

Mt Zion Christian School

2010-2011 K-8 STUDENTS - PARENT HANDBOOK



MT ZION
CHRISTIAN SCHOOL
Proverbs 22:6



ASSOCIATION OF
CHRISTIAN SCHOOLS
INTERNATIONAL™

Welcome to Mt Zion Christian School

Thank you for taking the time to read our handbook.
After reading this information, please do not hesitate
to call the school office if you have any further

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Mt. Zion Christian Church		262-248-7097
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Dear Parents and Students,

We would like to thank each parent for selecting Mt Zion Christian School to serve the educational and spiritual needs of your children. Throughout the school year we seek to develop in the students a grateful heart for their parents or guardians who have cared enough to provide the life-long legacy of a Christian education. At Mt Zion Christian School, parents and students will work with dedicated faculty and staff who are willing to aid students as they become "thoroughly furnished" Christian men and women.

Mt Zion Christian School has sought to keep a minimum number of rules to maintain an orderly atmosphere and learning environment. Basic guidelines are necessary, however, for consistent operation and maintaining a good testimony before the community. Each student must realize his/her behavior affects not only themselves but also many others. Mt Zion Christian School is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order;" and all students should be taught to accept God-given authority that is firm, consistent, fair, and tempered with genuine love for the students.

This handbook serves as a general guideline for the overall umbrella of Mt Zion activities, education, and events. In some cases there may be more specific guidelines or policies that have not been mentioned in this handbook. We have sought to keep the handbook limited to information and policies that every school family should be familiar with. If you choose to be involved in one of the other extracurricular offerings at Mt Zion, it will be up to you to be familiar with the additional policies. Thank you for taking the time to read this manual.

Philosophy

Mt Zion Christian School seeks to assist the home in "training up a child in the way he should go." Proverbs 22:6 Training in love requires a spiritual solution where Christ is in control. Only as one yields to Christ can he be truly considerate, obedient, and open to others' needs. It is the desire of Mt Zion Christian School that students develop in Christian maturity, learning to do right because it is their personal conviction and habit to do right. Mt Zion's goal is that our students may grow to "be adequately equipped for every good work."

(2 Timothy 3:17)

Since the primary reason for the existence of the school is spiritual ministry, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is accompanied by instructing in right thinking, good conduct, and clean living in the light of principles of God's Word. Our desire is to see that each student is "transformed by the renewing of your mind. Then you will be able to test and approve what God's will is--his good, pleasing and perfect will."

(Romans 12:2)

Admissions

Having fully considered the Lord's leading and the program and policies of the school, parents shall apply for their child's acceptance into the Mt Zion School body by submitting a completed registration form to the school. The registration will be reviewed by the school administration, and an interview meeting may be scheduled. At that time, parents and the principal or school administration will agree whether to complete each child's enrollment. If the enrollment is confirmed, the book fee will be due. If prior to the first day of school the parents terminate the enrollment, fifty percent of the initial book fee will be refunded.

Mt Zion Christian School does not discriminate against any potential student due to race, color, sex or national origin. The primary requirement in considering any student for possible admission is his/her apparent ability and willingness to cooperate in the school's program. Parental support and willingness to cooperate in the program are also considered.

Students deemed academically qualified and prepared to handle the program demands will be accepted. All parents must accept the Mt Zion Christian School philosophy and statement of faith and the school's statement of commitment in the application.

Mt Zion Christian School will accommodate students with disabilities to the best of its ability.

Attendance

School days, hours, and vacation periods are scheduled to coincide with state requirements. Students are to be present at school during the hours and on the days established by the Mt Zion Christian School Deacon Board. Students need to be in their seats ready for the school day by 8:15am, and they are dismissed at 3:00pm. Parents may drop off their students no earlier than 7:45am at the front double doors located in the middle of the building and should pick them up by 3:15pm in front of the gym located on the right side of the building. Kindergarten is dismissed at 11:15pm at the front double doors where you dropped them off. We ask that you do not leave your car during this drop off and pick up time in front of the church. For the safety of all, if you do have to come inside the building, please park in one of the parking spots in the parking lot, and turn your car off.

School office hours are 7:45am – 3:45pm

Summer Office hours are 8:30-12:30, Monday-Thursday

Absences

The attendance guidelines reflect not only the importance of school attendance, both legally and educationally, but also the importance of building Christian family life and encouraging parents to do their part in developing positive attitudes toward education in their own children. Parents must recognize that whenever a child is absent, an extra burden is placed on the teacher and the student to help that child catch up on their work upon returning to school. We ask your help in the following areas:

- 1) If your child is sick or unable to come to school, please call the school secretary by 9:00am.
- 2) If you know in advance that your child will be missing one or more days, please refer to the directions under pre-excused absences on page 5.
- 3) Punctuality is very important for the student to learn and also for the integrity of the classroom. Students who are tardy 4 times in one semester will receive a detention. That detention will be served on the next Wednesday, from 3:30 - 4:15pm. Excused tardies include prearranged doctor/dental appointments, car trouble, poor weather conditions, and other similar situations. All other tardies will be considered unexcused.
- 4) There should be no more than 10 absences allowed in one semester. A written doctor's note must be provided for 3 or more consecutive days absent.
- 5) Students arriving after 11:00am or leaving before 1:30pm will be marked absent ½ a day.
- 6) If requested, homework will be available after 10:30am. Please call the school office and the teacher will be notified. Please do not ask the teacher for homework before school starts, they are preparing for the school day.

Early Dismissal

When it is necessary for a student to leave school early during a school day, a parent must call the school office or a written note from the parent must be brought to the teacher or office by 8:30am, the day of the early dismissal. A parent must sign out the student in the school office for grades Kdg – 4th. 5th – 8th grade students may sign themselves out when they are picked up. When returning to school, they must re-sign themselves back in at the school office.

