



Mt. Zion Christian School

Student Handbook 2017/2018

Preparing for life...service...eternity



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 questions.

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Mt. Zion Christian Church		262-248-7097
Mt. Zion Christian Church/School Fax Number		262-248-7648
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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.

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. We have sought to limit 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

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

Mt. Zion Christian School's mission is to develop Christian character and academic excellence in your child.

Tenets of Faith- shared with Mt. Zion Christian Church

SCRIPTURE: We believe the Bible to be the only inspired, infallible Word of God.
(2 Peter 1:21; 2 Timothy 3:16-17)

GOD: We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons – Father, Son, and Holy Spirit.
(Deut. 6:4; 2 Cor. 13:14; Rev. 4:11; Heb. 1:3; 1 Cor. 8:6; John 1:1-3)

JESUS CHRIST: We believe in the deity of Jesus Christ, His virgin birth, His atoning death, His bodily resurrection, and in His ascension to the right hand of the Father. We acknowledge the Lordship of Jesus Christ over all things in Heaven and on earth and under the earth. (Philippians 2:9-10; 1 Timothy 3:16)

HOLY SPIRIT: We believe that the indwelling presence of the Holy Spirit empowers us for a life that produces fruit and for the work of the ministry. We believe in the baptism of the Holy Spirit and the manifestations of the gifts, which are distributed to each individual by the Holy Spirit as He wills, for the common good of the body of Christ and to glorify Jesus.
(1 Cor. 12:4; Eph. 4:11; Rom. 12:4-8; 1 Pet 4:10-11)

CHRIST'S RETURN: We believe in the personal and imminent return of our Lord Jesus Christ and that this has a vital bearing on the personal life and service of the believer.
(Mark 13:32; 1 Thes. 4:13-18; John 14:3; 1 Cor. 15; Rev. 1:7)

MANKIND: We believe that man fell by transgression from the state of righteousness and holiness in which he is held as slave until he is delivered by the power of the gospel of Jesus Christ.

(Romans 5:12-21)

SALVATION: We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ as Lord and Savior are born of the Holy Spirit and thus become children of God.

(Heb. 9:22; Rom. 10:9-10, 13)

SANCTIFICATION: We believe that sanctification is a process which is realized in the believer by recognizing his identification with Christ in His death and resurrection, by faith reckoning daily upon the fact of that union with Christ, and by offering every faculty continually to the ruling power of the Holy Spirit which produces holiness of heart and life.

(Rom. 6:1-11, 13; 8:1-2, 13; Gal. 2:20; Phil. 2:12-13; 1 Peter 1:5)

THE CHURCH: We believe that the true Church is composed of all such persons who are regenerated by the Holy Spirit through saving faith in Jesus Christ, are united together in the body of Christ of which He is Lord and Head, and are commissioned for the God-given task of proclaiming the gospel to every person.

(Acts 2:41-42; Rom. 12:5; Eph. 1:22-23; 5:23-24; 1Cor. 12:12-14; 2Cor. 11:2; Acts 14:27)

DEDICATION OF CHILDREN: We believe in the dedication of little children as observed in Scriptures.

(I Samuel 1:28)

WATER BAPTISM: We believe in water baptism by immersion which identifies us with the death and resurrection of Jesus Christ and is an outward expression of an inward surrender to Jesus Christ as Lord and Savior.

(Rom. 6:1-6; Col. 2:11-13)

COMMUNION: We believe in the practice of observing the Lord's supper regularly as practiced in the Scriptures and that it should be open to all who have made Jesus Christ their Lord and Savior.

(Luke 22:19-20; 1Cor. 11:23-24)

JUDGEMENT: We believe in the resurrection of both the saved and the lost – they that are saved unto the resurrection of eternal life and they that are lost unto the resurrection of eternal punishment.

(John 5:28-29; Rev. 20:15)

School office hours are 7:30am – 3:30pm, Monday-Friday
Summer Office hours are 9 am – Noon, Tuesday & Wednesday

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. **Parents must accept the Mt. Zion Christian School philosophy and statement of commitment in the application.**

Mt. Zion Christian School is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school. (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6)

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

Preschool

Mt. Zion Christian School offers a preschool program for 3 and 4 year old children. Children must be potty trained. Preschool days are Tuesday, Wednesday, and Thursday from 8:15 – 11:30am. The cost is \$160 per month from September – May.

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 8:15 am.

