

**ZION LUTHERAN SCHOOL
PARENT HANDBOOK
2022-2023**



**“Let the little children come to me and
do not hinder them, for to such belongs
the kingdom of heaven.”**

Matthew 19:14

Zion Lutheran School - Litchfield, Illinois - Parent Handbook 2022-2023

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HISTORY OF ZION LUTHERAN SCHOOL

Zion Lutheran School was started in 1888 by Pastor Bergen who also served as the first teacher. For 18 years, the school was conducted in the church edifice at Madison and Union (the present State Farm office) and for 36 years on the ground floor of the new church built on the same location. The present church site was dedicated in 1942. A new school building was constructed in 1947 with two classrooms. The steady growth of the school necessitated a third classroom which was added in 1951. In 1969, a temporary fourth classroom was added in the school basement. In more recent years, the 1947 school building was being used for PreKindergarten, PreKindergarten Plus, Kindergarten, First grade, and the Before and After School Program.

In 1962, a planning committee was appointed to define the future needs of the church and school. In 1968, a building and parsonage committee was appointed because the old parsonage needed to be removed in order to build the new school building. On May 3, 1970, the groundbreaking took place. Much of the construction work was done by members of the congregation on a volunteer basis. The new educational facility and church offices were dedicated on April 30, 1972. Zion was one of the first Lutheran schools in the district to have full air conditioning. The cost of the project was \$275,000. A large portion of that amount came from the Weber estate. Mr. Harold Repp served as teacher and principal from 1932-1971. Unfortunately, he died before seeing the completion of his dream. The only living member of the building committee who is still a member of Zion today is Ed Helgen.

In the fall of 2017 groundbreaking took place for the addition of five classrooms that have been joined to the 1972 main building. At this time, the 1947 school building was demolished. Laborers For Christ, local contractors, and volunteers were involved in building the addition. The addition to the school has been wonderful for the Zion community.

The staff of Zion has grown from four teachers in 1972 to a half-time principal, seven full-time teachers, one half-day teacher, a music director, two PreK Plus half-day assistants, and a Before and After School program in 2022.

We are proud of our church and school. Many of the present students can say their parents, grandparents, and even great-grandparents went to Zion Lutheran School. To God be the glory!

PHILOSOPHY OF ZION LUTHERAN SCHOOL

Mission Statement

Zion Lutheran School exists to provide academic excellence in a Christ-centered environment.

Purpose

Zion Lutheran School is owned and operated by Zion Lutheran Church to carry out the Great Commission which is "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I will be with you always, to the very end of the age." Matthew 28:19-20. The school serves children ages three through eighth grade.

Christ and His teachings are at the center of all learning, activities, discipline, and administration of the school.

Zion Lutheran School is here to serve the members of Zion Lutheran Church, children of other churches in the surrounding communities, as well as others who are looking for Christian education and are willing to support the mission and policies of the school.

Students of Zion Lutheran School will be educated in the Biblical teachings of the Lutheran Church - Missouri Synod and in all subject areas prescribed by the state.

Students are taught to develop respectful Christian attitudes in order to deal with others and express emotions in socially acceptable ways. Zion Lutheran School will call Christian teachers who will maintain a classroom climate suitable for learning and displaying love for the students. The teachers will use a variety of teaching and testing methods to assess student work.

The school is financed through registration fee, tuition, grants, and Zion Lutheran congregation as a mission of the church. Additional funds are provided by the PTL, donations, and school fundraisers.

It is the policy of the church and school that no child who is a member of Zion Lutheran Church will be denied Christian education at Zion Lutheran School because of inability to pay registration fees and tuition.

Zion Lutheran School will recruit additional students from the congregation and from the community until the present facilities are filled to capacity (200), and then work to add classroom space as needed.

STATEMENT OF FAITH

At Zion Lutheran Church and School we acknowledge that children have been entrusted to our care. With that care comes the responsibility of providing a safe environment so that physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another.

Jesus replied: *"Love the Lord your God with all your heart and with all your soul and with all your mind." This is the first and greatest commandment. And the second is like it: "Love your neighbor as yourself."*
Matthew 22:37-39

At the heart of following Jesus' command is a commitment by the faculty and staff of Zion Lutheran Church and School to model the love that Jesus has shown to us.

We acknowledge that sin is a part of our human condition. One manifestation of sin is that of bullying behavior(s). Because of the grace shown to us in Christ Jesus, we embrace a conflict resolution model that emphasizes accepting responsibility for our actions and forgiving one another.

If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness. 1 John 1:9

Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. Colossians 3:13

ENROLLMENT AND ADMISSION POLICIES

Enrollment Policies

All new applicants must set an appointment to meet with the principal for an educational consultation prior to actual registration in order to discuss the educational philosophy of the school, the child's strengths and weaknesses, and parental/child responsibility in the educational process.

An application form must be filled out for each new pupil supplying information needed to transfer the pupil's permanent record.

Applicants for kindergarten must be five years of age on or before the 1st day of September.

Applicants for 1st grade must be six years of age on or before September 1.

Admission Policies

Zion Lutheran School is established primarily as a Christian day school to educate the children who attend and to spread the Gospel of Jesus Christ. As space permits, children whose parents are members at Zion Lutheran will be admitted first, and then all other children. A team of teachers and administration will decide acceptance and placement of the child based on information provided and test scores.

Parents of children enrolled in Zion Lutheran School who are unchurched or are not members of Zion Lutheran Church shall be encouraged to enroll in adult courses offered to acquaint people with the teachings of the Lutheran Church-Missouri Synod as taught from the Bible.

Children enrolled in Zion Lutheran School will be guided in the teachings of the Lutheran Church - Missouri Synod as taught from the Bible.

Children shall comply with all the rules and regulations of the school to insure the operation of the school in an efficient and orderly manner.

Admission in the school shall depend upon the child's social and emotional adjustment, learning and physical needs.

In order to serve the best interest of their child(ren), parents must cooperate with the school.

These admission policies shall be applied at all times in Christian charity in order to bring more people to faith and love of Jesus Christ, their Savior, and to public confession of His name and to a devotion to the work of His Kingdom.

IMMUNIZATION & MEDICAL EXAM

The State of Illinois requires all students entering preschool, kindergarten, and sixth to have a physical examination. The physical forms are due on or before the first day of school. Besides sixth graders, any students participating in athletics are required to have a physical. All students must have proof that their immunizations are current. Students entering sixth must provide proof of the Tdap booster. Any student not having the required medical records may be suspended until arrangements have been made to correct the deficiencies.

DENTAL EXAMS

An Illinois State law states that all children in kindergarten, second, and sixth grades, of any public, private, or parochial school, must have a dental examination. It provides that if a child in the second or sixth grade fails to present proof of having been examined by a dentist by May 15 of the school year, the school may hold the child's report card until one of the following occurs: (1) the child presents proof of a completed dental examination or (2) the child presents proof that a dental examination will take place within 60 days after May 15. The law also requires the Department of Public Health to establish, by rule, a waiver for children who show an undue burden or a total lack of access to a dentist. (January 2007)

EYE EXAMS

An Illinois State law requiring eye exams for all school-aged children took effect on January 1st, 2008. The new law requires eye exams for children entering kindergarten or enrolling for the first time in public, private, or parochial schools in Illinois. Proof of an eye exam must be submitted by October 15th. (May 2008)

NON-DISCRIMINATION POLICY

Zion Lutheran School admits students of any race, color, national and ethnic origins 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, national and ethnic origin in the administration of its educational policies and athletic and other school-administered programs.

SCHOOL INFORMATION

All forms and general information can be found on Educate and the school's website. Parents will be given access to Educate before school begins. The Newsnote is sent home every Thursday. This is an additional way of keeping parents informed.

FEES (2022-2023)

The registration fee helps cover the cost of textbooks, workbooks, and other teaching materials and must be paid prior to enrollment. One half of the fee would be refunded only if the student would attend a school located outside the Litchfield Public School District. When transferring after the school year has started, none of the fee is refunded.

Parents of children attending Zion Lutheran School, Litchfield, Illinois, shall pay tuition as prescribed annually by the Board of Education.

