



Student Handbook Elementary School

2022-2023

Zion Christian Academy
6901 Old Zion Road
Columbia, TN 38401
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www.zioneagles.org

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Zion Christian Academy Faculty/Staff

Administration

Dr. Rick Jarvis	Head of School	Administrative Bldg.
Mr. TJ Derrick	Director of Advancement	Administrative Bldg.
Dr. Heather Lewis	High School Principal	Dobbins Hall
Mr. Stephen McCollum	Middle School Principal	Dobbins Hall
Dr. Robin Nichols	Elementary Principal/ELC Director	Brown Fulton Bldg.
Mr. Matt Presley	Chief Financial Officer	Administrative Bldg.
Mrs. Brandyn Surratt	Director of Marketing	Administrative Bldg.
Mr. Wayne Turner	Director of Technology	Administrative Bldg.

Faculty

Mrs. Karin Shewbart	PreK3	Mrs. Meghan Strong	PreK Asst.
Mrs. Chelsea Woodard	Junior K	Mrs. Amy Stillwater	PreK4
Ms. Mary Ann Kerr	PreK4	Mrs. Teresa Sanchez	JK & K5 Asst.
Mrs. Michelle Kitchen	K5	Mrs. Tana Vigus	K5
Mrs. Leona Tobin	1 st	Mrs. Lori Bennett	1 st
Mrs. Tammy Eller	2 nd	Mrs. Joy Marie White	2 nd
Mrs. Amanda Roth	3 rd	Mrs. Suzanne Loutsenhizer	3 rd
Mrs. Rachelle Leatherman	4 th	Mrs. Ashley Maddox	4 th
Ms. Kristin Marks	5 th	Ms. Tammy Bach	5 th
Mrs. Christie Riggins	Art	Mrs. Amy Foster	Music
Ms. Cindy Craig	P.E.	Mrs. Marlo Lee	Computer
Mrs. Eve Holden	Library/Spanish	Mr. Alex Wood	Band

Staff

Mrs. Lori Turner	Administrative Assistant
Mrs. Amy Franks	Lunch Supervisor
Mrs. Tisha Verhoef	Lunchroom Aide, Extended Care Supervisor
Mrs. Daphne Trousdale	Upper School Lunch, Extended Care
Mrs. Sandy Melton	School Nurse, Aide
Mr. Mike Hale	Maintenance Supervisor
Mr. Omar Craig	Custodian
Mrs. Karen Hazard	Business Office
Mrs. LaCreathia McCollum	Business Office

Mascot: Eagles

School Colors: Maroon, White, Gold

www.zioneagles.org,

Facebook, Twitter, and Instagram

Zion Christian Academy does not discriminate on the basis of race, age, color, gender, national or ethnic origin.

Welcome to Zion Christian Academy
Celebrating 43 Years of Christian Education

It is my privilege to welcome you to another year at Zion Christian Academy. We are delighted that you have chosen to be a part of the Zion family. As you review this handbook, please be sure to discuss it with your student as it contains the expectations for the year. Please know that the policies contained within this document are not all-inclusive and are subject to change by the administration. We will do our best to keep you informed of any changes as they arise.

Please remember the school in your prayers throughout the year. Your prayers and encouragement are a key force in sustaining this ministry. It is our desire to do all we can to be a worthy partner in the education of your students. We will do everything we can to train their hearts and minds for the glory of God. We look forward to deepening our relationship as we endeavor to raise up the next generation of godly leaders for our community, churches and households. May God richly bless your family and the ministry of Zion Christian Academy throughout this year and the years to come.

For His Children,
Dr. Robin Nichols

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.

Core Values

Zion exists to bring Glory to God

Glorifying God is the primary purpose of all mankind. The ministry of Zion Christian Academy adheres to Biblical principles, exhibits Christ-like witness, and seeks God's leading in all matters. The Bible as found in the Old and New Testaments is the inerrant and infallible Word of God. All members of the school community function under this authority and strive to apply the truths of scripture in all relations and activities for the glory of God and the benefit of all.