Students will not be permitted to leave the school property before or after school and during the day unless parental permission has been given to a staff member either by a phone call or note.

Excused Absences

Students who miss one or more classes because of personal illness, death in the immediate family, or family emergencies will receive an “excused” absence upon returning to school and may have “full” make-up privileges. These absences will be for reasons over which the student and his parents have no control.

If a test was scheduled, and the student had knowledge of it, and no new material was taught while the student was absent, the student will be required to take the test upon returning to school. Students will have one day, per day absent to make up assignments.

Pre-Excused Absences

If a student is going to be absent from school for a family or a church activity, the parent must fill out a pre-arranged absence form 1 week **before** the absence takes place. All such absences will be treated as excused absences. Homework may or may not be available before the trip. Homework assigned before the trip will be due upon the student’s return to school.

Assignments not available before the student’s absence must be completed upon return. One day, per day absent will be given to make up that work. Please refer to the guidelines under homework on page 15.

Un-excused Absences

All absences from school not covered in excuses or pre-excused absences above will be considered unexcused absences.

Unexcused absences include but are not limited to the following: oversleeping, work, schoolwork (project, test preparation), shopping, errands and family days without advance written notification.

The maximum that a student may earn on any homework assignment, quiz or test missed due to an unexcused absence, would be 80%. The student is responsible for any work missed on the day of the unexcused absence. Credit will not be given for any work not completed in a timely manner and please read guidelines under homework on page 15

Accumulated Absences

Absences from school must not exceed 10 days per semester without a written doctor’s excuse. A student accumulating more than 10 days of unexcused absences is truant whether these are consecutive or not. State law requires that a school must report excessive truancy to Human Services, which may involve state sanctions on both student and parent.

Perfect Attendance

Students with perfect attendance will be recognized at the end of the school year award programs. To qualify for this award the student must have missed no days of school and have no more than 2 excused tardies.

Program Attendance

MZCS includes programs throughout the year i.e., Grandparents Day, Warrior Walk, Christmas and Spring Music programs. Student participation in these activities is mandatory. Non-participation may have academic or other consequences.

Participation in Extra-Curricular Activities

Students participating in extracurricular activities such as sports, concerts, field trips are expected to be in attendance at school for at least a half-day of the activity. Arrival at school must be no later than 11:30am. Doctor appointments are excused but require a back to school note from the doctor.

Make-up Work

Upon returning from an absence, it is the responsibility of the student/parent to find out what work was missed. All tests and quizzes on material covered during the absence will be due according to the discretion of your child's teacher. A test may be required upon returning to the school if the student had knowledge of it and no new material was taught. Failure to complete the work in the allowed make-up time will result in a 0% being recorded for that work.

School Closings

School will usually be cancelled due to inclement weather when **either** the Lake Geneva schools or the Burlington schools are closed, or at the discretion of the principal. School cancellations because of snow, ice, or cold weather will be announced on the following stations:

If you cannot find this information on your television, you may call the principal at home. This phone number is listed on the phone tree.

In case MZCS was to close during the school day, we will try to contact you at home or at work. Please make sure the office has all current phone numbers we can reach you at.

Television: Channel 4 - WTMJ Channel 6 – WITI Channel 12 - WTMJ
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RADIO: 620 AM

Pre-school

Mt. Zion Christian church is now offering a pre-school program for 3 and 4 year old children. The days are Tuesday, Wednesday & Thursday from 8:15 – 11:30am. The cost is \$135 per month from September – May.

Tuition & Financial Aid

Tuition assistance is offered to families based solely upon the financial needs of the family and the financial resources of the school/church. Families must be willing to complete a CFA application. Applications must be submitted on-line or mailed by May 15th for the upcoming school year to be fully considered.



In order for a family to apply for assistance, all registration forms must be completed by the deadline given, and applicants must be committed to being involved in MZCS fundraising activities. The family is asked to complete the CFA tuition assistance application with a copy of your most recent tax return attached within the given deadline. The cost of processing the application is located on the front of the application. If mailing your application, the check is to be made out to CFA and the application sent directly to the address provided. On-line applications are to be paid for by credit card.

Transportation Reimbursement Contracts are available to parents who live in the State of Wisconsin and meet the state required guidelines, Section 121.54(2)(b)(1), requires a district to transport a resident pupil to and from a private school...if such private school is a school within whose attendance area the pupil resides and is situated within the school district or not more than 5 miles beyond the boundaries of the school district measured along the usually traveled route. In addition, the private school must be located 2 miles or more from the pupil's residence. In a union high school district, with underlying elementary districts, the 5 miles from the districts boundaries is measured from the union high school district boundaries, not from each elementary school district boundaries. Our school office will send your address and contact information to the school district you reside in. It will then be processed by that school district and if eligible, you will receive a contract from the school district you reside in to sign and return, and you will be reimbursed at the end of the school year. All contracts must be sent to the school district no later than May 15th for the upcoming school year. If you enroll after May 15th, your eligibility will be at the discretion of your school district.

Tuition payments are due on the 1st of each month. If your child enrolls at MZCS after the billing period begins, the tuition will be divided by the months remaining until the end of the school year billing period. If your bill becomes 30 days past due, the tuition committee will set up a meeting with you to formulate a financial plan to help you meet your tuition obligation. If your account becomes 60 days past due, you will be required to meet with the tuition committee, and you will be required to have automatic checking withdrawal to take care of the current tuition cost and to include payment towards your arrears. Determination will be made if your child(ren) will be able to continue at MZCS. If you are experiencing long term financial difficulties, please call the school office to set up a meeting as soon as possible.

