services are available from 3:00 pm until 6:00 pm. On early dismissal days, after school care begins at 2:00 pm. On half days, after school care begins at 11:30 am. Parents should enter through the Early Childhood Entrance to pick-up their children.

Children in Extended Care can only be given to those names listed under the "Authorized Pick-up" portion of the *Student Enrollment Form*. Anyone picking up a child from Extended Care should be prepared to present a government issued photo identification for the safety of our children.

Service to uncooperative students may be suspended or terminated, by the principal, upon the recommendation of the Extended Care workers.

Extended Care can be reached during operating hours at (224) 548-0387.

## **Sample Schedules for After School Extended Care:**

Preschool, Pre-Kindergarten, & Kindergarten Daily Schedule:

3:00 – 3:20	Sign-in, snack time
3:20 – 4:00	Free play outside, gym, or in the Extended Care room
4:00 – 5:00	Planned activity, continued gym or outdoor time
5:00 – 6:00	Extended Care Room – structured playtime, group games

1st -8th Grade Daily Schedule:

3:00 – 4:00	Homework time, snacks, coloring, mazes, board games (no electronics)
4:00 – 5:00	Planned activity, gym time, outdoor time
5:00 – 6:00	Extended Care Room – electronics allowed

### **FIELD TRIPS**

Field Trips serve to enhance the educational experience. Teachers schedule them to enrich classroom learning. These trips are usually at a nominal cost to the student. Children are expected to take Field Trips with their class unless medical problems would dictate otherwise. A note from a parent is necessary to medically exempt a student from a Field Trip.

Transportation may be on foot, school bus, or utilize volunteer drivers. Parents will be asked to assist in supervision, particularly in the primary grades where school policy requires one adult to every five students. Each child must have a signed permission slip for each trip they attend. Parents who intend to drive for a Field Trip must complete the requirements of the *Volunteer Drivers* section of this handbook.

### **FUNDRAISING**

Permission to conduct fundraising sales or promotions on school grounds are granted only to church and/or school affiliated organizations or by special approval of the School Board and/or governing Voters' Assembly.

### **HOT LUNCH PROGRAM**

#### **Lunch Dismissal**

Children are not permitted to leave the school premises during the day for lunch at a location other than home unless accompanied by a parent. A written request from the parent is also required. Parents who expect their child home for lunch on a daily basis should inform both the teacher and the office in advance.

#### **Hot Lunch Service**

An optional hot lunch program is available on selected days. The menu and order form are sent home each month for the following month. The order form and payment are due by specified deadlines or orders cannot be placed. Students who participate in the hot lunch program will eat their lunch along with the students who bring their own. Milk may be purchased for the entire year at the beginning of the school year.

### **Student Expectations**

Students are expected to behave appropriately, show respect for fellow students and supervisors, and follow lunchroom rules and procedures. Repeated violation of these expectations (after warnings) could result in removal from the lunch room and/or disciplinary action will be taken.

### **LOST AND FOUND**

Misplaced and lost items are placed in the lost and found. Valuable items are turned into the school office. Your child's name should be on jackets, boots, gloves, etc. Students are asked not to leave money or valuables unattended at any time. After the last day of school, all unclaimed items will be donated to charity.

### **MANDATED REPORTING OF CHILD ABUSE**

School personnel are mandated reporters of child abuse and neglect. All school personnel have signed the mandated reporter statement required by the Department of Children and Family Services acknowledging this obligation

### **RECORDS AND RECORD KEEPING**

Every effort is made to ensure the rights of parents and students as provided under the Family Education Rights and Privacy Act and the Illinois School Student Record Act.

Student records, classified as either permanent or temporary, are maintained to ensure a continuous educational program for each student. Parents are granted access to all official records pertaining to their children.

In cases where parents are divorced, the non-custodial natural parent has rights to records, notice of meetings, conferences, etc., upon request to the school principal. If there is a court order to the contrary, it is the responsibility of the custodial parent to inform the school of such restrictions.

### **Student Permanent Record**

The minimum personal information necessary to a school in the education of the student.

Student records shall consist of the following:

- 1) Basic identifying information, including the student's name and address, birth date and place, gender, and names and addresses of the student's parents
- 2) Academic transcript, including grades, graduation date, grade level achieved
- 3) Attendance record
- 4) Health record
- 5) Record of release of permanent record information

### **Student Temporary Record**

All information that is not required to be in the Student Permanent Records and MUST contain the following:

- 1) Record of release of all temporary record information
- 2) Information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment
- 3) Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act
- 4) Health-related information
- 5) Accident reports
- 6) Baptismal date
- 7) Sibling names and birthdates
- 8) K-8 assessments
- 9) Transfer files from other schools
- 10) If applicable, custody/divorce information
- 11) If applicable, copies of all special education records

### **Parental Rights to Records**

Parents have the right to inspect, copy, or challenge the information in the permanent or temporary student records. Parents may obtain the procedure for records challenges by contacting the principal.

### **Maintenance of Student Records**

Five years after graduation, transfer, or other permanent withdrawal of the student, temporary records are destroyed. Permanent records are maintained for 60 years.

### **Records Release Without Consent**

Information may be released without parental consent in the following situations:

- 1) In an emergency to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons, provided that the parents are notified as soon as possible of the information released.
- 2) To persons authorized or required by state or federal law to gain access

### **Records and Record Transferring**

Records are kept in the school office for each student. Records are transferred to another school upon request of the other school or the parent. All transfer requests are honored within ten days. Certified copies of records of students transferring in must be requested within 14 days of enrollment.

### **Missing Student Reporting**

When a student is transferred in or out of the school, the school checks to confirm that the student is not listed as missing. The procedure is to go to IWAS and view The Missing Children's List found on the Nonpublic Registration Enrollment and Staff Report Home Page. If it is determined that a missing child is attending the school, the principal or chief administrative officer immediately gives notice of this fact to the State Board of Education at [mrobinso@isbe.net](mailto:mrobinso@isbe.net), the Department of State Police at 1-800-843-5763 or [missing@isp.state.il.us](mailto:missing@isp.state.il.us), and the law enforcement agency having jurisdiction in the area where the missing child resides or attends school. The names on the list are provided by the State Police. If persons are found who should not be listed as missing, the principal or chief administrative officer contacts the State Police.

### **WORSHIP DAYS**

Weekly chapel services are held every Wednesday, at 11:00 am. Parents are invited to attend chapel services with their children, if/when possible. Offerings are taken during the chapel services and are designated for various aspects of the Lord's work. We encourage families to help children to learn to give to God from their own allowances or money.

A Hymn Sing is held on Friday mornings, at 11:00 am. Parents are invited to attend the Hymn Sing with their children if/when possible. The Hymn Sing provides an informal setting where the students pick the songs.

