



Student Handbook Upper School

2020-2021

Zion Christian Academy
6901 Old Zion Road
Columbia, TN 38401
931-388-5731
www.zioneagles.org

Table of Contents

Introduction	4
Mission Statement	4
Statement of Faith	4
Purpose of ZCA	4
Objectives of ZCA	5
Family Commitment	6
Academics	8
Philosophy	8
Class Load Requirements	8
Student Classification	8
Diploma Distinctions	8
Dual Enrollment Procedures	9
Grading and Report Cards	9
Graduation Requirements (Classes of 2021, 2022, 2023)	10
Graduation Requirements (Beginning with the Class of 2024)	11
Homework	11
Honor Roll and Societies	12
Independent Study	12
Mid-Term and Final Exams	13
Accommodations in the Academic Program	13
Plagiarism and Cheating	13
FACTS	14
Review of Student Progress	14
Special Needs/Dyslexia Policy	14
Student Records	15
Testing Programs	15
Valedictorian and Salutatorian Selection Criteria	16
Attendance	18
Philosophy	18
Daily Schedule	18
Excused Absences (EA)	18
Unexcused Absences (UA)	19

	2
Excessive Absence Policy	19
Family Trips	19
Leaving Campus	20
Early Dismissal From School	20
Late Drop-Off to/Pick-Up from School	20
Tardiness	21
Release of a Student to Other than Custodial Parent/Guardian	21
Health & Safety	22
Illness	22
Medications	23
Chronic/Emergency Health Conditions	24
Field Trips	25
Extended Care/Summer Care/Camps	26
End of Year Procedures	26
Immunizations	26
Forms	27
Student Conduct	28
Goals of Christian Citizenship	28
Discipline	31
Type A Behaviors	32
Type B Behaviors	33
Discipline Procedures	34
Conduct and Tardy Detentions	34
Suspension	35
Behavior Contract	36
Expulsion	36
Dress Code	37
General Information	41
Bus Rules	41
Campus Visitors	41
Change of Address	41
Chapel and Spiritual Emphasis Events	42
Complaint or Problem Procedure	42
Definition of Marriage	42
Delinquent Tuition	42

Facility Use Policy	43
Field Trips	43
Field Trip Chaperone and Driver Guidelines	43
Lockers	44
Lunch & Snacks	45
Non-Discriminatory Policy	45
Records Access	45
Religious Disputes	46
FACTS and Google Classroom	46
Student Automobile Policy	46
Computer Resources/Acceptable Use Policy	47
Cell Phones	47
ZCA-provided Technology	48
Acceptable Use	48
Violations of Digital Use Policy	49

Introduction

Mission Statement

The mission of Zion Christian Academy is to instruct students from the light of God's Word in order to equip them for a lifetime of learning, leadership, service, and worship for the glory of God.

Statement of Faith

The policies and procedures of Zion Christian Academy are intended to uphold and advance its Statement of Faith and its educational mission. To attain this goal, we must have the support of each family at Zion Christian Academy. Each family who enrolls their children at ZCA is promising to support the educational mission of Zion Christian Academy and to support its efforts to uphold its Statement of Faith through its policies, procedures, curriculum, and instruction.

The complete [ZCA Statement of Faith](#) can be found on our school website.

Purpose of ZCA

The purpose of Zion Christian Academy is to provide a superior academic education integrated with a Christian view of God and the world based on the authoritative and inerrant Word of God. This educational program is designed for children in grades Preschool through 12 whose parents are committed to a personal faith in the Lord Jesus Christ. The Bible is specific in stating the principles which underlie Christian education. The apostle Paul presented a comprehensive principle when he wrote of Christ, *"For by Him were all things created, that are in Heaven, and that are in earth and He is before all things and by Him all things consist"* (Colossians 1:16-17). The Gospel of John states, *"All things were made by Him and without Him was not anything made that was made"* (John 1:3).

Functioning as an extension of the Christian home, Zion Christian Academy supports parents who seek to obey the Biblical instruction which gives them ultimate responsibility for the education of their children (Deuteronomy 6:7-8). Because the Christian approach to learning differs significantly from the secular viewpoint, Zion Christian Academy offers a curriculum rooted in a God-centered view of life. This view holds that God's truth is the standard for all truth. The curriculum, taught by a qualified

Christian faculty, allows parents to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church.

Objectives of ZCA

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20-21)
2. To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10)
3. To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (1 Samuel 16:7; Galatians 5:22-23)
4. To teach the student how to develop the mind of Christ towards Godliness (Philippians 2:5; I Timothy 4:7)
5. To encourage the student to develop self-discipline and responsibility from God's perspective (1 Timothy 4:7; I Corinthians 9:24-27)
6. To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
7. To help the student develop a Christian worldview by integrating life and all studies with the Bible (II Peter 1:3)
8. To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 19:14)
9. To help the student develop his identity in Christ as a unique individual created in the image of God to attain his fullest potential (Psalms 139:13-16)
10. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 1:1-4; Ephesians 5:21)
11. To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10)
12. To teach the student physical fitness, good health habits, and wise use of the body as the temple of God (I Corinthians 6:19-20)
13. To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19-20; 1 Corinthians 10:31)
14. To teach the student to understand and use the fundamental processes in communicating and dealing with others (such as reading, writing, speaking, listening and mathematics) (II Corinthians 5:20)
15. To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7)

16. To teach the student how to research and to reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2)
17. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages (home, church, nation) (I Corinthians 10:11; Romans 13:1-7)
18. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45)
19. To help parents to understand the school's purpose and program
20. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children
21. To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children (Deuteronomy 6:4-7; Proverbs 22:6)
22. To encourage each student in his pursuit and the school goal of academic excellence.

Family Commitment

1. We as parents or guardians accept God's responsibility which says, "Train up a child in the way he should go and when he is old, he will not depart from it" (Proverbs 22:6), and do affirm that this training is carried on in the home. We promise that the home will provide a secure haven of safety, free from the very influences we recognize as harmful. Since Zion Christian Academy is a Christian school, all families attending the school are required to be active in church attendance.
2. We have carefully examined and agree with ZCA Statement of Purpose and the Statement of Faith and desire the Academy to work with us in the total education of our child(ren).
3. In full cooperation with the Academy, we will regularly attend Parent-Teacher Fellowship meetings and other functions requiring our participation.
4. The teachers and administration are given full discretion in the discipline of children within the guidelines stated in the Student/Parent Handbook.
5. We pledge that if at any time our child fails to cooperate in meeting what administration, faculty, and parents agree are reasonable academic and disciplinary standards of the Academy, we will withdraw him/her quietly and without delay so as to avert a spirit of dissension and division at either our child's expense or the Academy's. The Academy reserves the right to dismiss, suspend, or otherwise discipline any student who does not adhere to the standards stated in the Student/Parent Handbook.

6. Students are accepted on a trial basis for the first grading period.
7. The Academy agrees to work closely with the parents(s) or guardian(s) in helping the students to learn and to solve their school-related problems. This will include provision of competent teachers, a full and balanced curriculum, regular reporting, supervision of the children and the program, and cooperation with the home.
8. We understand that Zion Christian Academy is a non-profit ministry operating on the principle of faith. Tuition is kept as low as possible to make Christian education available to those who desire it for their children. Tuition and fees do not cover all operating costs. Additional funds and needs must be met with gifts and personal services of our parents. We ask that each parent purposes to give as regularly as God provides, to meet the financial needs, to perform services when needed, and to uphold the Academy consistently in family prayer.

Academics

Philosophy

The primary academic objective of ZCA is to enable each student to achieve the most excellent scholarship of which he/she is capable. Scholarship requires, for most students, diligent and consistent application of ability and time. In that the various academic disciplines are God's revelation of Himself to man, it is the responsibility of the teacher and student alike to approach these studies with diligence (Rom. 12:11), enthusiasm (Col. 3:23), and faithfulness (I Cor. 4:2). As in every endeavor of the Christian life, the motivation to excel is based on the desire to be "approved of God" (II Tim. 2:15) and "well-pleasing" to Him (II Cor. 5:9).

Class Load Requirements

All students are required to enroll in at least six courses each semester. Enrollment in college classes, in-person or online as well as other online classes may be considered towards the six courses, with prior approval by the school administration. Night classes may not be counted toward the six-class requirement.

Student Classification

Middle School (Grades 6-8)

All students must go through credit recovery during the summer for any final grade lower than a 65. Students who receive a grade of 70 or lower will be placed on academic probation and may require remediation to advance.