There are 3 payment options:

1. Payment of full tuition by August 15th – 3% discount on tuition only ***
2. Automatic checking withdrawal on the first of each month – 2% discount ** - 11 monthly payments starting August 1st and last payment June 1st – paperwork is due to the school office by June 2nd
3. 11 monthly payments – due on the on the 1st of each month starting August 1st – June 1st

** Tuition only

**Excludes kindergarten tuition

MZCS seeks to provide a quality Christian education to every student and family who desires it. Knowing that tuition is often difficult to afford, tuition assistance is made available to families who apply. We want to make it possible for you to send your children here. On your part we ask you to do everything you can to fulfill your financial agreement. We all need to be faithful and honor God in our finances.

“Now it is required that those who have been given a trust must prove faithful.” 1 Corinthians 4:2

Refund Policy

If notification is made to the school prior to July 1st of the upcoming school year, any book/supply fee will be refunded in full. After July 1st, 50% of the fee will be refunded. If a student is withdrawn during the school year, no book/supply fee will be refunded. Tuition will be paid to the end of the school month in which the student withdraws. Student files/report cards will not be released until all fees and tuition is paid.

Student Expectations:

Academic:

1. Good Study Habits
2. Neatness
3. Appropriate materials ready for class
4. Assignments finished and turned in on time
5. Following directions

Behavior:

1. Talking at appropriate times and levels
2. Walking in the building
3. Kind, thoughtful behavior
4. Respect for classmates
5. Following directions and dress code
6. Respect for adult authority
7. Respect for school and church property

GENERAL SCHOOL RULES - students are expected to:

- Cooperate with all staff members and follow all directions given.
- Be on time for all class sessions.
- Have adequate school supplies on hand at all times.
- Sharpen pencils at breaks, lunch, or before or after school.
- Have your Bible at devotions and chapel.
- Use the restroom during assigned periods only.
- Respect the rights of other students; no name calling or hitting.
- Ask permission to talk with other students.
- Take unfinished schoolwork home for homework.
- Refrain from loitering in the halls, bathrooms, and other areas of the building.
- Dress appropriately.
- Refrain from bringing gum to school.
- Stay in the school wing of the building at all times except with permission.
- Not bring ipods/walkmans/mp3 players/headsets to school or on school field trips.
- Not use cell phones on premise unless permission has been given.
- Bring computers to school only with the teacher's permission. No inappropriate music, videos, games will be allowed.
- Not eat or drink in the hallways. Soda cannot be consumed during the day. Use drinking fountains only.
- Keep your hands to yourself
- Walk quietly in the hallways at all times.

“In all ways acknowledge the Lord, and He will direct your paths.”

Proverbs 3:6

Arrival & Departure Procedures

Parents are asked not to drop their child(ren) off for school before 7:45am and pick up 1st – 8th graders no later than 3:10pm. Kindergarten dismissal is at Noon. Parents need to make arrangements prior to the end of the day if they are unable to pick up their child.

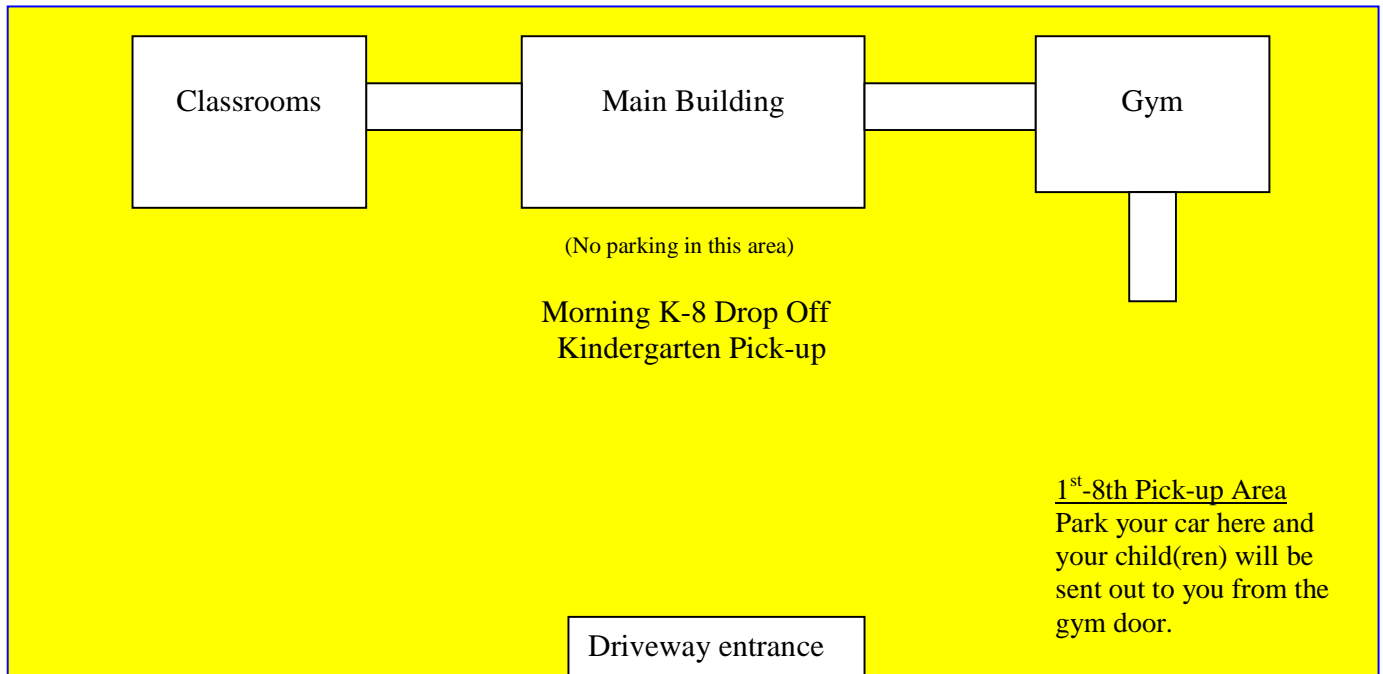
For drop-off and pick up, see diagram below. Please follow the traffic flow pattern. For the safety of all, please do not get out of your car unless it is parked in an official parking spot out in the parking lot. Have your child immediately go into the building or your car. To insure their safety, do not allow children to walk or run around the parking lot.