Regular participation in formal worship, outside of the school day, is expected of all children. This may be done at the church of your choice

### **VOLUNTEER DRIVERS**

Volunteer drivers must complete the *Volunteer Driver Application* with a photocopy of their driver's license and first page of the volunteer's car insurance policy that verifies the amount of coverage. The primary insurance responsibility lies with the volunteer driver. In order to assure minimum protection for such drivers, it is mandatory that the auto insurance policy of the volunteer carry a liability of \$1000,000 for liability per person for bodily injury, \$300,000 liability per incident for bodily injury for all vehicle occupants, and \$100,000 liability for property damage.

## VII. HEALTH AND SAFETY POLICIES

### **ASBESTOSES**

Zion-Concord Lutheran School has complied with mandated asbestos inspections as required by the Asbestos Hazard Emergency Response Act (AHERA) and has completed abatement proceedings. Detailed reports of the asbestos program (including the Management Plan) are available for public inspection. Please contact the school office for an appointment.

### **PROHIBITED ITEMS**

#### **No Smoking Policy**

Smoking and the use of tobacco products are prohibited at all times in school buildings. This applies to employees, students, parents, and visitors.

#### **Drugs and/or Alcohol**

The possession of drugs and/or alcohol is forbidden. Those in possession are subject to immediate and automatic suspension and recommended for expulsion.

#### **Other Prohibited Items**

Articles including but not limited to weapons, tobacco, matches, and lighters are prohibited and will subject those in possession to immediate and possibly severe disciplinary action.

### **MEDICATIONS**

Parents should make every effort to adjust medication schedules so that medication may be administered under parent supervision. Before medication (prescription or over-the-counter) is given at school, parents should consult with their child's physician to see if midday medication schedules can be adjusted so that medication is given at a time that the child is not in school.

Any medication that is taken to school shall be brought to the school office in the original labeled container distributed by the pharmacist or physician. Children may not keep medicines in their possession during school except for asthma inhalers, diabetes medication, and epinephrine auto-injectors with the appropriate paperwork.

*A School Medication Authorization Form*, is to be signed by the parent, must be obtained. A physician's order is to be attached to the form. This form must be on file at the school office.

If a student is to take medication at school, the parents should bring the medication, in the original container, to school and not send it with their child. The parent is also responsible for picking up their child's medication if it has been discontinued and on the last day of school. Medicine that needs to be distributed during school hours will be distributed by the principal or administrative assistant.

Zion-Concord Lutheran School and its personnel incur no liability for injuries when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist. Parents or guardians of all students must sign a statement acknowledging this protection.

## **CARE OF STUDENTS WITH ASTHMA**

Students are allowed to self-administer and self-carry asthma medication upon receipt of a signed parent permission notification, healthcare provider's name and contact information, a copy of the medication prescription, and the plan of care including administration of the medication. These items are to be submitted annually as the *Asthma Inhaler Self-Administer Authorization Form* and the *Illinois Department of Public Health Asthma Action Plan*. These items are to be kept on file in the school office.

The school requires its personnel who work with pupils to complete every two years an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.

## **CARE OF STUDENTS WITH DIABETES**

- a. When the school has a student with diabetes, all school employees receive training in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in the case of an emergency.
- b. The school allows the self-administration and self-carry of diabetes medication upon receipt of a signed parent permission notification and a signed physician diabetes care plan that also carries a parent signature, both of which are maintained in the school files.
- c. The school requires every staff member who is taking care of a student with diabetes to be trained appropriately as a "Delegated care aide," by a licensed healthcare provider with expertise in diabetes or a certified diabetic educator.

## **SELF-ADMINISTRATION AND SELF-CARRY OF EPINEPHRINE AUTO-INJECTORS**

Students are allowed to self-administer and self-carry epinephrine auto-injectors upon receipt of a signed parent permission notification and a signed authorization by a physician or nurse practitioner. The signed permission notification and the signed physician or nurse practitioner authorization must be kept on file in the school office. The form *Epi-Pen Medication Self-Administer Authorization Form* must be completed by both the parent/guardian and signed by a physician or nurse practitioner. This item will be kept on file in the school office.

## **COLD WEATHER POLICY**

Daily outdoor recesses are a valuable factor in promoting healthy classroom conditions, as young people who are expected to concentrate on academic work need time to get fresh air and exercise. All students are expected to participate in recess activities. They should wear appropriate clothing. Hats and gloves are necessary during winter months, and boots will be necessary when playground areas are muddy or snowy. Students need to have indoor footwear on days they wear boots outside for recess. Outdoor recess boots may not be worn in the classrooms.

Our policy is that all students will go outside for recess. We do not have the resources for indoor supervision of students during outdoor recess time. On days when the weather is extremely cold or rainy, recess breaks are held indoors. In order to let parents know when children will be expected to be outdoors, the following guidelines are provided:

1. Students will be outside when the wind-chill factor is above 15 degrees Fahrenheit.
2. When the wind-chill factor is less than 15 degrees Fahrenheit, but greater than zero, the length of outdoor recess will be shortened. The intent of a shortened activity period during marginal weather conditions is to allow students to release some energy. On these days, the playground supervisor will encourage all students to engage in some kind of active play before entering the building.
3. When the wind-chill factor is less than zero degrees Fahrenheit, the children will remain indoors.

A doctor's note is necessary if a child needs to stay in for recess for a specified period of time after an illness

## **WHEN TO KEEP YOUR CHILD HOME**

Children with any of the following symptoms should be kept home for the duration of their illness:

1. acute cold, sore throat, or earache
2. nausea or vomiting
3. rash or skin eruption
4. sign of listlessness, weakness, drowsiness, flushed skin, chills, fever or headache
5. swollen glands
6. red, inflamed or watering eyes
7. excessive watery discharge from nostrils, sneezing, or coughing
8. head lice/pink eye

Should signs of acute illness arise while the child is in school, the teacher or school office will contact the parent who must arrange for transportation home. It is understood that teachers may administer first aid.

**\*\*Children should be free of fever for 24 hours without fever reducing medication prior to returning to school\*\*.**

For illnesses that require antibiotics, the child must be on antibiotics a full 24 hours prior to returning to school.

A Reminder: When a child is to be absent from school, the PARENT must call the school office prior to

8:30 A.M. to report the absence and the reason for it. If your child should contract a communicable disease, please promptly notify the school office. Parents should always inform the school office if the child is to be removed from school grounds either by themselves or someone else.

No written excuses are necessary unless the child has had a communicable disease. In such cases, a note or call from the doctor's office is necessary.

