# Family Handbook

2021-2022

*Learning & Living for the Glory of God*

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ZION

CHRISTIAN SCHOOL

## WELCOME

Welcome to another school year at Zion Christian School! We hope that you will join us in praying for God's blessing as we seek to work for His glory under the Lordship of Christ.

This handbook is intended to give you the information you need to work together with the Zion staff in providing a distinctly Christian environment and education for each one of our students. We request that all parents not only read the entire handbook, but also help in enforcing the policies and procedures described. Students are also requested to read the agreement, committing themselves not only to abide by rules, but also to work with the staff in a spirit of Christian love and submission for the greater good. The staff assumes parents and students have read the handbook and are familiar with its contents.

We look forward to seeing all of our returning students again and to meeting those who will be with us for the first time. We hope that Zion Christian School will be a blessing to you, and that you will be a blessing to us.

In Christ,

The Staff of Zion Christian School

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# 2021-2022 ZION CHRISTIAN SCHOOL CALENDAR

*The events and dates listed below are subject to change*
*All changes will be communicated in the ZCS Weekly*

| | | |
|---|---|---|
| August | 9 | Fall Sports Practice Begins for JV and Varsity Teams |
| September | 2 | New Family Orientation |
| | 7 | First Day of School |
| | 13 | Pre-Kindergarten First Day |
| | 14 | Preschool First Day |
| | 17 | Hamburger Fry |
| | 20 | Last Day to Drop/Add Course for First Semester |
| | 25 | Golf Outing 7:30 - Registration |
| | 28 & 29 | School Pictures |
| October | 8 | Grandparents Day |
| | 13 | PSAT Tests (11th Grade) at Zion |
| | 18 | Picture Retakes |
| | 22 | No School - Teacher In Service |
| | 30 | Auction |
| November | 8 | Records Day – No School |
| | 9 | Second Quarter Begins |
| | 11 | Veteran's Day Assembly |
| | 16 | Parent-Teacher Conferences 4:00-6:00, 7:00-9:00 |
| | 18 | Parent-Teacher Conferences 6:00-9:00 |
| | 24-26 | No School – Thanksgiving Vacation |
| December | 2 | Christmas Band Concert 7:00 |
| | 10 | All School Christmas Choir Concert 7:00 |
| | 20-31 | Christmas/New Year's Vacation |
| January | 3 | School Resumes |
| | 18-21 | First Semester Exams (Jr. High & High School 1/2 days) |
| | 21 | All School ½ Day; dismissal at 12:00pm |
| | 24 | No School – Records Day (or exam snow day make-up) |
| | 25 | Second Semester (Third Quarter) Begins |
| February | 4 | Homecoming |
| | 7 | Last Day to Drop/Add Course for Second Semester |
| | 10 | Zion Info Night & Open House 6:30 |
| | 24 | JH & HS Parent-Teacher Conferences 4:00-7:00 |
| | 25 | No School - Winter Break (or snow day make-up) |
| March | 3 | Elementary Social Studies Expo |
| | 17-19 | High School Play |
| | 28 | Fourth Quarter Begins |
| April | 1-8 | Spring Break |
| | 14 | Elementary Parent-Teacher Conferences 4:00-6:00, 7:00-9:00 |
| | 16 | Mountaineer Pi Run |
| | 28 | Spring Dinner 6:00 - Punch Bowl, 6:30 - Dinner |
| May | 5 | JH & HS Spring Choir Concert 7:00 |
| | 6 | Mother's Day Tea |
| | 6 | Junior/Senior Banquet |
| | 12 | Spring Band Concert 7:00 |
| | 16-20 | Senior Class Trip |
| | 20 | Elementary Spring Choir Concert 7:00 |
| | 25 | Pre-Kindergarten Final Day |
| | 26 | 8th Grade Completion Ceremony 2:00 |
| | 26 | Preschool Final Day |
| | 26 | Association Meeting 7:00; Parents Guild Meeting 8:00 |
| | 27 | Recognition Convocation (7-12) |
| | 27 | Elementary Field Day |
| | 30 | No School – Memorial Day |
| | 31-June 3 | Final Exams (Jr. High & High School half day) |
| June | 3 | All School ½ Day (last day of school for all school); dismissal at 12:00pm |
| | 3 | High School Graduation 7:00 |

## A. General Information

### 1. Basic Principles for Education

a) God

The self-existent, Triune God of the Bible is ultimate, the sovereign Creator, Preserver, Controller, and Authority of the universe in its totality.

b) Creation (General Revelation)

God directly created the universe in six days from no preexisting substance. Both naturalistic and theistic evolution must be rejected. Everything besides God has been made by God, always depends upon God, and thus reveals God. Therefore, facts are not neutral but are understood truly only when they are interpreted as God has created them and as He interprets them in His Word. Six non-negotiables apply to the account of creation in Genesis 1 and 2: (1) God created everything in six consecutive days with morning and evening enclosing the beginning and ending of each day; (2) God created everything out of nothing; (3) God created everything by divine command; (4) God created all vegetation and creatures according to their own kinds, not by evolution from one species to another; (5) God formed Adam from the dust of the ground and not from any preexistent creature; (6) God made Eve from the body of Adam.

c) Bible (Special Revelation)

The Scriptures of the Old and New Testament are the infallible, inerrant revelation of God's interpretation of reality, by which He makes Himself clearly and fully known to His people. The Bible is the supreme authority for every aspect of faith and life. Therefore, all spheres and domains of life - education inclusive - must be subject to the ordinances of God, to His glory.

d) Man

Created in the image of God, man - male and female - is responsible to act as God's steward over the world in the office of prophet (learning and speaking God's truth), priest (consecrating himself and all things to God), and king (exercising dominion over all things in service to God). Moreover, man is to glorify God and enjoy Him forever.

e) Sin and the Curse

The historic fall of the first man, Adam - covenant head of the human race - led the entire human race into cosmic rebellion against God. This fall was radical and total, affecting every man in every aspect of his being. By nature, therefore, fallen man acts as a false prophet, false priest, and false king in rebellion against God. Furthermore, since man is God's steward over the creation, his fall had an impact on creation in its full extent, bringing it under God's curse and subjecting it to futility.

f) Christ and Redemption

The Son of God, the Second Person of the Trinity, took on Himself a human nature. As God-man, He was the Second Adam - covenant head of God's elect people - their perfect, representative Prophet, Priest, and King. Through His active and passive obedience, He accomplished redemption for His people and for His creation by reconciling God and man. By His reconciling work, He redeems all covenant life, including education, from the dominion of sin. His redemption is radical and total. In union with Him, redeemed sinners are made true prophets, true priests, and true kings under God. Christ presently reigns from heaven and is applying His finished redemptive work through His Word and Spirit. This ongoing work - the coming of His Kingdom - shall continue until His second coming in power and glory when He consummates His Kingdom, and God is all in all.

g) Holy Spirit

The Third Person of the Trinity, poured out by the exalted Christ at Pentecost, applies the redemptive accomplishment of Christ to God's elect people. He effectually calls them, unites them to Christ, and regenerates them - thus enabling them to know the truth of God. He continually enlightens them to the truth of God, progressively sanctifies them in the way of covenant faithfulness, and thus refurbishes them as true prophets, priests, and kings under God.

h) Antithesis

The antithesis between Christianity and non-Christianity is all-inclusive, cutting across the whole spectrum of life. Presently, there are two opposing spiritual forces laying claim to the same territory, God's creation in all its aspects. Therefore, there is not a "secular" realm that is neutral concerning

Christianity. It is impossible to be neutral concerning the totalitarian claims of Christ. All areas of life in all their aspects belong to Him and are to be brought under his redemptive Lordship.

i) Covenant Family

God's saving work is not only for individual believers, but encompasses their families as well. He made His gospel promise to Abraham, the "father of believers," when He said, "In you all the nations shall be blessed," and He fulfilled that promise in sending Christ the Redeemer of sinners, in order that "the blessing of Abraham might come" upon those nations through their believing in Christ (Gal. 3:8,9,14). This promise, symbolized and assured in baptism, is to believers in Christ and their children (Acts 2:38,39). Therefore, Christian parents are to receive their children as a trust from the Lord (Mark 9:37) and bring them up "in the training and admonition of the Lord" (Mark 10:13, 14, Eph. 6:4). The family is ordained by God and its unity must then be maintained by Biblical principles. The husband is the head of the wife in a loving way, just as Christ is the head of the Church (Eph. 5:21-33). Therefore, it is primarily the responsibility of the father to provide spiritual leadership in the home. The wife must be respectfully submissive to her husband and support him, especially regarding the spiritual nurture of the children God may entrust to them. Since God's covenant promises extend to these children, to all who keep His covenant, they are not then neutral concerning Christ, but belong to Him and are to be led - educated - in the way of covenant faith and loyalty.

j) Schooling

The primary responsibility for education rests upon parents. They may delegate part of their authority to a tutor or a school that is able to assist them in their God-given task. The authority of the teacher is true authority, derived from the fact that he acts as representative of the parent (in loco parentis). Nevertheless, there should be considerable interaction between the school and the home, and parents are required to be regularly and personally involved in their child(ren)'s classroom experience.

k) The Student

As one created in the image of God, the student is to be treated as a whole person, with dignity and individuality, who is to be guided in the educational process toward responsible maturity in knowing and serving God.

l) Curriculum

Because the Triune God is its Creator and Controller, the creation has both unity and diversity. There is one reality with many facets. Therefore, all subjects are interrelated. Skills and subjects are to be taught both in their diversity, as distinct skills and subjects, and in their unity, in their integral interrelationships. All curriculum must be taught from a Reformed Christian perspective to reinforce biblical principles.

m) Equipping

In the Bible, "truth" and "knowledge" are not abstracted from life but determine and shape our lives. We are to be not only "hearers of the Word," but also "doers of the Word." Therefore, the educational process is not only to teach children information and skills, but also to equip them with a Christian world and life view in order to fulfill our responsibility in God's kingdom. It is to give them opportunities and encouragement to actually use those skills to serve God and other people.

