

# Zion Christian Academy

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*Psalm 125:1*

## KINDERGARTEN – 8<sup>TH</sup> GRADE FAMILY HANDBOOK

2021-2022



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## **Vision Statement**

*“Preparing the next generation to become world changers”.*

## **Mission Statement**

*Zion Christian Academy’s mission is to provide a biblically integrated education that will prepare students to excel academically, spiritually, socially, emotionally and physically so our students will honor God and change the world around them.*

## **Statement of Faith**

1. The Bible is the inspired, inerrant Word of God; it is the ultimate source of truth and authority. (II Tim. 3:16; II Pet. 1:20-21; Heb. 4:12)
2. One of the divine mysteries that we receive by faith is that God is triune, three distinct persons, yet one God. (Matt. 28:18,19; Matt. 3:16,17)
3. Jesus, who is true God and true man, is the only way of salvation having made full and complete payment for all the sins of all people when He died on the cross at Calvary, and His resurrection is proof that the Father accepted this payment. (I John 4:2 & 15; John 3:16; I John 1:7)
4. The Holy Spirit initially brings believers to faith in Jesus, and keeps them in the faith day by day, and works constantly to produce spiritual maturity. Believers are to submit to the Holy Spirit and cooperate with Him as He develops spiritual fruit in each life. (I Cor. 12:3; I Cor. 6:11; Gal. 5:22-24).
5. It is both a privilege and a duty to share the good news of salvation through the atoning blood of Jesus Christ with all people because all are sinful by birth and by personal act. All will perish in the eternal lake of fire unless they receive Jesus as their personal Lord and Savior. (Matt. 28:18-20; Acts 1:8; Luke 24:46,47)
6. The gifts of the Holy Spirit are available today. Therefore, we believe these gifts include healing miracles, supernatural wisdom and knowledge, and God speaking through prophetic utterances. ZCA teaches that the baptism of the Holy Spirit is available to all born-again believers as God’s gift of power to witness and to live a victorious Christian life. (Rom. 11:29; Num. 11:22; I Cor. 12:1-11; I Cor. 14; Mark 1:8; Matt. 3:11)
7. Parents have the God-given responsibility to bring their children up in the nurture and admonition of the Lord. (Eph. 6:4; Deut. 6:4-9; Prov. 22:6)
8. Prayer is a vital part of every Christian’s life. To praise God, seek His guidance, intercede for the needs of others, and offer personal petitions. God has bound Himself to answer the prayer offering - retaining for Himself the right to determine “how” and “when”. (I Thessalonians 5:16-22; James 1:5-8; James 5:13-18; I Tim. 2:1-4)
9. Those who are in right relationship with Jesus will be active and regular in attendance at a church or Christian fellowship. (Act 2:42,46,47; Acts 1:14)
10. God has not rejected Israel. Therefore, for the sake of God, we offer friendship and support to Jewish people throughout the world. (2 Chronicles 9:8; Psalms 98:3; Isaiah 44:21; Ezekiel 37:28; Romans 11:25; Jeremiah 31:2).
11. We believe marriage has only one meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture. We believe that god intends sexual intimacy to occur only within the confines of marriage. (Gen. 1:26-28; 2:24, Matt.19:1-10, Eph. 5:22-33, Heb. 13:4)
12. We believe that children are a blessing from the Lord. Thus, all human life is sacred and worthy or protection from the moment of conception. (Psalms 127; 139:13-16)

# ***INTRODUCTION***

The purpose of this handbook is to acquaint you with the philosophy, policies, and procedures of Zion Christian Academy. We believe that parents hold the primary right and serious obligation to educate their children. Thus, we realize that parents delegate the sacred trust of educating their children according to Christian principles to the teachers at ZCA who willingly assume this role of educator.

It is imperative that parents/guardians have a firm understanding of what is expected during the hours that children are under the care of the school. With that in mind, please read this handbook carefully making note of the changes.

## **1. PHILOSOPHY of CHRISTIAN EDUCATION**

**At Zion Christian Academy, we believe each child should be educated within the Christian community so that their potential is fully developed spiritually, emotionally, physically, and socially. While primary responsibility lies with the parents, ZCA's mission is to partner with the Christian home and the Christian church in this process.**

### **GOALS**

- To promote the growth of Christian values, principles, and moral attitudes.
- To help each child develop academically according to their ability, striving for maximum potential.
- To encourage parental involvement for mutual benefit of the child, the parent, and the school.
- To make learning a pleasant, worthwhile experience.
- To encourage students to use their God-given talents and gifts to serve others and to continue Christ's work in the world.
- To teach students love of life, love of family and love of country.
- To ensure each student may become a responsible citizen of society embracing the plurality of cultures and to respect and revere this plurality as a wonder of God.