Students are not permitted into the classrooms before 8:00am. They can stand in the hallway outside the classroom, until the teachers have prepared their classrooms and opened their doors.

Morning drop-off is not a good time for any parent to have a discussion with the child's teacher. They are busy greeting each student, preparing for the day, and getting the day off to a great start. Please either send a note or call the school office, and the teacher will be notified that you are requesting to talk. The teacher will get back to you as soon as possible.

If someone other than you will picking up your child(ren), please notify the school/teacher by either a note or a phone call. Please give both the name of the person picking up and a description of their car.

If your child needs to leave during the school day, they must be signed out and back in if they return. There is a sign-out sheet in the school office.



Discipline

MZCS is dedicated to training young people in a program of study and activity that is Christ centered. Our students will be taught to do all things “decently and in order”, 1 Corinthians 14:40, to accept a given responsibility, and to “walk honorably before all men”. Discipline is maintained which is fair and consistent. When disciplinary action becomes necessary it is firmly carried out, tempered by good judgment, love and understanding.

“Listen to counsel and accept discipline, that you may be wise the rest of your days,” Proverbs 19:20

All students are trained to adhere to scriptural principles, and follow the guidelines of the school’s Christ-centered program.

Character training is an important element of a child’s education. Mt Zion Christian School believes that the heart of character training is obedience, which will eventually bear the fruit of self-discipline so essential to the emotional, physical, social, and spiritual well being of the student. Rules of conduct are enforced for the safety of the children and to promote a peaceful and orderly setting for learning. Children are not to be under heavy discipline for small infractions. Rather, the expectation is that, with God’s help, they will learn self-control and cooperative behavior.

Galatians 5:23-25, “but the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Since we live by the Spirit, let us keep in step with the Spirit.” “

MZCS works with the parent at all times when discipline is necessary. If a child continues to misbehave or commits a serious act of misbehavior, the parents will be asked to meet with the principal to help correct the behavior. If the misbehavior continues, further action will become necessary including in-school or out-of-school suspension. If no improvement is accomplished, parents may be asked to withdraw their student.

“Study to show thyself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth.”

II Timothy 2:15

Discipline Procedures:

1. Verbal Correction
2. Taking away small privileges, recess, etc
3. Teacher – Home conference (detention)
4. Teacher-Parent-Principal conference (in-school suspension)
5. Out of school Suspension
6. Withdrawal from school

Detention

All detentions are served on the next Wednesday from 3:15 – 4:00pm. No food or drink can be brought in. There will be a writing assignment. No talking will be allowed, except to the detention hall monitor. Transportation afterwards is the responsibility of the parent.

Abuse or Damage of Property

The building and all of the church and school furniture and equipment ultimately belongs to God, and we are merely His stewards. Students are taught to realize this and encouraged to show proper respect for the facility. Any student damaging the building, furniture or equipment will be responsible for repair or placement.

Suspension

First offenses in smoking, using controlled substances, endangering another student, weapons and engaging in illicit sexual activities will result in suspension from classes. Repeated offenses in other areas may also result in suspension. Suspension will be lifted only after a conference with the student, parents, principal, and teacher/staff involved. Only the school deacon board may expel a student. This will be done after it has been determined that a student appears unwilling or unable to exhibit acceptable behavior, or if the rules violation is so extreme as to jeopardize the reputation of the school or welfare of the student body. Earnest repentance by the student will be given strong consideration. The school deacon board and administration will determine the length of the suspension. In cases where a student is expelled from school, no refunds of fees or tuition will be given.

Harassment

Mt Zion Christian School will not tolerate harassment of, or by, its employees and students. Any form of harassment related to an individual's race, color, sex, religion, national origin, age, or disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes the term harassment includes, but is not limited to slurs, jokes, and other verbal, graphic or physical conduct. Sexual harassment includes unwelcome sexual advances, jokes, statements or remarks, or other actions either verbal or physical, which create an intimidating, hostile or offensive working/academic environment. Violations of this policy by an employee or student shall subject the employee or student to disciplinary action, up to and including immediate discharge from work or expulsion from school. If anyone believes that another employee or student is harassing him or her, this should be made known to the administration within twenty-four hours. This matter will be investigated, and where appropriate, disciplinary action taken. If the person is not satisfied with the way the report has been handled and the decision made by the administration, then the matter can be taken to the School Deacon Board. Do not assume the administration is aware of the harassment. It is the responsibility of every employee and student to report any questionable incidents. All allegations will be promptly, objectively, and confidentially investigated. Harassment of employees or students in connection with their work or school activities by non-students should be reported to the administration within twenty-four hours. The administration will take appropriate action immediately.

Lunches

Students are required to bring their own nutritious sack lunch. Milk cards may be purchased in the school office. Cousins Subs, Pizza Hut and other purchased lunches are optional during each month. Soda is not allowed except for special occasions when the teacher gives permission. Snack time is permitted during designated times in each classroom. Check with your child's teacher for times and permissible snacks.