## 2. School Organization

The Zion Christian School Association has been created by parental authority. Membership in the Association is comprised of voting members and associate members. Voting members subscribe to Articles II and III of the Bylaws, are communicant members in a supporting church, and make an annual contribution to the association. Associate members consist of parents who cannot subscribe to Articles II and III of the Bylaws, but are Bible believing Christians who are members of a Bible-believing church and have children enrolled in the school. The Board of Directors, consisting of 7 persons, manages the business and affairs of the Association. The Board of Directors is comprised of representatives from supporting churches, with the majority from the United Reformed Church membership. The Board is organized into several standing committees and may create advisory committees. Association members may be asked to serve on committees of the Board of Directors.

## 3. Enrollment Policy

Zion Christian School does not discriminate on the basis of sex, race, color, national, or ethnic origin in its admissions policies.

**4. Residency**

All students will reside with their parents or a legal guardian while attending Zion Christian School. Any deviation from this practice must have the approval of the Board of Directors. School correspondence will be mailed to the primary legal guardian as indicated on the Student Information Form.

**5. Communication**

Communication is an essential part of the process by which Zion Christian School fulfills its mission with students. To communicate with students and parents, the school has initiated the following devices:

a) Report Cards: Distributed to students in grades 1-12 twice each year, at the end of each semester. Students also receive progress reports at the end of the 1st and 3rd quarters. Kindergarten students receive report cards twice per year, at the conclusion of each semester.

b) Weekly and/or Daily Progress Reports: Available via FACTS Family Portal.

c) Parent-Teacher Conferences: One conference is scheduled for each academic semester. Parents are expected to attend. Parents are encouraged to seek additional conferences with teachers whenever that is desired.

The only infallible rule of faith and practice is the Bible. We follow the pattern established in Matthew 18 in all situations at every level of school organization whenever conflict may be involved. Parent questions, suggestions and complaints should be addressed directly to the involved teacher. If, after discussion with the teacher, the problem is unresolved, the parent may direct the matter directly to the administration. All involved individuals will then discuss the matter together in conference privately. We must avoid discussing the situation with anyone not directly involved in the situation. Matters should not be taken directly to the administration prior to discussion with the teacher involved nor to Board members prior to discussion with the administration nor to other parents or friends. Let us all respect this process even in informal communication so that we continue to work together in a spirit of love and cooperation and obedience to the Bible.

**6. FACTS (formerly RenWeb)**

FACTS and Family Portal are the primary means used by Zion to communicate with parents. Parents of all grade levels and students in grades 7-12 are able to monitor missing assignments, quiz grades, test grades, etc. Parents are also able to view a school directory, tuition balances, etc.

Parents will create their username and password. Students may request a Zion-supplied username and password from the System Administrator to monitor their own assignments and grades.

Parents should follow the instructions below to log on:

d) Parents must first have their email address on file at school

e) Start Internet Browser and go to https://zcs-mi.client.renweb.com/pw/

f) Click on "Create New Family Portal Account"

g) Parents should enter the email address on file at Zion

h) Click "Create Account"

i) Parents should check their email account for an email from FACTS containing a link to create their Family Portal login

**7. Parents' Guild**

Parents of all enrolled students are members of the Zion Christian School Parents' Guild. This organization meets throughout the school year for prayer, fellowship, and to organize programs and activities (with Board of Directors approval) consistent with the group's constitution. This is a wonderful avenue for parental involvement in the life of the school.

**8. Prayer Groups**

Parents are encouraged to join a weekly prayer group to pray for the school, students, teachers, etc.

## B. Academic Program

### 1. All School

#### a) Christian Identity

In keeping with our "Basic Principles for Education," we approach our students as image-bearers and covenant children of a Sovereign Creator God, but also as believers who are called to live out the eschatological spiritual victory of Christ within the creation as prophets, priests, and kings. We consciously strive to nurture within our students the qualities inherent in this Biblical identity and every interaction we have with them, whether inside or outside of the classroom, is shaped by it.

#### b) Academic Excellence

Zion offers a rigorous liberal arts curriculum appropriate for college preparation and vocational training. We trust that our students will learn to the best of their abilities, as they are called to do all things as unto the Lord (Col 3:23). We expect that our administrators, teachers, and students alike will strive joyfully and zealously to discover, exercise, and develop all the gifts God has given them.

#### c) Academic Honesty

We expect that students will do their own work and not represent someone else's work as their own. Plagiarism will not be tolerated at Zion. The use of old tests and quizzes, the sharing of homework (collusion), the presentation of Internet papers as one's own, the failure to cite sources used in course work, etc. are forms of cheating. Such behavior is a serious breach of Christian integrity and carries significant academic penalties. Students shall be given a failing grade for any test or assignment on which they are found cheating. If a second instance of cheating is detected during the same semester in any course, a failing grade will be given to the student for the course in which the second occurrence takes place. If additional occurrences of cheating are detected in an academic year, the student will be suspended from school.

#### d) Academic Performance

Zion Christian School believes that a student's academic performance is based on a number of factors, including effort, ability and environment. We believe as well that students should be rewarded, encouraged and evaluated in different ways, including comments from and discussions with teachers and parents. However, we also believe that a student's formal letter grade must be, and cannot accurately be other than, a statement of the student's actual academic performance in the work laid out for each class. A student's grade is not intended to be a reward, an encouragement or a rebuke; rather it is an evaluation, done as objectively as possible, of the student's actual academic performance on work which is evaluated according to a standard consistently applied to all students. It would be both dishonest and a disservice to the student to do otherwise.

The school hopes that students' academic grades will not be seen as an evaluation of character, goodness, or effort. Rather, we encourage students to see doing their best with what God has given as the most important standard of performance.

#### e) Grading Scale

(1) Grades K-2

| Percent | Letter | Description |
|---|---|---|
| 93-100 | E | Excellent |
| 84-92 | G | Good |
| 75-83 | S | Satisfactory |
| 0-74 | U | Unsatisfactory |

(2) Grades 3-12

| Percent | Letter | G.P.A. |
|---|---|---|
| 95-100 | A | 4.00 |
| 90-94 | A- | 3.67 |
| 87-89 | B+ | 3.33 |
| 83-86 | B | 3.00 |
| 80-82 | B- | 2.67 |
| 77-79 | C+ | 2.33 |
| 73-76 | C | 2.00 |
| 70-72 | C- | 1.67 |
| 67-69 | D+ | 1.33 |
| 63-66 | D | 1.00 |
| 60-62 | D- | 0.67 |
| 0-59 | F | 0.00 |

(3) Honors Courses*

| Percent | Letter | G.P.A. |
|---|---|---|
| 90-100 | A | 4.00 |
| 87-89 | A- | 3.67 |
| 83-86 | B+ | 3.33 |
| 80-82 | B | 3.00 |
| 77-79 | B- | 2.67 |
| 73-76 | C+ | 2.33 |
| 70-72 | C | 2.00 |
| 67-69 | C- | 1.67 |
| 63-66 | D+ | 1.33 |
| 60-62 | D | 1.00 |
| 57-59 | D- | 0.67 |
| 0-56 | F | 0.00 |

*As determined by Administratrion

**f) Students with Special Needs**

As a covenantal school, Zion is committed to serving all the children of our families, given their various needs. A serious attempt will be made to individualize services to accommodate individual learning styles and special needs. However, in some cases the Administration may recommend to the parents that a student needs more specialized services available elsewhere.

**g) Testing Program**

Specific tests are required for a student to receive financial aid from a college, trade, or business school. Most colleges also require specific tests as part of the admission process. The following tests are available annually to students at the grade level indicated.