## **2. NONDISCRIMINATION POLICY**

In the spirit of Christian unity and the love that Christ shows for all mankind, Zion Christian Academy does not discriminate based on race, sex, national origin, or physical disability. The school does, however, reserve the right to deny admission to any individual who cannot benefit from the experience based on past academic achievement or whose personal lifestyle is not in harmony with the stated philosophy and purpose of ZCA. Zion Christian Academy does reserve the right to use appropriate selection criteria in fulfillment of its stated goals and objectives.

### 3. **ADMISSION POLICIES**

The criteria for student's acceptance to Zion Christian Academy includes former records, a placement test (at the discretion of the principal) and an interview. Students will be reviewed annually and be allowed to enroll based on academic progress, testimony, and discipline records.

Registration of a student will be finalized when the following items have been satisfactorily completed:

- Application/registration form completed and signed by parents or guardians.
- Application/registration fee paid.
- Student's health and other record forms completed.
- Student questionnaire completed. (grades 7-12)
- Code of Conduct agreement statement signed.
- Handbook Statement of Cooperation and Conduct completed and signed by parents or guardians.
- Entrance/placement test satisfactorily completed. (at the discretion of the principal)
- A personal interview of parents and prospective students with school administration.
- Notification of student's acceptance.

***Please note:***

- Zion Christian Academy complies with Kentucky State Law concerning age requirements for Kindergarten and First Grade.
- Zion Christian Academy is limited in the acceptance of hyperactive or hyperkinetic children.
- ZCA does not offer support services via a school counselor, psychologist, or special education teacher for **social, emotional, or behavioral** issues leading to conduct that will interfere with learning in a regular classroom environment or for IEP's other than speech and language services.

### 4. **FINANCIAL ARRANGEMENTS**

#### **TUITION**

Tuition fees are payable online through the FACTS Family Portal and Financial Management System. Payment schedules are selected by the parent/guardian when you sign up online. Please visit the home page on our website for a link to the FACTS Family Portal and Financial Management System. You will need the following District Code: ZCA-KY

#### **REGISTRATION FEES**

A registration fee is payable for each child enrolled for each school year.

## **BOOK FEES**

Book fees are payable for each student. These fees are due by July 15<sup>th</sup>. Book fees do include some of the required materials for each grade.

## **SUPPLY LISTS**

Each grade has a designated list of supplies that students are required to provide on the first day of school. These lists are posted via our website, [zionchristianacademy.com](http://zionchristianacademy.com), prior to the start of the school year.

## **WITHDRAWAL FROM PROGRAM**

Should you decide to withdraw your child from the program, a two-week notice is required. If, for whatever reason, a notice is not given, a two-week tuition fee will be charged. Any child being withdrawn after May 1<sup>st</sup> will still be required to complete payments through the close of the school year.

## **5. EDUCATIONAL PROGRAM**

The educational program at Zion Christian Academy, for the purposes of providing a sound academic education, primarily uses the ABEKA curriculum with implementation of BJU curriculum in the upper grades. Instruction is provided in the following areas: religious instruction, language, reading, spelling, penmanship, mathematics, social studies, science, health, history, physical education, music, and art.

## **6. NUTRITION**

Lunch is served between 11:00 a.m. and 12:15 p.m. for K-8<sup>th</sup> grade. Your child, should you choose to buy school lunch, is served a hot, well-balanced meal each day for \$3.50. **On the 1<sup>st</sup> and 15<sup>th</sup> of each month, your account will be charged for the number of lunches your child had eaten during that period. Monies can be added to your child's lunch account via the Facts Management Lunch Portal.** A monthly calendar will be provided which will list the menu for that month. If you choose to pack lunch, please be mindful that we cannot refrigerate, or heat items so please plan accordingly.

## **7. HEALTH & SAFETY**

Your child's health is a matter of major importance to all of us. Upon enrollment, we require a Preventative Health form signed by a physician be provided as well as proof of up-to-date immunizations on the approved KY form.

Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be immediately isolated from the others, and you will be contacted.