Registration Fee

Preschool 5 days/week	\$75
Preschool 2 or 3 days/week	\$50
K - Grade 8	\$125 on or before May 1, \$175 after May 1

Technology Fee

Pre-K-4th	- \$50
5th - 8th	- \$75

Each 5th grade student will receive a new Chromebook with filtering software, charger, and case. At the conclusion of their 8th grade year, the student may keep their Chromebook.(March 2017)

Tuition

The cost to educate one child is approximately \$8,800. The church subsidizes approximately 70% of the cost for members of Zion and approximately 45% for members of the community and inactive members of Zion.

Families who feel they qualify for reduced tuition may apply with the principal who will seek approval from the Board of Education. Need is determined through the FACTS Tuition Management Program. Any delinquent payments at the end of the grading period may result in a student's removal from school unless previous arrangements have been made. In cases of separated or divorced parents, it is the responsibility of the custodial parent that the fees and tuition are paid promptly.

Tuition is due on the first school day of each month. A late charge of \$25 is assessed if payment is not made by the 10th day of the month. A service charge of \$35 is assessed for returned checks. (June 10, 2010)

If an account is in arrears, a certified letter is sent by the secretary and a phone call is made by the principal. In two months, the family will be contacted by the chairman of the Board of Education. At three months, the child may be subject to possible dismissal from the school. (June 10, 2010)

Student Records

In addition to regular subject matter tests, standardized tests of achievement are given throughout the year in grades kindergarten through eight to determine the pupil's strengths and weaknesses. The results are used by the staff for curriculum planning and for pupil guidance. Tests used to show specific skills in need of improvement are given when necessary and advisable. To show the progress of the child, an accurate record of test results is kept. Your child's records are maintained in the school file as long as your child attends Zion Lutheran School.

Should your child transfer to another school, a copy of the contents will be forwarded to the new school system. In compliance with the law, basic information will be kept in the school file for sixty years. Should you wish to examine your child's record file, you may arrange to do so by making an appointment with the principal.

Any challenge of the accuracy, relevance, or propriety of an entry in the school pupil records, exclusive of academic grades (unless the grade is inaccurately recorded), can be made through the principal. Parents also have the right to insert a reasonable statement setting forth their position on any disputed information contained in the records.

DEFINITION OF ACTIVE MEMBERSHIP OF ZION LUTHERAN CHURCH

For the purposes of determining active participation at Zion Lutheran Church in Litchfield, Illinois, only attendance at the regular weekend services (Saturday at 5:30pm and Sunday at 8:00am and 10:30am) will be considered.

Attendance will be monitored for each student enrolled in Zion Lutheran School, and for at least one member parent. Each member student and at least one member parent must attend a majority of weekend services each quarter to qualify for member tuition rates.

Worship attendance will be monitored on a quarterly basis. If the above attendance requirements have not been met for any given month, then the family will be charged full tuition retroactively for that month. If their attendance qualifies for reduced member tuition the following month, the lower rate will again be applied.

Any requests for exception to this policy due to extenuating circumstances must be presented in writing to the Zion School Board.(September 18, 2005)

INSURANCE

We strongly recommend that all pupils be covered by some type of insurance. This is especially true for any student involved in our extra-curricular athletic programs.

HOT LUNCH

A hot lunch program is available for students in grades PreK Plus-8. Presently the cost per meal is \$2.50. Students may eat every day of the week or choose on a daily basis. Hot lunch count will be taken at 8:15 am each morning. Your child must indicate whether he/she is eating hot or cold lunch at that time. Lunch must be prepaid at the school office or on Educate.

One milk is provided with the hot lunch. Fruit drinks (not soda or artificial or flavored drinks) may be brought with cold lunches. Parents preschoolers may put money on their account through Educate or payment can be made in the office to be applied to the student's account.

Reduced price and free lunches are available to those who qualify. You will receive information regarding this during home or school visits. The National School Lunch Program will offer schools free lunches during national emergencies. You will be notified by the administration of Zion Lutheran School if/when this occurs.

ATTENDANCE MATTERS

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school requires documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school before 8:15 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Doctor's Note

If a student is absent due to a medical or dental appointment, he/she should return to school with a written excuse that includes the date and time of the appointment and the time the student left the office. If the note excuses an absence due to illness or injury, it must include the reason for the absence and the specific dates the student is excused from school. All doctor's notes MUST be submitted within ten (10) calendar days from the date of the absence and MUST state the child was seen by a doctor or nurse practitioner.

Appointments

Parents/guardians are encouraged to make appointments after school hours or during breaks from school. However, it may be necessary to make an appointment during the school day. Students will be excused for the time necessary for the appointment. Students with mid-morning, late morning, or afternoon appointments should be in attendance until it is time to leave school for the appointment and return as soon as possible.

Family Trips

A family trip is an absence from school in which a student takes a trip with a parent/guardian. Receiving a family trip is a privilege and is granted at the discretion of the school principal. Family trips are discouraged immediately before or after school breaks and two (2) weeks at the beginning and end of the school year. No more than three (3) family trip days will be approved in a school year. Homework requirements are the same as those of a pre-arranged absence. The following criteria are considered by administration when excusing a family trip:

- Trip is pre-arranged
- Student will be accompanied by a parent/guardian
- Student attendance including truancy, tardies, and unexcused absences
- Student grades
- Major or pending discipline issues

Excused Absences

In order for an absence to be excused, parent/guardian must make either written or verbal contact with the school office. Nine (9) days TOTAL for the entire school year of parent/guardian excused absences are allowed. Any absence past nine (9) days will require a note from a doctor. The following are examples of "excused absences"

- Verified medical or dental appointment-written verification includes appointment time, departure time from medical or dental office and doctor/dentist signatures; if possible, students are expected to return to school following appointment.
- Funeral, court appearance or school-sponsored trips/events
- Student illness reported by parent/guardian not exceeding 9 days per year
- Doctor excused illness with a list of specific days in which student is to be excused, including COVID quarantine

A student who is too ill to attend school is also considered too ill to:

- Go shopping or out to dinner on the day of the absence
- Attend extra curricular school activities that same day
- Be on or near school grounds

School Excused Absences

There may be times when the teacher or school staff may elect to send a child home during the school day for the following reasons:

- Vomiting
- Diarrhea
- Fever over 100.00 degrees
- Head lice
- Or other symptoms specific to illness

Students can return when there is no vomiting and/or diarrhea for 24 hours. Also, students need to be fever free for 24 hours without the use of fever reducing meds. Students will receive a medical excuse for their absence for 24 hours. After the 24 hour period a doctor's note will be required. For a student to participate in any athletic event, school club, or school-sponsored activity, they must be healthy and at school for at least three and a half hours the day the activity takes place. Any of the above activities may result in the absence from school being changed to unexcused.

Unexcused Absences

- More than 3 days vacation with parent(s)
- More than 3 days for lice
- Suspension from school
- Principal's decision regarding the excuse given.
- Absence with no phone call, note upon return, or verbal notification

Excessive Absence Notification

More than 9 absences in a school year are considered to be excessive, regardless of reason missed. Once your child has reached this number of absences, you will receive a notification letter from the school. Any absence past this point must be accompanied by a doctor's note in order to be considered excused. Excessive absences could lead to retention or a health and wellness check from police authority.

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. (If the student was absent one day, one day would be allowed to turn in make-up work.) The student is responsible for obtaining assignments from his/her teachers. Teachers will gather work for absent students through the day and have it available for pick-up after 3:15. If a student is absent for two or more days, parents must make arrangements for work to be picked up from school at least every two (2) days. Students who are unexcused from school may not be allowed to make up missed work without making prior arrangements with the classroom and building principal. There may also be a penalty assessed for late work. Assignments that are requested before an absence are due completed upon the child's return to school.

Tardies

- Arriving at school after the start of the day, without a valid excuse as determined by the principal, is considered tardy and will affect the student's attendance record.
- Three tardies constitute a full day's absence.
- Students must be in their classroom prior to 8:15 a.m. or they will be marked tardy. When students are tardy they must report to the office for a tardy slip to be admitted to class. (June 2022)

Church and Sunday School Attendance

Since religious instruction has a distinctive place in the curriculum of Zion Lutheran School, it is essential that pupils be active in regular worship services, as well as in Sunday School to supplement classroom teaching. Parents are encouraged to worship with their children, as this sets a very positive example. Church and Sunday School attendance is recorded by the teacher.