High School (Grades 9-12)

All students must progress toward completing the graduation requirements for each subject. All students must go through credit recovery during the summer for any grade lower than a 65. Students who receive a grade of 70 or lower will be placed on academic probation and may require remediation to advance.

Diploma Distinctions

All graduates may be recognized for special honor on their diploma based on achieving

the following requirements:

- Summa Cum Laude (with Highest Honors) – Overall high school GPA of 3.90 or higher based on the official transcript through the first semester of the senior year.
- Magna Cum Laude (with High Honors) – Overall high school GPA of 3.75 – 3.89 based on the official transcript through the first semester of the senior year.
- Cum Laude (with Honors) – Overall high school GPA of 3.50 – 3.74 based on the official transcript through the first semester of the senior year.

Dual Enrollment Procedures

ZCA participates in the dual enrollment program through Columbia State Community College or other state approved programs. Students may take college level classes provided the following stipulations are met:

- The schedule of the classes being taken does not conflict with the times that required classes at ZCA are being offered.
- All classes taken at CSCC will be transferred to the student's ZCA transcript upon official receipt of the completion of the course by CSCC. Credits will be granted on a semester by semester basis and will apply toward the student's graduation requirements (i.e., A single semester course at CSCC will count as ½ credit at ZCA regardless of course level).

Grading and Report Cards

The purpose of the reporting system is to give an indication of student progress. Each student's ability in relationship to grade content as well as class performance is given consideration. Attitude, conduct and social development are evaluated.

Please refer to FACTS and evaluate your student's work each week, so that any concerns can be addressed at the early stages before they develop into major problems.

Grading Scale for Grades 6-12

A	90-100
B	80-89
C	70-79
D	65-69
F	0-64

Graduation Requirements (Classes of 2021, 2022, 2023)

Zion Christian Academy pursues a rigorous academic and college preparatory curriculum which requires the completion of 24 credits. All credits must be earned in the following areas:

Bible	4
English	4
Math ^a	4
Science ^b	3
History ^c	3
Modern Language ^d	2
PE/Health	1.5
Fine Art	1
Electives	1.5
Total	24

^aMust include at least one math class each year of high school

^bMust include biology, chemistry or physics, and one additional lab science

^cMust include world history, US history, and government/economics

^dMust include 2 credits in the same language

Graduation Requirements (Beginning with the Class of 2024)

Beginning with the incoming freshman class in the fall of 2020, ZCA has adopted a more rigorous set of requirements for graduation including the option of two diploma tracks. A student will need to earn a total of 26 credits or 28 credits, depending on which diploma they are pursuing. The respective requirements are below for each diploma are below:

	College Prep	Scholar's ^e
Bible	4	4
English	4	4
Math ^a	4	4
Science ^b	3	4
History ^c	3	3
Modern Language ^d	2	2
PE/Health	1.5	1.5
Fine Art	1	1
Personal Finance	0.5	0.5
Speech	0.5	0.5
Electives	2.5	3.5
Total	26	28

^aMust include at least one math class each year of high school

^bMust include physical science, biology, and chemistry

^cMust include world history, US history, and government/economics

^dMust include 2 credits in the same language

^eThe Scholar's Diploma requires a minimum of 6 honors classes, 2 AP or DE classes, a 3.75 GPA (weighted), and 100 hours of community service.

Homework

Homework is an integral part of the learning process. Each student is expected to complete all homework assignments and it should reflect his/her own work.

Assignments turned in one day late will be assessed a 20% penalty. Assignments

turned in two days late will be assessed a 40% penalty. No credit will be given for assignments turned in more than two days late.

Homework assignments will be available on Google Classroom by 9pm on the night before a new week begins.

- Grades 6-8: Homework should usually require no more than two hours of outside class work; most evenings should be less. Wednesday night homework should be lighter than most days to make church attendance easier.
- Grades 9-12: Homework amounts are dependent on the individual classes taken. Students are encouraged to take the most challenging and rigorous schedule for which they can be successful.

Honor Roll and Societies

- Students earn a place on the **Principal's List** by having at least a 3.75 GPA at the end of a grading period with no D's or F's. Students with more than 2 demerits in a quarter are not eligible.
- Students earn a place on the **Honor Roll** by having at least a 3.25 - 3.74 GPA at the end of a grading period with no D's or F's. Students with more than 2 demerits in a quarter are not eligible.
- Students inducted into the National Honor Society and the National Junior Honor Society must have a 3.75-4.00 GPA (cumulative for NHS) with no more than 5 demerits during the first three quarters of the school year.
- Students inducted into the Junior and Senior Beta Club must have a 3.50-3.74 GPA (cumulative for SBC) with no more than 5 demerits during the first three quarters of the school year.
- National English Honor Society requires a 3.5 GPA and an A average in English.
- Science National Honor Society requires a student to take an advanced science course prior to grades 11 and 12. The student must have and maintain a 3.5 GPA.

Independent Study

Students may take currently offered classes at ZCA as independent study classes under the following circumstances and restrictions.

1. There is a scheduling conflict in which the student cannot get into a class that is required for that school year.

2. Students may not add an independent study class if it causes them to have more than eight classes for any given semester.
3. Students who need required credits for graduation during their senior year may be granted waivers of these restrictions.
4. The independent study contract must be signed by both the student and parents.
5. The student is responsible for meeting with the teacher regularly.
6. Students must complete all work that has been assigned to the regular class each week.
7. All assignments, tests and quizzes must be completed within one week.

Mid-Term and Final Exams

Mid-Term and Final Exams will count 8% of the semester grade in middle school and 10% of the semester grade in high school.

AP students are not required to take the AP Exam to take the course.

Dual Enrollment classes follow the grading policies of the institution that administers the classes.

Accommodations in the Academic Program

In the event that a student has been tested by a licensed professional and it is determined that they will best benefit from accommodations in their academic program, ZCA will develop a list of approved accommodations for the student in cooperation with the parents. All accommodations must be approved by the school and the parent. Written contracts will be used to assure that all parties are in agreement with any such plans.

Plagiarism and Cheating

Plagiarism will be treated as a form of cheating. Plagiarism is the use of someone else's words, outline, or ideas without giving them due credit. Plagiarism is not limited to language arts or writing classes but can occur in any class.

The first confirmed case of plagiarism or cheating will result in a 0 on the assignment and a detention. The second offense will result in a 0 on the assignment and up to 3 days of In-School Suspension (ISS). Any additional cases of plagiarism or cheating will

result in disciplinary action that may include dismissal from ZCA. The language arts department provides clear instructions at the start of the year to clarify what constitutes plagiarism throughout the academic program at ZCA.

Students who are caught having any form of cheat sheet on their person during a test or quiz will be guilty of cheating on that test or quiz whether they are seen using them or not. Students may not make study sheets that are of a size that could be concealed during a test. Any student found to be using a phone, texting, and/or taking pictures or using pictures during the course of any test or quiz will be guilty of cheating.

FACTS

Parents have access to their child's grades, lesson plans, assignments, and other important classroom information through the FACTS and Google Classroom.

Review of Student Progress

At the end of each semester, each student's progress will be evaluated on the following criteria:

- Discipline and behavior
- Support and cooperation of parents
- School attendance
- General attitude
- Progress reports
- Academic progress

Students with discipline problems, poor progress reports, and poor attitude may be demonstrating a lack of interest in being at ZCA and will be interviewed by the principal. A poor attitude may be reflected through a lack of compliance with the dress code, poor response to discipline, lack of respect for authority, etc. After this interview, a conference with parents will be scheduled. Students may be placed on probation with enrollment for the following year withheld until a review of the student's progress has been evaluated. The Academy will seek to work closely with parents during the student progress review.

Special Needs/Dyslexia Policy

It is the goal of Zion Christian Academy to provide an excellent educational experience

to all students. Recognizing that there are students in the school population who have educational learning differences that require special attention, the following policy and procedures shall guide the school in assisting parents whose students are identified as dyslexic.

- Teachers will send notification to the campus principal of any student who appears to be struggling.
- Teachers will contact parents to discuss problem issues and explore ways to assist the student.
- If it is determined that a student's issues are indicative of dyslexia, a referral list containing the names and numbers of persons or agencies that provide testing services will be given to the parent.
- Parents may choose to have the testing done by whomever they desire and will provide a copy of the testing to the school office.
- Parents may choose whichever tutor/program they prefer.
- A meeting will be held at the beginning of the remediation process in which the parents and administrator will discuss any modifications or accommodations that may need to be made.
- Team meetings will continue to be held as long as the student remains in remedial services.