Absences/ Tardiness

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 office by 8:30 am.
- 2) Students who miss one or more classes because of personal illness, death in the immediate family, or family emergencies will have full make-up privileges. These absences will be for reasons over which the student and parents have no control.
 - a. 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.
- 3) 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 11:30 am. Doctor appointments are excused, but require a back to school note from the doctor.

- 4) Punctuality is very important for the student to learn and also for the integrity of the classroom. Excessive tardiness will result in a phone call from the secretary followed by a meeting with the teacher/assistant principal and parent to work out a solution. **Tardy students must first stop in the office to receive a pass to class.**
- 5) There should be no more than 5 absences allowed in one semester. A letter will be sent home to notify the parents/guardian. A written doctor's note must be provided for 3 or more consecutive days absent. If there are more than 10 absences (per semester, without a doctor's note) a letter will be sent home and a copy put in the student's permanent school file.
- 6) Students arriving after or leaving before 11:00 am will be marked absent ½ a day.
- 7) If requested, homework will be made available. 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, a parent must call the school office or a written note from the parent must be brought to the office by 8:30 am 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 sign themselves 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 the appropriate staff member either by a phone call or note.

Pre-Arranged 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 one week **before** the absence takes place. 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.

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 two tardies.

Program Attendance

Mt. Zion Christian School includes programs throughout the year such as, but not limited to Grandparent's Day, Warrior Walk, Christmas and Spring Music programs. Student participation in these activities is mandatory. Non-participation may have academic or other consequences.

Special Yearly Events

Dress Up Day – Every Month	Teacher Appreciation - May
Chapel – Tuesday mornings at 8:30	7 th /8 th Grade Trip – May
Warrior Walk – October	End-of-year school picnic – last day of school
Grandparent's Day – Wednesday before Thanksgiving	Kindergarten/8 th Grade Graduation – last day of school
Christmas Program – first week of December	Golf Outing/Auction – June
Barn Dance - January	Classroom Fieldtrips - As scheduled

School Closings

School will be cancelled due to inclement weather at the discretion of the principal. School cancellations will be announced on the following station/website:

www.tmj4.com TV Channel 4

In case Mt. Zion Christian School was to close during the school day, we will try to contact parents at home or at work. Please make sure the office has all current phone numbers where parents can be reached.

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. Families must be willing to complete a CFA application. Applications must be submitted on-line or mailed by May 15th to be fully considered for the upcoming school year.



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 Mt. Zion Christian School fundraising activities. The family is asked to complete the CFA tuition assistance application with a copy of their most recent tax return attached within the given deadline. The cost of processing is located on the front of the application.

Tuition payments are due on the 1st of each month. If your child enrolls at Mt. Zion Christian School 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 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 savings/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 Mt. Zion Christian School. 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 for 1st - 8th grades on tuition only**
- 2. Automatic checking withdrawal on the first of each month – 2% discount for K-8th grades on tuition only - 11 monthly payments starting August 1st and last payment June 1st. Paperwork is due to the school office by first week of June**
- 3. 11 monthly payments – due on the on the 1st of each month starting August 1st through June 1st.**

Mt. Zion Christian School 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 are paid.**

Bus Transportation Contract Requirements

The deadline for Mt. Zion Christian School to submit transportation contracts to public schools is May 15th of the previous school year. For students who register at Mt. Zion Christian School after the deadline, a contract may be submitted by the school office, although each individual school board has the overriding decision to approve or disapprove any contracts received after May.

Section 121.54(2)(b)1., Wis. Stats., specifies that in order to be eligible to receive transportation services from the school district in which the private school pupil resides, all of the following criteria must be met:

1. The pupil resides 2 miles or more from the private school he/she attends.
2. The pupil resides within the private school's approved attendance area.
3. The private school is located within the boundaries of the pupil's resident school district or not more than 5 miles beyond the boundaries of the school district measured along the usually traveled route. In a union high school district, with underlying elementary districts, the 5 miles from the district's boundaries is measured from the union high school district boundaries, not from each of the elementary school district's boundaries.

New Family Discount

A discount of \$200.00 per student will be applied to tuition only. This discount will be divided by 11 months. To qualify for this discount, the family must not have previously attended Mt. Zion Christian School.