Zion academically prepares students for life

ZCA is first and foremost a school. Intentional consideration is given to the roles of the school, home, and church to ensure that the school gives highest priority to those activities most appropriate for the school's unique sphere of influence. As an academic institution ZCA seeks to equip, challenge and inspire students to love learning, think critically, and apply knowledge, wisdom and understanding.

Zion educates the whole child

An extensive variety of rigorous, engaging, academic and co-curricular activities are provided to enable students to identify, develop and express the full range of their unique gifts and abilities. High levels of student participation in the various activities and programs enrich the school experience for everyone. ZCA strives to prepare students fully to live out their faith, pursue their passions, and follow God's plan for their lives.

Zion functions with integrity and humility

Zion employs professional staff members with all degrees, certification and training appropriate for their duties who model a Christ-like posture of servant-leader in all relationships. Each board member, administrator, faculty and staff member testifies to a personal, saving relationship with Jesus Christ and commits to faithfully serve at ZCA.

Zion uses all the resources God has provided wisely

Zion follows Biblical principles, demonstrates operational integrity, wisely stewards all available resources, and seeks God's leading in all matters of the ministry of the school.

Purpose of Zion Christian Academy

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 created 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.

Doctrinal Statement of Faith

1. We believe the Bible, as found in the Old and New Testaments, to be the only inspired, infallible, authoritative, inerrant Word of God. (II Timothy 3:15; II Peter 1:2)
2. We believe there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory. (Acts 1:11; Revelation 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature that men are justified on the single ground of the atoning blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, 5:24; Romans 2:23, 5:8-9; Ephesians 2:9-10; Titus 3:5)
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (John 5:28-29)

6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a Godly life. (Romans 3:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18)
8. We believe in the creation of man by the direct act of God. (Genesis 1:26-28, 5:1-2)

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).

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), such dispute shall be resolved by majority vote of the Session of Zion Presbyterian Church, and its interpretation shall be given controlling authority.

Statement of Agreement by Parents through Enrollment

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. By your enrollment, you are 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.

Objectives of ZCA

ZCA trains students to become flourishing followers of Jesus who glorify God and are prepared to leave a visible, lasting difference on His world.

We exist to train academically and shape them biblically - these are not mutually exclusive. Our end goal is not information download, but whole-life transformation under the reign of Jesus.

“Education is not primarily ... concerned with providing information; rather, education most fundamentally is a matter of formation, a task of shaping and creating a certain kind of people. These people are distinct because of what they love and desire - the Kingdom of God.” (James K.A. Smith)

1.1. Christ-Centered (Driven by God's compelling story)

1.1.1. Students understand the Bible as one story that culminates in Jesus. A story of creation, fall, and new creation. This story then develops into a worldview.

1.1.2. Students are taught to see their need for Jesus Christ and are set on a journey of following Him in all areas of life.

1.1.3. Students can articulate and defend a Christian worldview and understand how this defines their values, beliefs, and personal choices.

1.1.4. Students understand man as God's image bearer and practice love of their neighbor.

- 1.1.5. *We will maintain a robust and deep Bible curriculum that is gospel centered and not moralistic. This Bible curriculum will teach both the narratives and meta-narrative of the Bible. It will be age appropriate, but always Christ centered.*
- 1.1.6. *Students learn to love the local church as Jesus' bride, and we do not attempt to be a substitute for the local church.*
- 1.1.7. *Students will be taught to think theologically. Theological integration only follows theological instruction. Our curriculum development will reflect this pedagogical reality.*

1.2. Prepared for College (College Prep)

- 1.2.1. *Students demonstrate knowledge and are measurably proficient in all academic disciplines.*
- 1.2.2. *Students are prepared for acceptance to the college or university of their choice.*
- 1.2.3. *Students are prepared to be lifelong learners. They are taught the skills of learning, studying, and critical thinking.*
- 1.2.4. *We will strive to maintain the top school-averaged ACT/SAT scores in the county as one measure of academic preparedness. This is not an end in itself, but a tool to measure our effectiveness in academic training.*
- 1.2.5. *Students are prepared to understand the opposing worldviews and the challenges of the college campus and are ready to engage them with a biblical worldview.*
- 1.2.6. *Teachers will be continually trained in pedagogy that reflects biblical anthropology. We strive to hire the best teachers who are continually equipped.*
- 1.2.7. *Because education is our primary goal, classroom discipline will be geared toward student development instead of classroom management.*