Student Records

Cumulative files for current students are kept in the upper school offices and include academic grades, scores from standardized tests, teacher evaluations, special achievements, discipline records, and other pertinent information. Information from the cumulative files is not released outside the school without parental permission.

Testing Programs

In addition to entrance tests, tests in courses, mid-term exams, final exams, etc., students will participate in other school-wide or group-wide tests. Though we recognize the limitations of standardized tests, we believe that the proper analysis of such tests can serve to benefit the student.

Please note the following dates and avoid any interruption of student attendance these days so that testing can be completed in the best manner possible for your son/daughter.

Tests administered on campus during the school year include:

- **PSAT Exam – Grades 10 & 11 – October 14**
- **ACT Exam – Grades 11 & 12 – October 20**
 - **Optional for these students; \$46 test fee required**
- **ACT Aspire – Grades 6 – 10 - April 19 & 20**

All students who plan to graduate from ZCA are required to take the ACT college entrance exam prior to graduation. Students are encouraged to take the SAT at least once prior to graduation.

Valedictorian and Salutatorian Selection Criteria

Valedictorian – There will be one valedictorian each year. More than one valedictorian will be selected only when there is a tie that cannot be resolved using the tiebreaker criteria listed below. The valedictorian is based on his/her standing at the end of the first semester transcript. If the student selected for the valedictorian or salutatorian appears to be doing poorly in a class during the second semester the final standing will be recalculated at the end of the second semester prior to commencement services. The valedictorian is selected by the calculation of the following qualifying criteria:

1. Students who are to be eligible for valedictorian must have attended ZCA for a minimum of three school years and have earned at least 18 credits at ZCA.
2. Must have taken the ACT or SAT college entrance exam.
3. Overall GPA throughout the senior year with no serious disciplinary violations during the junior or senior year.

Salutatorian – More than one salutatorian will be selected only in the case of ties. The salutatorian is the runner-up of eligible candidates for valedictorian. The runner-up must maintain all the other requirements listed for the valedictorian.

In the case of a tie for valedictorian or salutatorian the following tie-breaker methods will be used : being that equity is of paramount concern in the process and the understanding that valedictorian is a title that should be won as opposed to being given as a result of technical error, these changes have been made to the determination process which will, as much as possible, create a fairer and more equitable strategy for calculating this year's valedictorian.

The changes are as follows:

1. To create an equitable scale for evaluation, each participant will be measured on his/her top academic credits that are required for graduation plus all elective Honors and AP classes offered at Zion. Being that this is an academic award, non-academic classes will be removed from the calculation. These include PE, Fine Arts, teacher assistant, and team sports. In addition, no student may benefit by receiving extra grade points from taking a class not available to other students at Zion. For instance, a student may not take Physics AP at another school when Physics Honors is all that is offered at Zion and still receive AP credit. For the purposes of this exercise only and not applying to the college transcript, that student would receive only Honors weighting. Additionally, they may not take classes given at another school and not offered at Zion and receive the extra weighting. Nor may they receive benefit from taking a course not available to other students.
2. Each class that is calculated must be limited to a maximum score of 100. For instance, classes that offer scores such as 102 will only be calculated as a 100.
3. GPA will be rounded to the thousandths place and afterward will proceed to the next tiebreaker.
4. The order of importance is as follows:
 - A. GPA is calculated to determine the winner using the criteria set aside in number one.
 - B. Rigor is calculated to determine that all classes taken have been the most difficult available at Zion in all disciplines.
 - C. The numerical average of the classes required to graduate minus non-academic classes and electives is calculated.
 - D. If it is determined by the administration that an issue of inequity has arisen, the administration may change the rules at its own discretion.

Attendance

Philosophy

Regular attendance is extremely important. To miss a class is to miss an opportunity to share and learn. The academic work for the year is scheduled in sequence. Absences create a genuine hardship primarily upon the student but on the faculty as well.

Therefore, students should avoid being absent except in the case of emergencies, unavoidable conflicts, and illnesses. It is good stewardship to attempt to secure the best return from the investment by parents represented in tuition, time, and other expenses.

At Zion Christian Academy, we respect the right of the parents as the final authority regarding their child's attendance at school. However, in order to fulfill a consistent educational commitment in the life of a student, we believe that he/she must attend school as faithfully as possible. For this reason we reserve the right to determine whether a student's absence is excused or unexcused.

Daily Schedule

The school day is 7:45am - 3:10pm. All students (parent-drivers and student drivers) will proceed under the overhang for a temperature check at between 7:15am-7:40am each day.

Any student arriving late (after 7:45am) throughout the school day should drive to the front office entrance and call the school office for a temperature check prior to leaving their vehicle or parking their own vehicle.

Students should be picked up by 3:30 pm. **Charges for After-School Care begin at 3:30.**

Excused Absences (EA)

Excused absences include school days missed due to illness or death in the family. Certain family trips, medical appointments, and other reasons may be excused if approved by the school prior to the absence. If a student is absent, his/her parents must notify the school office by 10:00 a.m. with the reason for the absence. All students will be limited to 6 excused absences (EA) per class per quarter without penalty. For each

EA in excess of 6, a 1% quarter grade reduction/class will be applied.

In the case of severe and/or prolonged illness (for example, when hospitalization is required), exceptions to the maximum absences policy may be made at the discretion of the school administration. A doctor's note is required within one week of any extended absence. Classroom work will be made up at the discretion of the appropriate teacher or administrator.

Unexcused Absences (UA)

When a parent fails to contact the school office to excuse his/her student's absence, it is considered an "unexcused absence." Additionally, organized "skip days" by classes or groups of students are considered unexcused absences. Any unexcused absence (UA) will result in a 1% reduction in his/her quarter grade per UA. Students will be required to make up missed work according to the direction of the appropriate teacher. Appeals of unexcused absences must be made within one week of the absence.

Excessive Absence Policy

ZCA believes that classroom instruction plays a vital role in a student's education and that one can never compensate for absence from school. Therefore, students must meet certain attendance standards to receive credit for a class. Excessive absences bring into question the credibility of a student's academic experience. For this reason, excessive absences will threaten a student's promotion and/or credit for classes.

Therefore, the following will apply in the case of excessive student absences:

- Any student who exceeds 15 absences of any kind per semester – excused or unexcused – will not receive credit for the class.
- A long-term illness exemption may be approved via a written appeal from the parents that includes a doctor's signed notice indicating that the student is unable to be in school.
- School-sponsored events (e.g., field trips or athletic competitions) will not be treated as absences

Family Trips

A student may be excused for family trips if this procedure is followed:

- A written request from parents to the office is submitted detailing the dates to be missed. This should be submitted at least one week prior to the trip.

- The principal will add comments to the request based on feedback from all of the student's teachers.
- The request will be returned to the parents, via the student, by the end of the next day.

Students with low achievement, students not current in their assignments, or students seeking to be absent during inopportune times during the school year (testing period, etc.) will be advised not to be absent. Students will be required to hand in all missed assignments and take all missed tests/quizzes within the number of days equal to the number of days absent.

Leaving Campus

- If a student becomes ill, he/she must report to the school office to telephone his/her parents for permission to leave campus. Students should not use personal cell phones for this purpose. Parents must give permission to the school office before a student leaves campus.
- If a student must leave campus during the school day, a parent must contact the school office or send a note to the school office at the beginning of the school day.
- Prior to leaving campus, the student must sign out in the school office.
- Students who leave school without permission or do not sign out at the office before leaving will receive an unexcused absence for all class time missed. Additionally, a conduct detention may be issued.

Early Dismissal From School

Early dismissal will be granted for the same reasons allowable for excused absences. Parents are encouraged to schedule appointments with their doctor or dentist after school hours. However, if they must take place during school hours, appointments should be made as early or as late in the day as possible. Should an early dismissal be necessary, the parent should notify the office in advance. The parent is responsible for checking their student out in the school office. If the student returns the same day, the student must check in with the office before returning to class.

Late Drop-Off to/Pick-Up from School

Promptness is expected in student attendance at all times. The practice of being on

time teaches our children good habits and also respects the time and efforts of others. All times will be calculated by the school's clock. Travel distances or parental working conditions are not acceptable excuses for consistent lateness to school. Students should arrive no earlier than 7:15am and be in their classroom by 7:45am, ready to begin class. Any student arriving after 7:45am without prior approval will be counted as tardy. Dismissal is at 3:10; all students should be picked up by 3:30pm (except for students involved in an extracurricular activity under the direct supervision of a teacher or coach). At 3:30pm remaining students will be supervised in After School Care.