Please schedule doctor and dentist appointments at times other than school hours.

### **TOXIC ART SUPPLIES**

Toxic art supplies, as defined in section 105/135 of the Illinois School Code, are not used in grades K-6. Art supplies containing toxic substances are used for students in grades 7 and 8 only if materials are properly labeled as required by section 105/135 of the Illinois School Code.

### **EYE PROTECTIVE DEVICES**

Every student, teacher, and visitor are required to wear an industrial quality eye protective device when participating in or observing activities that involve cutting, sawing, grinding, or stamping of any solid materials; tempering or kiln firing of any metal or other materials; use of chemical, caustic, or hot liquids

### **ANNUAL SCREENINGS**

#### **VISION**

The State of Illinois, the Illinois Department of Public Health, and the Illinois State Board of Education mandate that all students in grades K, 2, and 8, all new students be screened for visual acuity. Parents will be notified of the screening prior to the testing date. This notice is not a permission to test. Vision screening for the mandated years is not an option. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. A vision screening does not replace a complete vision and eye exam by an eye doctor.

#### **HEARING**

The State of Illinois, the Illinois Department of Public Health, and the Illinois State Board of Education mandate that individual pure tone audiometric tests are given to all students in grades K, 1, 2, and 3, all new students. Parents will be notified of the screening prior to the testing date. This notice is not a permission to test. Hearing screening for the mandated years is not an option.

## **STUDENTS WITH CHRONIC COMMUNICABLE DISEASES**

### **Section 1: PLACEMENT**

If a child has AIDS, ARC, is HIV positive, or has some other chronic communicable disease seeks admission to Zion-Concord Lutheran School, a pre-enrollment conference including the child's parents, physician, teacher, and the principal will be conducted to determine the following:

- AIDS induced impairment of the child's mental function
- psychological impairment manifested in assaultive behavior and the potential exposure of others to infected blood
- the immunization status of the child
- the necessary limits on the child's curricular and extracurricular school participation
- the potential effect on other children in the school

Currently enrolled students with chronic communicable diseases may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of further injury to the student is minimized. If not, the student's placement will be into a more restrictive setting. If the student is required to be placed in a non-school setting, the student will be directed to their local school district that, in consultation with Concord Lutheran School staff, shall provide an appropriate alternative education program. The determination of whether a student with a chronic communicable disease may attend school in the regular classroom setting shall be made in accordance with Section 2 of this Policy.

### **Section 2: PLACEMENT PROCEDURES**

Temporary Exclusion Upon being informed that a student has, or is reasonably suspected of having, a chronic communicable disease, an employee shall inform the principal or designee responsible for convening the multidisciplinary team. Pending determination of placement, a student with a chronic communicable disease, or a student reasonably suspected of having a chronic communicable disease, may be temporarily excluded from school if a medical situation exists warranting temporary exclusion. Zion-Concord Lutheran School may require the student to submit to a physical examination, conducted by a physician selected by Zion-Concord Lutheran School and provided at Zion-Concord Lutheran School's expense. If a student refuses to submit to such an examination, that student may be excluded pending a medical examination showing that the child poses no risk. During the period of temporary exclusion, the student will be directed to their local school district that, in consultation with Zion-Concord Lutheran School staff, shall provide an appropriate alternative education program.

Initial Case Study Evaluation Each student with a chronic communicable disease, or a student reasonably suspected of having a chronic communicable disease, shall then be evaluated by a multidisciplinary team, convened by the principal that may consist of appropriate school personnel and a physician or other consultants selected by the principal or designee, the student's physician(s), public health personnel,

legal counsel, the student's parents or guardians and the student, where applicable. Every effort shall be made to complete the evaluation in a prompt and timely manner.

Placement Decision Upon completion of a case study evaluation, one or more conferences shall be convened for the purpose of formulating program and service options. Recommendations concerning the student's placement shall be determined in accordance with the standard set forth in Section 1 of this Policy and is based upon the following factors:

- the risk of transmission of the disease to others
- the health risk to the particular student
- reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others
- the provision of educational services in the least restrictive environment

The placement decision shall be communicated in writing to the student, the parents or guardians, and the principal.

Appeal Process: A decision on a student's placement or individualized educational program may be appealed to the Voters' Assembly of Zion Lutheran Church, Bensenville. Parents or guardians have the opportunity to be heard within thirty (30) days of their written appeal.

Subsequent evaluations The student shall be reevaluated on a regular basis by the multidisciplinary team to determine whether the student's placement and program continue to be appropriate. The frequency of the reevaluations shall be determined by the team, but in no event shall the student be reevaluated less frequently than twice per school year. In the event a change in the student's medical condition occurs, or a change in the school environment occurs, the multidisciplinary team shall determine if a change in placement is appropriate. If, however, an emergency occurs, the principal shall have the right to take appropriate action. Any such action will be reviewed by the multidisciplinary team as soon as possible.

### **Section 3: CONFIDENTIALITY**

#### Students with Chronic Communicable Diseases Other Than Acquired Immune Deficiency Syndrome

The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the diseases may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; and, these persons shall not further disclose such information.

The multidisciplinary team responsible for making initial evaluations and placement decisions will be responsible for determining who has "a direct need to know." The principal or designee shall report, by mail or telephone, each suspected or diagnosed case of Class I or Class II communicable disease to the local health authority.

Students With Acquired Immune Deficiency Syndrome (AIDS) Upon learning that a student has AIDS or AIDS Related Complex, or has tested positive on a Western Blot Assay or on a more reliable test, the principal shall convene the multidisciplinary team. Members of the multidisciplinary team may be provided with the child's identity and any other appropriate information. The principal may then disclose the identification of a student with AIDS to the school nurse. Classroom teachers of the child in question deemed to have a "direct need to know" by the multidisciplinary team will be provided with

the appropriate information. However, the principal, multidisciplinary team members, the school nurse and classroom teachers shall not further disclose any information provided to them. (The principal will, however, reveal the presence of a child infected with AIDS or ARC so long as the child's identity is not revealed.)

#### **Section 4: ADDITIONAL RULES AND REGULATIONS**

The principal may establish additional rules and regulations designed to implement this Policy.

##### **SAFETY DRILLS**

Fire, tornado, lockdown, earthquake, and bus evacuation drills are conducted annually in accordance with the Illinois State Board of Education guidelines. Zion-Concord Lutheran School has a comprehensive *Crisis Management Plan* that guides both staff and students as to procedures during a given type of emergency.

##### **STUDENTS' NEED FOR SUPPORT SERVICES**

Students' needs for support services such as counseling and social work are evaluated when school staff believes consideration is needed, such as when there are changes in the student body or stresses within the surrounding community. The principal or designated representative will have a list of sources available. The decision to involve outside personnel will be made by the principal and/or designated representative.