(1) Measures of Academic Progress (MAP) – K - 6th Grade

Measures of Academic Progress (MAP) Tests are general achievement tests for use in all grade levels. They are designed to measure how well a student has learned the basic knowledge and skills that are taught in the areas of reading and mathematics.

(2) Preliminary Scholastic Aptitude Test/National Merit Qualifying Test (PSAT)– 10th & 11th Grade

This test is highly recommended for students who plan to attend a college or university. This test measures the same abilities as the Scholastic Aptitude Test (SAT). Students are encouraged to take this test in order to qualify for a National Merit Scholarship and to learn about their academic potential in relation to other sophomores and juniors. The test is administered in the fall either at Zion or at a partner school. Submission of the testing fee is required for those students electing to take the test.

(3) American College Test (ACT) and Scholastic Aptitude Test (SAT) – 11th – 12th Grades

Each year, institutions of higher learning use the ACT and/or the SAT to aid in admissions

decisions. These tests are one aspect of the college admissions process. Colleges and universities use the high school transcript, essays, recommendations, and extracurricular activities to finalize admission offers to their freshman class. Most colleges and universities will accept either the ACT or the SAT. It is the student's responsibility to check with their prospective institution as to the preferred test.

The **ACT** is a three-hour test measuring understanding and ability in English usage, mathematical usage, reading comprehension, science reasoning, and an optional writing portion. Students are encouraged to take the ACT early their junior year and at least two or three times because most students will improve their score with each subsequent testing. Information regarding deadlines, test centers, practice tests, etc. can be found online at www.act.org.

The **SAT** is a three-hour reasoning test that measures developed mathematical and evidence-based reading and writing, as well as an optional writing portion. Zion juniors take the SAT at Zion in the spring. It is recommended juniors take the SAT again on a national testing date during their junior year, and may take it again as a senior. Information regarding deadlines, test centers, practice tests, etc. can be found online at www.collegeboard.org.

(4) Vocational Testing - 11th – 12th Grade

Vocational tests may be available. These tests are beneficial to students who want assistance in exploring vocational opportunities.

(5) Miscellaneous Tests - All Grades

Other tests may be given at the administration's discretion.

Students are encouraged to schedule an appointment with the Academic Adviser for academic counseling in such areas as program planning, test interpretation, career information, college applications, and job information.

**h) Academic Awards**

We want to recognize and honor achievement and faithfulness and therefore have established several awards to be given to full-time students in grades 7-12.

(1) Honor Roll: Students with an average GPA of 3.30 or higher on a 4.0 scale.

(2) Dean's List: Students with an average GPA of 3.70 or higher on a 4.0 scale.

(3) Awards will be given at our annual awards ceremony to honor academic achievement, personal faithfulness, and spiritual leadership.

**i) Field & Class Trips**

(1) Travel

(a) School policy as outlined in the Family Handbook is in effect throughout the duration of the trip unless explicitly waived or amended by specific trip guidelines.

(b) Transportation seating arrangements shall be segregated by gender, either by allowing only one gender per vehicle or, minimally, by disallowing opposite genders to sit adjacent to one another. When riding in vans, each row is to be limited to a single gender.

(c) Cell phone use is limited to designated time periods to be determined by chaperones.

(d) Electronic devices aside from cell phones are prohibited. Student travel video and music requests are to be submitted to trip leader at least one week prior to departure for approval.

(e) All prescription medications must be given to chaperones.

(f) Insurance cards should be taken when possible. Medical information forms will be taken from school.

(g) Students should bring driver's licenses as a form of identification when possible.

(h) The school's dress code is enforced in full while sightseeing, this may include spirit wear (Wednesday dress code). During travel, students may wear sweatshirts with writing and modest, comfortable pants or shorts.

(i) Students should not take along anything that is particularly valuable to them.

(j) Never go anywhere alone. Require a buddy system and suggest a minimum of three or four persons per group.

(k) Everyone must participate in every portion of the itinerary, except if the person is sick.

(2) Lodging

(a) All students should be in their room to stay by 11:00 PM, unless group activities are planned for later than 11:00 PM. Lights should be out by midnight.

(b) At no time are male students permitted to visit in female students' rooms or vice versa unless a chaperone is present.

(c) Students are never to leave the hotel without chaperone consent.

(d) Rooms shall be ready for inspection every morning.

(e) No video rentals are permitted at the hotel.

(3) Finances

(a) Fundraisers are to be held to cover the majority of the cost of class trips.

(b) Students who have not raised sufficient monies to cover the cost of the trip will be required to pay the balance owed prior to trip departure.

(4) Chaperones

(a) Students' siblings may not attend class or field trips.

(b) Chaperones must familiarize themselves with general school policy contained in the school's Family Handbook, as well as with specific trip guidelines prior to chaperoning.

(c) Chaperones are to assist the trip leader in all areas including dress code and other rules enforcement, maintaining timeliness, driving as asked, etc.

(d) Chaperones are not to question trip leaders in the presence of students aside from simple itinerary clarification. Questions of dress code, rules enforcement, itinerary alternatives, etc. are to be done discretely without students present. It is critical that the trip leader(s) and chaperone(s) support one another in the presence of students in order to maintain a necessary level of respect and order.

## 2. High School

### a) Admission Requirements

To matriculate into Zion Christian High School, students must have earned a minimum of twelve course credits in grades seven and eight combined (students transferring to Zion Christian School in grade eight must have earned five and one half credits in grade eight). Courses meeting five days per week earn 0.5 credits per semester, while courses meeting fewer days per week are adjusted according to the number of meeting days. For example, courses meeting three days per week earn 0.3 credits per semester, while courses meeting 2 days per week earn 0.2 credits per semester (exceptions may be made from time to time due to the level of work required outside the classroom). Based upon these credit values, a junior high student will typically attempt a total of 13.4 course credits in their seventh and eighth grade years.

### b) Diploma Types

Zion Christian High School grants three types of diplomas to graduating seniors.

The **General** diploma is intended for students who are either college bound or planning on entering directly into the workforce. The General diploma is earned by completing the usual course requirements in Mathematics, English, Science, Social Studies, Bible, Fine Arts and Physical Education. A certain number of elective credits are also required.

The **Vocational** diploma is intended for students who demonstrate a need for academic accommodations, as determined by the Learning Enrichment Services (LES) staff. To earn a Vocational diploma students take mathematics and English classes designed for the work place and daily life, rather than taking some of the usual higher-level classes in those subjects. Students who earn a vocational diploma may – based on student aptitude and LES staff recommendation – also take modified versions of some of the standard classes. A Vocational diploma does not preclude a

student from going to college but is intended for those who are less likely to make an academic career his or her immediate choice. A student will only be moved to the vocational track upon approval from the parents, the academic adviser, and the LES staff.

The **Honors** diploma is intended for students who are not only going to college but who wish to be as competitive as possible in seeking admission to more demanding academic environments and in seeking scholarships. To earn an Honors diploma, students must pass the most challenging courses offered at Zion, especially in Mathematics, English, Social Studies and Science.

Details regarding the course requirements for each diploma type are available on the school's website.

**c) Graduation Requirements**

NOTE: Departmental graduation requirements vary based on diploma type. Requirements listed in the chart below are based on the General diploma.

| Department | Credits |
|---|---|
| Business | 0.5 |
| English | 4.0 |
| Fine/Applied Arts * | 1.0 |
| Foreign Language | 1.0 |
| Mathematics ** | 4.0 |
| Physical Education | 1.0 |
| Religion *** | 4.0 |
| Science | 3.0 |
| Social Studies | 3.0 |
| Electives | 5.5 |
| | 27 |

* ½ credit of fine arts is required, while the second half of the requirement may be completed either in fine arts or applied arts.

** Students will receive a mathematics credit for Algebra I regardless of whether it is taken in eighth or ninth grade.

*** Transfer students are required to complete the equivalent of one religion credit at Zion Christian School for each year in which they are enrolled at Zion Christian School.

Courses meeting five days per week earn 0.5 credits per semester. Courses meeting fewer than five days per week are adjusted accordingly. Courses meeting three days per week will earn 0.3 credits per semester, while courses meeting two days per week will earn 0.2 credits per semester. Exceptions will be made from time to time due to the level of outside work required.

In order to graduate from Zion Christian School, each graduate must spend at least the senior year on campus full-time and fulfill all required course work. Exception to the above may be made with Board of Directors approval.

**d) Incompletes**

Any student given an incomplete in any course must make up this work within one month after the marking period in which the incomplete was received. Any student who does not complete unfinished work will receive a failure for the quarter in which the work was not completed.

**e) Schedule Changes**

To change a course after signing up for classes, a student must complete a drop/add slip which is available in the office. No classes may be added after the first ten school days of the semester. A student may drop a course under the following rules:

(1) Up to 10 school days, drop without penalty.

(2) After 10 school days, an F is recorded on the student's transcript. Students who drop a course must meet with the Academic Adviser. If a student retakes a course, the higher of the two grades will be recorded.