Medication

No medicine or prescriptions of any kind will be given without written permission from the parents. All medicines will be kept and administered at the school office. Mt Zion does not have a school nurse. The school administration and teachers will make the determination of the child's needs when illness or accident occurs.

Contagious Diseases

Children should be kept at home if they have a fever, vomiting, diarrhea, sore throat or any communicable disease. They should be free of any symptoms for a minimum of 24 hours before returning to school.

Parents must notify the school office at the beginning of each school day when their child will be absent. Homework will not be prepared to go home unless you request it.

Head Lice – Once it has been determined that the student does have head lice; he or she must be removed from school immediately and treated at home with an over the counter product. This process does require many hours of work to stop it from spreading. Upon their return to school, the student must first report to the school office to be re-checked.

Medication – only Jr. Tylenol and Adult Tylenol are given to a student if they have a headache. Tylenol will only be given if you have signed the medical consent form when you enrolled your child. The school provides no other medication. If your child requires that a prescribed medication be brought to school, the medication must have his or her name on the container and a note giving the school permission, with directions on how and when to administer the medication.

Asthma- if your child requires an inhaler, please fill out the required form in the school office.

Telephone

The school phone is reserved for official school business and emergencies only. Students desiring to make an emergency phone call will give the name and number of the party to school personnel who in turn will place the phone call. Non-emergency calls are made only with permission of a supervisor. No long distance telephone calls are allowed. No calls to schedule after school social events are allowed. All arrangements must be made the day before.

Chapel

MZCS holds chapel services in the sanctuary of the church every Tuesday from 8:30 – 9:10am. Our 7th and 8th grade students provide the worship music. We have pastors, missionaries, Christian business leaders, teachers and Christians from all walks of life come to share the Word with our students. Our chapel services are open to all families, friends and visitors.

Chapel Day Dress Code

MZCS chapel dress is required on Tuesdays.

For girls, the following applies:

- A dress or skirt (knee length) with a blouse or sweater, dress shoes or sandals
- Skirts should be dressy and not jean material. Sleeveless dresses must have a 2-inch band on the shoulders. Bra straps are not to show. Leggings are acceptable under the skirt or dress.
- Gaucho pants are not allowed on chapel day.
- Tops should be dressy and may not have writing, numbers or pictures on the front or back. No zip-up hooded sweatshirt or outdoor wear. Tops must have a 2-inch band on the shoulders. No fleece vests or jackets and sweatshirts
- Shoes are not to be rubber clogs, flip flops or any shoe that the strap comes between the toes. Kindergarten through 4th grade girls is allowed to wear tennis shoes.

For boys, the following applies:

- Dress slacks, a **full button shirt** with tie, tucked in, **and a belt if there are belt loops**, socks and dress shoes. Slacks need to be worn on the waist. A full sweater or sweater vest can be worn over the shirt and tie. No fleece vests or jackets.
- Dress slacks are dressy slacks that fit properly, for example cotton, cotton blend or twill materials. No jeans, cargo pants, pants with large outer pockets or with drawstrings and shorts.
- Shirts are to be button down shirts (no polo shirts) with no wording, pictures or numbers.
- Grades K- 4th grade boys are allowed to wear tennis shoes with socks. 5th-8th grade boys are to wear dark dress shoes with socks.

Guidelines for Every Day Dress Code

Our school administration has examined what is conveyed through various types of dress, whether those behaviors and ideals conform to Biblical standards, and whether the guidelines for appropriate school dress are consistent with our goals to have a school that not only instructs students, but also develops Christian character and prepares them with life skills. Emphasize with your child that though they meet the "letter of the law" of the dress codes listed below, the tightness or bagginess, neatness or modesty may not meet the MZCS dress standard. If that should happen we will ask the student not to wear the item(s) again.

If you are not sure whether a clothing item is permissible please bring the item into the school office for guidance.

Dress standards should have the following objectives:

- Glorify God
- Produce modesty
- Encourage good behavior
- Build discipline
- Create order
- Provide training for life situations

Gym Clothes

Modest shorts, running pants or sweatpants, a short or long sleeved t-shirt, socks and gym shoes are required during 5-8th grade PE classes. T- shirts are to be neat, clean and not torn.

Having gym clothes is a 5th – 8th grade requirement. Not having the proper clothes effects their PE grade.

If they have borrowed a sport uniform from the school, they are not to be used for gym.

Boy's Dress Code

Long Pants:

- Pants must hemmed and have a neat appearance at all times.
- Pants may not be frayed, faded have holes or give a sloppy appearance
- Solid colors
- No camouflage
- No sportswear, e.g. running, nylon or sweatpants or shorts
- Blue jeans only on designated days
- Cargo pants are acceptable- must fit properly
- No baggy or oversized pants that give a sloppy appearance
- Must be worn on the waist

Shorts:

- Must be no more than 2 inches above the knee.
- Long pants rules above apply
- Shorts may have a plaid design, for ex. (golf shorts)

Shirts:

- Oxford, polo, button down and collarless dress shirts are acceptable.
- Sweaters and turtlenecks are acceptable
- Plain indoor fleece vests and shirts are acceptable.
- No outdoor jackets are to be worn inside the classroom
- Shirts that have a "tail" and are designed to be tucked in must be tucked in.
- Shirts that are even along the bottom do not have to be tucked in.
- Plaid, striped or checkered shirts are acceptable.
- Writing, words, inappropriate pictures or cartoon/tv show images will be not be allowed on any shirt or sweater.
- T-shirts are not allowed Monday through Thursday.....on Friday's clean and neat Mt. Zion t-shirts are allowed
- Only Mt. Zion sweatshirts are allowed to be wornnot on chapel days
- No sportswear tops