Tardiness

In order to best develop and utilize their God-given talents, students must be wise stewards of their class time each day. Punctual arrival to class and school each day is crucial to the effective operation of our school and the enhancement of individual self-discipline. It is therefore important to fully understand and support the following tardy policies and expectations:

- Students who arrive after 7:45am must report to the school office for a pass.
- Tardies to the first period of the day will be excused with an email, phone call, or parent note. Parents may excuse up to three tardies per quarter.

Tardiness to individual classes will be treated on a quarterly basis in the following manner:

- 1st – No consequence
- 2nd – No consequence
- 3rd – Teacher contacts parents
- 4th and any additional – Tardy detention (1-hour in detention hall)

Release of a Student to Other than Custodial Parent/Guardian

Zion Christian Academy will take all reasonable steps to ensure and safeguard the safety of children while at school. No student will be released by a teacher during the day unless directed by a custodial parent or guardian by phone or in writing and verified with a return call. Should a written or personal request be made by a non-custodial parent for the early release of a child into his/her care, such a request will be honored only with the consent of the custodial parent through a school-initiated telephone conversation, or by receipt of instructions from a court. In the event that parents are going out of town without their child(ren), the custodial parents must notify the school in writing of adult caretakers who will be responsible for their child(ren).

Health & Safety

Zion Christian Academy is committed to the health and safety of all students. ZCA employs a full time Registered Nurse to provide services to students. Relevant faculty/staff including coaches and lunchroom staff are notified and educated about allergies/health conditions of students.

Parent/Legal guardian *must* notify the school, *including the school nurse*, of the student's allergies/health conditions upon enrollment via the FACTS system as well as in person or through email.

Parent/Legal guardian *must* complete ZCA's **Health Services Information Form** on *each* of their students annually, updating insurance, contact, and medical information, including the **Over the Counter Medication** section on the back.

It is the parent's responsibility to keep ZCA updated on student medical conditions, changes in medication dosages, and emergency contact information.

Please direct questions by email to smelton@zioneagles.org or by phone at 931-381-3228.

Illness

In order to maintain the health of the entire school, children with the following symptoms should be kept at home until they are well:

- Fever of 100.0 or higher without fever reducer (Tylenol, Ibuprofen, etc.) for 24 hours
- Vomiting and/or diarrhea
- Untreated infections
- Strep Throat
- Frequent/Disruptive Cough
- Difficulty breathing (needing rescue inhaler or nebulizer more frequently than every 4 hours)
- Purulent (green, yellow, thick or unusual) eye or nasal drainage
- Head lice

Students may be sent home for illness at the discretion of the school nurse or designated staff.

Communicable Diseases

If a student has had any of the following, he/she must have written consent from his/her health care provider or the Health Department to return to school:

Chicken Pox, Head Lice, Impetigo/MRSA, Measles, Mumps, Pink Eye/Conjunctivitis, Pinworms, Pneumonia, Ringworm, Scabies, Whooping Cough.

Medications

The ZCA guidelines for medication administration are as follows:

- Students are not to bring any medication (prescription or non-prescription) to school. **No student may at any time give medication to another student.**
- Only upon the parent's request will any medication be given when accompanied by required forms.

Prescription Medication

- Every effort should be made to give scheduled medications outside of school hours.
- The initial dose of any medication may not be administered by school personnel.
- Medications *must* be brought to the school office/nurse by a parent/guardian.
- Students shall not bring prescription or other medications in lunch boxes, backpacks, etc.
- Medications in "baggies" will not be given.
- No student may at any time give or sell another student medicine. If a student does give or sell medicine, all privileges to take any medication in the future will be forfeited. Furthermore, disciplinary action will be taken.
- The **Request for Dispensing of Medication or Performance of Medical Procedure** form should be submitted to the main office/nurse along with the medication.
- Prescription medications must be in an original pharmacy-labeled container, with the following information:
 - Student's full name.
 - Name of the drug and strength (mg, mcg, etc.)
 - Dosage and time medication is to be given.
 - Route of administration (oral, subcutaneous, intramuscular, etc.)
 - Valid expiration date.
 - Prescriber's name.

Medications will be administered by the School Nurse or authorized, trained support staff and are recorded on the student's Individual Medication log as well as in the FACTS system.

Non-Prescription Medication

- Only medications listed on the **Over-The Counter Medication Consent** form will be available at school.
- Other nonprescription medications to be administered short-term must be supplied by the parent/guardian in an original manufacturer's package and only recommended dosages will be given without an order from a health care provider.
- The **Short-term Prescription Medication** form shall be submitted by a parent/guardian along with the medication.
- Medications *must* be brought to the school office/nurse by a parent/guardian.
- *Students shall not bring any medications in lunch boxes, backpacks, etc.*
- *Medications in "baggies" will not be given.*

Medications will be administered by the School Nurse or authorized, trained support staff. Medications given are recorded on a Daily Log in the office as well as in the FACTS system, and parents will be contacted by email when unscheduled OTC medications are given.

Chronic/Emergency Health Conditions

If your student has a chronic illness or health condition that could result in a life-threatening medical situation (diabetes, anaphylaxis, heart condition, seizure disorder, severe asthma, etc.) a meeting will be requested with the School Nurse and parents/guardian to develop an Emergency Action Plan for your student. The Emergency Action Plan will identify and explain the medical condition and outline what to do in an emergency. This Emergency Action Plan will be distributed to all the relevant teachers, coaches, and staff, including the lunchroom staff.

Self-Carry/Self-Administration of Medications

Asthma Rescue Inhaler, Epinephrine, EpiPen, Auvi-Q, Insulin, Glucagon/Glucose Tablets, Gel Diastat.

Students with asthma, serious allergic reactions, diabetes, or seizures may be authorized, *in consultation with the School Nurse*, to possess and self-administer medication while at school or school sponsored events. The student will be authorized to possess and self-administer medication according to their *Emergency Action Plan* if the following conditions are met:

- Parent/guardian and physician must agree in writing to allow the student to carry and self-administer the medication.
- The student must demonstrate to the School Nurse the skill necessary to use the medication and/or the device necessary to administer the medication.
- The Physician must complete the **Request for Medication Administration at School** and **Emergency Action Plan** forms indicating the student should be allowed to carry and use the medication by him/herself.
- Student must demonstrate to the School Nurse the responsibility necessary to always have the medication with him/her by being able to produce the medication on request.
- Student must demonstrate an understanding of when and how to seek help for his/her condition.
- Self-carry students shall schedule an appointment with school nurse (smelton@zioneagles.org) **the first week of school**. Follow-up meetings may be scheduled as needed.

Field Trips

All ZCA handbook rules apply when students are on a school-sponsored field trip. It is the responsibility of the parent/guardian to give the school faculty/staff leading the field trip medications needed during time away.

- Medications will be collected at the beginning of the trip by a faculty/staff member and administered throughout the trip.
- Only non-prescription medications available at school will be available on field trips.
- Students are not permitted to carry medications with the exception of emergency or rescue medications. These students must be approved and compliant with self-carry policy and have a current Emergency Action Plan.
- Medications on field trips require all forms needed for medications at school.
- Medications given on field trips will be documented on the Field Trip Medication form.
- Chaperones may not give medications out of their own personal supply.

Extended Care/Summer Care/Camps

Policies are the same as during the school year/hours. Care will be provided by designated, trained staff in the absence of the school nurse.

End of Year Procedures

It is the responsibility of the parent/guardian to pick up any remaining medication belonging to their student. Only empty prescription bottles will be sent home with a student at the end of the year. If the parent does not pick up remaining medication, two designated school personnel will dispose of leftover medication and document.

Immunizations

All students are required to have up-to-date immunization records on file, according to Tennessee state law. **Updated immunization forms and documentation of a physical examination are required prior to entering; Pre-school, Kindergarten and 7th grade.**

Children with medical or religious exemption to requirements

Medical – Health care provider *must* indicate specific vaccines medically exempted (because of risk of harm) on the immunization certificate. Other vaccines and a health examination remain required **prior to Pre-school, Kindergarten and 7th grade.**

Religious – *Students may be exempt from immunization requirements in the absence of an epidemic or immediate threat.*

This exemption requires:

- An **Immunization Exemption Form** signed by the parent/guardian that vaccination conflicts with their religious tenets or practices.
- Religious exemption must be noted by the healthcare provider on the Tennessee Immunization certificate. The provider should check the box that the parent/guardian has sought a religious exemption to explain why immunization information is absent or incomplete.
- **Documentation of a health examination is still required prior to Pre-school, Kindergarten and 7th grade.,**

Forms

Forms in bold can be picked up in the Upper Campus Office or printed from the ZCA website.