Fundraising

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

Student Expectations:

Academic:

1. Good Study Habits
2. Complete work neatly
3. Have appropriate materials ready for class
4. Finish assignments and turn in on time
5. Follow directions

Behavior:

1. Talk only at appropriate times and levels
2. Walk in the building
3. Exhibit kind, thoughtful behavior
4. Be respectful of classmates
5. Follow directions and the dress code
6. Show respect for authority
7. Show respect for school and church property



"In all ways acknowledge the Lord, and He will direct your paths." Proverbs 3:6

Arrival & Departure Procedures

Parents are asked to drop their child(ren) off for school after 7:45 am at the front double doors located in the middle of the building. Pick up of K – 8th students must be no later than 3:10 pm from the gym doors on the north end of the building. 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, do not leave your car unattended in the semicircle during drop off time. If you do have to come inside the building, please park in a marked parking space in the parking lot and turn your car off.** Have your child immediately go into the building.

Students are not permitted into the classrooms before 8:00 am. They can wait in Mr. Clement's or Mr. Micklinghoff's classroom until the teachers have prepared their classrooms and opened their doors.

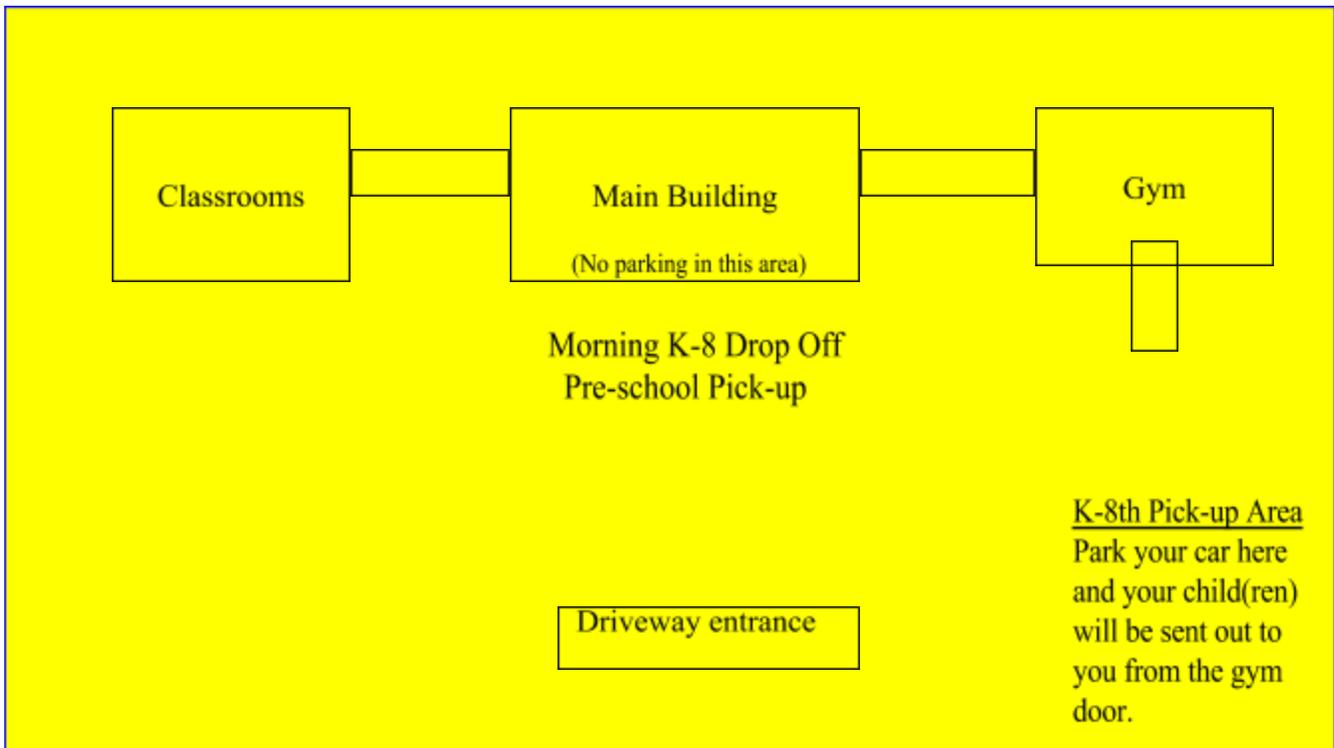
Morning drop-off is not a good time for any parent to have a discussion with teachers. They are busy greeting students and preparing

for the day. Please send a note, email, or call the school office. The teacher will be notified and will get back to you as soon as possible.

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

Preschool is dismissed at 11:30 am at the front double doors.

For K-8th dismissal, students are asked to sit quietly with their class in the gym. Teachers will call each family's name as their ride arrives. To ensure their safety, do not allow children to walk or run around the parking lot.