INDIVIDUAL VISITS

Teachers will schedule individual visits with their students prior to the start of the school year. This enables the teachers to become better acquainted with their students and their family. Parents will be given important information at that time including supplies needed.

CONDUCT AND DISCIPLINE

In all matters, as Christians, we uphold God's Word and His commandments as we deal with difficult situations. We recognize we are part of a sinful people who often don't measure up to what is expected. Because we are part of an environment in which Christian behavior is expected, violations to rules will be handled individually with fairness and Christian love. Any and all infractions of rules are approached with the thought of restoring relationships and building each other up in love. Both law and Gospel will be applied in each situation.

God has provided his children with His law to serve as a curb, a guide, and a mirror in showing us what to do, and not to do, according to His Word. He has also given His children the Gospel, to show that Christ Jesus loves us and has given us eternal life. As redeemed children of God, students and teachers will conduct themselves according to the law and Gospel that Jesus taught His followers. The Gospel was put into place to tell us that God loves us and forgives us through Christ. As sinners, students and teachers recognize that they fall short of expectations from time to time. Discipline is necessary and will be administered on a case by case basis. A teacher concerned with a child's behavior will first establish a meeting with the parents. Additional meetings may be requested, and could include other teachers, principal, Pastor, or Board of Education members.

A child is considered as having a behavioral problem when his/her actions and attitudes are detrimental to the routine management of the classroom and the school and to the resultant educational processes. Behavioral problems may warrant a meeting with the teacher, principal, and parent.

HARASSMENT

Harassment is considered to be conduct or communication through words or actions directed toward an individual or group which intimidate, degrade, and fail to respect another person's dignity. Verbal comments, name calling, gestures, jokes, slurs, spreading rumors and gossiping directed toward an individual or group are considered to be harassment.

Sexual Harassment

Students and/or parents who feel a student is being sexually harassed are encouraged to notify the school through the teacher, or if the teacher has allegedly committed the act or acts of sexual harassment, through the principal or, if the principal has allegedly committed the act or acts of sexual harassment, through the Chairperson of the Board of Education. Such reports shall be made in writing detailing the specifics of the charges. The teacher will inform the principal and investigation and response will be carried out by the principal. If the student/parent is dissatisfied with the response of the principal, the matter may be appealed in writing to the school board chairperson.

Student Abuse/Neglect Reporting

School personnel are required by statute of the State of Illinois to report to the Department of Children and Family Services and child's injury or condition which reasonably appears to be abuse or neglect. School authorities are required to cooperate with DCFS staff responsible for conducting investigations.

ANTI-BULLYING POLICY

BULLYING-A DEFINITION

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending himself or herself.

Bullying can take many forms:

- Physical bullying (such as hitting or punching)
- Verbal bullying (such as teasing or name calling)
- Nonverbal bullying or emotional bullying (such as intimidation using gestures or social exclusion)
- Cyberbullying or bullying through note writing (such as sending insulting messages by e-mail or sending insulting notes to others in the classroom)

Bullying Misconceptions

Misconceptions regarding bullying behavior create problems in providing a safe environment and in restoring peace to the classroom. We are committed to naming bullying for what it is and to avoiding the excuses that are often given for bullying behavior(s).

Excuses:

- Bullying is a normal part of growing up, a life stage that everyone needs to live through
- Bullying has no serious consequences
- Those who are bullied "ask for it" or are simply getting what they deserve
- Bullying only involves physical attacks
- Adult intervention causes the bullying to escalate
- Students can resolve bullying problems on their own
- Bullies have this type of personality (reality: they are often victims of bullying)
- Bullies have an overly strong self-concept (reality: they bully because of fear and insecurity)

Impact Of Bullying

The presence of bullying has a broad range of effects on the learning environment and on relationships. We acknowledge the effects of bullying and are committed to being aware of the results of bullying behavior(s).

- Stress of bullying interferes with a student's ability to engage in classroom activities and interferes with learning
- Stress of bullying can cause depression, loneliness, low self-esteem, health issues and concerns, and in extreme cases, thoughts of suicide.
- Stress of bullying can cause fear of going to school, fear of being in locations such as the bathroom or at recess, fear of riding the school bus or in a carpool situation.
- Those who bully can develop serious antisocial and violent behavior patterns, including frequent fighting, involvement in vandalism, smoking and drinking, truancy, and use of weapons.
- Bullying affects those who are witnesses by creating a climate of fear and intimidation and ultimately affects the learning environment.

Procedure For Addressing Bullying

- Zion Lutheran Church and School will practice zero tolerance toward bullying.
- Teachers will actively and consistently teach and model positive behavior(s), and have zero tolerance for aggressive or harassing behavior(s).
- Students demonstrating bullying behaviors will be subject to the following discipline process:
 1. Address the situation with appropriate apologies given
 2. Loss of privileges: school athletics, recess, free time, time out, etc.
 3. Inform parents

4. Visit to the principal's office
5. Parent/ Teacher/ Principal/ Student conference
6. Referral: counseling as recommended by the principal and teacher
7. Suspension-because of refusal of counseling
8. Dismissal- to an alternative education program that is best suited to meet the student's individual needs.

Proper authorities will be notified when criminal intent is obvious or when the situation warrants such action and any of the steps above may be skipped depending on the severity of the action. If the bullying is happening through technology, the internet, or social media Zion will notify students and their parents. The school 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. Zion 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 Zion's disciplinary policy. Zion may require the student to share content in the course of such an investigation. (June 2022)

D. Staff members demonstrating bullying behaviors or sexual harassment will be subject to a conference and review with the appropriate supervisor(s) with an action plan given to address needed behavior changes. Follow up review(s) will take place at intervals determined by the supervisor(s). Severity of the action may result in immediate dismissal.

IDENTIFYING FACTORS

A. Bully

- Has a desire to hurt and/or control
- Operates with an unjust use of control and power
- Will repeat the hurtful action
- Enjoys seeing the target suffer
- Possesses a sense of the target's susceptibility
- Likes to be in charge
- Believes he/she should get what he/she wants
- Misperceives how others treat him/her
- Has a network of friends that he/she controls
- Denies feelings of the victim

B. Target

1. Passive Target

- Quiet, sensitive, cautious in interaction with peers
- Lacks skills of assertiveness
- Has diminished self confidence
- May withdraw, run away, breakdown, or cry when confronted by a bully

2. Active Target

- Anxious and insecure
- Pesky behavior
- Repeatedly annoys others
- Lacks appropriate social skills

C. Bystander (Witness)

- Empowers the bully with silence
- Feels empathy for the target, but afraid to act
- Fears becoming a target if associated with the target
- Is afraid of causing the situation to escalate
- Seldom steps forward to defend or speak against the bully
- May feel guilt
- Lacks skills and knowledge in how to deal with the situation
- Doesn't seek help to resolve the situation
- Sees silence as the only way to avoid being a target

D. Common Misconceptions by Faculty and Staff

- Belief that they shouldn't intervene because of a lack of conflict resolution skills
- Belief that teachers alone have the ability to fix problems and prevent victimization
- Fear that they will cause the problem to escalate
- Unaware that adults are capable of and sometimes display bullying behaviors
- Belief that bullying is a natural part of life
- Belief that teaching core subjects is all that is required

STRATEGIES FOR TEACHERS AND STAFF

Teachers and staff will learn strategies to:

- Examine his/her own behavior
- Relationships of staff to staff, staff to students, and staff to parents need to be addressed
- Consistently confront inappropriate comments, jokes, and gestures
- Teachers and staff are given opportunities to receive ongoing training in anti-bullying and assertiveness skills
- Model good behavior by using good communication, anger management and conflict resolution skills
- Help students learn how to express themselves in positive ways
- Make expectations clear
- Recognize the importance of supervision in reducing bullying behavior(s)
- Listen, validate, and intervene when bullying occurs
- Fill out a report form for teachers when bullying occurs (See accompanying document)
- Consistently enforce consequences for bullying behavior(s)
- Give as much attention to the target and witness as to the bully when addressing bullying behavior(s)
- Help the student take ownership for his/her behavior(s) by helping him/her accept responsibility, by fostering growth in self-discipline, by encouraging a Christian model of repentance and forgiveness