***Keep your child home if they exhibit any of the following symptoms:***

- *Fever or has had one during the previous 24-hour period.*
- *Heavy nasal discharge*
- *Constant cough*
- *Abnormally irritable*

- *Abnormally tired (Rest at such times may prevent the development of serious illness)*
- *Possible communicable disease symptoms (i.e. sniffles, reddened eyes, sore throat, headache, abdominal pain, fever).*

***Please notify the school at once if the child does have a communicable disease.***

***Your child may come to school if:***

- *A cold is over, but a minor nasal drip remains*
- *The school has been notified of an exposure to a communicable disease and the approved incubation period is over*

## **EMERGENCY PROTOCOL**

In case of accidental injury or emergency, ZCA will attempt to contact the child's designated emergency contacts. If necessary, an ambulance or paramedic will be contacted as well. Until the arrival of a parent, ambulance or paramedic, the Director or an Assistant will personally oversee the care of the child. The legal guardian will be expected to assume responsibility for any resultant expense not covered by ZCA insurance as agreed to per the signed consent form. It is to each child's benefit that parents/guardians keep the school up-to-date on all emergency contact information and any other pertinent information regarding child health and safety.

## **MEDICATION**

If a student has a medical prescription that must be taken during the school day, medications must be handed directly to the teacher to be placed in a locked cabinet. No child is permitted to keep medication in his/her possession. A medication permission form must be filled out and signed by the parent. You may pick up the form in the office.

## **8. AUTHORIZATION TO PICK UP CHILD**

No child will be released to leave the ZCA premises with any individual who has not been authorized by a legal guardian to do so. We must have written or verbal authorization from a legal guardian regarding any changes.

## **9. VOLUNTEERS**

ZCA welcomes volunteers! We would love voluntary assistance for field trips, programs, public relations activities, recruitment of future students, and other activities. All volunteers participating in class events are asked to complete a background check using the Kentucky Volunteer Registry Form. You may download a form using the "School Resources" tab on our website.

## **10. BIRTHDAYS**

If you would like to send a treat for your child's birthday, we celebrate birthdays either in the classroom or at lunchtime. Please notify your child's teacher at least two days in advance if you decide to do so and ensure there is enough to share.

**Please avoid foods that include common allergens.**

## 11. ARRIVAL AND PICK UP

### KINDERGARTEN

**Drop Off** is between 8:15 a.m. and 8:25 a.m. Drop off past 8:25 a.m. will count as a tardy. If before-care is needed, an additional fee will apply (see rate sheet for details).

**Pick Up** is between 2:30 p.m. and 2:40 p.m. If a child is picked up later than 3:00 p.m. \*, the after-care fee will apply (see rate sheet for details).

*\*Students with siblings in grades 1-8 may be picked up by 3:10 p.m.*

### GRADES 1<sup>st</sup>-8<sup>th</sup>

**Drop Off** is between 7:55 a.m. and 8:10 a.m. Class begins promptly at 8:10 a.m. Arrival past 8:10 will count as a tardy. If before-care is needed (grades 1-4 only), an additional fee will apply (see rate sheet for details).

**Pick Up** is between 3:00 p.m. and 3:10 p.m. If a child is picked up later than 3:10 p.m., the after-care fee will apply (see rate sheet for details).

### **PLEASE NOTE**

- Drop-Off: Follow the appropriate flow drop-off signage.
- For health and safety reasons: Parents will **drop off** students outside the main door.
- Students who are **tardy** must be signed in at the school office by a parent/guardian. If you are tardy, please park and walk your student into the office.

## 12. AFTERCARE

The use of aftercare is primarily for those who have registered for set days upon enrollment. Due to staffing limitations, if you have not been registered for aftercare, you must call ahead to check availability. Aftercare is only available for students in grades K-4.

## 13. ATTENDANCE

We are required to follow the State of Kentucky's attendance guidelines; therefore, it is important that your child attend school each day. You will be required to sign a School Attendance Policy at the beginning of the year. Please read this policy carefully as it contains very important information. If your child has more than **six unexcused absences** within the school year, we will be forced to report your child to the State. In addition, three unexcused tardies are counted as 1 absence.

The parent, in accordance with state law, must notify the office each day his/her child is absent from school. **The parents must call the office before 8:30 a.m.** The state law also requires that a signed written excuse be provided to the teacher upon return. The excuse must state the child's name, date, dates of absence(s), and reason for the absence(s).