- **Health Services Information/Over the Counter Medication** – Parent/guardian completes on all students annually.
- **Request for Dispensing of Medication or Performance of Medical Procedure** – Health Care Provider completes for prescription medications to be given at school.
- **Short-term Medication** – Parent/guardian completes when a student needs medication for a short time (antibiotic, cough or cold medicine, itch cream, etc.)
- **Allergic Action Plan** – for students with EpiPens or Auvi-Q – must be signed by a Health Care Provider and parent/guardian.
- **Asthma Action Plan** – for students with inhalers – must be signed by a Health Care Provider and parent/guardian.
- **Diabetes Action Plan** – comes from Vanderbilt; to be completed by parent/guardian and student in consultation with school nurse.
- **Seizure Action Plan** – for students with Diastat; must be signed by Health Care Provider and parent/guardian.
- **Immunization Exemption Form** – must be completed by parent/guardian

Student Conduct

Goals of Christian Citizenship

Zion Christian Academy is interested in training you for good citizenship, not only for this earthly “city” but also for the Kingdom of Christ. While you are in training you are, in fact, already a citizen. Our prayer is that you will accept the following personal goals while you are at school.

Zion Christian Academy students will demonstrate appropriate Christian Character when they...

- Exhibit Biblical discernment and discretion in decision-making
- Model godly behavior in their roles as son/daughter, friend and, if applicable, sister/brother
- Display biblical leadership concepts in church, civic, political, or social organizations
- Demonstrate stewardship of the earth and its resources in reflection of the responsibility given by God
- Display essential values in life: integrity, work ethic, respect for authority, self-control, maturity, care for less fortunate, etc.
- Demonstrate and understand the body as a “the temple of the Holy Spirit” through applying concepts of lifetime fitness, stress management skills, and healthy nutrition.

A ZCA student will be encouraged to be:

Committed to Christ:

- Growing in love for God, knowing and doing His Will (Mark 12:30-31)
- Prayerful and worshipful (Ephesians 6:18; Romans 12:1)
- Active in ministry by serving, evangelizing, defending the faith (Mt 28:18-20)
- Seeing their identity in Christ (Gal 2:20)

Respectful to all People:

- Respectful of all cultures and ethnic backgrounds (Acts 10:34-35)
- Kind and loving to each individual, including those who hold different opinions, or make different choices (Gal 6:10, Romans 15:1-2)

Courteous and Socially Competent:

- Speaking clearly with appropriate eye contact to all people (Titus 2:7-8, Col. 4:6)
- Knowing and practicing good manners and respectful communication skills (Romans 12:18; 13:7)
- Demonstrating appropriate balance between humility and self-confidence (Phil 2:3-4)

Responsive to Authority:

- Willing to listen to Godly counsel and advice (Proverbs 12:15; 19:20)
- Accepting of adult instruction (Romans 13:1-2)

Trustworthy and Honest:

- Truthful, upright, fair, acting without trickery or deceit (Ephesians 4:25; Colossians 3:9-10)

Optimistic and Encouraging:

- Expressing hope for the future (Hebrews 10:25; 1 Thessalonians 5:11)
- Joyful (Phil 4:4)
- Demonstrating contentment (Phil 4:11-13)

Responsible:

- Taking responsibility for one's own choices and actions (Romans 14:12)
- Taking risks for Christ (Acts 17:6)

Diligent and Persevering

- Persistent and consistent pursuit of tasks to the end (2 Corinthians 8:6)
- Working hard in the face of adversity (Hebrews 12:7; Romans 5:3-4)
- Using gifts and resources for the glory of God (1 Corinthians 10:31; Exodus 31:1-5)
- Seeing importance and/or a love for learning (Proverbs 5:5-6, Psalm 1:1-3)

Thoughtful and Discerning

- Knowing basic ethical implication of biblical teaching (Psalm 19:7-11)
- Practicing a lifestyle that reflects judgements or wise choices bases on Biblical principles (2 Timothy 3:16-17)
- Controlling the tongue (Psalm 34:13)
- Showing purity in thoughts, actions, and relationships (1 Corinthians 6:19-20)

Compassionate Toward Others:

- Demonstrating true Christ-like compassion for other people (Matt. 9:36)

Exhibits increasing evidence of Fruit of the Spirit:

- Growing in Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness and Self-Control (Galatians 5:22-23)

As a Christian, you are part of God's Kingdom. Therefore, we expect you to be honest, diligent, and to attempt to live a life dedicated to Christ's will. In doing so, you will give honor to Christ, strengthen your own Christian faith and character, and encourage others who may tend to follow wrong influences.

To this end, the following are rules to be obeyed:

- Abstain from the use or possession of alcoholic beverages, tobacco, drugs, and other undesirable practices which are generally recognized to be harmful to health and Christian character. Students engaged in these activities while on campus, while on a school-sponsored trip, or while attending a school-sponsored function may be subject to expulsion from ZCA.
- Abstain from profanity and vulgar or abusive speech or actions. Such speaking and acting is harmful to others and certainly not appropriate nor conducive to one's own moral and spiritual development. Any student using profane, vulgar language or who is physically or emotionally abusive may be suspended on the first offense. The second offense will result in a more severe suspension and the third will result in expulsion. Expulsion can be administered bypassing the previous process if the situation requires such.
- The chewing of gum is not allowed during school hours. It is not a healthy habit, and it is an unpleasant, difficult, and expensive task when others have to remove the gum from desks, chairs, and carpeting.
- Leave all dangerous items at home, such as any weapons (including pocket knives), water pistols, fireworks and matches.
- Cell phones. As outlined in the Digital Device Usage Policy, students in grades 6-11 must keep their cellphone in their locker or in their backpack in an 'off' or silent position during regular school hours. The one exception is that students in grades 9-11 may use their cellphone at lunchtime. Phone calls and other communication between parents and students should be facilitated through the school office. Senior students (grade 12) may keep their cellphone on their person and may use them at the discretion of the teacher. A cell phone will be confiscated if it is used improperly, serves as a distraction, or is used at inappropriate times.

- Do your own work. Do not cheat. Honesty is a Christian virtue to be displayed by all students. Students should not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Each student's record is to reflect his or her own individual effort. Cheating is a very serious offense whether you give or receive information. Cheating and/or copying will result in a "0" for the work and a conference with the student's parents will be required. During a test, quiz, or exam it is the student's responsibility to avoid every appearance of cheating. All books and papers must be out of sight and no talking is allowed.
- Plagiarism is a form of cheating and is defined as 1) presenting work that, based on a student's previous work, is clearly not the result of the student's labor or 2) copying from a source, without reference to that source, to imply that the material is the work of the student. Plagiarized content found in a student paper or project will result in a zero for the paper or project. This includes plagiarism from written or electronic sources. At a minimum, additional consequences will be applied if the plagiarism was intentional.
- Do not steal. Stealing will be dealt with severely, including possible expulsion.
- Conduct on school-sponsored trips is expected to conform to the same rules and standards governing student conduct while at school.

Discipline

Recognizing that man is in a sin-marred condition, we acknowledge that discipline is a necessary part of life. "Now no discipline seems to be joyful for the present; nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it" (Hebrews 12:11). The immediate goal of discipline is to correct wrongdoing, but the ultimate goal is to effect heart change (I Timothy 1:5; Hebrews 12:11), and to bring the child into a subordinate relationship to the authority of God (Ephesians 6:4). In that lasting solutions to discipline problems come at home, parental involvement is crucial. Many types of discipline systems may be involved, but a truly effective system must in some way involve the parents.

Students are expected to arrive at school on time prepared for class with all assignments and materials present in class when class convenes. During class they are to conduct themselves in an orderly fashion and contribute to a learning environment under the direction of the teacher. When infractions occur, students are expected to respond to verbal correction and make every effort to avoid any continuing problem or inappropriate behavior. When a teacher begins to see trends in a student's conduct or

performance that do not conform to this standard, the student will be referred to the office to counsel with the Principal.

The consequences for misbehavior will vary according to the infraction and the student's history of prior behavior. Student misconduct at ZCA is divided into two categories: Type A Behavior, which is considered serious, and Type B Behavior, which is less serious but still inappropriate and unacceptable. Students who violate standards in either category will be subject to discipline as deemed appropriate by the administration. Parents will be asked to support the school and be a partner in any correction needed to insure the proper behavior and attitude of their student. Behavior issues and consequences are recorded and used to determine a student's eligibility to return in the fall of the next school year.