1.3 Equipped for Purpose (Beginning the process of discovering your calling in the story)

- 1.3.1. *A Christian is a servant both of Jesus, and His mission. Students are encouraged and equipped to discern and develop their God-given abilities and aptitudes. We will provide arts, athletics, and electives to give the students opportunities to test their gifts and callings.*
- 1.3.2. *Students recognize and demonstrate servant leadership at home, at work, and in their communities.*
- 1.3.3. *Students are equipped and encouraged to engage the culture for God's glory. They will recognize the importance of thinking small - gearing their service to their neighbor, their family, and their local community.*
- 1.3.4. *Each student will be treated as an individual, created in the image of God. Our educational choices, discipline, and policies will reflect this commitment.*

Brief History of Zion Christian Academy

Zion Christian Academy began its ministry in 1979 through the vision of Rev. Taylor McGown, Pastor of Zion Presbyterian Church at that time. The school was to be a ministry of the church but would be governed by a board that served independently from the church. While Zion Presbyterian Church had earlier in its history had a school (1813) with one prestigious student by the name of James K. Polk, Zion Christian Academy's history must be traced to that special time in the life of the community in 1979 when the school opened as ZCA for the very first time.

The school started with just one teacher, Miss Lou Banks Fulton, and 21 students in grades 1 – 8. The school began as a self-paced academic program using the Alpha Omega materials. Miss Lou Banks Fulton was a very godly woman whose example helped lay the Christian foundation that continues to this day to undergird the school.

As the years progressed, the school grew in both students and staff. In 1991 the church and the school both saw a need for additional facilities to handle both the school student population and the growing church attendance. At that time, the church and school agreed to construct jointly a building to accommodate both needs. The Brown-Fulton building was completed in 1991, and the student population grew to over 100 students.

The parents of the school then decided to consider offering high school classes and in 1993 the first ninth grade classes were held. The school rented a building from one of the church neighbors and it served as the primary center for the high school students.

By 1996 there were over 250 students in attendance at Zion Christian Academy. It became obvious to the board of directors that another building would be needed. The church designated that over 40 acres of land be set aside for school use. The school began construction of Dobbins Hall, and in 1997 students had their first classes at the new high school campus building.

Within just a few years, the enrollment eclipsed the 300 mark and discussions began concerning the construction of yet another facility for the high school. A grandparent gave the school \$500,000 to start the building campaign. In January 2003, the Student Activities Center opened its doors for the students. With the new facilities, ZCA voted to request membership in the TSSAA. We were granted membership and began competition with the 2002-03 basketball season.

In 2005, Mr. Glenn Stevenson left the school a sizable portion of his estate. With that money the school board made the decision to begin another major construction project. Construction of the 'Arch and Joyce Warren Educational Wing' of the elementary facilities began in the summer of 2006. At the secondary campus a five classroom, two locker rooms, and weight room addition was also built at this time.

In 2012, the athletic complex received a major facelift with the addition of stadium lighting at all the fields, the press box/concessions/restroom building, and the addition of a 1,000 seat grandstand to Holcomb Field.

ZCA has continued to grow and advance the kingdom of God by updating facilities to meet the demands of the growing student population. In 2019 Dr. Rick Jarvis was named as ZCA Head of School. Under his leadership the school has experienced record growth with over 500 students enrolled for the upcoming year.

The goal of ZCA has not changed since its inception in 1979. We aspire to lead our students to glorify God in every aspect of their lives.

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 the 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 purpose is 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.