STRATEGIES FOR STUDENTS

The Bully will learn strategies to:

- Accept responsibility for his/her behavior
- Change his/her thinking
- Develop personal insight or self awareness
- Understand why he/she bullies others
- Know what to expect as consequences of bullying behavior
- Manage anger
- Identify with feelings of the target

- Explore positive ways to feel powerful

The Target will learn strategies to:

- Stick up for himself/herself (assertiveness skills)
- Respond immediately to bullying
- Report bullying incidents immediately
- Differentiate between "reporting" and "tattling" (first is to help another/second is to get another in trouble)
- Identify friend(s) for support
- Gain strength and confidence (self-worth)
- Learn and strengthen bullying resistance skills
- Build social skills
- Plan ahead to avoid potential problems
- Use power skills to disarm bullies
- Fill out report: I saw _____ I heard _____ I did this _____

The Witness will learn strategies to:

- Recognize bullying behavior
- Differentiate between "reporting" and "tattling"
- Read the emotional cues of a target
- Know when and be empowered to intervene
- Help to physically remove target from situation
- If bullying is physical, get attention of others immediately
- Fill out report: I saw _____ I heard _____ I did this _____

STRATEGIES FOR PARENTS

- Each parent needs to examine his/her own behavior
- Relationships of parents to staff and parents to parents need to be addressed
- Consistently confront inappropriate comments, jokes, and gestures
- The school will inform parents regarding information about anti-bullying and assertiveness skills
- Model good behavior by using good communication, anger management and conflict resolution skills
- Help your own children learn how to express themselves in positive ways
- Make expectations clear
- When children are present, recognize the importance of supervision in reducing bullying behavior(s)
- Respond immediately to incidences of bullying by first visiting with the appropriate staff person. Follow up with supervisor(s), if necessary.
- Help children take ownership for his/her behavior
- Empower children to report bullying
- Differentiate between "reporting" and "gossiping." Reporting is necessary to conflict resolution. Gossiping prevents conflict resolution. (October 26, 2017)

LIBRARY

- A central library is maintained for your children. Memorials and other donations enable the library to purchase new books for the children and the staff. (May 28, 2008)
- Students make their own selections and take the responsibility of returning the books on time. Students must assume full responsibility for the books they check out and pay for any damage or loss.
- Zion's library is also the location of the Accelerated Reader (AR) collection. A standing fee of \$10.00 will be charged for any lost or damaged books.
- The Zion library grows through donations, both monetary and actual books.

OTHER POLICIES AND INFORMATION

School Day

Kindergarten through 8th grade Classes begin at 8:15am. **STUDENTS SHOULD ARRIVE AT SCHOOL NO EARLIER THAN 7:55am.**

Parents must get authorization from the principal if pupils need to arrive earlier. Students should be in their seats by 8:15am. Classes are dismissed at 3:00pm.

Children not riding buses and not staying for supervised after-school activities should go home promptly after the pick-up line is done. Students arriving before 7:45 am or those not picked up by 3:15pm will be sent to the after-school program at the charge of \$15.00 per day. **PARENTS MUST SUPERVISE STUDENTS PLAYING ON THE PLAYGROUND AFTER SCHOOL IF THEIR CHILD IS NOT IN THE AFTER SCHOOL PROGRAM.**

Field Trips

Children are taken to various educational points of interest in the area under the supervision of the teachers. At least one major field trip is planned for each class per year. Permission slips will be used to request parents' consent for their child's participation. All drivers must provide a copy of proof of insurance with expiration date and policy number and a copy of their driver's license. Drivers who are taking students on a field trip should only go to and from the destination specified in the field trip. This is to prevent issues of liability in case of an accident when not en route to a specific destination. (June 9, 2011)

- All drivers must drive within the speed limit.
- Seatbelts must be worn by the driver and all passengers.
- Drivers must refrain from using cellphones while transporting students to and from the destination.
- Due to possible allergies, smoking in the presence of students is not allowed.
- Anybody smelling of alcohol or marijuana will not be allowed to drive.

Outdoor Education/8th Grade Trip

Every year, grades 7 & 8 spend five days at a camp. This camp involves educational activities such as the study of soil, plant and water life, weather, and ecology. Morning Bible study and evening devotions keep the days spiritually oriented.

In the spring the 8th graders will travel to a city within a reasonable distance. This trip involves learning about urban life, history, science, and inner city missions. Morning and evening Bible study is also an integral part of the trip. (June 2022)

Outdoor Recess Policy

If the temperature is above 32 degrees F with or without a windchill, recess will be held outdoors. Outdoor recess will be at the principal and teacher's discretion if the temperature is between 31 degrees F and 15 degrees F with or without a windchill. Parents should not request that their child stay inside. In those cases when the child's doctor feels being outside would not be healthy, the teachers will make special arrangements for the student. However, a note from the doctor is required and should be given to the teacher.

Chapel Services

The children and teachers gather each Wednesday morning at 8:30am in the church for a chapel service. Parents and friends are invited to attend. Part of worship is contributing to the Lord. Students are encouraged to bring in offerings in thankfulness to the Lord. The chapel offerings are donated at the end of each quarter to various organizations in need of funds to do their work among people in various parts of the world.

Lice Policy

Head lice outbreaks have become common in schools and do not reflect upon a person's living conditions. Head lice do not care if they are on a clean head or a dirty one; they do not discriminate between classes. All lice care about is finding a warm head on which to live. They spread easily among school children as they may transfer from head to head or from clothes or personal items such as combs, brushes and hats. Zion Lutheran School practices a no nit policy to control the spread of head lice.

When head lice are identified in children at school, the school will take preventative measures to ensure school facilities are lice free.

When a student has been screened for head lice, and lice and/or nits (eggs) are found, the student's parent is called and is asked to pick up his/her child.

The parent is instructed as to the procedure for lice and nit removal. The parent is informed at this time that his/her child is excluded from school for three days.

The students will be checked by the school office personnel, his or her designees, before the child can return to the classroom. If nits or lice are found, the student will again be sent home.
(August 11, 2016)

ACADEMICS AND ACTIVITIES

Academics

Zion Lutheran School offers a complete course of study from preschool through grade 8 correlated with the guidelines set forth by the Lutheran Church-Missouri Synod, the State of Illinois, the local school district, and Zion Lutheran Church. The course of study is in accord with the principles set forth in Holy Scripture. The curriculum is designed to cover the basic branches of learning in order that the children will be prepared to continue their education with success after leaving Zion.

The course of study for Zion Lutheran School shall include the following subject areas.

- Religion
- Language Arts - including reading, writing, handwriting, spelling, oral and written English, and literature

- History - including history of the U.S. and Illinois, federal, state and local government, and current events
- Geography- including the geography of the U.S. and the world
- Mathematics- including math K-6, 7th grade math, Pre-Algebra & Algebra (depending on placement)
- Science and computer science
- Health and physical education
- Spanish
- Fine Arts - including music, art, and drama
- Choir - There will be three choirs to enhance the worship services:

Cherub Choir	Grades K-2	
Hosanna Choir	Grades 3-4	
Celebration Choir	Grades 5-8	(May 2018)

Students in grades K-8 will be part of a choir. Choir rehearsals are held during the school day. Parents are asked to bring their children fifteen minutes before the start of a church service in which the choir will be singing. If a student cannot be present to sing, the parents are asked to write a note to the classroom teacher or choir director explaining the absence.