Shoes:

- All shoes and sandals must be in good condition.
- Sandals may be worn (except on chapel day) (no flip flops)
- Socks are only required on chapel day – cannot be barefoot at anytime
- Heely roller shoes (tennis shoes with roller skates) cannot be worn
- Tennis shoes that are worn must have shoelaces and be tied at all times (see rules on boys chapel day)

Etc:

- No baseball, golf or fishing caps, and headbands are to be worn inside or during gym unless the teacher ahead of time gives permission.
- Earrings are not allowed.
- Conservative hair cuts and styles only. The length of hair cannot reach past a shirt color and bangs are to be neatly trimmed. No extreme dyeing of hair except on special dress-up days.
- No body piercing
- No tattoos

Fridays/Field Trips Dress Code

- Fridays are "blue jean" days when noted on the monthly calendar. The jeans are optional, but to wear jeans on Friday, \$1.00 must be donated to the tuition assistance program. Jeans must be neat, well fitted and hemmed. No baggy, ripped, bleached, studded, symbols, words or pictures. There are no IOU's for jean day. Dress code violation will apply if \$1.00 is not paid on Friday.
- Clean Mt Zion T-shirts may be worn only Fridays. Mt Zion sweatshirts may be worn on any day except chapel days.
- Normal MZCS dress code applies to all field trip days unless dress code information is provided on the permission slip. If the field trip is on a Friday jeans may not be appropriate for that field trip. Check with the student's teacher or permission slip for guidelines.

Enforcement of the dress code

- A dress code violation form will go home for the parent to sign and return.
- No action will be taken unless it happens repeatedly, then the school office will call the parent regarding the situation.

Girl's Dress Code

Pants:

- Pants must hemmed and have a neat appearance at all times
- Pants not be frayed, faded have holes or give a sloppy appearance
- No sportswear, e.g. running, nylon or sweatpants
- No camouflage
- Blue jeans only on designated days
- No baggy, oversized, or tight pants
- Capri pants and gaucho pants are acceptable
- Leggings are allowed but are not be skin tight and look like jeans (See shirt description below)
- No embellishing, i.e., beading, material, wording, cartoon characters, studs, etc.

Shorts:

- Must be no more than 2 inches above the knee
- Pants rules above apply

Shirts:

- All shirts must be loose fitting
- Shirts that accompany leggings must be **over** the hip in length and not tight fitting
- T-shirts are not allowed Monday through Thursday.....on Friday's clean and neat **Mt. Zion** t-shirts are allowed
- Oxford, polo, button down and collarless shirts are acceptable
- Plaid, striped or checkered shirts are acceptable
- Writing, words, inappropriate pictures or cartoon or tv images will be not be allowed on any shirt or sweater
- No bodysuits
- No sportswear tops
- Sleeveless tops are permitted, must they must have a 2" band on the shoulder and no tank tops
- Shirts/tops must not be tight fitting
- Plain indoor fleece vests and shirts are acceptable.
- No outdoor jackets can be worn inside the classroom
- Only MZCS sweatshirts can be worn....not on chapel days

Shoes:

- Tennis shoes that are worn must have shoelaces and be tied at all times
- Sandals may be worn, but cannot be flip-flops
- Heely roller shoes (tennis shoes with roller skates) cannot be worn
- You cannot go barefoot at any time

Etc:

- No baseball, golf or fishing caps, and bandanas are to be worn inside or during gym unless the teacher ahead of time gives permission
- Only 2 sets of earrings can be worn at one time, please do not wear dangly earrings during PE
- No extreme dyeing of hair except on special dress-up days
- No body piercing
- No tattoos

Fridays/Field Trips Dress Code

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- **No action will be taken unless it happens repeatedly, then the school office will call the parent regarding the situation.**

CURRICULUM

MZCS uses a variety of publishers for our school academics. These include ACSI, A Beka, BJU Press, Saxon and Handwriting Without Tears. The bible-based instruction will include history, science, spelling, vocabulary, reading, grammar, math, health and Bible.

7th & 8th grade will have Spanish and computer for 1 semester. Students will be provided with instruction in music, physical education and art.

Testing

All children entering kindergarten should have a screening by the kindergarten teacher prior to enrolling. This screening lasts approximately 30 –40 minutes in length. They are screened in 7 different areas to assess where the child is academically, gross and fine motor skill, and attention to detail. Children must be 5 years of age before or on September 1st.

The Stanford Achievement Test (SAT) is administered to all 4th, 6th and 8th grade students each spring. Results of individual scores will be sent home in May.

Grading and Reporting

Report cards are released four times a year, at the end of each quarter. Progress reports will be released at the mid-point of each reporting period for students in the first through eighth grades. There will be an early dismissal at 11:45 a.m. at the end of each quarter for teacher record keeping. See your school calendar for the exact dates.

A combination of letter and numerical grades will be used according to each class and subject. The explanation of grades appears in the top right corner.

Homework

Homework serves two purposes. First, students have an opportunity to reinforce knowledge of material and processes already taught in class. Second, it is an opportunity to pursue assignments independently. The amount of time a child needs to do homework varies with the individual. Occasionally after school tutoring and help is available. If you are interested, please ask the student's teacher. Homework will be kept to a minimum on Wednesday's to encourage church attendance.

All assigned work is to be turned in on time. In grades Kindergarten – 4th assignments, homework due the next day or missing assignments are taken home each day in their folder. In grades 5th- 8th assignment notebooks are provided for the students to write down all assignments due the next day. These folders and assignment notebook will have other information that a parent may need to read, so please take the time to read it each day when your child brings it home.