In the event a student is removed from school for vacation, the teacher must be notified at least one week in advance. Students on vacation are marked absent and are responsible for all work missed.

### **MAKE-UP WORK**

Students who are absent due to illness or personal vacation will be required to complete make-up work. Depending on the number of days missed, students will be given two days to one week to complete and return the make-up work to the teacher. If the assigned work is not submitted on time, the grade for the missing work will be recorded as a zero. In case of a prolonged illness, parents should contact the teacher to make special arrangements.

### **HOLIDAYS AND DAYS OFF**

You will receive a school calendar at the beginning of the year listing all holidays and off-days. In the event of excessive snow-days, scheduled days off may then be used to fulfill required school days. If that is the case, you will be notified.

### **INCLEMENT WEATHER**

In the event school is on delay or closes due to inclement weather, you will be notified via FACTS text alerts.

### **DOCTOR APPOINTMENTS**

Doctor and dental appointments should be made after school hours if possible. However, if a school time appointment is necessary, a written note must be submitted to your child's teacher. For such appointments, the child will be marked tardy to indicate incomplete attendance for the day and will be required to complete any missed classwork.

### **TARDIES & ABSENCES**

Students who arrive late to school **must report to the office with a parent/guardian** and receive a tardy slip before going to their classroom. Children more than 1 ½ hours late will be marked ½ day absent. If a child is removed from class prior to the end of the school day for any reason, a note must be provided, and the student will be marked either tardy or ½ day absent depending on the time removed.

## **14. COMMUNICATION**

ZCA is committed to helping children and their families as it pertains to school adjustment, growth and development. Please feel free to discuss your child's needs or concerns with their teacher. If more than a few minutes are needed with a teacher, please schedule a time before or after class. We encourage your input and hope that you will communicate with us as you feel necessary. We will make every effort to work with you concerning the needs of your child.

You may contact teachers directly through email. Phone calls from teachers will ordinarily be made during the teacher's planning period or after school hours.

If parents and teachers are partners in the education and training process, communication is a must. The following are ways that we strive to communicate with the home:

1. **Daily Folders (K)** are sent home every day with important information\*.
2. **Friday Folders (1<sup>st</sup>-4<sup>th</sup>)** are sent home every Friday with important information.
3. **Student Agenda (2<sup>nd</sup>-8<sup>th</sup>)** encourages daily correspondence between teachers and parents. Parents please look at your child's agenda daily.
4. **FACTS Text Alerts** are sent out with important news and information.
5. **Phone calls or Emails:** 859.371.9008 or [zionlions@zcaky.com](mailto:zionlions@zcaky.com)
6. **A teacher may call or email** when an improper attitude, behavior problem or academic problem is displayed.
7. **Parent-teacher conferences** will be scheduled after the 1<sup>st</sup> grading period and can also be scheduled before or after school upon request. Please contact the teacher for availability when needed.
8. **The Family Handbook** is a great resource to look back on as a refresher of our school rules and guidelines.
9. **Report cards** are issued every six (K-3<sup>rd</sup>) and nine (4<sup>th</sup>-8<sup>th</sup>) weeks.
10. **Social Media:** Parents can stay up to date on all school events, fundraisers, activities, and important information through our Facebook page. Please like our page on Facebook and follow us on Instagram, "Zion Christian Academy".

## 15. RECESS

All children, K-4th, are expected to go outside for recess, weather permitting (please dress your children accordingly). If weather conditions do not permit an outdoor recess time, recess will be held indoors. Students in grades 5-8 will also be going outside for PE and free time.

## 16. PLAYGROUND RULES

- Play should not be of such a nature that clothes are torn or ruined.
- No hard balls are allowed on the playground area.
- Tackle football, or any similar game, is prohibited.
- Rocks and ground materials may not be thrown.
- No pushing, climbing, or swinging on fencing.
- Playground equipment rules must be followed.
- Students may not leave the playground without permission.

## 17. FIELD TRIPS

Teachers are encouraged to take classes on field trips that will enhance an area of their education. To do so, parent volunteers may be needed to chaperone and/or help transport children. Chaperones are necessary in maintaining certain child to adult ratios that ensure proper supervision and safety of each student. Because of this, **siblings are not permitted to attend field trips**. If you are able to help, please let your child's teacher know.