**f) Independent Study**

A student may receive credit for a course taken independently if:

(1) that course is necessary for the student to fulfill graduation requirements, and the student cannot obtain the necessary credit through a normal full-time academic schedule. This does not include scheduling conflicts that are a result of failing to pass courses previously taken.

(2) the student is qualified to take a more advanced or specialized course than is offered in the existing curriculum; and, takes a Zion-approved course through an accredited or Zion-approved institution, or under the guidance of a member of the Zion staff.

**g) Credit for Non-Zion Education**

Zion Christian School exists to offer its own particular course of education. It is not our purpose to certify or validate various educational experiences. While Zion is willing to transfer credits from certified schools, Zion generally gives credit only for its own program.

(1) Transfer Credits

In general, when a student transfers into Zion Christian School from an accredited school, previous credits will be accepted and used to compute the student's GPA. Students transferring to Zion can receive credit for course work taken at an accredited college, if the course is equivalent to or more advanced than that offered at Zion. Such credit must have prior approval of the administration.

Transfer students from non-accredited institutions or home school programs must present a transcript and may be required to pass competency exams at the discretion of the administration, to be eligible for enrollment to and/or a diploma from Zion Christian School. The administration will determine which, if any, credit will be granted for particular courses taken under home schooling by a student who is applying for admission to Zion. Grades for courses taken in home school settings will not be used in determining a student's GPA, but will be attached to the student's Zion Christian School transcript.

In general, after a student is admitted to Zion Christian School, the courses necessary to graduate must be taken at Zion. Exceptions may be made in cases where required credits are unavailable at Zion. If a student does not pass a course at Zion, he/she is allowed to transfer credit for a similar course at an institution approved by the administration. Approval must be granted prior to the student's enrollment in the course.

(2) Early College

(a) Students may enroll in college courses while enrolled at Zion Christian, however times may not interfere with courses at Zion which the student is required to take.

(b) Zion will only give credit for college courses if Zion does not offer an equivalent to the college course and if the college course taken is a course typically available at other high schools. Credit for any college course is always subject to the approval of the school's Education Committee.

(3) Advanced Placement (AP)

Advanced Placement (AP) is a program created by the College Board, which offers college-level curriculum created by college-level educators, and examinations to high school students. Colleges sometimes consider courses when making decisions for admissions and college credit.

Zion Christian School will consider including AP courses in its course catalogue only if those courses fit within the scope and sequence of Zion's curriculum. Because an AP course is not a prerequisite for taking an AP examination, Zion students who feel adequately equipped may take a specific year-end AP examination. Suitable scores on such examinations can provide college credit, whether or not a student took an official AP course.

**h) Teacher Aide/Office Aide**

Students who have a free period have the option of being a teacher aide or office aide. Students who choose this option will assist a teacher, administration member, or office staff member in a variety of tasks. Aides will be graded on accuracy, punctuality, attendance, responsibility, and efficiency. Academic credit is given at a rate equivalent to ½ of a traditional academic course.

#### i) Guidance

A meeting will be scheduled with the Academic Adviser early in the student's senior year. Prior to that time, students should take the necessary tests to enable them to apply to colleges of their choice. Juniors and seniors are encouraged to apply for college visitation days.

#### j) Senior Exam Policy

Seniors will be exempt from second semester exams if they have:

(1) no suspensions in the senior year.

(2) earned a senior second semester grade relative to their cumulative GPA according to the following chart. If a student's GPA falls within the range in the left column, they are not required to take the exam if their second semester grade in the course is greater than or equal to the grade in the right hand column. For example, if a student has a GPA of 2.22 at the conclusion of first semester (within the range of 2.00-2.32), they need not take the exam if their grade in the course is a C+, B-, B, B+, A-, or A.

| Cumulative GPA * | 2nd Semester Grade |
|---|---|
| 3.67 - 4.00 | A- |
| 3.33 - 3.66 | B+ |
| 3.00 - 3.32 | B |
| 2.67 - 2.99 | B |
| 2.33 - 2.66 | B- |
| 2.00 - 2.32 | C+ |
| 1.67 - 1.99 | C |
| 1.33 - 1.66 | C- |
| 1.00 - 1.32 | D+ |
| 0.67 - 0.99 | D |
| 0.00 - 0.66 | D- |

* GPA as measured at the conclusion of the 1st semester of the senior year

## C. Student Life

### 1. Extracurricular Opportunities

We invite and encourage every student to discover the joy of living openly and actively for Jesus Christ with every gift He has given you. Get involved, participate fully in the life of the school, develop your gifts, and serve one another!

#### a) Student Council

Junior high and high school student leaders are selected by their class in the fall to represent them in the student government body. To be eligible to run for student council president, the student must have completed the Principles of Christian Leadership class or currently be enrolled in it. This group helps the faculty maintain an open spiritual climate, plans recreational and service-oriented activities subject to administration approval, and represents the student body. This is a wonderful opportunity to serve others and develop leadership skills.

#### b) Athletics

Throughout the school year, students in grades 6-12 are given opportunity to participate in athletics. Sports we hope to offer in the upcoming year include the following:

(1) Girls' Volleyball

(2) Boys' & Girls' Soccer

(3) Boys' & Girls' Basketball

(4) Boys' Baseball

#### c) School Play

In the spring, Zion produces a school play. Students in grades 9-12 are welcome to participate in on- and off-stage roles. Auditions are typically the week before or after Christmas break.

## 2. Other Student Life

### a) Chapel, Catechism, and Devotions

Chapel is a time of group worship held each Friday after lunch for grades 7-12 and every Friday just before lunch for grades K-6. We ask each student to bring his/her own Bible to chapel. Small group or whole school devotions occur each morning at the start of the school day. The New King James Version of the Bible is the official school version.

Only ordained ministers or other men deemed appropriate by the Board of Directors are to expound the Word of God. Therefore, local Pastors are ordinarily chosen to speak for chapels. No more than four times per semester an assembly may be held during the regularly scheduled chapel time. The purpose of assemblies at Zion Christian School is to be a ministry to the students that gives glory to God. It is not to be a formal corporate worship service, but rather a time for students to gather as a group for a special presentation of spiritual value. Examples of assemblies include missionary presentations or appropriate musical performances.

The students in grades K-6 will have catechism on Wednesday from 8:25-9:00. The students in grades 7-12 will have catechism on Wednesdays from 8:15-8:25.

### b) Appropriate Language

To foster Christian language and character that is in keeping with the atmosphere of our school, Zion Christian School uses Ephesians 4:29-32 as a guide for appropriate language. Any language that is vulgar, obscene, or blasphemous is not permitted on the grounds of Zion Christian School nor at any Zion sponsored event

### c) Lockers

Students are assigned the use of a locker or storage area. We expect students to keep this area neat and clean. This space continues to be the property of the school at all times and may be inspected periodically. Please do not decorate the exterior of your locker. Any posters, pictures, wallpaper, magazine clippings, etc. will be taken down. Any damage intentionally administered to a student's locker will result in a fine and appropriate disciplinary action.

### d) Lost & Found

At the beginning of each month, all items in lost and found for the students in grades 7-12 will be donated to charity. Textbooks will be placed back in inventory. If a student loses an item during the last week of the month and it ends up in lost and found, it will be held until the first of the second month after the month in which it was lost.

### e) Textbook Purchase

High school students will be provided all necessary textbooks and charged an annual rental fee for the books. Any books that are returned in unusable condition will be charged to the student's account at replacement value. Textbooks for all grades lower than high school will be provided by Zion at no cost to parents unless returned excessively damaged.

### f) Phone Use

Phones in the classrooms are for teacher use only. If students need to make a call they may request use of the phone in the office at a cost of $0.25. The fee does not apply in the case of student illness or family emergency.

### g) Copy Machine Use

The office staff may make copies for student personal use on the office copy machine at a cost of $.10 per copy. The only exception to this is if a student is sick and has the teacher's permission to make copies of another student's notes.

### h) Computer Use

Zion Christian School provides computer equipment, services, and Internet access to its students and staff for educational purposes only. The rules listed below are meant to protect the students and staff from any misuse of this equipment or information.

(1) Use of the System and Information Content

Students may use the computers in the lab, or the student classroom computers if they have

the permission of and are supervised by school staff. Students are not permitted to logon to the teacher desktop computers.

Users may not publish any information which is damaging to the school; violates or infringes on the rights of any other person; or is abusive, profane, or offensive in any way. This includes time online and social media outside of school. In summary, all computer use must be in keeping with God's law.

While most content available on the Internet is useful and can be a valuable educational resource, some objectionable material does exist. In order to filter Internet content, Zion has put a high quality firewall in place. This firewall is intended to block students from accessing inappropriate and non-educational content on the Internet.

Student use of personal online websites and blogs are strictly prohibited and will result in an immediate detention or further discipline if deemed appropriate by school staff.