Type A Behaviors

These may result in suspension and/or expulsion. Type A Behavior infractions include but are not limited to the following:

- Possession and/or use of alcoholic beverages, tobacco products, illegal drugs, or e-cigarettes (or similar, whether they deliver nicotine or not) while on campus or at school-sponsored activities.
- Possession and/or use of dangerous or potentially dangerous items such as guns, knives, matches or lighters, and fireworks on campus during school hours or at school-sponsored events.
- Spoken or written threats made on campus during school hours or at school-sponsored events.
- Fighting.
- Honesty infractions such as lying, stealing, forgery, plagiarism, or cheating. If students are found cheating on homework, tests, or quizzes, they will also receive a zero for that work.
- Skipping school.
- Setting a fire or pulling the fire alarm.
- Excessive detentions and/or behavioral problems.
- Participation in pranks against the school or school property.
- Racial or ethnic slurs, discrimination, hazing, intimidating others, or engaging in hate acts/remarks and all other verbal or physical conduct of a racial, ethnic, or otherwise offensive nature.
- Student involved in a pregnancy (male or female) or sexual harassment: meaning unwelcome sexual advances and other other verbal (e.g., sexually

offensive jokes, innuendos, and other sexually oriented statements or behavior) or physical conduct of a sexual or otherwise offensive nature.

- Bullying: meaning any systematic or chronic conduct that physically, emotionally, or mentally harms a student or creates an intimidating or hostile environment that interferes with a student's educational opportunities.

Type B Behaviors

These may result in a reprimand, demerit slip, work assignment, conduct detention, suspension, or other forms of disciplinary action. Type B Behavior infractions include, but are not limited to the following:

- Profanity, obscenity, and/or vulgar speech.
- Insubordination or disrespect.
- Classroom disruptions.
- Inappropriate access to the ZCA computer network, misuse of school technology, or violation of the the ZCA Computer Uses/Acceptable Use Policy.
- Unauthorized use of cell phones.
- Unauthorized use of technology such as playing video games, watching movies, or music videos at any time during the school day.
- Inappropriate use of social media including taking and posting pictures or video without permission.
- Running and/or horseplay in the building.
- Sending out for food during the day without teacher permission.
- Public displays of affection and/or inappropriate physical contact between students.
- Entry into certain "off limits" areas of the building or campus: kitchen, custodial closets, storage closets, busses, and/or locked classrooms.
- Skipping a class. (Note: Any work that is missed – tests, quizzes, and/or homework may receive a zero when skipping is involved.)
- Reckless driving on the school parking lot or parking violations.

Students who engage in other serious misconduct in or outside of school not expressly covered by the foregoing standards (e.g., social media, internet abuse, or other digital communication), but which is disruptive to school operations and detrimental to good order and discipline may be subject to disciplinary action up to and including suspension and/or expulsion.

Discipline Procedures

Student Responsibility

As members of a Christian community who are concerned for one another, students are expected to follow the guidelines of our Lord Jesus Christ (Matthew 18:15-17) when aware of violations of the school standards. This will usually mean the following:

- First: Personally confront the person and encourage him/her to stop the violation and to make known his problem to those in authority. The problem should not be communicated to other students who are not immediately involved.
- Second: Others who are aware of the problem should be encouraged to talk to the person if the first step is unsuccessful.
- Third: It is the responsibility of the student, in obedience to the Lord's command, to report a violation to school authorities so that the one who has committed the violation can be helped. Inability or failure to follow the first two steps should not keep a student from following the last.

Teacher Responsibility

Individual teachers will handle inappropriate behavior in their own classroom. It is expected that most disciplinary problems will hopefully be resolved between the student and teacher.

Demerit Slips

Demerit slips can be issued for minor infractions (e.g., class disruptions, dress code violations, Type B Behaviors). A Conduct Detention is assigned for every two demerit slips per quarter.

Detention Hall

After-school conduct and tardy detention will be held each Tuesday and Thursday, from 3:20-4:20pm.

Conduct and Tardy Detentions

Students will be issued a conduct or tardy detention by the school office. The student will have two dates from which to choose to serve the detention. The student is to take the detention notice home to inform his/her parents and make transportation arrangements. The signed detention form must be turned in at the beginning of the detention time (3:20pm).

No detention may be served without a parent's signature on the detention form. Failure to serve a detention on one of the two dates assigned on the form will result in an additional one-hour detention.

Detentions are considered a form of disciplinary punishment and should be regarded as such by students in the detention hall. Students will be expected to complete a written assignment or work detail as assigned by the detention hall monitor. Homework or other study may be done after the written assignment has been successfully completed. Talking, sleeping, eating, drinking, chewing gum, or causing any kind of disturbance will not be tolerated.

Conduct Detentions

The following is the quarterly progression for Conduct Detentions:

1. One-hour detention.
2. One-hour detention.
3. One-day suspension.
4. Two-day suspension and possibly a Behavior Contract instituted.
5. Consideration of withdrawal.

If a student fails to serve his tardy detention on the date assigned, he will be issued a conduct detention. While accumulating tardy detentions during a quarter will not result in a suspension, students are reminded that accumulating three conduct detentions during a quarter will result in a one-day suspension.

Suspension

A student may be suspended for a Type A or Type B Behavior violation. When possible, in-school suspensions will be used. On the day of an in-school suspension, the student must report to the office by 7:45am with enough academic work to occupy his/her time for the day. Students suspended from school are not permitted to participate in after-school practices, rehearsals, performances, or athletic contests on the day(s) of their suspension. In addition, a 2% quarter grade reduction/class will be applied. The student is released at 3:10pm. A reentry meeting with parents, administrators, and/or teachers may be required.

Behavior Contract

A student who consistently displays behavior or attitudes in opposition to the standards and requirements of ZCA could be placed on a Behavior Contract. The following conditions will define this procedure:

- Students will be placed on a Behavior Contract at the discretion of the school administration and teachers after careful evaluation, prayer, and consultation with parents.
- The probation period will last for at least one semester.
- The contract will describe the behavior problem and the conditions for improvement.
- A Behavior Contract may specify that the student on probation will not represent ZCA as a member of any team, organization, activity, or group.

Expulsion

Students who do not respond to corrective measures and continue to exhibit negative behavior and/or attitudes, are involved in very serious misconduct, or who bring discredit to Zion Christian Academy may be expelled or asked to immediately withdraw. The decision to expel or offer withdrawal is at the sole discretion of the Head of School. Parents may appeal the expulsion of their child to the Board of Directors.

Examples for which separation/expulsion may occur include, but are not limited to:

- Possession, use or distribution of controlled substances of any kind, or the misuse of any prescribed drugs of any kind, on or off school property
- Possession, consumption, supplying or selling of alcohol, tobacco or tobacco-related products (including Juul or other vaping/e-cigarettes) on school property or at school-sponsored events
- Repeated violations of discipline that have resulted in suspensions
- Failure of parents to cooperate with the school in discipline of their children
- Actual or implied threats related to the school environment and/or to people; assault or battery of a teacher or student
- Sexual misconduct, including but not limited to:
 - Any sexual contact or activity outside the allowances of the God-ordained institution of marriage
 - Verbal abuse of a sexual nature
 - Sexual innuendo and/or gestures
 - Possession or distribution of pornographic materials

- Sexual harassment or other sexual misconduct
- Possession and/or use of guns, knives, weapons, or facsimiles of weapons on school property or at school-sponsored events.

Expulsion/Returning to Campus

A student who has lost the privilege to attend Zion Christian Academy will not be permitted to attend school-related events on or off campus for a period of at least 12 months. These events would include, but not be limited to: Homecoming, Junior/Senior Prom, Graduation/Commencement, extracurricular events, athletic or fine arts events, etc.

Dress Code

The purpose of a Dress Code is to provide students a variety of dress options while maintaining an educational appearance that promotes learning and minimizes distractions. These dress code standards are not intended to be all encompassing. Each principal has the responsibility and authority to apply these general guidelines when confronted with questionable appearance not covered specifically. Please see a principal if you have questions as to whether or not an item is acceptable.

Students are required to adhere to the dress code during the school day (arrival through departure) and for all supervised campus activities. A student out of dress code will be required to change clothes in order to correct the particular issue and will be subject to a disciplinary consequence.

Dress Code Requirements

- All Land's End apparel from the ZCA section may be worn in the buildings and classrooms.
- Any vendor may be used for pants or shorts.
- No clothing items should be torn, frayed, or contain holes.

Boys' Dress Code

- Shirts
 - Option #1 - a polo shirt (maroon, gray, white, or black) with the school 'Z' embroidered on the chest.
 - All polo shirts must be purchased from Land's End or the Eagle's Nest.