## VIII. STUDENT POLICIES

### ATTENDANCE

The school requires students who are enrolled to attend DAILY during the entire regular school term.

Excessive absence is harmful to the complete development of a child. Absences more than 25 days annually may result in retention at grade level and/or referral to county truancy officials. To provide an orderly start to the school day, students are expected to arrive on time. Tardiness will not be tolerated, and excessive tardiness will be reported to the principal and/or school board.

### ABSENCES

Parents are required to notify the school office by telephone prior to 8:30am on the school day when a student is going to be absent. The school will make a reasonable effort to telephone parents if a child is absent and no call is received or there is no record of a valid cause for the absence.

#### EXCUSED ABSENCES

An **excused absence** can be defined as, but is not limited to:

1. Death in the immediate family
2. Funeral (confirmed with parent/guardian note)
3. family emergencies
4. situations of reasonable concern for the health or safety of the student
5. Extenuating circumstances that have been approved by administration
6. High School shadow and/or placement test day.

The call must be placed by the parent rather than the child. This procedure helps to protect your child. Please faithfully adhere to it. Note: Make all absence calls to the main office. All classroom teachers will be notified by the school office as to which students are absent.

#### ABSENCES RELATED TO ILLNESS

Children should not return to school after any illness until they have sufficiently recovered from the illness. Students should not have diarrhea or have vomited for a full 24 hours. The child should also be fever free without the administration of medications for twenty-four hours before returning to school.

Parents are requested to notify the school office of any communicable disease their child has at the earliest time. Children with a communicable disease should not return to school without a doctor's authorization.

Students absent more than 3 days may be required to provide medical documentation.

#### PREARRANGED ABSENCES

Absences for family vacations, lessons, work, etc., although considered on an individual basis, are discouraged. Should a parent decide that a situation or opportunity has arisen which requires the child to be removed from school for several days, the parent should notify the Principal/School Office and the classroom teacher. This may enable the teachers to provide some assignments in advance.

## **MAKE-UP WORK**

If a prearranged absence is unavoidable, the child's teachers will provide assignments that have been missed to be turned in within a reasonable time after the child returns to school. Teachers are generally unable to provide any special tutoring services for concepts missed during such a leave.

## **DRESS CODE**

The School Board and the faculty of Zion-Concord Lutheran School request all students dress in a manner which befits a Christian who lives to show honor to Christ. Students should take pride in their appearance but not be preoccupied by it. Clothing that is distracting to the class or reflects a lack of pride in appearance is not acceptable. Our appearance is to reflect the image of our Lord and Savior Jesus Christ, and all things are to be done in decency, in order to show the community that our school is an institution of Christian training, where Christ is our leader. Parents will be notified by the Principal if inappropriate attire is worn to school.

Certain exceptions may be granted by the principal for Spirit Days. All questions concerning appropriate apparel should be addressed to the principal BEFORE wearing the clothing to school. All decisions regarding appearance are at the discretion of the principal.

1. Clothing worn to school must not conflict with Zion-Concord's philosophy of Christian education.
2. Hair must be of a natural "human" color. Dyes/extensions of a non-naturally occurring human color may not be worn to school.
3. Pants may be jeans, khaki or "Dockers style" pants, worn at the waist, without holes or tears, and solid in color. Pants may not be excessively tight nor baggy. Pants not permitted include, but are not limited to: leggings, sweatpants, jeggings and warm-up pants.
  - a. Girls may wear dresses or skirts but must be longer than the student's arms and hands extended to their side.
  - b. Denim or khaki "cargo-style" or dress shorts may be worn but must be longer than the student's arms and hands extended to their side, worn above the waist, without holes or tears, and solid in color. Athletic style shorts may not be worn outside of physical education classes. Shorts may be worn until October 31st in the fall and beginning April 1st in the spring.
4. Shirts
  - a. Must cover the shoulder and have a sleeve.
  - b. Must cover the chest and torso. Midriff must be covered at all times.
  - c. Must not be seen through or skin tight.
  - d. Must not be inappropriately low-cut.
  - e. Must not have wording or pictures of poor taste, a derogatory nature or anything gang-related.
  - f. Spirit wear may be worn as a shirt.
  - g. If the classroom is cool, hoodies or sweatshirts may be worn.
5. Foot wear must be securely attached to the feet with a back and no open toe.
  - a. Gym shoes must be worn for Physical Education class.
  - b. Foot wear must not have any built-in wheels.

- c. Foot wear must be in good condition.
  - d. Socks must always be worn.
  - e. Flip flops and other sandals are not permitted for safety reasons.
6. Jewelry and makeup must not call undue attention to the student or prove disruptive to the class.
- a. Visible body piercing other than of the ears is unacceptable and may not be worn in school.
  - b. No more than two earrings per ear are acceptable.
7. Hats will not be worn in the building.

### **BICYCLES**

Students are permitted to ride bicycles to school. Bicycles should be maintained and in good mechanical condition. Locks or chains should be used, and riding safety rules upheld. Bike helmets are recommended. Bicycles are to be walked on to and off school property. The school is not responsible for lost or damaged bicycles.

Motorized bikes and vehicles are not permitted.

### **HOMEWORK PHILOSOPHY**

Homework is an important part of Zion-Concord's instructional program. The students are responsible for satisfactory completion of all homework assignments if they are to maintain their best possible level of academic achievement. Homework is prescribed by teachers according to the needs of a student or the class and is to be completed during study periods or at home. It is usually an extension of the classroom instruction, which may take the form of drill, work not completed in school, make-up work, or projects that require more time for completion. Assignments are expected to be neatly and carefully completed. Homework policies and procedures may differ among teachers.

Homework is important because it establishes a communication link between home and school, provides opportunities for children to practice new skills, and assists children in developing good study habits and self-discipline.

### **HELPING YOUR CHILD**

You can help your child in the following ways:

- 1) determine the best time to do homework
- 2) find a quiet, well-lit spot where your child can study
- 3) make sure your child has the necessary supplies—books, paper, pencils, crayons, etc.
- 4) help your child organize a list of assignments and a calendar so that long-term projects can be completed over a period of time
- 5) follow up on your child's work by asking about assignments a few days later
- 6) praise and encourage your child
- 7) set aside a regular family reading time
- 8) make books, newspapers, dictionaries, puzzles, and other learning tools available to your child
- 9) explore reference books with your child
- 10) encourage your child to think through the answers to questions
- 11) ask your child to explain answers to you

## **HOMEWORK EXPECTATIONS**

The National Education Association has set homework guidelines based on the research of students of all ages. Zion-Concord Lutheran School follows these homework guidelines according the grade levels of the student.