ADMISSION & RE-ENROLLMENT PROCEDURES

Admissions Policy

Admission to Zion is a privilege and not a right. Families attending ZCA must remain committed to our mission, core values and purpose. Please visit the admissions section of the school website for full details.

Re-Enrollment

Re-enrollment must be completed annually and begins in January for the following school year.

ACADEMIC GUIDELINES AND POLICIES

ZCA parents have 24 hour access to their child's *grades, lesson plans, assignments* and other *important classroom information* through the FACTS (PREVIOUSLY RENWEB) school internet software system. Parents must initially register to receive this access. Register by going to www.renweb.com Use our school code to register: zca-tn

Classification Of Students

REQUIREMENTS FOR PROMOTION AND RETENTION

Kindergarten - 3rd Grade

Promotion and retention will be based on the following criteria:

- Mastery of basic skills required for the next grade level.
- Grades, daily work, etc.
- Student effort
- Maturity (age, size, social adjustment)
- Students' performance on standardized tests.

4th Grade & 5th Grade

Realizing that the Language Arts block and Mathematics are of utmost importance, ZCA requires that students have a passing grade for the year in each of these subject areas as a minimum requirement in order to be promoted to the next grade. Other factors will be used in determining readiness for the next grade level.

Grading And Report Cards

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

Tuesday folders are sent home every Tuesday for students through the 5th grade. Please refer to the graded papers and evaluate your child's work each week so that any concerns can be addressed at the early stages before they develop into major problems.

Grading procedure for K4-K5

E	Excellent
S	Satisfactory
I	Improving
U	Unsatisfactory
N	Needs improving

Grades 1-12

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

First Grade Reading, Elementary Music, Art, PE, and Instructional Technology receive grades of E, S, N, and U.

Homework Policy

We believe that homework is an integral part of the school program; each teacher is at liberty to give homework to help students advance in their studies. Therefore, each student is required to complete his homework assignments.

Homework is taken to mean any work assigned for study or completion outside the classroom. It is given to reinforce what has been taught in the classroom and to help the teacher monitor the students' educational progress. Homework is to be completed neatly and returned on time and is an obligation of the student to the academic discipline. Therefore, homework should represent the student's work. Parents may be helpful with some assignments, particularly if memorization is involved. They can be helpful to the student by arranging for a quiet place and a definite time to study. Students should make use of available study time at school and prepare in advance for upcoming tests.

Homework Projected Timetables

Grades 1-3: Homework should require no more than one hour per evening.

Grades 4-5: Homework should require no more than one and one-half hours per evening.

Honor Roll

1. Students in grades 2 - 5 can earn a place on the **Principal's List** by having all "A's" at the end of a grading period, with no "N's" or "U's" in conduct and/or subject areas.
2. Students in grades 2 -5 can earn a place on the **Honor Roll** by having all "A's" and "B's" at the end of a grading period with no "N's" or "U's" in conduct and/or subject areas.
3. Principal's List and Honor Roll Certificates will be given out at the end of the school year for all students who earned these honors.

Facts (Previously Renweb) Internet Access

ZCA parents have 24 hour access to their child's *grades, lesson plans, assignments* and other *important classroom information* through the **FACTS** school internet software system. Please follow these instructions for use of the Renweb program:

For INITIAL log-in:

- Go to www.renweb.com
- Click on: ParentsWeb Login
- Input the school code: zca-tn
- Type in your email address
- Click on: New parent login

An email will be sent to you with a password to give you access. If an email is not sent to you within 12 hours, contact the school office and we'll check the situation. Once you have received your password you may follow the instructions for regular log-in below and you will have access to all your child's information.

For log in WITH password:

- Go to www.renweb.com
- Click on: ParentsWeb Login
- Input the school code: zca-tn
- Type in your email address and password
- Click on: Parent Login
- Click on: Login next to your name

Select from the following options on the left side of the page:

Accounting This site will show you any fees that are due the school.

Note: It **DOES NOT** SHOW TUITION BALANCES/AMOUNTS.

Attendance This site will show you the current number of absences for each class for the quarter selected.