Discipline

Mt. Zion Christian School 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.”

Mt. Zion Christian School works with the parent 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 assistant 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.

Discipline Procedures:

1. Verbal Correction	4. Teacher-Parent- Principal conference (Possible in-school suspension)
2. Taking away small privileges, recess, etc	5. Out of school Suspension
3. Detention and Teacher-Parent communication/conference	6. Teacher-Parent- Principal- Pastor conference. Possible Withdrawal from school

“Study to show thyself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth.” 2 Timothy 2:15

Detention

All detentions are served on the next school day from 3:15 – 4:00 pm. No food or drink can be brought in. A writing assignment may be given. 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 replacement.

Suspension/ Expulsion

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. 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. Suspension will be lifted only after a conference with the student, parents, assistant principal, principal, and teacher/staff involved. 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 also be reported to the administration within twenty-four hours.

Lunches

Hot Lunches are scheduled on Thursdays, although ONLY when volunteers sign up to run them. Food is donated by parents & staff. Income raised is used to fund class trips and some field trips. Depending on what volunteer group runs the lunch, the funds are allocated towards specific events. Parents are encouraged to connect with the school office to schedule a hot lunch in which to volunteer and/or provide food. When we serve Pizza & Sub Sandwiches, we break even; no income is raised. When a lunch is scheduled, order forms go home in Thursday or Friday Folders and must be paid for before food will be ordered.

Students are required to bring their own nutritious lunch on the other school days. Milk cards may be purchased in the school office. Soda is not allowed to be brought to school. Snack time is permitted during designated times in each classroom. Check with your child's teacher for times and permissible snacks.

- Hot Lunch card \$30 for 10 lunches/ \$60.00 for 20 lunches
- Milk card \$18.00 for 40 milks

Health Policies

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.

- Medication – Jr. Tylenol, Adult Tylenol, Ibuprofen, and cough drops are given to a student only if a signed medical consent form is on file. 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.

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 and must be nit-free to remain.

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.

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. It is our intention to honor God in all areas of our lives, by setting standards and promoting modesty. Our dress code emphasizes modesty and neatness. In all questions of what does and does not meet the code, we will apply to these two standards. 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 Mt. Zion Christian School 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.

Mt. Zion Christian School Everyday Dress Code

Shorts, Pants & Jeans – Boys and Girls

- All pants, shorts, capris are to be **solid color only**. Denim or chino-style cotton blend in any solid color are preferred.
- Shorts/Capri pants are allowed Sept/Oct and April/ May/June – cannot be shorter than 2 inches above knee. Must be neat and clean with no cut-offs, rips or tears. Shorts cannot be worn on chapel day.
- Pants should fit, but cannot be skin tight. They should be neat without being frayed/faded/ripped or have holes. All pants must be hemmed.
- Jeans are allowed other than Chapel days and must be neat, clean and hemmed. No ripped, frayed, or overly tight jeans (jogging style is not allowed).

- Leggings are treated as tights and must be worn with dresses or skirts that follow our rules for length.
- No athletic type shorts/pants (sweat pant or other “gym style” material) except for gym or special dress-up day.
- No sweat pants, wind pants, jeggings, or pants made of jersey/stretch material (such as yoga style) are allowed

Dresses and Skirts- Girls

- All dresses and skirts must come to no less than 2 inches above the knee.
- Designs, patterns, embellishments and decorations are allowed for dresses and skirts (do not need to be solid colors as pants/shorts do)
- Dresses and skirts should be clean and neat in appearance, without rips or tears.
- Dresses and skirts should fit without being too tight.

Shirts – Boys and Girls

- Shirts with or without a collar are allowed. All shirts must be clean and neat. Solid color, nice t-shirts are allowed.
- Shirt length must cover the belt line.
- All tops must cover the midriff. No cleavage may show at any time.
- All Grades: NO writing or pictures except for Mt. Zion Christian School t-shirts. Designs, patterns, and embellishments/decorations are allowed.
- Mt. Zion Christian School t-shirts may be worn any day except Chapel Day.
- Tops should not be tight fitting, baggy or oversized.
- Shirts with buttons must be buttoned.

Shoes

- Tennis shoes/ back strapped sandals and crocs are acceptable shoes.
- Beach and flip flop shoes without a back strap are not allowed
- Kdg – 4th grade girls cannot wear high heel shoes to school.
- Students are not allowed to go barefoot at any time.
- Please make sure your child wears tennis shoes on their gym day.