(2) Software

Software is provided to students as a curricular resource. Students may not install, upload, or download software without the express consent of a staff member.

(3) Security

Security on any computer system is high priority, especially when the system involves many users. Security measures have been implemented on the server in an attempt to prevent security compromises. Students should be proactive in protecting their passwords.

(4) Email and Google Apps

(a) Zion Christian School provides students in grades 7 – 12 with email accounts for the purpose of school related communication. Availability and use may be restricted based on school policies.

(b) Users should not send personal information, should not attempt to open files or follow links from unknown or untrusted origin, should use appropriate language, and should only communicate with other people as allowed by school policy. Email usage may be monitored and archived.

(c) Recognizing the benefits that collaboration brings to the learning environment, Zion Christian School may provide users with Google Apps accounts or other tools in order to facilitate collaboration between students and teachers and members of the faculty and staff.

(d) Users should ensure that any documents or collaborative projects are shared with others as allowed by school policy.

(5) Enforcement

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students found acting in a way not in keeping with the preceding rules will receive either a detention or suspension depending upon the severity of the infraction. Extreme cases may result in expulsion.

**i) Attendance**

Zion Christian School is committed to punctuality and regular daily attendance in the classroom for the following reasons:

- We are responsible to God for using both our time and talents wisely.
- Present success in school and achievement in life are closely related to proper work and attendance habits.
- Students cannot achieve their full potential when class discussions, assignments, and labs are missing. Merely making up work does not compensate for this loss.
- Staff members have only a limited amount of time to help students make up for missed work.

(1) Junior High & High School (7th-12th)

(a) Parents will decide whether their children attend or do not attend school on any particular day and will be the sole judges of what constitutes a valid reason for not attending.

(b) Students will be fully responsible for making up assignments, or obtaining information, missed because of absences from school. Teachers are not required to seek out students following student absences or to remind students of missing work. All missed work must be completed within an amount of time equal to the amount of time absent from school. Students who miss classes during the final week of school will not be allowed to make up missed work unless their absences are covered by the medical notice described in (c) below.

(c) Zion Christian School will allow students to make up assignments in any particular class only if the student has not missed more than 7 periods of that particular class, in a single semester, for any reason. The only exception to this rule will be when a doctor has informed the school of an illness or medical procedure requiring absence from school for an extended time. Any days not specifically covered under such medical notice will count toward the seven absences per semester.

(d) Students who miss more than 10 class periods in any particular class in a single semester will not receive credit for that class. The only exception will be when absences are covered by the medical notice described in (c) above.

(e) Students must attend all of the classes for which they are scheduled on any given day in order to participate in any extracurricular activities on that day. The sole exceptions will be college visits, job shadows, and medical appointments documented by notice from the medical office in which the appointment took place.

(f) Absence from scheduled exams will be excused only for the reasons of illness or family emergency. Absences for reasons other than these will result in a zero on the exam.

(g) Students who miss classes because of early release for athletic events are not counted as absent.

(2) Elementary (P-6th)

Because we need to know that each child is safe, the office needs to be notified whenever your child is absent. The office staff makes an effort to contact parents by phone when your child is absent without an excuse. If an absence is planned, it is most helpful to notify the office and your child's teacher at least one week in advance. Any missed work, quizzes, or tests will be waiting for your child when they return to class, unless special arrangements are made with the teacher. Quizzes and tests that are missed need to be made up outside of class time, either at recesses, during study halls, or after school.

An absence longer than 5 days in a quarter can result in lowered grades. More than 10 absences in a semester or 20 in an academic year may result in retention for the following school year.

(3) Tardiness

Tardies will be given to students who are not in their seats with required course materials when the bell rings or who leave the room during class for any reason (e.g. bathroom, locker, etc.). Students in grades 7-12 will receive a detention for every 5 tardies received in any one academic quarter. Accumulation will renew at the commencement of each academic quarter.

(4) Late Arrival & Early Departure

Students are expected to be in assigned locations at all times. Students may only leave campus during school with parents' and the administration's permission. If parents wish to excuse a child, they should notify the school office either in person or by phone. Students must sign out in the office before leaving. If a student arrives at school after classes have begun, the student should sign in at the office. Students need a slip to be admitted to class late.

(5) Field/Class Trips

In the case that a student is unable to attend a class trip for any reason, continued coursework or alternative assignments are assigned as a means of maintaining proper accountability and relevant academic pursuit.

**j) Dress Code**

It is expected that all parents will be aware of what their children wear to school and will support the school in requiring clothing which shows consideration for the feelings and convictions of others and is consistent with Christian modesty and humility. Clothing and accessories must not

bear any connotation that is inappropriate for a Christian community. Administrative staff will decide in questionable cases. Students not in compliance will be sent to the office and will remain there until a parent arrives at school to rectify the violation. Students may also correct the problem by changing to the required apparel with an item from their locker. Regardless of how the problem is corrected, students in grades 7-12 will be given a lunch hour for their first non-modesty violation. All modesty violations and any repeat violations will result in a detention.

The following rules apply whenever a student is on campus during school hours:

(1) Elementary School (P-6th)

(a) All Students

(i) All clothing must be neat, clean, and in good repair. Students may not wear any clothing which the staff deems offensive.

(ii) All students must wear, at all times, shoes or sandals which completely cover and protect the bottom of the feet. However, flip-flops and sandals will not be allowed on the playground.

1. After checking with medical professionals, it has been determined that wearing "Heelies" at school can be harmful to a child's development and safety, so they will not be allowed at school.

(iii) Students are asked to have a pair of indoor shoes at school at all times. They are to change into these shoes before entering the classrooms on days of inclement weather.

(iv) For all physical education classes, students must wear proper non-marking footwear. Students in grades 5-6 should change into appropriate athletic apparel. Clothes worn for the school day are not appropriate athletic apparel.

(v) All students will wear clean pants, non-athletic shorts, or skirts, of completely opaque material, without rips or tears, at all times. All shorts or skirts must come to the knee or lower. Form fitting pants or shorts, without being covered by approved pants, shorts, or skirts, are not permitted. Sweat, pajama, wind, track, yoga pants, etc. are not permitted.

(vi) No caps or hats of any type are permitted.

(vii) Neither backs nor midriffs may be exposed at any time.

(b) Boys

(i) May wear t-shirts, sweatshirts, collared shirts, or knit sweaters, each of which must have sleeves.

(ii) Hair should be neat, clean, well groomed, and above the eyebrows and shirt collar. Unnatural hair dyes are not permitted.

(c) Girls

(i) May wear t-shirts, sweatshirts, tops, knit sweaters, or blouses, each of which must have sleeves.

(ii) Unnatural hair dyes are not permitted.

(2) Junior High & High School ($7^{th}$-$12^{th}$)

(a) Footwear

All students must wear, at all times, shoes or sandals which completely cover and protect the bottoms of the feet.

(b) Pants, Shorts, and Skirts

All students will wear clean pants, non-athletic shorts, or skirts, of completely opaque material, without rips, holes, or tears, at all times. All shorts and skirts must come to the knee or lower. Form-fitting pants or shorts, which are not covered by other approved pants, shorts or skirts, are not permitted. Sweat, pajama, wind, track, yoga pants, etc. are not permitted. Samples of appropriate pants and shorts are available on the Lands' End School website; however, these samples are not considered required, school-sponsored

apparel.

(c) Accessories

No caps or hats of any type are permitted in the school between 7:45am and 3:30pm.

Boys' jewelry may consist of watches and Zion class rings only.

Girls' piercings are limited to the ears.

Visible tattoos are not permitted.

(d) Physical Education

For all physical education classes, students must wear proper non-marking footwear, a Zion t-shirt, and knee length athletic shorts.

(e) Tops (School-Specified)

(i) Spirit Wear

Spirit wear includes sweatshirts and t-shirts that are associated with Zion athletic teams and other school groups, as well as items sold at school-sponsored apparel sales. Students may wear "spirit wear" on Wednesdays and other days designated by school staff.

(ii) Regular Wear

1. Overview

With the exception of Wednesdays and other designated days, all students will wear school-specified tops purchased from Lands' End School.

School-specified options for both genders include polos, oxfords, sweaters, vests, and fleeces. Crew neck t-shirts are also available for girls. With one exception (noted below), a school-specified polo or oxford must always be worn; school-specified sweaters, vests, and/or fleeces may only be worn over school-specified polos and oxfords. Note: The one exception to the polo/oxford requirement is that girls may wear a crew neck t-shirt directly under a school-specified sweater or half-zip(t-shirts may not be worn as an outer layer, nor may they be worn directly under a fleece).