Classrooms *****This is the main tool for the FACTS system.*** Once you are in this site you may select from the following options:

Teacher's Web Page – Selecting this option for any of the classes will give you access to any information the teacher has posted on the class web page.

Gradebook Summary

This will take you to the current numerical grade for the student based on the grades posted up to that date.

Select details next to any of the classes and you'll go to the actual gradebook for that class which will show you each assignment and the grade that your child earned for that assignment.

Lesson Plan Summary

This will take you to the lesson plan for the current week and also give you access to previous weeks' lesson plans. (Lesson plans for the upcoming week are to be posted by the teachers by 9:00 p.m. on Sunday evenings.)

Homework Summary

This will take you to the list of homework assignments for the current week and also give you access to previous weeks' homework assignments. (Homework assignments for the upcoming week are to be posted by the teachers by 9:00 p.m. on Sunday evenings.) Note that on the main page above the calendar you can select 'homework' and submit and the calendar will show you the homework assignments for each of your children.

Report Card This site will show you the most recent report card and any previous report cards for the current school year.

Student Schedules This option shows you the current student schedule.

Web Forms This menu option is not in current use by ZCA.

Change Password This option allows you to change your access password to Renweb from the password sent to you.

REPORT CARD DATES

	<u>Last Day of the Quarter</u>	<u>Report Cards Released</u>
First Quarter:	September 30	October 11
Second Quarter:	December 16	January 10
Third Quarter:	March 10	March 21
Fourth Quarter:	May 18	May 18

Testing Programs

In addition to entrance tests, tests in courses, semester tests, 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 child and school.

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.

Achievement Tests – Grades K – 5: April 17, 18, 19, and 20.

Accommodations/Modifications In The Academic Program

In the event that a student has been tested by a licensed professional and it has been determined that they will best benefit from accommodations/modifications in their academic program, the school will develop a list of approved modifications for the student in cooperation with the parents. If such modifications are of significant nature then they will be noted on the students' report cards. All accommodations/ modifications 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. Copies of these contracts will be added to the students Cumulative educational file.

ATTENDANCE POLICIES

Daily Schedule

Pre-K3 2 Day	8:00-2:15	Tuesday and Thursday
Pre-K3 3 Day	8:00-2:15	Monday, Wednesday, and Friday
Pre-K3 5 Day	8:00-2:15	Monday - Friday
Pre-K4 3 Day	8:00-2:15	Monday, Wednesday, and Friday
Pre-K4 5 Day	8:00-2:15	Monday - Friday
Junior Kindergarten	8:00-2:15	Monday - Friday
Kindergarten and 1st	8:00-2:15	Monday - Friday
Grades 2-3	8:00-2:30	Monday - Friday
Grades 4-5	8:00-2:45	Monday - Friday

Early Care is available from 7:00 - 7:20 in the Multi-purpose room at no charge.

Extended Care is available from 3:00 – 5:30 pm. (See section C for rates)

Absences

Excused Absences – Absences are considered excused absences when they are for the following reasons: medical/illness, doctor/dentist/orthodontist appointments, pre-approved college visits, field trips, athletic team trips, pre-approved family vacations, legal/court appearances, pre-approved church mission trips or youth group trips.

Unexcused Absences – Hair cuts/styling/appointments (with or without an appointment), 'sleeping in' after late field trips/athletic trips, skipping class, outside school suspensions, tux/dress purchases/orders/sizings, or other non pre-approved absences from classes. Work missed due to unexcused absences may not be made up upon return.

Attendance at school provides a student with the *classroom experience*. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be “made up.” For this reason, a student’s failure to attend class is a serious problem and will not be permitted. Failure of a student to attend school will be considered an absence. Excessive absences may result in dismissal from school. *No refunds on tuition are made because of absences.*

When the time of an absence is known beforehand, it is the student’s responsibility to secure any class assignments for the period of absence. These assignments will be due the day of return to class. All tests missed will need to be scheduled with the appropriate teacher upon returning to class unless previous arrangements have been made. Failure to comply with these guidelines will result in forfeiture of credit for missed work. In cases where an unplanned absence occurs, the student and/or parent should access the FACTS site for assignments missed. The student will then have the number of days absent missed plus one to complete the assignments. Make-up work must be done at home or during study time, before or after school. Regular class time *cannot* be used for this.