Other

- Boy’s hair is to be neatly trimmed, not to extend over the top of shirt collar. No facial hair.
- Girls/Boys – no tattoos, body piercing, except for ears.
- Girls/Boys – No hair coloring, except on dress-up days.
- Everyday Mt. Zion Christian School dress code applies to all field trips unless specified on the permission slip.

Chapel

Mt. Zion Christian School holds chapel services in the sanctuary of the church every Tuesday from 8:30 – 9:10 am. Our 7th and 8th grade students provide the worship music. 4th -6th grades can audition to be a part of the worship team. 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

Mt. Zion Christian School chapel dress is required on Tuesdays.

For girls, the following applies:

- A dress or skirt (must be no shorter than 2 inches above the knee) with a blouse or sweater, dress shoes or dress 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/shorts are acceptable under the skirt or dress. Gaucho pants are allowed on chapel day.
- Tops should be dressy. Tops must have a 2-inch band on the shoulders. No low cut shirts are allowed.
- Sandals are not to be rubber, clogs or flip flops. Kindergarten through 4th grade girls are allowed to wear tennis shoes.

For boys, the following applies:

- Dress slacks, a full button-down shirt, tucked in, and a belt if there are belt loops, socks and dress shoes (5th-8th). Slacks need to be worn on the waist. A full sweater or sweater vest can be worn over the shirt. No fleece vests or jackets.
- Dress slacks that fit properly, for example cotton, cotton blend or twill materials. No jeans, cargo pants, shorts, or pants with large outer pockets or with drawstrings.
- Shirts are to be button down shirts with no wording, pictures or numbers. No polo shirts.
- 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.
- Shorts are not allowed
- Tie is optional
- No zip-up or hooded sweatshirts, fleece jackets or athletic jackets may be worn on chapel day for all students.

Enforcement of the Dress Code

A student will be given 1 warning. If they repeat a dress code violation, a dress code violation form will be sent home to be returned, signed the next day. After 4 dress code violations are issued, a detention will be given. **If the violation is immodest or flagrant, the parents will be called and asked to bring a change of clothing.**

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.

Curriculum

Mt. Zion Christian School uses a variety of publishers for our school academics. These include ACSI, A Beka, BJU Press, and Saxon. The bible-based instruction will include history, science, spelling, vocabulary, reading, grammar, math, health and Bible.

3rd- 8th grade will have Spanish 1 or 3 days a week and 5th- 8th will have 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 the child's academic skills, gross and fine motor skills, and attention to detail. Children should be 5 years of age on or before September 1st.

Terra Nova Testing is administered to all 3rd-8th grade students each spring. Results of individual scores for even grades will be sent home in May (or as received in the school office).

Grading and Reporting

Report cards are released four times a year, at the end of each quarter. Progress reports will be released at the midpoint of each reporting period for students in the first through eighth grades with grades of D or F. There will be an early dismissal at 11:45 a.m. (unless otherwise scheduled) 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.

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.

Parent-Teacher Conferences

Mt. Zion Christian School holds 2 conferences each school year. Both are usually held on Friday following the end of the first and third quarter. Sign –up will be 2 weeks ahead of both conferences.

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.

All assigned work is to be turned in on time. In Kindergarten – 4th assignments, homework due the next day, or missing assignments are taken home each day in their folder. In grades 5th- 8th students are encouraged to write down all assignments in an assignment notebook. These folders and assignment notebooks 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 two days late another 10% will be assessed. This pattern is followed for five days in which the grade will become a 0. All work must still be completed. If the child is absent, please see rules regarding make up work 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.

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 if needed.

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, calendars, and what will be happening in your child’s classroom the upcoming week. 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 textbooks and workbooks for every student. We try to keep the cost of the book fees down by asking the students 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 copayments 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 Mt. Zion Christian School students have access and are encouraged to use the campus library. Kdg -8th grade have a scheduled weekly library time. The cost to replace any lost or damaged books is the responsibility of the student and his/her parents and must be covered before any additional books will be checked out.

Student Activities and Sports

Mt. Zion offers soccer and basketball for 4th- 8th grade boys and soccer, volleyball and basketball for girls. Track meets are scheduled in the spring for boys and girls in 5th – 8th grades.

"B" teams are comprised of 4th – 6th grade students and "A" team is 6th –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. Home-schooled students are welcomed to play, and the cost is \$70 per sport.

This fee is to be paid before the season begins. Uniforms will not be handed out until fees are received

ACSI requires a sports physical every 2 years for grades 6th- 8th in order for Mt. Zion Christian School to participate in ACSI tournaments.