Choir grades for students in grades five through eight will be affected by music class behavior and attendance at all performances. (May 28, 2008)

Grading Scale

Student work will be graded with letter grades according to this scale:

A+	=	100%	C+	=	79 - 77%
A	=	99 - 94%	C	=	76 - 74%
A-	=	93 - 90%	C-	=	73 - 70%
B+	=	89 - 87%	D+	=	69 - 67%
B	=	86- 84%	D	=	66 - 64%
B-	=	83 - 80%	D-	=	63 - 60%
F	=	Below 60%			

Honor Roll

Students in grades 5-8 are eligible for the honor roll. Listed below are the two honor rolls and their descriptions. (June 3, 2003)

- High Honors The student must have an "A" in the core subjects, which are reading, religion, memory, math, science, social studies, spelling, and language. The student must also have an "A" or "B" in art, P.E., health, computer, band, choir, and Spanish.
- Honors The student must have an "A" or "B" in the core subjects. The student must also have an "A", "B", or "C" in art, P.E., choir, and Spanish. (May 28, 2008)
- Salutatorian and Valedictorian— This academic honor goes to the two graduating 8th graders that have earned the highest cumulative GPA in 5th through 7th grades and the first 3 quarters of 8th grade. If necessary, other tests such as the standardized achievement test may be consulted. The student with the highest GPA will give the valedictorian speech at graduation, and the student with the second highest GPA will give the salutatorian speech. A minimum GPA of 3.5 has been established for these awards.

PROMOTION-RETENTION POLICY

K-8 Zion does not practice an automatic promotion policy. Students are encouraged to work hard in their school work. We expect students to complete their work, including makeup work for absenteeism. Retention will be considered when a student is not demonstrating necessary competencies. A retention decision will include:

- A team decision including the teacher of the student, teachers of the next grade level, and principal's representative
- Parental consultation
- Diagnostic Test results
- Academic work, tests, daily work, participation, etc.
- Age
- Attendance
- Skills/grades in the CORE subjects of religion, math, science, English/language, reading, social studies, and spelling will be considered.
 - In order for a child to be retained in grades 3-8, he/she must have a failing grade average from work in two CORE subjects when grade averages are calculated for all four quarters of the year.
 - Teacher recommendations for retention should be considered prior to the end of the third quarter, so parents can be informed of the recommendation and have time to consider it. (June 2022)

TRANSFER POLICY

Families are asked to consider the well-being of the child first when transferring a student from one school to another. The student will not be admitted if the principal, teachers, or Board of Education determines that changing schools is not in the best interest of the student.

It is highly recommended that families wanting to transfer to Zion call to set up an informational meeting and tour with the principal and any other faculty or Board of Education members. To complete a transfer, families are to first complete a registration form. Grade placement will be based on past academic achievement.

If a family wishes to transfer out of Zion to another school, parents will need to provide the school with a written notice. Records may not be transferred until all financial obligations are met and all school property has been returned in good order. (June 2022)

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are available at Zion to enhance the educational opportunities for the students.

Athletics

Girls

Volleyball (Gr. 4-8)
Basketball (Gr. 4-8)
Track (Gr. 4-8)
Cheerleading (Gr. 4-8)

Boys

Baseball (Gr. 5-8)
Volleyball (Gr. 4-8)
Basketball (Gr. 4-8)
Track (Gr. 4-8)

All participants on sport teams must receive a physical examination from a doctor before practicing or playing on any team. Families must complete a Commitment Form and pay the \$30 Sports Fee (per

sport) before the child can participate. Students will need to provide combination locks for their lockers in the restroom. Combinations must be shared with their classroom teacher. Students in grade 3 may be eligible to play sports only if there are not enough students in grades 4-8 for a team.

Band

Students in grades 6-8 interested in band will be released for band practice at the public school. Students in grades 6-8 will walk to the band room at the high school. Individual lessons may be given. (July 12, 2012)

Jr. Handbells

Students in grades 3-8 may have the opportunity to participate in the Jr. Handbell Choir. (May 28, 2008)

Student Council

One representative from grades 5-8 will be elected by their class. All officers will be elected by the students in those grades. The Student Council meets once a month after school with a faculty advisor. The student council members assist in various school activities and plan some special projects and programs.

Eligibility Policy

Every Friday starting with the second week of the quarter, teachers will check the eligibility of students in their class who are participating in athletic activities. Eligibility is based on effort according to ability, using the following standards:

- If a student has a cumulative average for the quarter of an F in one or more subjects, the student is ineligible the following week.
- If a student has a cumulative of a D average in two or more subjects, the student is ineligible the following week.

Eligibility is determined week by week. If a student raises his/her grades by the end of the next week, he/she becomes eligible again. An ineligible week consists of Monday through Sunday.

The athletic program is under the direction of the Athletic Director. Students who are ineligible may not actively participate in games or meets. Students who are ineligible are expected to attend practice after they work on deficient areas and/or homework for up to one hour with the teacher, coach, or athletic director. (August 9, 2007)

CONCUSSION POLICY

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion, for example, loss of consciousness, headache, dizziness, confusion, or balance problems, will be immediately removed from a game or practice and will not be allowed to return to play until cleared by an appropriated health care professional in writing. *To ensure the safety of Zion student/athletes and compliance with the Youth Sports Concussion Safety Act, the athletic program concussion protocol includes the following components: 1) the formation of a Concussion Oversight Team (COT) that includes the athletic director, coach, and the principal; 2) Coaching & COT Education as it pertains to identifying and responding to concussions; 3) Student/Athlete & Guarding Education and Sign-Off Form; 4) Outline of Return-to-Play, Return-to-Learn, and Emergency Action Plan Protocols.* (July 13, 2017)

ASTHMA ACTION PLAN

An asthma action plan is a tool that is used to help a person diagnosed with asthma better control his or her condition. It is completed by a physician or healthcare provider and includes information on a student's medications and dosing requirements, asthma triggers, how to handle worsening symptoms and what to do during a breathing emergency. It is a critical element in a school's overall wellness plan that can help school personnel identify and track those students that are most at risk for having an asthma emergency.

In order to protect all students with asthma, each student at Zion Lutheran School identified as having asthma must have an asthma action plan on file that is signed by a physician or healthcare provider. Zion Lutheran School is willing to accept any of the standardized asthma action plans provided by the American Lung Association, the Center for Disease Control and Prevention, state asthma coalitions or the student's pediatrician's office, as long as it is filled out correctly and signed by a healthcare provider. The form can be written based on symptoms, peak flow meter readings or both.

Asthma action plan protocols include

- Create and support procedures to obtain, maintain, and utilize written asthma action plans, signed by the child's physician, for every student with asthma.
- Collect asthma action plans on an annual basis or when there is a change in the severity classification of a student's asthma.
- Follow a standard emergency protocol for students in respiratory distress that do not have a written asthma action plan on site.

Copies of the asthma action plan should be filed in the following

- The original form should be available in an unlocked location within the school office that is accessible to anyone who may need to administer medication.
- A copy should be provided to coaches and physical education instructors.
- A copy should be provided to any teachers or designated staff as needed.

(October 26, 2017)

FOOD ALLERGIES

According to the Asthma and Allergy Foundation of America, food allergies affect approximately 3-8% of children. Zion Lutheran School recognizes that food allergies may be severe and potentially life-threatening. The school cannot guarantee that a student will never experience an allergy-related incident, but it is committed to student safety and will therefore make every effort to provide a safe environment for children with life-threatening allergies.

The parent has the responsibility of notifying the school of the child's allergy and provide written medical documents and properly labeled medications as directed by the physician. Emergency contact information must be available. The parent must work closely with the teacher and school personnel to achieve the goal of helping the child become independent in identifying potentially dangerous situations. Providing alternative snacks for use when there may be a question of safety would be helpful.

The faculty and staff of Zion Lutheran School will be made aware of life-threatening allergies and their symptoms that exist in the school. They will be instructed on how to implement any medical interventions that may be necessary. The teachers will take necessary precautions to ensure the safety of the children in their care and assist the other children in learning of allergies existing in the

classroom. The classroom teacher will be responsible for leaving appropriate information in case of the need for a substitute teacher.