2. How to Purchase

a. Items must be purchased from Lands' End School. A link to the website showing the styles and colors specific to Zion can be found on our website at www.zionchristian.net/student-life/dress. Only the styles and colors specific to gender and grade level may be worn - you must enter this information for each child when ordering.

b. Items may be tried on for fit at school. Various color samples are also available.

c. Items may be purchased online or in Sears stores. Free shipping is always offered when purchased in a Sears store. Notify the Sears Lands' End associate that you are purchasing clothing for a Zion Christian School student and they will direct you to an order kiosk. Be sure to confirm that the associate enters the appropriate code needed for free shipping.

**k) Student Relationships**

Students are encouraged to be friends with one another and to include every other student in their group of friends so that no single student at Zion Christian School is left out. Small exclusive groups are discouraged. Dating relationships are discouraged at school and displays of affection common to dating relationships are not allowed. A simple "Hands Off" policy is in effect between genders.

**l) Work Permits**

All students under the age of eighteen who work for an employer during the school year must obtain a work permit according to state law. A work permit may be obtained from the school office, and a copy of this permit shall be kept on record by the school. The laws of the State of Michigan require that students may not spend more than 48 hours in total between school and

work. In addition, 14 and 15 year olds may not work later than 7 PM during the school year. Sixteen and 17 year olds may not work later than 10:30 PM. We ask that parents monitor compliance and help students keep their academic work the top priority during the schooling years.

**m) Senior Work Release**

Seniors may be dismissed early from school for work if they have parental permission and their schedule allows them to fulfill all graduation requirements within the normal school schedule. A signed Senior Release Form must be on file in the school office before a student is released. Released students are to sign out and leave campus at the time stated on their release.

**n) Open Campus**

Juniors and Seniors are allowed to leave the campus on Wednesdays at noon hour each week for lunch, with parental approval. Otherwise, students are not allowed to leave the campus during the school day without written permission from home and the approval of the administration.

**o) Before & After School Policy**

Before school, the high school and commons doors unlock at 7:45am. Students arriving earlier than 7:45am may wait in the office air lock starting at 7:15am. If at all possible, please do not drop off your children before 7:45am as this creates liability concerns for the school. Zion Christian School will not be responsible for your child before 7:45am or after 3:30pm.

After school time, students not participating in events immediately after school hours must leave campus immediately upon the completion of the school day unless approved by the administration. The exception to this is for athletes with late practices where coaches maintain supervision of them. While we understand that this may create transportation challenges for some, the school simply cannot incur the potential liability of students making their way in and out of the school building unsupervised.

**p) School & Event Closing**

Zion will be closed or delayed any time Byron Center Public Schools is closed or delayed, as well as on occasions where the Board of Directors and administration find it prudent given road and weather conditions. Every weather-related school closing beyond five in a given school year may be made up at some point in the same school year. As for evening events, the school will monitor the weather throughout the morning and submit an updated announcement around the noon hour. Although all media outlets have access to our releases, we have found WOOD TV8 to be one of the timeliest in posting our announcements. There is a school closings link on the Parent page of our website.

## D. Discipline & Eligibility

### 1. High School Discipline Policy

a) Policy & Enforcement

At Zion Christian School, students and teachers are learning and living to the glory of God together. A school setting which is reasonably structured and disciplined is one in which students are most free to learn.

Teachers are responsible for monitoring students while in the classroom, providing correction, consequences, and encouragement as needed. All teachers and staff have authority to administer discipline which may include verbal reprimands, sending students to the office for further discipline, and the granting of detentions. Suspensions from class or school may also be granted in conjunction with the administration. When discipline is administered, a Discipline Notice will be sent via RenWeb.

Parents with concerns regarding discipline may contact the staff member who initiated the discipline to their child in order to clarify the facts surrounding the situation. Only when concerns arise regarding policy should the administration be contacted. We ask that discipline administered at school be reinforced in the home, recognizing that successful discipline requires two parental figures (home and school) functioning in harmony. Thank you for your support of the school and staff as we attempt to administer discipline on your behalf, recognizing that a "house divided against itself cannot stand."

The six levels of formal discipline are as follows:

(1) Lunch Period: Assigned for various minor offenses including repeated ill-timed classroom

interjections, gum chewing, etc. Students assigned lunch periods spend the lunch period performing various tasks on behalf of the Facilities Director.

(2) Detention: A detention will be given to a student for repeated misconduct in class, inappropriate behavior at extracurricular activities, repeated dress code violations, repeated tardiness, and any other behavior that faculty, staff, or administration feel warrants such punishment. Students will receive a detention for every five tardies received in any one academic quarter. Accumulation will renew at the commencement of each academic quarter. Tardies will be given to students who are not in their seats with required course materials when the bell rings or who leave the room during class for any reason (e.g. bathroom, locker, etc.). A student may also receive a detention if he or she fails to report to the office, a teacher, and/or a member of the administration to see him/her for discipline or a disciplinary discussion. Neglecting to attend or make arrangements for an assigned detention will result in an additional detention. Failure to appear again could result in suspension. Detentions will take place after school from 3:15PM - 4:15PM, with other arrangements made as deemed necessary by the Discipline Coordinator (students may not serve multiple detentions in a single block of time, nor may they serve them during the school day). One point will be added to the student's record for every detention.

(3) Paideia Day: Students may serve a paideia day for every four detentions received throughout the course of the school year. *"Paideia"* is a Greek word meaning to mold the character of others by reproof and admonition. The term is used in Ephesians 6:4, which reads, "And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition (paideia) of the Lord." It is found also in Hebrews 12:6 which states, "For whom the Lord loves He chastens (paideia), and scourges every son whom He receives." Paideia days are served for the duration of a school day and are intended to allow students to reflect upon their behavior while providing opportunity to train them in the fear of the Lord. The day consists of a written assignment and the performance of a variety of tasks around the school facility. Following the paideia day, the student is responsible for acquiring and completing all course assignments according to the rubric imposed by the teacher. Work assigned and completed by the remainder of the class during the paideia day must be completed by the following school day. Students must report to the office at the outset of the day. Two points will be added to the student's record for every paideia day served.

(4) Class Suspension: A teacher, in conjunction with the administration, may suspend students from attending class if their conduct is such that they interfere with the educational process. When students are dismissed from a class they must report to the office. Repeated dismissal from a class may result in permanent removal along with a failing grade. Return to a class and continued attendance depend on the conditions and approval of the classroom teacher in conjunction with the administration. For each class suspension, the student's nine week grade will be reduced by three percentage points in the course in which he received the suspension. During the suspension, the student is responsible for acquiring and completing all course assignments according to the rubric imposed by the teacher. Work assigned and completed by the remainder of the class during the suspension must be completed by the first day the student returns to class. Two points will be added to the student's record when suspended from class.

(5) School Suspension: Students may be suspended by the administration for unacceptable behavior including, but not limited to, misconduct or offense against a classmate, staff member, or school facility. Examples are as follows:

- Using alcohol, tobacco, drugs or mimic drugs
- Uttering obscenity in any form
- Deliberately abusing school property
- Showing disrespect or disobedience to any school employee
- Abusing fellow students
- Promoting strife within the school
- Degrading the name of the school
- Possession or use of fireworks
- Pulling a fire alarm
- Extortion

Suspensions may vary in length from one day to two weeks. Suspensions may be either in school or out of school. For in school suspensions, students must report to the office to serve the suspension time. For out of school suspensions, the student is to remain off the school

grounds for the duration of the suspension, except to acquire class assignments. For each school suspension, the student's nine week grade will be reduced by three percentage points in every course in which he is enrolled. During the suspension, the student is responsible for acquiring and completing all course assignments according to the rubric imposed by the teacher. Work assigned and completed by the remainder of the class during the suspension must be completed by the first day the student returns to class. Five points will be added to the student's record for each suspension.

(6) Expulsion: Expulsion is the exclusion of a student from school. The administration will recommend expulsion to the Education Committee for the student whose conduct and attitude is such that he/she should be expelled. This includes, but is not limited to, reaching 20 discipline points, possession of a weapon, stealing, setting fires, or any type of violence.

b) Point System

Every action of formal discipline as well as certain behavior contrary to policy is assigned a point value. The values and consequences are shown in the chart below:

| **Action** | **Points** |
|---|---|
| Lunch Period | 0.5 |
| Detention | 1.0 |
| Dress Code Violation | 1.0 |
| Skip Class (maximum 5 pts per day) | 1.0 |
| Paideia Day | 2.0 |
| Class Suspension | 2.0 |
| Reckless Driving | 2.0 |
| School Suspension | 5.0 |

When students reach various point totals, further action will be taken as shown below:

(1) 8 Points

(a) The student will see the Principal and a letter will be sent to the parents

(b) The student is not eligible for student government or lunch release if otherwise eligible

(c) The Education Committee will be notified

(2) 12 Points

(a) The student will attend an appointment with the Principal and the student's parents

(b) The student will not be allowed to participate in extracurricular activities for the remainder of the school year. The offender would become permanently ineligible from extracurricular activities after reaching 12 points twice while in high school.