In the event that a student must miss school due to a family trip, the teacher will use his/her discretion regarding the issuing of homework prior to the trip. Any homework given prior to the vacation *must be completed and turned in the day the student returns*; otherwise, no credit will be given for assigned work. Further, if it is decided that no homework will be given prior, then the student will have the number of days missed plus one to complete the missed work. It must be recognized that missing school for any reason is detrimental to the student’s progress in school.

School absences should be minimal.

Excessive absences could lead to lower grades, failure, and/or retention in the current grade level. If the student has more than ten absences in any semester, they may not return to school the following semester unless a written explanation from the parent with a plan of action to reduce the absences is received by the principal and a conference with family is completed. Continued excessive absences may result in dismissal of the student from Zion Christian Academy. Students who develop a pattern of missing school will be required to make up the time before or after school.

(See also “Re-entering after an Absence,” for the procedure for returning to school after an absence.)

After School/Extended Care

Two extended care programs are in operation at the elementary campus.

Students in grades K3 – 1st will attend the Early Education Extended Care program which will be housed in the Early Education wing of the Elementary School. This program will be operated by members of the ZCA faculty and staff until 5:30 each day. This program is state certified and operates in accordance with state regulations.

Students in grades 2 – 5 will attend the Upper Elementary Extended Care which will be held in the Multi Purpose room. This program will be operated by ZCA faculty/staff until 5:30 each day that

school is in session. This program is state certified and will be run in accordance with state regulations.

Preschool thru 5th grade students participating in the extended care program may be enrolled on a semester basis at a cost of \$500.00 per semester. Students not enrolled on a semester basis will be billed at a rate of \$3.00 per half hour in attendance. Charges will be assessed to your school **FACTS** account.

In an effort to respect the working hours of our extended care faculty, a \$10.00 late fee will be charged for every ten minutes past 5:30 p.m. that a student is not picked up from extended care. Frequent late pick ups will result in dismissal from the extended care program

STUDENTS ON CAMPUS AFTER SCHOOL HOURS

Elementary campus students must vacate the buildings by 3:00 p.m. unless permission is granted by a teacher. Students must vacate the Academy grounds by 3:00 p.m., or go to Extended Care unless they are involved in scheduled school activities. Students involved in non-school activities at ZCA should be in a supervised designated area while they are waiting for their activities.

Students waiting for rides must stay in extended care until they are picked up. **Students may not roam the campus or go into the church building.**

Arrival

Early Care – Early Care begins at 7:00 a.m. and is housed in the Elementary Multi-purpose room. Students may access the MPR by entering through the back door on the far right of the building. If parents will pull their vehicles between Zion Presbyterian Church and the school, the door will be to your immediate right as you turn right to go around the school building. Any student arriving between 7:00 – 7:20 should enter at that door and go to Early Care. There is no charge to families for this service.

Regular Arrival - Parents are to drive around the elementary school and stop under the portico to allow the faculty and staff to assist your child from the car and into the building. Students should plan to arrive at school between 7:20 and 8:00 a.m. PreK-5th grade students are to report immediately to their classrooms. Parents are encouraged to assist in making sure the student is prompt in arriving. Students are considered tardy if they arrive late to pledges which begin promptly at 8:00 a.m. No students should be dropped off, at any other location, other than the portico. Parents are responsible for buckling and unbuckling their child from the child car seats.

Child Pick-Up

Parents are to drive around the elementary school and stop under the portico. Parents may remain in the car and faculty members will be there to assist in loading your child into the car. Parents are responsible for buckling and unbuckling their child from the child car seats.

Restriction on Child Pick-up:

If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file in the office a certified copy of the court order of final judgment. Changes occurring to the court order needs to be copied and give to the office.