Students will be reminded to respect the child who has life-threatening allergies and not to share food during lunch, in the classroom, or on school related trips. All classroom students will be instructed to wash hands before eating. (June 10, 2010)

CANNABIS USE POLICY

Zion students are prohibited from using, possessing, or distributing any illegal drug, controlled substance, as well as the possession, distribution, or use of any inhalant that would cause the user to become intoxicated or that causes a dulling of the nervous system, including all CBD products. This includes any form of cannabis, including edible or topical creams. No school employee can be required to administer the medical cannabis product, and Zion does not have to allow the use of these products at school if it disrupts the educational environment, exposes other students to the product, or if federal funding would be lost as a result. When a student presents as a registered qualifying patient, (with a "medical marijuana card"), the administrator and child's teacher shall be notified. The school will be given contact information from the child's doctor (MD or DO), as well as copies of both the student and the parent or guardian's registry ID cards, which will be placed in the student's cumulative file. A parent or legal guardian or the school principal are permitted to administer the product. A student who is a registered qualifying patient is permitted to self-administer the product under the supervision of the school administrator, while on school premises, while at a school-sponsored activity, or while the student is in before-school or after-school care on school-operated property. Zion students are NOT allowed to smoke cannabis. (June 2022)

WEAPONS

At all times, the personal safety of students, faculty, staff, and family members is of utmost importance. No weapons of any kind can be brought onto the grounds of Zion Lutheran Church and School or into vehicles traveling to any church/school sponsored event. Each infraction will be dealt with individually beginning with confiscation of the item by the adult in charge. The incident will be reported to the principal. A phone call will be made to the parent and documentation of the event will be filed. A meeting with the principal will be set. A repeated offense may result in internal suspension or expulsion if deemed necessary. (June 10, 2010) The principal is required to immediately notify the local law enforcement of any weapons incidents on school grounds.

MEDICATION

No prescription medication shall be dispensed by school personnel without filling out a written parental and medical consent form. These forms may be picked up in the office. All non-prescription drugs such as aspirin must be supplied by the parent and have written parental approval before being administered at school. Children receiving prescribed medications, which must be taken during school, must have a Medication Authorization form on file stating the name of the medication, the reason for taking it, directions for administering it, possible side effects, and the length of time the child is to receive the medication. Medication orders must be renewed each year. All medications should be brought to the school secretary. Students are to report to the school secretary to receive and take their medication. (November 9, 1999)

PARENT TEACHER LEAGUE (PTL)

Zion Lutheran School has an organized Parent Teacher League committee made up of volunteer parents and teachers.

The purpose of the committee is to foster better understanding and cooperation between parents and teachers. PTL will plan family activities and fundraising for PTL. Through this organization, parents can make a real contribution to the school. If you have any questions, or would like to be involved, you may contact the principal.

EMERGENCY SCHOOL CLOSINGS

In the case of an emergency school closing, Zion Lutheran School will close if the public school closes. Radio station WSMI (AM 1540 or FM 106), television station KSDK channel 5, and Educate will announce any closings. School closings will also be posted on the school's facebook page, Zion Lutheran School, Litchfield, IL.

SCHOOL PICTURES

Each fall and spring, a school photographer will take individual and in-season sports pictures which parents may buy. A school yearbook will be provided for sale before school is out in the spring.

PHONE USE

Please contact your child through the school office phone only when absolutely necessary. Only in an emergency will we permit children to speak with a parent or relative on the phone. Cell phone use is not permitted during school hours. Cell phones must be kept in a backpack on silent mode at school.

We ask for your cooperation in this matter. Students are asked to make arrangements for after school activities BEFORE they leave home in the morning. Students will not be allowed to call for things forgotten at home. Please make changes to your home phone number or address on Educate. If a student is caught using their cell phone, the teacher will confiscate it and give it to the principal. Parents will need to make arrangements to pick up the phone.

DRESS CODE

As Christians we are guided by a sense of responsibility for neatness, cleanliness, modesty, and safety. All decisions will be based on these elements. It is the parent or guardian's responsibility to see that the student comes appropriately dressed for the school's activities. Outdoor play is a school activity. The following guidelines include but are not limited to the following:

- Halter, tube tops, tops with spaghetti straps, and bare midriff tops or other provocative clothing are not allowed.
- Jeans or pants should be clean and not torn or with holes.
- Shorts should be hemmed with an appropriate inseam, that is agreed upon by the teacher and principal.
- Footwear must be worn at all times; however flip flops and slides are not allowed. Shoes must cover the toes for safety reasons.
- Hair should be clean, neat, and presentable.
- Avoid styles that are extreme, immodest, or identify with immoral elements in our society. Pictures or messages worn on clothing must be harmonious with basic Christian beliefs. Clothing may not be worn which advertises alcoholic beverages, drugs, tobacco, or secular music groups.
- Piercing jewelry other than for ears is not allowed. No earrings for boys.

- No hats or hoods are to be worn in school.
- Make-up may be worn by fifth thru eighth grade girls at the teacher's discretion.
- Leggings may be worn as long as the rear end is covered by a shirt two inches longer than the rear end. Leggings with sheer panels cannot be worn. (June 2022)

CHEWING GUM

Gum is not permitted on school grounds.

ASBESTOS NOTICE

Zion Lutheran School is inspected every three years for asbestos according to the requirements of AHERA by a certified inspector. The only asbestos containing building material found present is in the floor tile. The asbestos does not pose a health hazard to the occupants of the school.

WELLNESS POLICY

Belief Statement

Zion Lutheran School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity.

Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code, including, without limitations, goals for nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the Board of Education, school principal, and the public in developing this policy.

Goals for Nutrition Education

- Students in preschool through grade eight shall receive nutrition education as part of a sequential program that is coordinated within a health education curriculum. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors and aimed at influencing students' knowledge, attitudes and eating habits. Special emphasis should be placed on nutrition education as eating habits are established at a young age.
- To maximize classroom time and to achieve positive changes in students' eating behaviors, nutrition education shall be integrated into the lesson plans of other subjects like math, science, language arts, physical education, health, and social sciences.
- To achieve positive changes in students' eating behaviors, it is recommended that a minimum of fifty contact hours of nutrition education opportunities be provided to students each year. Contact hours may include a combination of classroom instruction; nutrition education provided in the cafeteria; or health fairs, field trips and assemblies providing nutrition education.
- The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, and field trips.

Goals for Physical Activity

- Students in preschool through grade 8 shall participate in daily physical education that enables them to achieve and maintain a high level of personal fitness; emphasizes self-management skills including energy balance (calories in minus calories out); and is coordinated within a comprehensive health education curriculum.
- It is recommended that students participate in physical education for a minimum of 150 minutes per week. Special emphasis should be placed on promoting an active lifestyle in preschool through 8th grade as health habits are established at a young age. Accommodations shall be made for students with disabilities, 504 plans, and other limitations.
- Each class shall provide a daily supervised recess period.
- Students shall be provided opportunities for physical activity through a range of after-school programs including intramurals, interscholastic athletics, and physical activities.
- Because students should engage in a minimum of 60 minutes of physical activity a day, the physical education program shall actively engage families as partners in providing physical activity beyond the school day.

Consistent School Activities and Environment-Physical Activity

- Physical education shall be provided by trained and well-supported staff certified by the state. All teachers shall regularly participate in continuing education activities that impart the knowledge and skills needed to effectively promote enjoyable lifelong healthy eating and physical activity among students.
- The physical education program shall be closely coordinated with the other components of the overall school health program. In particular, the benefits of being physically active shall be linked with instruction about human growth, development, and physiology in science classes and with instruction about personal health behaviors in health class.
- The school staff is encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that staff give students periodic breaks during which they are encouraged to stand and be moderately active.
- The school encourages partnerships with other child-serving organizations such as park districts and athletic groups to provide students with opportunities to be active.
- The school provides student access to and use of the school's physical activity facilities outside of the normal school day.
- Physical activity facilities and equipment on school grounds shall be safe.
- School personnel shall be encouraged to use non food incentives or rewards with students and shall not withhold food from students as punishment.

Goals for Other School-Based Activities Designed to Promote Student Wellness

Parent Partnerships:

- Zion shall support parents' efforts to provide a healthy diet and daily physical activity for their children. This support shall begin in pre-kindergarten and continue through eighth grade.
- Parents shall be provided information to help them incorporate healthy eating and physical activity into their student's lives. This information may be provided in the form of handouts, postings on the school website, information provided in school newsletters, presentations that focus on nutrition and healthy lifestyles and any other appropriate means available for reaching parents.
- It is recommended that the food provider share information about the nutritional content of the school meals with students, families and school staff.