(c) The Education Committee will be notified

(3) 16 Points

(a) The student will attend a meeting with his/her parents, the Principal, and the Education Committee

(4) 20 Points

(a) The administration will recommend to the Education Committee that the student be expelled

**2. Extracurricular Eligibility**

Students involved in extracurricular activities are expected to familiarize themselves with the school's Extracurricular Eligibility Policy available on the athletics link of the school's website.

## E. Health, Safety, and School Atmosphere

### 1. Health and Medication

The school office will provide limited minor first aid for injuries. Parents will be contacted if a student becomes sick or is hurt. Parents may be asked to take their student home or to a family doctor for medical attention. The school should have an emergency medical release on file so that emergency treatment can be obtained even if the parent cannot be reached.

The school is required to report any communicable disease to the Kent County Health Department. Therefore, parents are requested to inform the school immediately if their son or daughter has contracted a communicable disease.

School staff will not administer medication or supply over the counter pain relievers unless specified on the student's Medical Consent Form. Parents should contact the office for approved procedures if prescription medication is needed during school hours. In no case should prescription medication be stored at school by students.

Parents should list all student allergies on the Medical Consent Form or notify the school of any allergies developed since the time of enrollment. For food allergies, parents must educate their child(ren) in the self-management of their allergy including safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem, and how to read food labels (age appropriate). Parents should review procedures for dealing with allergic reactions with school staff. All students with allergies, asthma, or diabetes must have an Action Plan from the students' doctor on file in the school office.

### 2. Controlled Substances/Weapons/Tobacco

While the board and administration reserve the right to counsel and work with students and families in a discipline process, the possession or use of a controlled substance without proper authorization, weapon, tobacco product, e-cigarette or similar device or product used for "vaping" anywhere on the school property or at any school function may be grounds for immediate expulsion pending action of the Board of Directors. Adults should be aware that Zion has designated their entire property as tobacco free. Illegal activity at school may also result in the contacting of legal authorities.

### 3. Harassment

a) Policy

Harassment of students, including sexual harassment, is prohibited, and will not be tolerated. This includes inappropriate conduct of other students as well as any other person in the school environment, including staff members, parents, guests, contractors, vendors and volunteers. It is the policy of the Association to provide a safe and nurturing educational environment for all of its students. This policy applies to activities on school property and to school-sponsored activities, whether on or off school property.

Harassment is defined as inappropriate conduct that is serious enough, or repeated enough, to substantially and negatively impact a student's educational, spiritual, physical, or emotional well-being. (Guidelines are outlined below to assist in determining whether reported conduct is harassment.)

Any student (or his or her parent or legal guardian) that believes s/he has been or is the victim of harassment should immediately report the circumstances to a teacher, counselor, or administrator. If the staff member who is notified is not the principal, then the staff member should notify and brief the principal within twenty-four hours of receiving the information from the student, parent, or guardian. The staff member should be available to assist the principal in bringing resolution to the matter as needed. The principal should brief the Administrator on a timely basis.

In situations involving allegations between students, the principal should conduct a timely, discreet investigation using the same policies or practices of the Association that s/he would use to investigate other alleged wrongful behavior. Any student who is determined to have violated this policy will be subject to corrective action and discipline. Especially serious or repeat violations could result in expulsion.

In situations involving allegations between a student and a staff member, the student (or his or her parent or legal guardian) is expected to contact the principal and make a report. The principal should conduct a timely, discreet investigation using the same policies or practices of the

Association that s/he would use to investigate other alleged wrongful behavior. Any staff member who is determined to have violated this policy will be subject to corrective action and discipline including the possibility of termination.

In situations involving allegations between a student and an individual who is not a student or staff member, the student (or his or her parent or legal guardian) is expected to contact the principal and make a report. The principal should conduct a timely, discreet investigation using the same policies or practices of the Association that s/he would use to investigate other alleged wrongful behavior. Any person who has been determined to have violated this policy will be subject to corrective action including exclusion from the school premises and school events for parents, guests, contractors, vendors, and volunteers.

Retaliation against any person for reporting alleged harassment, or participating in a harassment investigation, is prohibited. However, intentionally false or misleading harassment reports are also prohibited. Retaliation and intentionally false or misleading reports may result in disciplinary action as indicated above.

We recognize that one person might interpret behavior as harmless bantering or flirtation, while another might view this same behavior as intimidating or harassing. As a result, we encourage any person (or his or her parent or legal guardian) who believes that s/he has been subjected to what the s/he would interpret as harassing behavior to consider confronting the other person (or his or her parent or legal guardian) in the spirit of reconciliation so that a mutual understanding of what is appropriate behavior can result. However, we also recognize each of the following: (a) Certain conduct is serious enough that a report should be made to a teacher, counselor, or administrator without any meeting between the victim (or his or her parent or legal guardian) the other person; (b) generally, the victim is not able to confront the other person with certain allegations of harassment; and (c) a meeting often does not result in reconciliation.

Parents and students need to be familiar with Michigan State Law M.C.L 722.623 as it pertains to the school's responsibility to report suspected harassment.

b) Guidelines for Determining Harassment

The following guidelines are provided as a resource for determining harassment. Harassment may include, but is not limited to:

(1) Unwelcome conduct or communication used as an explicit or implicit condition for the student to utilize, or benefit from, the services, activities, or programs of the Association.

(2) Unwelcome conduct or communication that interferes with a student's education, creates an intimidating, hostile or offensive environment, or otherwise substantially and adversely affects the student's educational opportunities.

(3) Racial slurs or other demeaning comments. The severity and frequency of the comments should be considered as factors in determining if comments are harassment.

Sexual Harassment is harassment of a sexual nature and may include, but is not limited to:

(1) Pressure for sexual activity

(2) Repeated remarks with sexual implications

(3) Any unwelcome touching

(4) Sexual jokes, cartoons, etc.

(5) Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M. C. L. A. 722.621 et. seq.

c) Confidentiality

Reasonable efforts will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

d) Notification

Notice of this policy will be circulated within the Association and incorporated into the teacher,

student and parent/guardian handbooks. All new hires of the Association will be required to review and accept this policy.

**4. Emergency Procedures**

a) **Fire Drill**: Students will exit the building in a timely and orderly fashion through the designated exit of each room and gather with their teacher in the designated location.

b) **Severe Weather/Disaster/Lock Down**: Students will move in an orderly fashion with their teacher to their designated location when instructed to do so and will remain there until the "all clear" is given.

**5. Transportation**

a) Busing

Busing is available through ZCS Transportation, a wholly owned subsidiary of Zion Christian School. Bus surveys are distributed to parents in the summer months to discover whether bus service is desired. Bus schedules and contracts are distributed prior to the school year. Throughout the school year, bus drop-off and pick-up occurs immediately outside the building.

b) Carpooling

All carpool traffic (both drop-off and pick-up) must enter via the Byron Center Ave driveway and exit via the 76th St driveway.

(1) Drop-Off - Elementary students may enter through the commons door upon arrival and drop their backpacks off at their locker before going outside. Junior high and high school students may enter the building through the events entrance upon arrival.

(2) Pick-Up – Students are available for pick-up at 3:20. Parents must arrive for pick-up before 3:30. All families involved in carpools will be given a number at the beginning of the school year. Parents arriving at the school to pick up their children must have the number displayed in a prominent place in their windshield. Students will be allowed to leave school at the conclusion of the day as their number is called. This system allows for a smooth and safe exit.

c) Student Driving & Parking

(1) Students must enter via the Byron Center Ave driveway and exit via the 76th St driveway.

(2) Students must park in the lot to the east of the building on the third or fourth tiers.

(3) 15 MPH speed limit is strictly enforced. Students not abiding by this rule or performing other unsafe driving techniques will be considered as engaging in reckless driving and given two discipline points.

(4) No music or beat should be audible outside the vehicle anywhere on the property.

(5) No controlled substances are to be in vehicles on the property.

d) Field/Class Trips

Students will not be allowed to drive themselves or other students during school hours without special parental permission.

**6. Building and Grounds Use**

Some rules related to building use are:

a) Chewing gum or throwing snowballs on campus is prohibited.

b) Students are to walk, not run, in the hallways.

c) Areas where students are allowed during school hours are in the designated play areas. Students are not to go behind the school buildings or to their vehicles without office permission.

d) Students should only come to the campus during school hours and for officially sponsored school activities and should only be on campus when a school staff member or parent is present. Plans to be at school should not be made by students apart from teachers or coaches.

**7. Playground Rules**

A. Boundaries

The playground area consists of the woodchips, concrete, and lawn areas on the west side of the building.

B. Entering Building

Students may only enter the building with the permission of a teacher or helper. Once outside, children should remain outside.

C. Snacks / Food

If snacks are taken outside, wrappers must be brought back inside and disposed of.