Permission slips signed by parents or guardians must always be given before any field trip. A criminal record check must be completed before you can volunteer. If you have never attended a field trip with Zion Christian Academy before, please go to our website, select "School Resources" and print off the "Volunteer Registry Form". Complete the form and return it to the school office (currently, it is free to file in Kentucky, but this is subject to change). Be sure to check the first box (A Licensed Child-Care Center Employee, Volunteer, or Adult Household Member) and provide a copy of your driver's license.

## 18. HOMEWORK

The purpose of homework is to help each student thoroughly grasp and master the material already presented. Repetition and reflection will promote better understanding and retention. Parents can assist the student by providing a quiet place, a regular study time each evening, and by making sure assignments are neat, complete, and accurate.

## 19. REPORTING STUDENT PROGRESS & GRADING

Zion Christian Academy uses a variety of methods to inform parents of their child's progress in school. It is our hope that the different communications will help both the parent and the teacher to provide for the needs of the child.

### REPORT CARDS

Report cards are emailed and available to view on FACTS Management. Report cards for grades K-4<sup>th</sup> will be sent at the end of each six-week term. Grades 5-8 will be sent every quarter. These reports will indicate progress, grades, and areas of needed improvement.

### PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled with the teacher after the 1<sup>st</sup> grading period and upon request.

### GRADING SCALE

The grading scale for grades K through 8 is as follows:

A – Outstanding: 90-100%  
B – Good: 80-89%  
C – Satisfactory: 70-79%

D - Poor, needs improvement: 60-69%  
F - Failure, unsatisfactory: 59% & below

Within this framework, teachers may use their own grading guidelines to assign varying values to specific tasks.

## OTHER GRADING POLICIES (GRADES 5-8)

Students receiving failing grades need to know the following:

- Why they are failing and what they must do to raise the grade.
- How the teacher can assist the student to raise the grade.
- How parents can assist their student at home.

## 20. PROMOTION

It is our desire that each student at ZCA be successful in his/her academic achievements. Ideally, students' progress from one grade level to the next after one academic year. However, due to the uniqueness of an individual, it may be necessary for a student to repeat a grade. After consulting with the student's parents, the teacher and director may require a student to be retained in a grade. The faculty and administration respect the right of parents to enroll their child in another academic institution if the parents want their child to advance to the next grade level.

## 21. DRESS CODE

Students at Zion Christian Academy are expected to comply with the following dress code: If they arrive at school out of uniform you will be required to bring them proper attire.

✓ The following is a list of **appropriate** uniform attire:

✓ <b>Shirt</b>	Collared Uniform Shirt (must be ordered through our website under "Student resources)	<b>SOLID</b> colored <b>black, white or navy</b> long sleeved shirt may be worn under short sleeved shirts
✓ <b>Pants</b>	<b>Navy or Khaki</b> dockers-style pants that are fitted at the waist	Straight leg, boot cut, slightly flared <b>BLUE jeans</b>
✓ <b>Shorts</b>	<b>Navy or Khaki</b> dockers-style or <b>BLUE jean</b> shorts that are fitted at the waist	May be worn only <b>May 1st through October 15<sup>th</sup></b> . No shorter than 3" above the knee
✓ <b>Skirts</b> ✓ <b>Jumpers</b>	<b>SOLID Navy, Khaki</b> uniform-style skirts jumpers (shorts <b>MUST</b> be worn underneath)	May be worn only <b>May 1st through October 15<sup>th</sup></b> . No shorter than 3" above the knee
✓ <b>Sweaters</b> ✓ <b>Sweatshirts</b>	<b>PLAIN black, white, or navy</b> cardigan or zip up sweatshirts	Spirit-wear sweatshirts may be worn over a collared uniform shirt
✓ <b>Jewelry</b>	<b>GIRLS:</b> no distracting jewelry	<b>BOYS:</b> no earrings or piercings of any kind

✓ <b>Hair</b>	Neat in appearance	<b>BOYS:</b> hair must be above the collar
✓ <b>Shoes</b>	Closed Toed Shoes	Clean in appearance

**X** The following is a list of **inappropriate** attire:

**X Shirts/Sweaters/Sweatshirts:**

- *Spirit wear t-shirts* are **NOT** considered to be part of the uniform and may only be worn on school spirit days or non-uniform days.
- Girls may **NOT** wear tight fitting shirts.
- *Shirts worn under uniform shirts, sweaters and zip up sweatshirts* must be **SOLID** in color and may **NOT** have markings of any kind (including name brand logos). Spirit wear sweatshirts are preferred.