1st Grade	up to 20 minutes daily
2nd Grade	up to 20 minutes daily
3rd Grade	up to 30 minutes daily
4th Grade	up to 40 minutes daily
5th Grade	up to 50 minutes daily
6th Grade	up to 60 minutes daily
7th Grade	up to 70 minutes daily
8th Grade	up to 80 minutes daily

## **MEDIA RELEASE**

During the school year, children are occasionally photographed or videotaped for school publicity. These are shared with local newspapers, displayed in the school, displayed on social media sites, or placed on the web site. Videos may be used in the classrooms, at school-sponsored events, or for cable television. Images are not used for commercial purposes. Any parent/guardian that would like their child to be excluded from media must indicate so on the *Parental Consent Form*.

## **TECHNOLOGY**

The goal of Zion-Concord Lutheran School is to include the Internet in the school's instructional program and administrative operations in order to promote educational excellence by facilitating resource sharing, innovation and education.

The use of the Internet is part of the curriculum and is not a public forum for general use. Use is a privilege, not a right. Electronic communications and downloaded material may be monitored or read by school personnel. The failure of any student to adhere to the guidelines on the use of the Internet will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The school is not liable or responsible for: any information that may be lost, damaged or unavailable; the accuracy or suitability of any information that is retrieved through the Internet; breaches of confidentiality; or defamatory material. The school will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The Conduct Code for Internet Access must be signed by each student and parent.

## **SOCIAL MEDIA POLICY**

Zion-Concord Lutheran School

- 1) May not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.
- 2) May conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's anti-bullying or similar disciplinary policy; and, the school may require the student to share content in the course of such an investigation.

**USE OF LOCKERS**

Students in 3rd to 8th Grade are assigned lockers. Students will keep their books, lunches, and backpacks inside of the lockers. Teachers will review with their students the proper use and care of the lockers.

**PERSONAL ELECTRONIC DEVICES**

Cell phones and other personal electronic devices are not encouraged but are permitted to be brought to school. They must be turned off and put away upon the start of the school day. They may not be taken out again until students are dismissed for the day. Students who do not comply will have their cell phone and/or personal electronic device taken away, and the parent/guardian will need to pick up the personal device from the principal at the end of the day. Students that bring personal electronic devices to school at their own risk.

## **IX. CURRICULUM**

### **CURRICULUM OVERVIEW**

The curriculum of Zion-Concord Lutheran School follows curriculum guides adopted by the faculty.

Our program of study has its motivation from the command of God, “Train up a child in the way he should go; and when he is old, he will not depart from it.” Proverbs 22:6

We integrate our faith in all areas of curriculum study. Students attending Immanuel Lutheran School receive religious instruction in their classrooms and during chapel services. Our Biblical references usually refer to the English Standard Version (ESV) of the Bible.

Information on the specific curriculum for each grade level is available in the school office.

### **KINDERGARTEN CURRICULUM**

Religion, Writing, Vocabulary, Spelling, Reading, , Math, Science Social Studies, Health, Large Motor Skills, Small Motor Skills, Art, and Technology

### **1ST GRADE CURRICULUM SUBJECTS**

Religion, Writing, Vocabulary, Spelling, Reading, , Math, Science Social Studies, Health, Physical Education, Art, and Technology

### **2ND GRADE CURRICULUM SUBJECTS**

Religion, Writing, Vocabulary, Spelling, Reading, , Math, Science Social Studies, Health, Physical Education, Art, and Technology

### **3RD GRADE CURRICULUM SUBJECTS**

Religion, Writing, Vocabulary, Spelling, Reading, , Math, Science Social Studies, Health, Physical Education, Art, and Technology

### **4TH GRADE CURRICULUM SUBJECTS**

Religion, Writing, Vocabulary, Spelling, Reading, , Math, Science Social Studies, Health, Physical Education, Art, and Technology

### **5TH GRADE CURRICULUM SUBJECTS**

Religion, Writing, Vocabulary, Spelling, Reading, , Math, Science Social Studies, Health, Physical Education, Art, Handbells, Confirmation Class, and Technology

### **6TH GRADE CURRICULUM SUBJECTS**

Religion, Writing, Vocabulary, Spelling, Reading, , Math, Science Social Studies, Health, Physical Education, Art, Handbells, Confirmation Class, and Technology

### **7TH GRADE CURRICULUM SUBJECTS**

Religion, Writing, Vocabulary, Spelling, Reading, , Math, Science Social Studies, Health, Physical Education, Art, Handbells, and Technology

### **8TH GRADE CURRICULUM SUBJECTS**

Religion, Writing, Vocabulary, Spelling, Reading, , Math, Algebra Science Social Studies, Health, Physical Education, Art, Handbells, Confirmation Class, and Technology

## **OUTDOOR EDUCATION**

Outdoor Education at Walcamp is a regular of the curriculum for upper grade students. This usually involves a four-day, three-night stay at our Lutheran outdoor education camp in Kingston, Illinois. Failure to participate in outdoor education, other than medical reasons, is considered equivalent to refusing participation in other subject areas such as social studies or science. Therefore, the following are consequences for failure to participate for other than medical reasons: student must be at home and will be marked absent during the outdoor education days; no special assignments will be given; and non-participating students miss bonding among students that normally occurs within the context of close living and cooperation.

Outdoor Education takes place every other year, in Academic Years beginning with even numbers (2018, 2020, etc.)

## **RELIGION CLASSES**

Religion classes are a regular part of the curriculum at all grade levels and may not be exempted. Classroom devotions are offered daily. During our daily time with Jesus, we formally study Bible stories and truths.

## **SEX EDUCATION**

Sex Education can be a part of the curriculum for students in kindergarten through eighth grade. These classes can be scheduled at various times throughout the year, and teachers inform parents of the specific dates when a sex education unit is scheduled. Parents are welcome to inspect the books. If a parent does not wish his/her child to participate in such classes, notification must be made in writing. It is understood that no alternative education is provide for children not participating in these classes, and parents must arrange for supervision during the presentations. All sex education is influenced by a Bible based values system and quality Christian publishers are sought to provide texts and materials.

## **MUSIC**

Zion-Concord Lutheran School recognizes the value of music and its rich heritage in the Lutheran Church. A wide variety of opportunities for the children to participate in the field of music. In addition to regular classroom music, the children can select from choral and/or instrumental activities. Rehearsals are held during the school day.

### **Preschool and Pre-Kindergarten**

Music: Music, movement, rhythm, beat, patterns, and group expressive dance.

### **Kindergarten through 2nd Grade**

All students in Kindergarten through 2nd Grade are also members of the school's Cherub Choir. The Cherub choir sings monthly during Sunday church services and other occasional events in the community. Parents are requested to cooperate when this choir sings for Sunday services.