D. Equipment
1. Equipment should be used in the most conventional manner.
2. Swings should be used by one person at a time without twisting movements or standing. Jumping off swings is not allowed.
3. Balls should not be thrown or kicked against the walls.
4. Grade K-2 are not allowed on the red loops.
5. No more than 3 small children (K-2) or 2 larger kids (3-6) are allowed on the tire swing at a time.

E. Miscellaneous
1. No climbing on the fence.
2. No throwing woodchips, stones, or other such objects.
3. No hard ball (i.e. baseball) throwing.
4. No careless kicking of balls or willful disregard of persons or property.
5. No games which involve tackling, wrestling, or play fighting.
6. When a ball goes over the fence:
   a) Students may go to the other side of the fence with adult approval and supervision only.
   b) Students may not go across the road under any circumstances.

**8. Respect and Care for School Property**

God has blessed us so richly through the generosity of His people with our school property. In order to keep tuition costs down, students are asked to do their part in keeping the school clean by picking up after themselves and helping wherever possible. This is a way we each serve one another.

**9. Visitors**

Visitors are welcome at Zion Christian School, provided that each visitor has been approved by the administration and the teachers involved prior to the planned visit. During the school day, all school doors will remained locked, with the exception of the office, thereby ensuring that all visitors check in at the office. If a visitor arrives to visit a particular student and does not check in, the visited student may receive a detention.

**10. Electronic Devices**

We ask students not to bring to school lighters, music devices of any kind, video or electronic games, or compact discs. This applies before, during, and after school, as well as at all school functions and field trips unless specifically permitted. At the discretion of the administration, exceptions to this policy may be made for class trips (e.g. Washington D.C., etc.) with oversight given to content.

Cellular phone use is not permitted any time during school hours. Phones may be stored in students' hallway lockers during the school day but must remain turned off. Phones may be used before and after school hours on school grounds as needed, but never in the school building between 7:45am and 3:15pm without permission from faculty or staff. For those activities which extend beyond the school day, those in authority have the right to enforce additional cell phone regulations during these times. Because modern cell phones may also function as data storage devices, student cell phones brought to school are subject to inspection and review by school staff. Any content deemed inappropriate by the administration may be grounds for further discipline.

Students found in violation of this policy will face discipline as follows:

1st Offense: Student receives a detention; Parents are contacted; Phone is taken from student for the remainder of the day.

2nd Offense: Student receives a detention; Parents are contacted; Phone must be picked up in person by a parent.

## PRESCHOOL DAILY SCHEDULE

**Standard Day (T, R)**

| Activity | Time |
|---|---|
| Devotions | 8:15 - 8:30 |
| Class | 8:30 - 9:45 |
| Break | 9:45 - 10:00 |
| Class | 10:00 - 11:15 |

## PRE-KINDERGARTEN DAILY SCHEDULE

**Standard Day (M,W)**

| Activity | Mon & Wed |
|---|---|
| Devotions | 8:15-8:25 |
| Class | 8:25-9:45 |
| Break | 9:45-10:00 |
| Class | 10:00-11:30 |
| Recess | 11:30-11:50 |
| Lunch | 11:55-12:20 |
| Class | 12:25-2:00 |
| Recess | 2:00-2:15 |
| Class | 2:15-3:15 |

# K - 6TH GRADE BELL SCHEDULES

**Standard Day ***

| Kindergarten – 2nd | | Grades 3-6 | |
|---|---|---|---|
| **Activity** | **Time** | **Activity** | **Time** |
| Devotions | 8:15-8:25 | Devotions | 8:15-8:25 |
| Catechism (W) | 8:25-9:00 | Catechism (W) | 8:25-9:00 |
| Class | 8:25-10:00 | Class | 8:25-9:45 |
| Break | 10:00-10:15 | Break | 9:45-10:00 |
| Class | 10:15-11:40 | Class | 10:00-11:45 |
| Chapel (F) | 11:15-11:40 | Chapel (F) | 11:15-11:40 |
| Recess | 11:40-12:00 | Lunch | 11:45-12:00 |
| Lunch | 12:00-12:20 | Recess | 12:00-12:20 |
| Class | 12:20-2:00 | Class | 12:20-3:15 |
| Recess (K-3) | 2:00-2:15 | | |
| Class | 2:15-3:15 | | |

* Kindergarten meets only on Monday, Wednesday, and Friday

**Half-Days**

Students will be dismissed at 12:00pm.

# 7TH - 12TH GRADE BELL SCHEDULES

| Period | M,T,R | Wednesday | Period | Friday |
|---|---|---|---|---|
| Homeroom | 8:15 - 8:25 | 8:15 - 8:25 | 1st Period | 8:15 - 8:57 |
| 1st Period | 8:28 - 9:11 | 8:28 - 9:09 | 2nd Period | 9:00 - 9:41 |
| 2nd Period | 9:14 - 9:58 | 9:12 - 9:53 | Break | 9:41 - 9:51 |
| Break | 9:58 - 10:08 | 9:53 - 10:03 | 3rd Period | 9:51 - 10:32 |
| 3rd Period | 10:08 - 10:52 | 10:03 - 10:44 | 4th Period | 10:35 - 11:16 |
| 4th Period | 10:55 - 11:39 | 10:47 - 11:29 | Lunch | 11:16 - 11:40 |
| Lunch | 11:39 - 12:03 | 11:29 - 12:14 | Chapel | 11:40 - 12:10 |
| 5th Period | 12:03 - 12:47 | 12:14 - 12:56 | 5th Period | 12:15 - 12:56 |
| 6th Period | 12:50 - 1:34 | 12:59 - 1:40 | 6th Period | 12:59 - 1:40 |
| Break | 1:34 – 1:44 | 1:40 – 1:50 | Break | 1:40 – 1:50 |
| 7th Period | 1:44 - 2:28 | 1:50 - 2:31 | 7th Period | 1:50 - 2:31 |
| 8th Period | 2:31 - 3:15 | 2:34 - 3:15 | 8th Period | 2:34 - 3:15 |

| ASSEMBLIES | | | |
|---|---|---|---|
| **Period** | **30 Minute** | **40 Minute** | **60 Minute** |
| Devotions | 8:15 - 8:25 | 8:15 - 8:25 | 8:15 - 8:25 |
| 1st Period | 8:25 - 8:57 | 8:25 - 8:57 | 8:25 - 8:57 |
| Assembly | 8:57 - 9:27 | 8:57 - 9:37 | 8:57 - 9:57 |
| Break | 9:27 - 9:37 | 9:37 - 9:47 | 9:57 - 10:07 |
| 2nd Period | 9:37 - 10:20 | 9:47 - 10:28 | 10:07 - 10:46 |
| 3rd Period | 10:23 - 11:06 | 10:31 - 11:12 | 10:49 - 11:27 |
| 4th Period | 11:09 - 11:51 | 11:15 - 11:56 | 11:30 - 12:09 |
| Lunch | 11:51 - 12:15 | 11:56 - 12:20 | 12:09 - 12:33 |
| 5th Period | 12:15 - 12:57 | 12:20 - 1:01 | 12:33 - 1:11 |
| 6th Period | 1:00 - 1:43 | 1:04 - 1:45 | 1:14 - 1:52 |
| 7th Period | 1:46 - 2:29 | 1:48 - 2:30 | 1:55 - 2:34 |
| 8th Period | 2:32 - 3:15 | 2:33 - 3:15 | 2:37 - 3:15 |

# EXAM SCHEDULE

| Exam Schedule | | | |
|---|---|---|---|
| **Tues - Thurs** | | **Friday** | |
| **Time** | **Activity** | **Time** | **Activity** |
| 8:15 - 8:30 | Devotions | 8:15 - 8:30 | Devotions |
| 8:30 - 10:30 | Exam 1 | 8:30 - 10:00 | Exam 1 |
| 10:30 - 11:00 | Break | 10:00 - 10:30 | Break |
| 11:00 - 1:00 | Exam 2 | 10:30 - 12:00 | Exam 2 |
| 1:00 - 3:15 | Study Hall | | |

Exam Rules:

1. Students will take exams in the room in which the class meets.
2. No student will be excused from exams.
3. If a student cannot take an exam at the scheduled time because of an emergency, the student must have the absence excused by the teacher and the administration. The exam must then be taken at the earliest possible time.
4. Students who have an exam scheduled during the first and second time slot of the day must stay for the entire first exam time.
5. Students are required to be present at school only during their scheduled exam times. Students that are on campus and do not have a scheduled exam must report to study hall. Students are not to be in the hallways during exam times or during the time period between the last exam of the day and their ride home.
6. Once the exam has been handed out, no one is allowed to leave the classroom until he or she has handed in his or her finished exam and one hour has elapsed.
7. When a student has finished his or her exam, he or she may spend the remaining time in the exam room studying or, if that is their last exam of the day, he or she may leave campus immediately.
8. Students who are staying at school until 3:15 should report to their study hall room to eat their lunch.
9. All school rules, including dress code and food in the classrooms, are in effect during exams.

*Approved and Adopted July 26, 2021*