- Option #2 - An oxford white dress shirt may be worn with or without a tie. A tie, if worn, must be tied and worn correctly as with a dress shirt.
- All shirts must be appropriately sized. Midriffs must be covered at all times. (A shirt is too short if midriff shows with both arms raised overhead).
- Pants/Shorts
 - Khaki (tan) pants or shorts (Dockers-style) or blue jeans are permitted.
 - EXCEPTION - jeans are not permitted on Wednesdays for Chapel.
 - Shorts must be no shorter than 3 inches above the knee.
 - Pants must be worn at the waistline (i.e., no sagging pants)
 - All pants/shorts must be clean and neat with no rips, holes, or frayed edges.
- Outerwear - can be worn during the school day
 - A solid-colored sweater (burgundy, gray, black, or white) with the ZCA logo may be worn.
 - Any ZCA hoodie, sweatshirt, or jacket may be worn.
 - A solid-colored black jacket or coat with or without the ZCA logo may be worn.
- Shoes
 - Dress shoes, casual shoes, sandals, cowboy boots, and tennis shoes are acceptable footwear. **Due to safety concerns, all sandals must have a strap across the heel/ankle.**
 - Examples of unacceptable shoes: flip-flops, Crocs, athletic sandals, slippers, and house shoes.
- Other Items
 - Hairstyles for boys must be groomed and neat. Hair should not extend beyond the top of the shoulder in the back or on the sides and must be above the eyes in the front.
 - Hair must be on the spectrum of natural colors.
 - Boys are not permitted to wear headbands, pony tails, or other accoutrements designed for the hair.
 - Boys are not permitted to wear earrings, gauges, or other visible piercings.
 - Visible tattoos are not permitted.
 - If worn, facial hair must be clean, neat, and not be a distraction.
 - Swimsuits worn on any field trips or overnight trips should be of an appropriate waist size and length (no speedos).

Girls' Dress Code

- Shirts
 - Option #1 - a polo shirt (maroon, gray, white, or black) with the school 'Z' embroidered on the chest.
 - All polo shirts must be purchased from Land's End or the Eagle's Nest.
 - Option #2 - An oxford white dress shirt may be worn with or without a tie. A tie, if worn, must be tied and worn correctly as with a dress shirt.
 - All shirts must be appropriately sized. Midriffs must be covered at all times. (A shirt is too short if midriff shows with both arms raised overhead).
- Pants/Shorts/Skirts/Skorts/Dresses
 - Khaki (tan) pants or shorts (Dockers-style) or blue jeans are permitted.
 - Shorts must be no shorter than 3 inches above the knee.
 - EXCEPTION - jeans are not permitted on Wednesdays for Chapel.
 - Khaki (tan) or Zion plaid skirts or skorts are permitted.
 - Skirts/skorts must be no shorter than 3 inches above the knee.
 - Khaki (tan) or black polo dress are permitted.
 - Dresses must be no shorter than 3 inches above the knee.
- Jumper
 - A plaid jumper is permitted. (These may be purchased through Land's End or frenchtoast.com.)
- Outerwear - can be worn during the school day
 - A solid-colored sweater (burgundy, gray, black, or white) with the ZCA logo may be worn.
 - Any ZCA hoodie, sweatshirt, or jacket may be worn.
 - A solid-colored black jacket or coat with or without the ZCA logo may be worn.
- Shoes
 - Dress shoes, casual shoes, sandals, cowboy boots, and tennis shoes are acceptable footwear. **Due to safety concerns, all sandals must have a strap across the heel/ankle.**
 - Examples of unacceptable shoes: flip-flops, Crocs, athletic sandals, slippers, and house shoes.
- Other Items
 - Hairstyles for girls must be groomed and neat.
 - Hair must be on the spectrum of natural colors.

- Girls are permitted to wear bows, headbands, scrunchies, and similar accoutrements. These items must be school-maroon plaid, white, any gray, black, gold, or burgundy.
- Visible tattoos are not permitted.
- Girls are permitted to have ear piercings. Other visible piercings are not permitted. Clear gauges are permissible.
- Solid-color tights or leggings may be worn under skirts, skorts, dresses, or jumpers. Permitted colors include black, gray, or white.
- Swimsuits worn on any field trips or overnight trips should be one-piece suits. Bikinis and tankinis are not permitted.

Friday is Spirit Day!

Every Friday is Spirit Day! All students may wear a ZCA t-shirt and jeans. Jeans should be neat and clean without holes or fraying. In addition, field trip shirts or pullovers, and sweatshirts related to a class trip (e.g., Washington, DC, New York, etc.) may be worn on Fridays.

General Information

Bus Rules

All rules of conduct for students that are listed in this handbook are applicable when riding the ZCA school bus. The following rules are listed as additional rules for students to abide by:

- For grades 6-12, girls will sit in the front section of the bus and boys will sit in the back rows behind the girls. The adult in charge may reverse this order if so desired.
- Hands, feet, and head, etc. must remain in the bus at all times during the trip. Also, banners, signs, etc. may not be held outside the bus through windows, etc.
- Students must remain seated at all times while the bus is moving unless permission has been received from the adult in charge.
- Students may talk quietly to those seated around them. Shouting and/or loud singing is prohibited.
- Movies may be played on the bus with prior teacher permission. Movies must not contain profanity, sexual content, or inappropriate humor or themes. No R-rated movies may be shown at any time.
- Students who ride buses to and from school will be seated by age on the bus.

Campus Visitors

All visitors to the school must follow proper sign-in at the school office and receive a visitor sticker. To make arrangements for a visitor to come on campus, families must contact the appropriate school office and receive approval for the visit. No school-age person may visit the school for over one-half of a day. Students from local schools may not visit ZCA students on campus during regular school hours.

Change of Address

If there is a change of address, parents are responsible for updating their information in FACTS. Please communicate with the school office that your information has changed.

Chapel and Spiritual Emphasis Events

Chapels will be held regularly at the secondary campus. Student participation, special music, and guest speakers are all part of the weekly chapel program. Content will vary and each grade level may be asked to assume responsibility for planning various chapel programs. Parents and grandparents are invited to attend any chapel service.

Complaint or Problem Procedure

Occasionally during the course of the year, misunderstandings or problems can arise between the teacher and a student, the teacher and a parent, a parent and the Academy, or in any of several possible areas. This is often the result of lack of communication between those involved.

ZCA has adopted a policy for issues that arise based on Matt. 18:15-17.

- All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
- If the situation is not resolved, it should then be brought to the Principal.
- If it is still not resolved, it should then be presented to the Head of School.
- Finally, but only when all of the above steps are taken in order and without satisfactory resolution, a request for mediation may be made to the Executive Committee of the School Board. The Executive Committee will have the final authority on all appeals.

Definition of Marriage

Zion Christian Academy defines marriage as the lifelong, sexually-exclusive union of one man and one woman (as defined by their biological sexes).

Delinquent Tuition

All monthly tuition payments are due by the date set with FACTS. Payments received after that date are late and late fees will be added to your account by the FACTS tuition management company. The tuition management policies of FACTS will be followed throughout the school year. ZCA Board Policy prohibits the re-enrollment of students who have outstanding financial account balances.

Facility Use Policy

The facilities of Zion Christian Academy exist for the sole purpose of advancing the Statement of Faith and educational mission of Zion Christian Academy. The school shall not permit any usage inconsistent with its Statement of Faith and educational mission and may grant or deny access to its facilities in its sole discretion, with or without notice, to protect and/or advance the school's Statement of Faith and educational mission.

Field Trips

Field trips will be conducted in relation to classroom learning activities. Most field trips will occur during the school day. Off-campus trips will use school-provided transportation or transportation approved by the Principal or Administrator and will require that parental consent forms be signed and placed on file for each student. On some special occasions, a field trip will be scheduled for after school hours or on a Saturday. Overnight trips are very rare and are only conducted under very strict supervision.

All ZCA handbook rules apply when students are on a school-sponsored field trip. Students are asked to always keep in mind that they are special ambassadors in every situation for ZCA, for their families, and for the Lord Jesus Christ. Special dress code requirements may apply for certain field trips and will be communicated by the sponsoring teacher. Parents are asked to remind their child on field trip days that he/she needs to be on his/her best behavior.

Field Trip Chaperone and Driver Guidelines

Field trips offer our students an opportunity for enriching classroom learning or for providing service to the community. Each field trip is carefully planned by the classroom teacher and approved by the appropriate principal or administrator. However, trips are not possible without the involvement of parents.