**X Pants/Shorts:**

- *Wide legs, cut offs, “zip offs”, and frayed or holey pants/jeans* are **NOT** allowed
- Pants must be *fitted at the waist* with **NO** underwear showing
- Pants may **NOT** drag the ground
- *Baggy or “puffy” cargo jeans/pants* are **NOT** permitted
- *Leggings, jeggings or pants made of stretchy material* are **NOT** permitted
- Pants must **NOT** be *tight fitting*

**X Hair:**

- Unnatural or distracting *hair dyes* are **NOT** permitted
- *Headbands or hair pieces* (unicorn horns, cat ears, etc.) are **NOT** permitted

**X Jewelry:**

- Please do **NOT** send your student with dangling earrings or other jewelry that may be distracting

**X Other:**

- Any offensive decals on clothes, shoes, backpacks, etc. are **NOT** permitted. This includes anything that promotes violence or death, such as skulls and crossbones.

## **SPIRIT & NON-UNIFORM DAYS**

- **NON-UNIFORM DAYS** take place every other Friday. On these days, students do not have to wear their uniform. Dress-code rules regarding modesty still apply. To participate in Non-Uniform Days, students must bring \$1.00 to school. This money is collected and used towards student events.
- **SCHOOL SPIRIT DAYS** take place on the alternating Fridays and students are permitted to wear their school spirit wear (i.e. ZCA t-shirts, sweatshirts, hoodies) in place of their uniform polo. Polos are not required to be worn under sweatshirts/hoodies on these days. If your student does not yet have spirit wear, they are permitted to wear purple, black or white. All other dress-code rules still apply concerning bottoms and shoes.
- **SPECIAL DRESS-UP DAYS:** ZCA also schedules different dress-up days to celebrate certain holidays or to promote student engagement (i.e. pajama day, crazy hair day, etc.). On these days, students are not required to wear their uniforms. However, they are still required to be modestly and appropriately dressed for school activities.

## **22. HONOR CODE**

### **PHILOSOPHY OF DISCIPLINE**

The intention of Zion Christian Academy is to motivate all students to develop a sense of accountability and to discourage negative behavior. Any student who repeatedly violates the standards of behavior, to which all students are held accountable, will receive disciplinary consequences. Discipline will be handled as in a manner according to the procedures listed in the next section.

### **HONOR CODE**

Zion Christian Academy desires that each student honor Christ in all actions, words and activities 24 hours/day, 7 days/week, 365 days/year. PARENTS AND STUDENTS (Grades 5-8 only) are required to sign a copy of the Honor Code.

To ensure an appropriate Christian school environment, and to reinforce the Christian values of the home, students, and parents of ZCA support the following Honor Code:

- Students are always to exhibit respect towards teachers and faculty. Talking back, foul or abusive/disrespectful language\* or gestures are not permitted.
- Students are expected to recognize the dignity and importance of each person by respecting others' feelings, property, and rights.
- Pushing and shoving in line, cheating, stealing, verbal abuse, name calling, and unacceptable physical contact such as fighting, scuffling, tripping, shoving, and unacceptable games are not permitted.
- Students are expected to properly care for all school property. Defacing school property is not permitted. Students and parents are financially accountable for repair or replacement of any damaged property.

- Students are to conduct themselves in a respectful manner in the school building before and after school and while changing classes.
- Students are given a supervised lunch/recess period daily. This time is not only for rest and relaxation, but for maintaining and developing proper table manners and acceptable social behavior in the lunchroom. Conversing quietly is acceptable.
- Rude behavior, such as shouting, food throwing, or destroying another's lunch will not be tolerated. Disciplinary action will result.
- "Bullying" is inappropriate aggressive, harassing, or abusive behavior. Cyber bullying is any use of social media as a platform for such behavior. Bullying, including cyber bullying, could include, without limitation, actions such as making threats, spreading rumors, attacking someone physically or verbally (whether directly or indirectly), and intentionally excluding someone from a group for an improper purpose.
- "Racist behavior" is actions or words, verbal or nonverbal, that demonstrate prejudice, discrimination, or antagonism based on race. This includes, without limitation, any racial slur, symbol, gesture, etc.
- All homework assignments are expected to be neat, satisfactory, and completed on time.
- Students are expected to take an active role in helping create a positive classroom experience for all. Students are called upon to assist teachers in establishing classroom rules and standards.
- Students are expected to abide by the dress code as detailed in this handbook.
- Students are always to conduct themselves as responsible Christian citizens. Each student is a personal representative of Zion Christian Academy and is expected to produce a positive image both at school and in public.