### **3rd Grade through 8th Grade**

Children in 3rd through 8th grade receive instruction two times each week. Children will learn to read music, become musically literate, and understand various rhythm and tonal patterns in increasing complexity. This curriculum uses ear before eye methodology, so children will do a lot of singing and listening before seeing music in print, with the goal of being musical and expressive in everything we do. The children also will learn many hymns of the church.

All 3rd grade through 8th grade students are members of the Kids of His Kingdom choir. The Kids of His Kingdom choir sings monthly during Sunday church services and other occasional events in the community. Parents are requested to cooperate when this choir sings for Sunday services.

### **BELLS**

A group of students from the Middle School learn the art of hand-bell ringing. The hand-bells are scheduled on the same days the Children's Choir sings and may also play for grandparents' day, chapel, and Fine Arts Festival. This group rehearses once a week during the school day.

### **PHYSICAL EDUCATION**

Zion-Concord Lutheran School provides regular Physical Education classes for all students in every grade. The purpose of Physical Education classes is to develop an understanding within the child that physical conditioning contributes to the wellbeing of the whole person. Our bodies are temples of the Holy Spirit and it is important to understand the way in which we should care for them.

### **STRINGS PROGRAM**

Students from Kindergarten through Eighth Grade have the opportunity to pursue the violin, viola, or cello. The lessons are held weekly during the school day with larger group lessons every Monday night at Walther Christian Academy. Concerts occur multiple times each year. The Strings Program is an additional cost and completely run by Walther Christian Academy and its teachers.

### **INSTRUMENTAL PROGRAM**

Students in 4th grade through 8th grade have the opportunity to participate in an organized band program. Lessons are given in wind, brass, and percussion instruments. Lessons and rehearsals are held once a week during the school day. Concerts are planned throughout the school year to give the opportunity for the participants to perform. The Instrumental Program is an additional cost and completely run by Walther Christian Academy and its teachers.

### **GRADUATION**

Participation in year-end activities and graduations is earned through appropriate student achievement, behavior, and citizenship. Students who do not comply with these levels may be excluded from participation. This determination is made by the principal in conjunction with the classroom teacher.

**PROMTION & RETENTION**

Students who have shown satisfactory progress during the school year will be promoted to the next level. In cases where a student's retention (repeat of a level) would serve to assist the student in his/her overall educational experience, the parents will be informed and will have the opportunity to discuss the matter with the classroom teacher or principal. These discussions will take place well before the end of the school year.

## X. ATHELETICS

### INTERSCHOLASTIC ATHLETICS

Interscholastic athletics provides athletic competition for boys and girls with teams from other Lutheran Schools around the Bensenville area. Through competition with other Lutheran schools, we hope to foster team spirit, an attitude of Christian sportsmanship, and a feeling of fellowship with Christian students from other schools. As the athletic programs require considerable time and effort, parents may be asked to assist.

Before a student may participate in any practices and/or games, he/she must have a **Pre-Participation Examination Form**, signed by a physician, filed in the school office. Athletes and his/her parent/guardian must also read and sign the **Concussion Information Sheet** before any participation is allowed.

Athletes and their parents must sign the Athletic Code of Ethics. An Athletic Handbook is available for parents and students who are interested. Depending upon enrollment, our school offers ...

Fall Sport(s):

- Volleyball (grades 3 to 8)

Winter Sports:

- JV Basketball (Grades 3 to 6)
- Varsity Basketball (Grades 6 to 8)

Spring Sports:

- Track (Grades 5 to 8)

### CONDUCT DURING SCHOOL INTERSCHOLASTIC ATHLETICS

The rules and regulations of our own school behavior are the standards of behavior for Zion-Concord students in all school activities. At all times students should remember they are Disciples of Christ and representatives of our Christian school. Their behavior must reflect these values. In the same manner, parents and guardians must remember they too represent our Savior, their family and Zion-Concord Lutheran School. As parents support their child(ren) by attending athletic activities, fine art events, etc., adult behavior must be a role model for the children. Nothing less is acceptable.

Unacceptable behavior on the part of the student could be cause for dismissal from the team or more serious action.

Unacceptable behavior by an adult could be cause for removal from the activity/event immediately and for a period of time to be determined by the administration.

### CONCUSSION MANAGEMENT POLICY

The purpose of this policy is to safeguard students by (1) educating students, school personnel and parents/guardians about concussions, (2) requiring that a student be removed from play when a concussion is suspected and requiring a licensed health care professional to provide clearance for the

student athlete to return to play or practice, and (3) implementing the concussion management requirements specified by the Illinois High School Association and Illinois Elementary School Association.

This policy applies to athletic play occurring in school sponsored sports programs provided by elementary, and middle schools regardless whether the sports program is intramural, interscholastic, recess, gym, afterschool or provided during the summer (e.g. summer sports camp). This policy applies regardless of whether the sports activity or program is offered by or through a vendor or partner.

### **CONCUSSION SIGNS AND SYMPTOMS**

A concussion is a traumatic brain injury that interferes with normal brain function. A student does not have to lose consciousness to have suffered a concussion. Signs and symptoms of a concussion include the following

<b>Signs Observed by Others</b>	<b>Symptoms Reported by Student</b>
Appears dazed or stunned	Headache or “pressure in head”
Appears confused	Nausea
Forgets sports plays	Balance problems or dizziness
Is unsure of game, score, opponent	Sensitivity to light or noise
Moves Clumsily	Double or fuzzy vision
Answers questions slowly	Feeling sluggish or slowed down
Loses consciousness (even briefly)	Feeling foggy or groggy
Shows behavior or personality changes	Does not “feel right”
Can’t recall events prior to hit or fall	Concentration or memory problems
Can’t recall events after hit or fall	Confusion

### **REMOVAL AND RETURN TO PLAY**

Any student who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the activity and shall not return to play until cleared in writing by a licensed health care professional. If a health care professional is not immediately available at the event or practice and an injured student has any of the described signs, symptoms or behaviors of a concussion, s/he shall be promptly taken to a facility for appropriate medical evaluation and care.

A student must be removed from an activity, interscholastic athletics practice or competition immediately if one of the following persons believes the player might have sustained a concussion during the activity, practice or competition:

- a teacher or coach;
- a physician;
- a game official;
- an athletic trainer;
- the student's parent or guardian or another person with legal authority to make medical decisions for the student;
- the student; or
- any other person deemed appropriate under the school's return-to-play protocol.