It is the responsibility of the parent to include any special medical, dietary, and/or travel instructions needed for their student

Chaperones can be moms, dads, grandparents, or other close relatives. If the bus is used for the trip, then chaperones assist in enforcing all bus regulations. While on the field trip, take responsibility for the children assigned to you. Each chaperone will be assigned a group of students for whom he or she will be responsible for the entire trip.

Chaperones are to be aware at all times of where each student in their care is, reminding students from time to time that they are to stay with their chaperone.

Chaperones/drivers must also be aware of the seriousness of their responsibilities while on a field trip. They are asked to refrain from smoking in the presence of the students for the duration of the field trip. They are also requested to play appropriate music while on the trip due to the fact that ZCA students and parents have strong and varying convictions concerning music. In this way, no child will be forced to violate the convictions he/she has been taught at home.

Drivers for field trips should observe the following guidelines:

- If possible, make other arrangements for preschool children, infants, or other siblings when driving on class outings. This will allow you to give your full attention to students. Not all drivers will be required to be chaperones on the trip.
- Be on time.
- Ask for specific directions to the destination; do not assume you know where you are going.
- Be certain that all children in the car are buckled up individually in seat belts. Do not use one seat belt for two children.
- You must provide a copy of your driver's license and auto insurance card prior to leaving with students. Copies of each of these forms may be made in the office.
- You must stay in the school caravan. Do not leave the caravan to take a different route. If you leave the caravan, school liability insurance does not provide any coverage.
- Observe posted speed limits at all times.
- Unless arrangements have been made prior to leaving on the field trip, each student must return to school with the same driver with whom he/she left the school. No student should be allowed to change cars at any point during the field trip. Parents and/or adult sponsors must realize that their primary responsibility is the safety of our students and seeing that those students conduct themselves as Christians.

Lockers

Lockers are provided for all students at the upper campus. ZCA assumes no responsibility for lost or stolen items from the lockers. All lockers are owned and controlled by Zion Christian Academy and ZCA reserves the right to open and inspect lockers at any time without student or parental consent. Lockers must be cleared of all

food and drinks each week. Be sure to have your son/daughter bring home their lunch containers daily.

Hallway lockers may not be locked unless administrative approval is given. Valuables left in a locker room locker should be secured in a locked compartment. The facility is used regularly by visiting teams and other groups throughout the week. ZCA provides a lock for all locker room lockers. Only ZCA locks may be used on the lockers. If the student loses the lock they will be required to pay a \$5.00 fee to replace the lock. Please instruct your student not to share the combination of their lock with other students.

Lunch & Snacks

Lunches are available every day, provided they are ordered in advance. Students may bring their own lunches if they do not wish to purchase lunches at school.

At the designated time students move to the gym after receiving their lunch. In order to have an orderly lunch period, the following rules will be observed:

- Students are to remain in their seats and talk at an appropriate volume level.
- Students are to throw away their trash and clean the area where they have been seated prior to playing in the gym.

Non-Discriminatory Policy

Zion Christian Academy does not discriminate in student admission or employment with respect to race, sex, color, age, national origin, physical or mental handicap.

Records Access

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student educational records. Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. To protect the integrity of the student record file, the file may only be inspected in the presence of a school employee approved by the administration. Records are not released to other institutions unless allowed by the FERPA conditions. Please contact the school office if you need to review your student's records.

Religious Disputes

In the event of any dispute regarding the meaning of the Statement of Faith or its applicability to any given moral, theological, or cultural questions (including the definition of marriage and gender), such dispute shall be resolved by majority vote of the Session of Zion Presbyterian Church, and its interpretation shall be given controlling authority.

FACTS and Google Classroom

All ZCA students and parents have 24 hour internet access to their class lesson plans, homework, and grades through the FACTS or Google Classroom.

Student Automobile Policy

All students driving to school must immediately park in the designated parking areas and observe all traffic rules to maintain their privilege of driving to ZCA. The speed limit at all school parking lots is 5 mph. All students driving cars to school must complete the online form prior to driving on campus. Student use of motorcycles, either driving or riding (unless with their parent driving), on either ZCA campus is strictly prohibited at all times.

Zion Christian Academy assumes no liability for any damage any vehicle incurs while parked on ZCA property. By parking on the ZCA campus, each person assumes the sole risk and responsibility for their vehicle.

- Student parking is allowed in the East and South parking lots.
- Vehicles should be locked. ZCA assumes no responsibility for lost or stolen items from a vehicle that is parked on ZCA parking lots
- Students are not permitted to be in cars or the parking area during the school day without appropriate permission.
- Students may not play music in such a way as to be heard in the parking lot or buildings while on campus.
- Vehicles are not to be moved during school hours unless the student has permission from a parent and school office to leave school.

Computer Resources/Acceptable Use Policy

It is the Policy of ZCA to focus digital communications, internet access, and media sharing on educational and spiritual topics that support and advance the curriculum and educational philosophy of the school. It is our goal to partner with our parents in growing a culture of kindness here at ZCA and providing an atmosphere during the school day that is conducive to such a culture and nurturing to every student whether they own the latest technology or not. We also wish to minimize classroom distractions for teachers and students, as well as minimize the opportunities and temptations to cheat or share inappropriate materials. At the same time we wish to maximize the effective, appropriate use of digital technology to aid the educational process. ZCA policy concerning digital device use is as follows and applies to all use of technology, either personal or ZCA-provided:

Cell Phones

This portion of the Policy applies to cell phones in the possession of students and student visitors to any ZCA campus. This Policy also applies to any other digital communications devices that are directly connected to the operation of the cell phone, such as Apple Watches. (Together they shall be referred to as “cell phones” for the remainder of this Policy.)

- All students in grades 6-8 must keep their cell phones in their locker in a “silenced” position during regular school hours. If a student must make an emergency phone call to parents or guardians during the school day they may come to the office and use the office telephone or use their cell phone in the presence of an Administrator. Students may use their cell phones before and after regular school hours.
- Students in grades 9-11 must keep their cell phones in their locker in the “silenced” position during regular classes and passing periods but may use their cell phones during lunch and immediately before and after regular school hours.
- Seniors may keep their cell phones on their person and may use them at the discretion of their individual class teachers.

ZCA-provided Technology

- Students are prohibited from changing any computer setting and/or configuration.
- Students may not install software, including but not limited to commercial software, shareware, freeware, original software, and/or utilities onto school computers or networks.
- Students are not allowed to open computer cases or make modifications to computers.
- Students will be financially responsible for any damage caused to ZCA technology due to their own negligence or intentional vandalism.

Acceptable Use

The following policies apply to all use of technology, either personal or ZCA-provided.

- The use of profane, obscene, or hurtful language is forbidden in any communication between students whether that language is written by the student or is contained in media content shared by the student.
- The possession or sharing of any sexually explicit, sexually harassing, or otherwise inappropriate visual, auditory, or textual content is forbidden.
- The use of digital technology by any ZCA student to bully, taunt, embarrass, demean, or harass any other ZCA student, whether such activity is initiated on or off campus, is forbidden. Whether or not an individual initiated such communication, the maintenance or further sharing of such content will be considered to be a separate and similar offense.
- The filming, photographing, or recording of any individual without their knowledge and permission will be considered to be a breach of the privacy rights of that person. Any such material will not be copied or shared and will be erased immediately upon request of the individual filmed, photographed, or otherwise recorded.
- The use of digital technology to assist in cheating, plagiarism, or otherwise circumventing the intent of a test or class assignment, will be considered to be an additional offense to the underlying inappropriate activity and considered as such when discipline is determined.
- Any attempt to circumvent or bypass the ZCA content filtering solution is considered a Type B behavior and is subject to the regular disciplinary process.

- Students shall at all times respect the Copyright and Privacy laws of the United States and the State of Tennessee. Students may not share files they do not own or have the right to share.

Violations of Digital Use Policy

Any device used inappropriately is subject to immediate confiscation and the student can be subject to additional disciplinary measures. A confiscated device may be returned to the student or the student's parents, depending on the severity of the offense. It may also be held as evidence of the underlying activity until the matter is resolved.

Please note that the proliferation of digital communication devices, their unprecedented capabilities and capacities, as well as the impossibility of filtering a variety of off site satellite communication providers, creates a significant challenge. The pace of telecommunications change is simply outpacing our ability to manage, or even understand, the effect it is having on our children and their spiritual, academic, and social development. Our desire is not to shelter our students from technology but to teach them how to properly use and avoid misuse of these powerful tools. This is especially important in these formative years when their social, behavioral, and coping skills are in process.