**\*Disrespectful language is described as:**

- **Talking about inappropriate things or using innuendoes**
- **Swearing or Cursing**
- **Mature/immature discussion that is not typical of their age**
- **Using variations of inappropriate words or phrases**

## **23. DISCIPLINE**

### ***Honor Code Violations***

Zion Christian Academy desires that each student strives to honor Christ in actions, words, and activities at all times, whether in their public or private lives. Violations of the Zion Christian Academy Honor Code will result in specified consequences.

Consequences will be reviewed and differentiated based upon the nature and impact of each individual offense. Throughout the discipline process, it is always Zion Christian Academy's desire to administer reconciliation and restoration to whatever extent is possible.

Students in grades **K-4** who violate the Zion Christian Academy Honor Code will receive the following consequences. Each teacher will communicate their specific classroom policy at the beginning of the school year.

- Step 1 The teacher talks with the student and gives appropriate guidance and consequences.
- Step 2 If change and growth is not evident, the teacher will contact the parents.
- Step 3 If additional need for guidance is evident, the teacher parents/guardians, director, and student will meet. An appropriate plan will be outlined by all and placed in the student's file.
- Step 4 The student may be removed from the classroom if improvement is not evident. This means the student does assigned work at school, away from the class under supervision. Length of this special arrangement will be determined by the faculty and director.
- Step 5 Dismissal from Zion Christian Academy may occur if improvement in student behavior is insufficient, or if parents are not supportive of the school's guidance plan. The school reserves the right to dismiss any student whose conduct is harmful to others and whose behavior is not manageable by the staff.

A **Demerit Policy** has been implemented in grades 5-8 for students who violate the Zion Christian Academy Honor Code.

- Each demerit will result in a student losing all free time during the school day.
- Accumulation of eight (8) demerits in one quarter will result in in-school detention
- In-school detention: Student will be given an in-school detention assignment. In-school detention does not take the place of a student's regular assignments and he/she will still be responsible for completing his/her regular class assignments for that day.
- Persistent accumulation of demerits will result in further actions which could include loss of field trips and/or expulsion.

The following violations (K-8) may result in immediate dismissal:

- Persistent disobedience or aggression
- Leaving school grounds during school hours without permission
- Fighting or striking school personnel or other students
- Using inappropriate language
- Vandalism of school or church property
- Tampering with the fire alarm
- Possession of weapons

## **Cell Phone & Electronic Devices Policy**

Electronic devices are not to be seen or heard on campus at any time (including before school, lunch, passing period, etc.). This includes, but is not limited to laptops, tablets, portable audio devices, head/earphones, hand-held video games, smart watches and cell phones. Exceptions will be made for necessary medical devices at the Principal's discretion.

- In classrooms and under their supervision, teachers may give permission for the use of devices such as phones, tablets, earphones, laptops, etc.
- At any time, if a student needs to utilize their device, they may ask any staff member for permission (ie. student needs to call a parent or check for a text from a parent). This permission is given for one-time use. Staff members will work to accommodate all genuine requests (generally not during class/teaching, but during a free period or passing period).
- Any parent/guardian needing to reach a student immediately should call the campus office and a message will be delivered right away and/or the student brought out from class to contact their parent/guardian.
- Any student using a phone or other electronic device on campus (or any device that it is seen or heard at any point at school) will have that device confiscated.
- Consequences – Grades K-8
  - 1st Confiscation: The device will be held overnight, or a parent may retrieve the device at the end of the school day.
  - 2nd Confiscation: The device will be held for a week.
  - Confiscations beyond two will result in additional disciplinary action and, if necessary, suspension from school.

## **24. STUDENT RESPONSIBILITY**

### **CLASSROOM EXPECTATIONS – *Students are expected to:***

- Follow directions the first time they are given
- Bring all necessary materials to class before the bell rings
- Talk only with permission
- Keep hands, feet and other objects to yourself
- Do not argue or complain
- Respect yourself, other students, teachers and visitors

### **ASSIGNMENTS**

All homework assignments must be neat, satisfactory, and completed on time. If homework is not completed on the date that it is due, except for reason of illness, a demerit or other consequence may be rendered depending on the policy set up by the teacher beforehand.