A student removed from an activity, interscholastic athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- the student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
- the student and the student's parent or guardian have acknowledged that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the student to return to play; have provided the treating physician's signed consent form indicating that the person signing has been informed and consents to the student participating in returning to play in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the "return-to-play" and "return-to learn" protocols.
- A coach of an interscholastic athletics team **may not** authorize a student's return to play or return to learn.

#### **LICENSED HEALTH CARE PROFESSIONAL**

For purposes of this policy, licensed healthcare professional means physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

#### **CONCUSSION POLICY/FACT SHEET**

The parent/guardian of each student and the student shall receive annually a concussion information sheet and they shall submit written verification(s) that they have read the information. A student may not participate in practice or competition prior to the school's receipt of this written verification. Each school shall also use education materials provided by the Illinois High School Association, and Illinois Elementary School Association see links below, to educate coaches, students, and parents/guardians about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.

#### **CONCUSSION OVERSIGHT TEAM (COT)**

Zion-Concord Lutheran School has a Concussion Oversight Team (COT). The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention.

#### **COACHES TRAINING**

All interscholastic coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training.

#### **EMERGENCY ACTION PLAN**

Zion-Concord Lutheran School has an emergency action plan for student activities to address the serious injuries and acute medical conditions in which the condition of the student may deteriorate rapidly.

**COMPLIANCE**

Failure to abide by the Concussion Policy or Emergency Action Plan will subject employees/coaches to discipline up to and including dismissal.

## **XI. DISCIPLINE**

Children need certain ground rules and limitations established for them, but good discipline is more than simply strict control. It is based on respect and high expectations for responsible behavior. Good discipline can best be developed through cooperation and communication between parents and the school.

### **MAJOR VIOLATIONS**

Violations that are considered as high priority rules of order and carry more severe consequences when a student CHOOSES not to follow them. Major violations include but are not limited to the following severe disturbances through behaviors such as:

- fighting, threatening, intimidating, or harassing
- disrespect or disobedience
- lying to any person in charge
- throwing objects in such a way as to endanger another person
- acts of vandalism or stealing
- use of profane language and/or other vulgar behavior
- possession and/or use of tobacco, alcohol, fireworks, weapons, etc.
- cheating
- truancy
- leaving school grounds without permission

### **MAJOR CONSEQUENCES**

Students who violate Major rules will receive a *Discipline Sheet* and will be referred to the principal who will decide the action the school will take. Based on circumstances, a student may be assigned the following:

- multiple detentions (1-5 days)
- in-school suspension (one-half to five days)
- out-of-school suspension (1-5 days)
- loss of privileges for extracurricular activities
- Expulsion may be recommended to the school board. The school board, acting upon the advice of the principal, may expel a student. Parents are notified that such a recommendation will be made to the school board, and parents will also be notified of the date, time, and place of the hearing. Parents and the student are welcome to attend the hearing. Expulsions may be appealed through the pastor.

Parents must sign and return the DISCIPLINE SHEET on the next school day.

## MINOR VIOLATIONS

Minor Violations are breaking the rules that are important to the smooth functioning of the school. Repetitive misbehavior in the following areas is considered Minor violations:

- unprepared and/or late for class
- disobedience of basic rules of respect, order, language and safety.
  1. No "putdowns" or disrespect
  2. Follow directions
  3. No disruptions
  4. Hands off what is not yours
  5. No food, candy, gum, or foreign objects in mouth except as approved by teachers or supervisory staff for lunch, snacks, etc.
- failure to handle basic responsibilities as assigned
- failure to walk bicycles off school ground
- throwing objects such as snowballs, rocks, sticks, etc.
- violation of dress code

## MINOR CONSEQUENCES

Students who violate Minor rules will receive a *Discipline Notice*. Make-up of missed assignments is at the discretion of the classroom teacher and missed assignments will affect the student's grade for that subject. Additional consequences may be administered by the classroom teacher and/or the principal.

*Discipline Notices* inform parents of violations. Parents must sign and return the notice on the next school day. If a student receives three notices, a detention will be issued.

Violation of any school rule may be considered major depending on the degree of severity, malicious intent, or if there is a refusal to repent. Repentance is defined as being sorry for misbehavior and working to correct that misbehavior.

Students who persistently misbehave or fail to complete assignments pay greater consequences. Please note that all of Zion-Concord Lutheran School's staff has the authority to enforce rules for all children. Rules apply during all school functions including extracurricular activities for participants and spectators, Extended Care, school bus, etc.

## DETENTION

- Hours are from 3:00pm until 4:00pm in an assigned room under supervision
- Students must work independently
- Students may not leave assigned seat without supervisor's permission
- Students must observe good work posture -- both feet on floor and head off desk
- Students may not talk or otherwise communicate with other students
- Violation of rules will result in an additional detention or other more severe disciplinary action

Teachers do not wish to cause parents undue inconvenience, but the effectiveness of detentions is directly related to parental cooperation. Parents who cannot arrange to pick up students on detention at 3:55pm have the option of utilizing our Extended Care service.

Students who cannot participate in extracurricular practices or contests due to detentions are considered absent without an excuse. Students missing practice or contests for such reasons may find their playing time reduced to compensate especially for missed or partially missed practices.

## **RIGHTS AND RESPONSIBILITIES**

### **Teacher Rights and Responsibilities**

Teachers' rights and responsibilities:

- work in a school environment which promotes friendliness, care for one another, and especially to serve and witness for Christ
- provide every child with an effective learning environment that will enhance academic and spiritual growth
- provide consistent disciplinary practices

### **Student Rights and Responsibilities**

Students have a right to...

- feel responsible
- learn and study within an orderly classroom
- be respected
- work and play in a church and school that is pleasant and safe
- receive forgiveness from fellow students and teachers

Students have a responsibility to...

- complete class work on time
- give respect to fellow students and teachers
- to forgive others
- observe the rules of the school and act in a manner that is respectful of the rights of others

## **SCHOOL PROPERTY**

The Lord has provided us with a beautiful setting to learn more about Him. Property shall be respected in all instances. Students should not write on, deface, or otherwise destroy property that is owned by the school and congregation. This includes school books, equipment, and the building. We have a desire to keep things nice for those who follow us and must demand that all property be treated accordingly as we become good stewards of what God has provided for us. Students will be assessed/billed for any damage done by them to the property or to textbooks.

## **XII. PARENTAL INVOLVEMENT AND COMMUNICATION**

### **CLASSROOM VISITS**

Parents are invited to make an occasional visit to their child's classroom. All visits must be scheduled in advance and approved by the principal.