For late assignments, a 10% penalty will be assessed the first day. If it is 2 days late another 10% will be assessed. This pattern is followed for 5 days in which the grade will be come a 0. All work must still be completed. If the child is absent, please see rules regarding absences, pre-excused absences, and unexcused absence policies.

Students are expected to perform their highest quality of work each and every day. They should be prepared each day with the materials required, have homework done on time, follow guidelines from each teacher, and respond with respect when guidance and correction are given by the teacher. Honesty and integrity are to be demonstrated at all times.

GRADING SCALE

A 90-100

B 80-89

C 70-79

D 60-69

F below 60

Occasionally teachers may choose to use letters to identify performance and may simply use a pass (P) or fail (F) mark or one of the following:

E Excellent

S+ Above Average

S Satisfactory

N Needs to Improve

U Unsatisfactory

Conferences between parents and teachers are important to good communication. There a conference held after the first and third semester quarter with each student's parents. Other conferences may be scheduled after school.

Student Promotion

Students must demonstrate satisfactory academic and behavioral progress to be promoted to the next grade level. Your child's teacher will discuss options such as summer school or tutoring to help your child.

Friday Folders

Each student will receive a colored folder labeled "Friday Folder" with his or her name on it. This folder will be sent home every Friday. In this folder will be work that the student has completed, **work that has not been completed**, field trip permission slips, hot lunch order forms, Warrior Witness, calendars, and what will be happening in your child's classroom the upcoming week. As you can see, it will have a lot of information that is happening at MZCS. It is extremely important that you go over this information sometime during the weekend with your child. Please do not wait until Monday morning to review it. Teachers require a signature by a parent, and the folder is to be returned to their classroom on Monday morning.

Textbooks

We purchase both hard cover and consumable books for every student. We try to keep the cost of the book fees down by asking the students to refrain from doodling, tearing, and to take proper care of each book. Should the student lose or damage a book so that it cannot be reused, a book will be reordered and the cost of the book plus shipping will be charged to you.

School Supplies

Each student will be mailed a supply list based on their grade level in July indicating what supplies will be need for the upcoming school year. Students are expected to have these supplies on the first day of school. Please write their names on all items.

Injuries

All injuries should be reported to the school office as soon as they happen. An accident report must be completed for insurance purposes. For injuries at a school sponsored event the student's family must notify school personnel, and an accident report must be filled out and turn into the school office within 24 hours.

Visitors

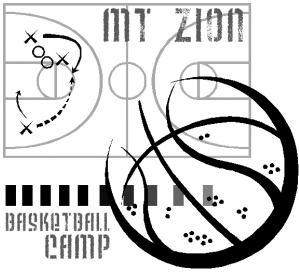
Upon approval from the principal and classroom teacher, students are allowed to bring visitors to class and to other school activities. Parents wishing to make an extended visit to the classroom will need to make prior arrangements with the office.

Insurance

The school's insurance does not cover loss or damages to student's personal property. If a student is injured on school property or school sponsored event, the parents must send medical claims to their own insurance company first. Residual bills, deductible and co-payments can be submitted to the school for payment from their health carrier as long as they are accompanied with explanations of benefits and are submitted within one year of injury. The limit is \$5000 per person. The school carries liability insurance if it is responsible for the injury to a student due to negligence of the school.

Library

All MZCS students have access and are encouraged to use the campus library. Classes have a scheduled weekly library time.



STUDENT ACTIVITIES

SPORTS

Mt Zion offers for grades 4th – 8th boys' soccer and basketball, girls volleyball and basketball. "B" teams are comprised of 4th – 6th grade students and "A" teams 6th – 8th grade. Track meets are scheduled in the spring for 3rd – 8th grade. Practices are held after school. Times and days are determined by the coach. Students are to abide by all school regulations before and after practice and during all home and away games.

There is a sport fee of \$50.00 per sport. This fee is to be paid before the season begins. ACSI requires a sports physical every 2 years for grades 6th- 8th in order for MZCS to participate in ACSI tournaments. Home-schooled students are welcomed to play and the cost is \$60.00 per sport.

Athletes are responsible for the proper care and return of all school-owned uniforms and equipment. Coaches will collect uniforms at the end of each season. A uniform replacement fee will be charged to athletes if their uniform is not returned. Basketball shirts and shorts can be purchased before the season begins.

Athletic Eligibility – each week the player's teacher will check their academic progress. If a student receives 2 grades of D or 1 grade of F, they will receive a warning/probation of 1 week to improve their grade. If by the following week, the student has not; they will be required to miss both practices and games until the grade(s) are improved. Any missing school assignments will follow the same criteria above.

A sports award night is held each spring for all 4th - 8th grade students and home schooled students who participated in a sport during the school year.



ACSI

MZCS 1st – 8th grade students participate in ACSI Competitions i.e., Math Olympics, Spelling Bee, Science Fair and Speech Meet. Teachers may use these events or projects toward their quarter grade.

Music Programs

MZCS students participate in 2 programs each year. The first is the MZCC Christmas program and the second is in the spring. Selected grades are chosen for each program and it varies from year to year. Extra practices may occur either during or after school. These performances are a portion of each student's music grade.

Field Trips

All classes experience field trips through out the school year. Costs may occur for these field trips. We use parents as chaperones and to provide transportation. Seatbelts and child safety seats must be used in compliance with the law in order to provide transportation. Permission slips must be signed in order for each student to attend. A verbal agreement over the phone does not signify permission to attend.

The 7th/8th grade classes take their annual trip in May. Costs may occur and class fundraisers will be held throughout the year to help to defray the costs.