Early Departure

Grades K3 -5:

Children need to be in school all day. When a student leaves school early, he/she does not get all of the day's instruction needed for success. Classroom disruption occurs as well. Therefore, we ask that you pick up your child early only in case of emergency. Please try to schedule appointments (doctor, dentist, etc.) after school hours.

Procedures for early departure:

1. The principal must approve the early dismissal of a student.
2. Parent/guardian shall sign child out.
3. If a parent/guardian knows ahead of time that a child must leave early, a note should be sent to the teacher.

Reentering School After An Absence

Upon re-entering school after an absence of any length of time, the student must bring a note signed and dated by his/her parent or guardian explaining the reason for the absence.

Grades K-5:

This note must be taken directly to the classroom teacher, who in turn will send it to the office.

Partial Days

In order for a student to be counted present for the day, he/she must be present at least one-half of that day. This includes early dismissals. Students leaving prior to 11:15 a.m. or arriving after 11:15 a.m. will be marked absent for the day.

Tardiness

Tardiness to a Class

Pupils who arrive after the start of the school day at 8:00 are tardy. Parents will be notified if their child continues to be tardy and appropriate disciplinary action may be taken. All students must be in class, with the necessary tools, ready to begin work, when class is scheduled to begin.

Tardiness to School

Students who are tardy to school for reasons other than medical or mechanical situations will have their tardiness recorded as an unexcused tardy.

CONDUCT AND DISCIPLINE

Study Skills

A conscientious student will always:

1. Bring books, notebook, pen or pencil, and other necessary tools to class.
2. Actively participate in class by listening, taking notes, studying, following all of the teacher directions, and entering into the class discussions.
3. Strive to do his/her very best and not just "get by."
4. Plan his/her work by scheduling his/her time in a manner which will allow for a regularly scheduled study time.

Student Conduct

All areas of conduct are governed by God's Word. Students at Zion Christian Academy should exemplify Christ in all areas of life and arenas of conduct. As a student body, all that is done – both inside and outside the classroom – should bring glory to God (I Cor. 10:13). Words, actions, and attitudes should clearly identify Zion students as following and belonging to Christ, and their behavior should bring honor to Zion Christian Academy as well. ZCA's witness in the community should draw men and women to Christ and should demonstrate the Lordship of Jesus Christ at ZCA. Whenever Zion students find themselves, they should always be aware of the Christian's calling to be salt and light in this world.

A student's general responsibility in his/her calling as a "student" and in his/her own personal behavior will be expected and worked toward as follows:

1. Cheerful obedience to authority (Parents, teachers, etc.). An obedient, cheerful attitude should characterize the Zion student whether or not the person in authority is immediately present. Obedience to school regulations should be willing and immediate.
2. Respect for all persons in authority and courtesy toward other students, teachers, staff, visitors, etc. All adults should be respected as authority figures. Teachers should be addressed as "Mr.", "Mrs.", or "Miss". Students should reply with "Yes, Ma'am", "Yes, Sir", etc.
3. Responsibility and diligence in doing assignments and tasks. Self-discipline should be exercised in all areas of student conduct. This includes promptness in attendance, and in completion of assignments. Punctuality and preparedness for each class is crucial to success in school. This includes possession of paper and pen, appropriate textbooks and materials, and completed homework.
4. Cooperation with others. A spirit of cooperation should be evidenced in Zion students whether working at school or in the community.
5. Cleanliness in person and property. Every student should take pride in himself/herself by maintaining personal hygiene and neatness; students must take the initiative to keep desks, lockers, and other student areas tidy and presentable.
6. Respect for school property and the property of others. Damaged property will be replaced or repaired at student's expense. Each student is *personally* responsible for cleaning up after using any area, whether for work, study, play, eating, visiting, or any other use. (If you make a mess, you clean it up!) All students are responsible for putting all lunch waste in the appropriate receptacles.
7. Truthfulness and honesty in word and life. Every student must seek to be honest in all areas, as God expects us to be honest in our dealings with one another (Lev. 19:11, 13; Eph. 4:25, 28). Cheating in any form may be grounds for immediate suspension or expulsion.
8. Abstaining from the use of alcohol, tobacco, and illegal drugs. Students must be especially careful to respect the property and grounds of Zion Presbyterian Church and should be appreciative of the church's hospitality. Defacing or destroying church property will receive swift and severe punishment. Students should constantly be aware of the importance of keeping the buildings and grounds of the church and school neat and clean, remembering that they do not belong to us, but to God.