### **COMMUNICATION**

Adults, and especially parents, through their words and actions, create powerful models for children. By modeling good communication skills, we teach our children how important it is to ask questions, to be considerate of others, to be good listeners, and to offer helpful advice. Keeping the channels of communication open between home and school is important to the success of all students. Parents can assist in the learning process by keeping teachers informed about issues that may impact their child's success at school. The classroom teacher is the best source of information concerning a child's school performance. Parents are encouraged to confer with teachers during the school year.

#### **From the Principal**

It is important that parents keep informed of school events and their child's academic progress. A weekly newsletter is emailed from the principal on Wednesdays. Other schoolwide emails will be utilized, at times, by the principal to notify parents of information that is more time sensitive and cannot wait until the weekly newsletter. The school website ([www.ZionConcord.org](http://www.ZionConcord.org)), the school Facebook page ([www.facebook.com/zionconcordlutherschool](http://www.facebook.com/zionconcordlutherschool)), and Sycamore School ([www.Sycamoreschool.com](http://www.Sycamoreschool.com))

#### **From the Teachers**

Each teacher will send out notices on a regular basis giving details about their classroom activities, assignments, and expectations. Teachers stay in close contact with the parents of their students throughout the year through email and phone. It is important that parents keep their child's teacher and the school informed of any changes in contact phone numbers and/or email addresses.

### **PARENTAL CONCERNS**

In the spirit of **Matthew 18:15** which instructs us to first address our concerns to the individual with whom we have a concern, the following policy has been adopted by Immanuel Lutheran School. When a concern or question occurs, parents should first contact the staff person most likely to have direct knowledge of, and/or involvement in, the situation. In most cases that individual will be the student's teacher. The following contact procedural sequence applies:

- The teacher should be contacted by the parent. The parent should present his/her concern. In most cases, this will resolve the issue.
- If after discussion with the teacher, the parent's concern has not been resolved to the parent's satisfaction, the principal should be contacted. Often times this meeting resolves the issue. If necessary, a meeting between the principal, parents, student, if appropriate, and teacher will be conducted.
- If the parent's concern has still not been adequately resolved, then the parent's concern should be submitted in writing to the chairman of the Board of Christian Education who will then arrange a meeting with the teacher, the principal, representatives of the Board, and the parents to address the concern.

Every effort shall be made to protect the privacy of parties in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation and/or resolution of the matter.

The Spirit of Christian Love should permeate all discussions and God's love shall reign.

### **PARENT-TEACHER ORGANIZATION (PTO)**

All faculty, pastor, and parents of children enrolled at Zion-Concord Lutheran School are members. Meetings of the organization are held on the last Monday of each month, when school is in session. Parents are also provided reminders through the weekly newsletter. All parents are encouraged to participate in the PTO and volunteer for PTO functions.

The objectives of the PTO are to:

- provide an auxiliary ministry
- disseminate knowledge concerning the current needs of Christian education
- promote cooperation between parents and teachers, home and school and church support any worth endeavors to further Christian education
- assist in promoting Zion-Concord Lutheran School

### **REPORTING ACADEMIC PROGRESS TO PARENTS**

#### **GRADING SCALE**

Letter grades are assigned to students' academic achievements from 1st Grade through 8th Grade. The letter grades A, B, C, D, and F are used.

#### Grading Scale

A+	98% or above
A	92 – 98%
A-	90 – 91%
B+	88 – 89%
B	83 – 87%
B-	80 – 82%
C+	78 – 79%
C	73 – 77%
C-	70 – 72%
D+	68 – 69%
D	62 – 67%
D-	60 – 61%
F	below 60%

The Preschool, Pre-Kindergarten, and Kindergarten use a variety of assessment methods that provide benchmarks for the child's development. These are also given on an informal report card.

#### **REPORT CARDS**

The school year is on a three-trimester system. At the end of each trimester the progress of the students is reported to the parents in the form of a report card. The report includes academic subjects as the student's daily and church attendance.

## **PROGRESS REPORTS**

During each of the three trimesters, a progress report is issued for students in grades three through eight. This report will include missing work and an assessment of the work to date in this quarter. These reports will be mailed home to parents. This information is also available anytime on Sycamore.

## **HONOR ROLL**

The Honor Roll has been implemented to recognize students in 3rd Grade through 8th Grade for exemplary academic performance. Honor roll subjects for these grades include mathematics, language arts, social studies, science, religion, and memory

## **PARENT-TEACHER CONFERENCES**

At end of the 1st Trimester (November), all parents must participate in mandatory Parent-Teacher Conferences. Our Kindergarten through 8th grade teachers conduct another set of conferences at the end of the 2nd Trimester (March). Our Preschool-3 and Pre-Kindergarten classes conduct their additional conferences at the end of the 3rd Trimester.

An electronic sign-up form is utilized to schedule the trimester end conferences with the teacher. The parents are notified, through the weekly newsletter, when the sign-up has become active.

If a need is expressed by either teacher or parent, a conference may be scheduled at any other time during the school year.

## **SYCAMORE**

You have secure internet access to school information. With a screen name and password (unique to your family) you will be able to log on to:

View information about your child

View a phone/address book of school families

Send and receive messages to and from school staff

Check to see if the school has your correct contact information including address, phone, email address and emergency contact information.

To access Sycamore:

Obtain an activation code from the school office

Go to <http://www.sycamoreeducation.com>

On the left side of the screen click on the "Parent Activation" button

A screen will appear asking for several items of information. Complete the information including your activation code.

Complete the form and then click submit.

If the information is correct, a parent ID and a password will be emailed to you. When you receive them you may enter them in the appropriate parent log space to access information on the system.

## **VOLUNTEERS**

Volunteer helpers and coaches are both appreciated and needed. There are many areas in which volunteers are needed. If a parent or someone a parent knows would like to volunteer, contact the school office. Volunteers used in a classroom must be approved by the principal prior to assisting a

class. During school hours, volunteers are asked to sign in at the office before entering any classrooms. Volunteers and coaches are expected to dress appropriately.

Volunteers in our school that are not under the direct supervision of a teacher or principal (lunch helpers, coaches, etc.) must have the following completed before beginning:

Completed *Volunteer Application*

A check of the *Statewide Sex Offender Database*

A check of the *Illinois State Police Murderer and Violent Offender Against Youth Registry*

Completed *Sexual Misconduct Policy* form.

Volunteer parents that wish to assist in overnight trips (7th/8th Grade Class Trips, Outdoor Education, etc.) must have the following completed before beginning:

Completed *Volunteer Application*

A check of the *Statewide Sex Offender Database*

A check of the *Illinois State Police Murderer and Violent Offender Against Youth Registry*

Completed *Sexual Misconduct Policy* form.

A fingerprint -based CHRI background check completed through *Accurate Biometrics*. The school will provide the volunteer the needed paperwork to complete this check. The cost is at the volunteer's expense.