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 or is damaged.

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 grade has not improved, 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

Mt. Zion Christian School 1st–8th grade students participate in ACSI Competitions i.e., Math Olympics, Spelling Bee, Speech Meet, and Music Festival for the 7th and 8th grade. Teachers may use these events or projects toward their quarter grade.

Music Programs

Mt. Zion Christian School students participate in 2 programs each year. The first is the Christmas program and the second is a musical or concert 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 and all are expected to participate.

Field Trips

All classes plan field trips throughout the school year. Costs may occur for these field trips. Parents are often asked to chaperone and to provide transportation. Parents who are driving must provide a copy of their license and insurance to the office. Seat belts and child safety seats must be used in compliance with the law in order to provide transportation. Permission slips must be signed and returned in order for each student to attend. A verbal agreement over the phone does not signify permission .

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.

Back to School Night

We have a “Back to School Night” for 1 hour the week before school starts. This is a very important meeting for our parents, and students can bring their school supplies that evening and locate and organize their desk. Important information and updates are given at these meetings. It is very important that at least one parent attend.

Resolving Conflicts

Matthew 18:15-16 gives us instruction on how to deal with conflicts. Any question or complaint should first 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/administrator at a convenient time.

Yearbook

A yearbook will be compiled from events of the year. Parents are encouraged to submit photos taken throughout the school year. There is a cost to purchase the yearbook. Orders from the school families are accepted in April.

Message/Outgoing Calls from Students

Please call the school office when your child needs to be notified. Do not text them on a cell phone during the school day. Cell phones can be used only before or after school. School telephones are only to be used with the secretary's or teacher's permission. No phone calls to plan after school social activities are allowed.

Warrior Witness

The school office publishes a biweekly newsletter called the “Warrior Witness”. This newsletter contains pertinent information regarding school events. This will be emailed unless the office does not have an email address on file. In that case, a paper copy 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.”

Fire, Tornado and Intruder Safety 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. The school's main fire alarm system will be activated monthly for testing and used 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. Students must remain tucked until the “all clear” is given. Tornado drills will be conducted in a timely manner to assure that teachers and students are thoroughly acquainted with the procedures.
- **Intruder Drill:** Lockdown measures may be implemented in situations involving intruders or other incidents that may result in harm to persons inside the school/church building(s). Parents will be notified ahead of time when a drill is planned, as during that time the front doors will remain locked. The term used will be “Safety Drill” to describe the process to children and parents.

The lockdown drill would encompass lights off, doors locked, windows covered/blinds pulled, and all students going to a corner or area not seen by window or door.

Technology

- Portable technology is not allowed at school. Cell phones may be present, but must be turned off and stored until students have been dismissed from the gymnasium. **Cell phones should not be used while waiting for dismissal.**
- All students must have specific permission by the teacher to use the Internet. 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.

Home-Schooled Students

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

- In school portion of spelling bee, math olympics and speech meet. Home-schooled students can not participate in ACSI events.
- Sports – 4th-8th grade. Fee of \$70 per sport per student is required before uniforms will be handed out.
- Art, Gym, Spanish, and Music classes for grades 1st- 8th. Other courses are available upon request. Fee of \$70 per class per student is required before student may begin attending.

All home-schooled students must fill out registration form in the office .

Re-Enrollment

Re-enrollment for current Mt. Zion Christian School 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 if notification to the school office is made by July 1st. After July 1st, 50% is refunded. Once school has begun no refund is given.

In July a packet will be mailed to each family, containing all other re-enrollment forms along with checklist to assist you in the organization of enrollment/reenrollment. All documents are required before admission can be complete for your student(s). Please be sure to read everything in your packet carefully. Please verify that each form has been filled out completely and signed.

Volunteerism

Volunteers provide enrichment opportunities that enhance the educational experience for students while supporting our teachers and staff. As a volunteer at Mt. Zion Christian School, you will be asked to submit information that will allow us to do a background check. All information is confidential. The Volunteer Brochure in the enrollment packet contains job descriptions of Mt. Zion Christian School volunteer positions to best match each interest and ability to serve. After signing up for a specific responsibility, the office will notify you to work out the details for training and scheduling to best accommodate your schedule.

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.



**School office hours are 7:30am – 3:30pm, Monday-Friday
Summer Office hours are 9 am – Noon, Tuesday & Wednesday**

262-248-5255

Email: secretary@mtzionschool.com

website: www.mtzionschool.com