PTF Meetings – (Parent-Teacher Fellowship)

3 times a year PTF meetings will be held in the evening. Our first meeting is “our back to school night”. Important information and updates are given at these meetings. It is very important that at least 1 parent attend these meetings.

Resolving Conflicts

Matthew 18:15-16 gives us instruction on how to deal with conflicts. Any question or complaint should be handled at the closest level. For example: Student-Teacher-Principal-School Board.....Sports: Athlete-Coach-Athletic Director . Please be aware that the staff does not have the time before school to deal with conflicts, the teachers are preparing their classrooms for the day. Please call the school office to set-up a time to meet with the teacher/principal at a convenient time.

Yearbook

The 7th/8th grade classes under the leadership of the teacher produce our yearbook. This gives the students an opportunity to increase their computer skills, meet deadlines and work together. Parents are encouraged to turn in CD's of photos taken throughout the school year. There is a cost to purchase the yearbook. Orders from the school families are accepted in April.

Fundraising

Fundraising helps keep the fees of Mt. Zion Christian School affordable. We have 2 major fundraisers each year. In October we hold our Warrior Walk in which students raise donations for each mile they walk along Lake Geneva. In June is our golf outing, dinner and silent auction. Everyone is strongly encouraged to participate.

Message/Outgoing Calls from Students

Students will be notified of messages on the bulletin board outside of the school office. For example, if their dentist appointment were cancelled a note would be put on the board. A change in pick-up would be posted on the board. For grades K-4th the teacher will take the message. 5th-8th either the teacher or the student it is addressed to can remove the message from the board. This will eliminate interruptions in the classrooms. Students are not permitted to make phone calls from either the classroom or school office without permission. Students are permitted to notify parents of changes in sports or school functions. Cell phones can be used only before or after school.

Warrior Witness

The school office sends home a by-weekly newsletter called the “Warrior Witness”. This newsletter contains pertinent information regarding school events. It is email to you unless you do not have an email address, it will be sent home in your child's Friday Folder. Please read this as a way to stay informed. Changed dates for any school function and news that will affect your child will be in the “Warrior Witness.”

Parent-Teacher Conferences

MZCS holds 2 conferences each school year. Both are held on Friday following the end of the first and third quarter. Sign –up will be 2 weeks ahead of both conferences. Every effort will be to group your times together for more than 1 child.

Immunizations

All students are required to have a current immunization record by the Wisconsin Department of Health & Family Services. This record must be kept in each student's file in the school office. Parents who choose not to immunize a child must provide a signed immunization waiver stipulating the reason the child has not been immunized (health, personal or religious convictions). It is the parent's responsibility to make sure all immunizations are kept current.

The school is required to file an immunization report with the County Public Health Department by the end of September. Wisconsin State Law states if that no child can attend school unless a record is recorded in their school file.

Injury Reporting

All student injuries should be immediately brought to the attention of the teacher/school office. An accident report must be completed for insurance and record keeping purposes. If an injury occurs off property at a sporting or school-sponsored event, it is the student/families responsibility to notify the school in a timely manner. Failure to report an injury may result in claims being denied.

Special Yearly Events

Dress Up Day – Every Month
Chapel – Every Tuesday morning at 8:30
Warrior Walk – October
Grandparents' Day – Wednesday before Thanksgiving
Christmas Program – first week of December
Golf Outing/Auction – June
7th/8th Grade Trip – May
End-of-year school picnic – last day of school
Kindergarten/8th Grade Graduation – last day of school

Fire and Tornado Drills

Fire drills: It is important that each student follows the directions of the teacher when a fire drill is conducted. A calm, quiet, orderly evacuation of the building is very important. Monthly during the year the school's main fire alarm system will be activated for testing and use in conducting fire drills.

Tornado Drills: Students and teachers will move to a designated area where students will be instructed to sit down, draw their knees up, and cover the back of the head with their hands or a book. Two rings of the bell signal "all clear." Fire and tornado drills will be conducted in a timely manner to assure that teachers and students are thoroughly acquainted with the procedures.

Technology

-CD and DVD players, ipods, hand held games and phones, are not allowed at school.

-Currently all students must have specific permission by the teacher and principal to use the Internet. Generally speaking, Internet usage by students is allowed for research only. A 3rd-8th computer contract is required to be signed by both students and parents.

-Take care of all technology equipment. Do not damage the equipment in any way. Follow the classroom rules for computer usage.

-Students may not change ANY computer settings without the teacher's permission. Students must obtain permission from a teacher each time they wish to play a game or install any software on a school computer.

-Students must obtain permission from a teacher each time they wish to play a game or install any software on a school computer.

Home-Schooled Students

Home-schooled students in 1st-8th grade are welcome to participate in:

- ❑ ACSI Events
- ❑ Sports – 4th-8th grade
- ❑ Stanford Testing – 4th, 6th, 8th grade

There will be a fee to participate in these events.

Re-Enrollment

Re-enrollment for current MZCS students occurs in March. One-half of the book fees for the upcoming school year are applied to your tuition bill on April 15th for the May 1st payment. The 2nd half of the book fee is billed July 15th and due August 1st. Book fees are refunded in full in notification to the school office is made by July 1st. After July 1st, 50% is refunded. Once school has begun no refund is given.

Mt Zion Christian School admits students of any race, color, national or ethnic origin to all 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 administration of its educational policies, admission policies, scholarship, athletic and other school – administered programs.

Mt. Zion Christian School is committed to offering students a source of truth, strength, and vision for living in today's world by providing a Christian-worldview education. We pray that our students will acquire wisdom, knowledge, and strength through their relationship with Jesus Christ, leading to a lifestyle of character, leadership, and faithfulness. It is with earnest service to the Lord that we offer our services to you and the community. We look forward to serving you and your family.