- School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat, at a minimum, in accordance with state and federal standards and guidelines.
- Food service personnel shall have adequate pre-service training and regularly participate in professional development activities that provide strategies for providing tasty, appealing and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.
- The director of nutrition shall work with suppliers to obtain foods and beverages that meet the nutrition requirement of school meals and nutrition standards.
- The food provider shall take every measure to ensure that student access to foods and beverages at school meet federal, state and local laws and guidelines.
- Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options and shall be provided with a list of recommended food and beverage options.
- School based organizations shall be encouraged to raise funds through the sale of items other than food.
- The school shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System such as fruits, vegetables, low-fat dairy foods and whole grain products.
- Nutrition education shall be provided by trained and well-supported staff with adequate preservice and in-service training. It is recommended that staff involved in nutrition education complete a pre-service course in nutrition and a minimum of one hour of nutrition education in-service training per school year. Preparation and professional development shall provide basic knowledge of nutrition along with activities, instructional techniques and strategies designed to change students' attitudes and behavior.
- All foods and beverages made available at school shall comply with the federal, state and local food safety and sanitation regulations.
- For the safety and security of food, access to any area involved in storage, preparation or service of food at the school shall be limited to authorized personnel.

Nutrition Guidelines for All Foods and Beverages Available on School Campuses During the School Day

- The food provider shall offer a variety of age-appropriate, appealing foods and beverage choices and employ food preparation, purchasing and meal planning practices consistent with the current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).
- Nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, shall be available wherever and whenever food is sold or otherwise offered at school.

Guidelines for School Meals

- School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program and all applicable state and local laws and regulations.

Measuring Implementation and Community Involvement

- The principal shall be responsible for implementation of the school wellness policy and shall appoint a school-based evaluation team to develop and implement an annual evaluation plan.
- The school-based evaluation team shall evaluate policy implementation and identify areas for improvement. The evaluation team shall report their findings to the campus principal and develop with him/her a plan of action for improvement, as needed.

ANAPHYLAXIS POLICY

Preamble

Anaphylaxis is a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures be taken.

The Board of Education of Zion Lutheran School recognizes that it has a duty of care to students who are at risk from life-threatening allergic reactions while under school supervision. The Board also recognizes that this responsibility is shared among the student, parents, the school staff and health care providers.

The purpose of this policy is to minimize the risk to students with severe allergies to potentially life-threatening allergies without depriving the severely allergic student of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.

This policy is designed to ensure that students at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff and key volunteers are trained to respond in an emergency situation.

Policy

While Zion's Board of Education cannot guarantee an allergen-free environment, the Board will take reasonable steps to provide an allergy-safe and allergy-aware environment for students with life-threatening allergies.

Anaphylaxis Procedures

1. Description of Anaphylaxis

Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an offending substance. Reactions usually occur within two hours of exposure, but in rarer cases can develop hours later. Specific warning signs as well as the severity and intensity of symptoms can vary from person to person and sometimes from reaction to reaction in the same person.

An anaphylactic reaction can involve any of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:

- Skin: hives, swelling, itching, warmth, redness, rash
- Respiratory (breathing): wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing
- Gastrointestinal (stomach): nausea, pain/cramps, vomiting, diarrhea
- Cardiovascular (heart): pale/blue color, weak pulse, passing out, dizzy/light-headed, shock
- Other: anxiety, feeling of "impending doom", headache, uterine cramps in females
- Because of the unpredictability of reactions, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past.

- It is important to note that anaphylaxis can occur without hives.
- If an allergic student expresses any concern that a reaction might be starting, the student should always be taken seriously. When a reaction begins, it is important to respond immediately, following instructions in the student's Student Emergency Procedure Plan. The cause of the reaction can be investigated later.

The following symptoms may lead to death if untreated:

- Breathing difficulties caused by swelling of the airways; and/or
- A drop in blood pressure indicated by dizziness, light-headedness or feeling faint/weak.

2. Identifying Individuals at Risk

At the time of registration, using the district registration form parents are asked to report on their child's medical conditions, including whether their child has a medical diagnosis of anaphylaxis. Information on a student's life threatening conditions will be recorded and updated on the student's Permanent Student Record annually.

It is the responsibility of the parent/guardian to:

- Inform the school principal when their child is diagnosed as being at risk for anaphylaxis.
- In a timely manner, complete medical forms and the Student Emergency Procedure Plan which includes a photograph, description of the child's allergy, emergency procedures, contact information, and consent to administer medication. The Student Emergency Procedure Plan should be posted in key areas such as in the child's classroom, the office, the teacher's daybook, and food consumption areas (e.g. lunch rooms, cafeterias). Parental permission is required to post or distribute the plan.
- Provide the school with updated medical information at the beginning of each school year, and whenever there is a significant change related to their child.
- Inform service providers of programs delivered on school property by non-school personnel of their child's anaphylaxis and care plan, as these programs are not the responsibility of the school.

The school will contact anaphylactic students and their parents to encourage the use of medical identifying information (e.g. MedicAlert® bracelet). The identifying information could alert others to the student's allergies and indicate that the student carries an epinephrine auto-injector. Information accessed through a special number on the identifying information can also assist first responders, such as paramedics, to access important information quickly.

3. Record Keeping – Monitoring and Reporting

For each identified student, the school principal will keep a Student Emergency Procedure Plan on file.

These plans will contain the following information:

Student-Level Information

- Name
- Contact information
- Diagnosis
- Symptoms
- Emergency Response Plan

School-Level Information

- Emergency procedures/treatment

Physician section including the student's diagnosis, medication and physician's signature.

It is the school principal's responsibility to collect and manage the information on students' life-threatening health conditions and review that information annually to form part of the students' Permanent Student Records.

The school principal will also monitor and report information about anaphylactic incidents to the board of education in aggregate form (to include number of at-risk anaphylactic students and number of anaphylactic incidents) at a frequency and in a form as directed by the superintendent.

4. Emergency Procedure Plans

Student Level Emergency Procedure Plan

The school principal must ensure that the parents and student (where appropriate), are provided with an opportunity to meet with designated staff, prior to the beginning of each school year or as soon as possible to develop/update an individual Student Emergency Procedure Plan. The Student Emergency Procedure Plan must be signed by the student's parents and the student's physician. A copy of the plan will be placed in readily accessible, designated areas such as the classroom and office.

The Student Emergency Procedure Plan will include at minimum:

- The diagnosis
- The current treatment regimen
- Who within the school community is to be informed about the plan – e.g. teachers, volunteers, classmates
- Current emergency contact information for the student's parents/guardian
- A requirement for those exposed to the plan to maintain the confidentiality of the student's personal health information
- Information regarding the parent's responsibility for advising the school about any change/s in the student's condition
- Information regarding the school's responsibility for updating records.

School Level Emergency Procedure Plan

Each school must develop a School Level Emergency Procedure Plan, which must include the following elements:

- Administer the student's auto-injector (single dose) at the first sign of a reaction. The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child, if epinephrine was not required. Note time of administration.
- Call emergency medical care (911)
- Contact the child's parent/guardian
- A second auto-injector may be administered within 5 to 15 minutes after the first dose is given IF symptoms have not improved (i.e. the reaction is continuing, getting worse, or has recurred).
- If an auto-injector has been administered, the student must be transported to a hospital (the effects of the auto-injector may not last, and the student may have another anaphylactic reaction).
- One person stays with the child at all times.
- One person goes for help or calls for help.

The school principal, or designated staff, must ensure that emergency plan measures are in place for scenarios where students are off-site (e.g. bringing additional single dose auto-injectors on field trips).

5. Provision and Storage of Medication

Children at risk of anaphylaxis who have demonstrated maturity should carry one auto-injector with them at all times and have a back-up auto-injector stored at the school in a central, easily accessible, unlocked location. For children who have not demonstrated maturity, their auto-injector(s) will be stored in a designated school location(s).

The location(s) of student auto-injectors must be known to all staff members.