### **PHONE CALLS**

Students are only allowed to use the telephone when given permission by the Director. To encourage personal responsibility, no telephone calls will be allowed in order to obtain forgotten assignments, books, etc., when the child has had previous knowledge that the item is needed.

### **CLOTHES**

Please label all clothes to prevent loss. Any clothes found without labels will be collected and donated if not claimed after one month.

## **25. FUNDRAISERS**

Two large fundraisers will be held per school year, one in the fall and one in the spring. The money raised will be used as part of the school budget to purchase equipment and materials needed. Smaller fundraisers may occur throughout the school year. As always, participation in fundraisers are highly encouraged but not required.

## **26. SCHOOL PICTURES**

School pictures will be taken 1 to 2 times per school year. Picture days are Non-Uniform days, meaning students are not required to wear their school uniform shirts. Picture day instructions and ordering information will be sent home with students.

## **27. EMERGENCY PROCEDURES/DRILLS**

### **FIRE**

1. When the alarm sounds, all students and faculty will evacuate from the nearest exit closing classroom doors on the way out
2. Students will walk quickly and quietly to their assigned assembly place
3. Students will stand **SILENTLY** in line until told to return to the building
4. When the signal is given, students will return to classes quietly

### **TORNADO**

1. Windows and doors are left open
2. Students & Faculty are to exit rooms immediately
3. Students & Faculty will report to the assigned area

### **EARTHQUAKE**

Follow the appropriate procedure for each classroom

## **28. OBSERVING CLASSES**

Any parent interested in observing a classroom must contact the school office so arrangements can be made with the teacher. No siblings should accompany the parent.

## **29. MEET THE TEACHER EVENT**

Zion Christian Academy has open houses at the beginning of the school year for all incoming students. This is to provide the parents and students the opportunity to meet the child's teacher, to learn student expectations for each grade and for any parent questions to be answered by the staff prior to the first day of school.

### **30. ANIMALS AND PETS**

For safety and health reasons, pets and animals are not permitted in the school building.

### **31. RATIONALE AND PROTOCOL FOR CONFLICT RESOLUTION**

It is vitally important that open communication be maintained between parents and staff members. General disciplinary action involving student behavior will be handled by the teachers. Situations in which student behavior becomes inappropriately chronic or flagrant will be referred to the school principal. Zion Christian Academy willingly receives constructive criticism or suggestions concerning ways in which the school might be improved or information concerning problems which may exist.

The Bible specifically directs that conflict be resolved in a very specific way (Matthew 18:15-17). In addition, we are to be quick to hear, slow to speak and slow to anger (James 1:19). Therefore parents should direct problems, criticisms, or suggestions using the following line of communication: teacher, principal, and finally the executive director, moving only to the next level if satisfactory progress has not been accomplished.

## **Parent Information for Reunification**

### ***Zion Christian Academy***

***10310 Dixie Highway Florence, Kentucky 41042***

***Office (859) 371-9008 Fax (859) 371-5603***

Emergency/Disaster Contact Person:	Cathy Culbertson/Bev Turner
Emergency/Disaster Contact #	859-371-9008
Emergency Contact cell #	CC 859.991.0063 /BT 859.620.8359
(Do not call cell phone during non-emergencies)	

In the event of evacuation due to disaster/emergency in building, staff & children will gather:	In fenced in play area behind main building or the area behind the new school building
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In the event of an emergency/disaster in the immediate area, staff & children will walk to:	Johnson Waterproofing 10312 Dixie Hwy Florence, KY 41042
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*If medical treatment is necessary, children will be transported to:	St. Elizabeth Hospital 7380 Turfway Rd Florence, KY 41042 (859)212-5200 *Unless otherwise stated in Emergency Transportation Form
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**Zion Christian Academy**  
**10310 Dixie Highway Florence, Kentucky 41042**  
**(859) 371-9008 (859) 371-5603 fax**

TO: Parents/Employees/Community

FROM: Cathy Culbertson

DATE: July 14, 2017

RE: Asbestos Management Plan Notice

This notification is to inform you that a Management Plan as prescribed in 40 CFR 763 of the Kentucky Asbestos Hazard Emergency Response Act dated May 1, 2014 is located for your review in the Principal's office dated as well as the main office.

A complete inspection and sampling has been performed to identify asbestos-containing materials. Results concluded that we are an asbestos free environment. If you have any questions, please contact the main office.

**\*Disclaimer:** This handbook may be modified whenever any of the circumstances covered by this handbook changes, in which case you will be notified.