Parents will be informed that it is the parents' responsibility:

- To provide the appropriate medication (e.g. single dose epinephrine auto-injectors) for their anaphylactic child
- To inform the school where the anaphylactic child's medication will be kept (i.e. with the student, in the student's classroom, and/or other locations)
- To inform the school when they deem the child competent to carry their own medication/s (children who have demonstrated maturity, usually Grade 1 or Grade 2, should carry their own auto-injector), and it is their duty to ensure their child understands they must carry their medication on their person at all times
- To provide a second auto-injector to be stored in a central, accessible, safe but unlocked location
- To ensure anaphylaxis medications have not expired
- To ensure that they replace expired medications

6. Allergy Awareness, Prevention and Avoidance Strategies

Awareness

The school principal should ensure:

- That all school staff and persons reasonably expected to have supervisory responsibility of school-age students and preschool age children participating in early learning programs (e.g. food service staff, volunteers, custodians) receive training annually or biannually, in the recognition of a severe allergic reaction and the use of single dose auto-injectors and standard emergency procedure plans.
- That all members of the school community including substitute teachers, student teachers, and volunteers have appropriate information about severe allergies including background information on allergies, anaphylaxis and safety procedures.
- With the consent of the parent, the principal and the classroom teacher must ensure that the student's classmates are provided with information on severe allergies in a manner that is appropriate for the age and maturity level of the students, and that strategies to reduce teasing and bullying are incorporated into this information.

Posters which describe signs and symptoms of anaphylaxis and how to administer a single dose auto-injector should be placed in relevant areas. These areas may include classrooms, office, staff room, lunch room and/or the cafeteria.

Avoidance/Prevention

Individuals at risk of anaphylaxis must learn to avoid specific triggers. While the key responsibility lies with the students at risk and their families, the school community must participate in creating an "allergy-aware" environment. Special care is taken to avoid exposure to allergy-causing substances. Parents are asked to consult with the teacher before sending in food to classrooms where there are food-allergic children. The risk of accidental exposure to a food allergen can be significantly diminished by means of such measures.

Given that anaphylaxis can be triggered by minute amounts of an allergen when ingested, students with food allergies must be encouraged to follow certain guidelines:

- Eat only food which they have brought from home unless it is packaged, clearly labeled and approved by their parents
- If eating in a cafeteria, ensure food service staff understands the life-threatening nature of the student's allergy. When in doubt, avoid the food item in question.
- Wash hands before and after eating.
- Not share food, utensils or containers.

Non-food allergens (e.g. medications, latex) will be identified and restricted from classrooms and common areas where a child with a related allergy may encounter that substance.

7. Training Strategy

At the beginning of each school year, a training session on anaphylaxis and anaphylactic shock will be held for all school staff and persons reasonably expected to have supervisory responsibility of school-age students and preschool age children participating in early learning programs (e.g. food service staff, volunteers, bus drivers, custodians).

Efforts shall be made to include the parents, and students (where appropriate), in the training. Experts (e.g. public health nurses, trained occupational health & safety staff) will be consulted in the development of training policies and the implementation of training. Training will be provided by individuals trained to teach anaphylaxis management.

The training sessions will include:

- Signs and symptoms of anaphylaxis;
- Common allergens
- Avoidance strategies
- Emergency protocols
- Use of single dose epinephrine auto-injectors
- Identification of at-risk students (as outlined in the individual Student Emergency Procedure Plan) emergency plans
- Method of communication with and strategies to educate and raise awareness of parents, students, employees and volunteers about anaphylaxis.

Participants will have an opportunity to practice using an auto-injector trainer (i.e. device used for training purposes) and are encouraged to practice with the auto-injector trainers throughout the year, especially if they have a student at risk in their care.

Students will learn about anaphylaxis in a general assembly or special class presentations. (June 2022)

SEX OFFENDER REGISTRATION ACT

According to the Sex Offender Registration Act, schools are required to notify parents that information about sex offenders is available on the Illinois Department of State Police Statewide Sex Offender Database. The website to reach this information is: www.isp.state.il.us. Click the "Sex Offender Information" box on the right side of the screen.

ZION LUTHERAN SCHOOL CHILD SEX OFFENDER POLICY

Convicted child sex offenders are not allowed on Zion Lutheran School Property or at any events hosted by Zion Lutheran School.

In the case of a Zion Lutheran School student's parent or legal guardian, who is a convicted child sex offender, an exception is made in the following circumstances:

- The parent or legal guardian may attend parent-teacher conferences through Zoom.
- The parent or legal guardian may attend graduation. The parent or legal guardian must inform the principal of his or her desire to attend this event. The principal will provide a chaperone for the entire duration of the event. A chaperone is defined as one of the paid employees of Zion Lutheran School or member of the Board of Education, who shall be chosen by the principal and/or the Board of Education.

GRIEVANCE POLICY

All grievances will be addressed in a fair and Christian manner in an attempt to gain reconciliation, as we are taught from the Bible... "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." (Matthew 18:15 NIV) Any person who has a grievance against another must be encouraged to work the problem out with the other person according to Matthew 18:15. Under no circumstances may personal accusations or criticisms be brought up on the floor of a School Board meeting or to a School Board member, unless the Grievance Policy steps are followed. The use of the media and/or social media to spread accusations, criticisms, and/or any grievances against the faculty, staff, students, and families of Zion or of Zion in general does not follow Matthew 18:15 and therefore will not be tolerated. The goal is to obtain a God-pleasing solution.

The Grievance Policy steps to be taken are outlined below

- The person with the grievance will discuss in private with the offender the perceived offense. If the parties are reconciled, no further action is necessary.
- If the first step is unsuccessful, the offended party will ask their immediate supervisor to mediate. If the dispute is between a parent and teacher the immediate supervisor is the principal. If the dispute is between a parent and the principal, the immediate supervisor is the Board of Christian Education.
- If the second step is unsuccessful, the situation will be mediated by the Board of Christian Education, with all parties present. Upon notification by the offended party, The Board of Christian Education Chairman will plan an Executive Session at the next regularly scheduled Board of Christian Education meeting (in extreme cases, a special meeting may be called by the Chairman of the Board of Christian Education. This session will include all parties involved in the grievance. The Board of Christian Education is the final authority in all grievances.

ADMINISTRATION

The Board Of Education elected by the Voters Assembly of Zion Lutheran Church is the controlling authority in the operational procedure of the school. Current school board members are:

Eric Helgen, Chairman	ethelgen@gmail.com
Nancy Hyam, Vice Chairman	nancyh61@yahoo.com
Valerie Belusko, Secretary	vbelusko1@gmail.com
Cindy Niemann	niem3@frontiernet.net
DJ Peck	djpeck_1979@hotmail.com

(August 2021)

PERSONNEL

Faculty

Pastor Fred Kraemer	fkraemer@zionlutheranlitchfield.com
Miss Jami Pryor, Principal & Grades 5/6	jpryor@zionlutheranlitchfield.com
Mr. Chris Covert, Grades 7 & 8	ccovert@zionlutheranlitchfield.com
Mrs. Mindy Fischer, Grade 3 & 4	<u>mfischer@zionlutheranlitchfield.com</u>
Mrs. Susie Covert, Grade 3, Grades 5 & 6	<u>scovert@zionlutheranlitchfield.com</u>
Ms. Lydia Cook, Grade 2	lcook@zionlutheranlitchfield.com
Ms. Katie Gulley, Grade 1	kgulley@zionlutheranlitchfield.com
Mrs. Lisa Sharp, Kindergarten	lsharp@zionlutheranlitchfield.com
Mrs. Erika Fortner, Preschool	efortner@zionlutheranlitchfield.com
Mr. Ernie Thomack, Choir Director	<u>ethomack@zionlutheranlitchfield.com</u>

Preschool Plus & Before/After School

Mrs. Laura Knoblich	lknoblich@zionlutheranlitchfield.com
Mrs. Kayla Clelland	kclelland@zionlutheranlitchfield.com
Mrs. Megan Beccue	meganbuccue@zionlutheranlitchfield.com

Support Staff

Mrs. Risa Falter, School Secretary	217-324-3166 rfalter@zionlutheranlitchfield.com
Ms. Jessica Neuhaus, Church Secretary	217-324-2033 churchsecretary@zionlutheranlitchfield.com
Mrs. Brenda Bryant, Cook	
Mrs. Laura Smith, Custodian	
Mr. Dennis Clevenger, Custodian	

Updated June 2022