When the student deviates in any of these areas, the home and school will respond with correction and guidance. Parents and teachers must fully cooperate with one another in the best interest of the student. Prayerful attention will be given to disciplinary action, so that it is administered in a spirit of love. Authority figures will strive to “disciple” the student and bring about positive changes in behavior or attitude.

We encourage each family to choose and evaluate all media against the truth of Philippians 4:8, which says, “Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.”

Specific Rules Related to Conduct:

1. Students are not to bring or chew gum at school
2. Vulgar actions and profane speech will not be tolerated. Similarly, gossip, “cutting”, or degrading talk about those present or not present are not examples of proper conduct or Christian values and therefore will not be allowed.
3. Students are to play in designated areas only.
4. The use or possession of tobacco, alcohol, or drugs is expressly prohibited and will result in immediate suspension or dismissal. Vapor type cigarette products are strictly prohibited on campus or at any school sponsored event and will be given the same consequences as actual cigarettes. Non-alcoholic beer or other alcohol products are also prohibited on campus or at any school sponsored event.
5. Lying, cheating, or stealing constitute dishonesty and will be dealt with as sin.
6. Fighting among students will not be tolerated. Violent types of threatening statements by students will be treated as a “first blow” fighting offense.
7. Actions toward the opposite sex should be wholesome and respectful. As a school, we do not encourage romantic involvement among students. Any relationship that involves the public show of romantic affection such as the holding of hands, embracing, etc. are not permitted at school or during school functions. It is our desire that our children develop and maintain wholesome, Biblical attitudes toward the opposite sex. Starting boy-girl relationships too young is a hindrance to this goal, and we do not want children to face the stress and pressures that accompany premature boy-girl relationships.
8. Just as ZCA hopes to contribute much to the student, the student is also expected to contribute to promoting the goals and purposes of the school, both on and off campus. A student who counteracts these goals and purposes (by indifference or by overt actions), or who intentionally damages the reputation of the school, may be asked to seek his/her education elsewhere.
9. ZCA can only maintain its high biblical and moral standards if students and families make commitments to uphold these standards even when off campus. Any student who is found guilty of illegal drug or alcohol usage, immoral sexual activities, or other illegal activities will be subject to school discipline as warranted by the severity of the activity. This policy also extends to non-school activities that are not on school property or during the school year. Students who have the privilege of attending ZCA are expected to be ambassadors for Christ in their communities and with their peers. ZCA will not actively search for violations to this biblical/moral code of ethics but will pursue any reliable information that relates to such possible violations as it is made known to the faculty/staff/administration.

Explanation Of Consequences

K3 - 1st Grade

Most children can behave well in the classroom. Our school behavioral expectations are based on the concept: **Love God and Love Others!**

We walk this concept out by:

- Listening when others are talking.
- Following directions quickly and quietly.
- Keeping our hands and feet to ourselves.
- Raising our hand to talk, then waiting to be called on.
- Using our quiet voices when inside.
- Being kind to everyone.

When a student struggles with an expectation, the following order of consequences will occur:

- The student will be reminded of the expectation and redirected towards positive behavior.
- The teacher will conference privately with the student and allow time to cool down.
- The student will complete a “Think Sheet” and/or parents will be notified by the teacher.
- The student will meet with the principal.

Certain behaviors (harming self or others, inappropriate language, etc.) can result in an immediate meeting with the principal. Students who cannot behave according to this plan will be placed on an individual behavior plan that is best suited to his/her needs.

2nd - 5th Grades

Lifelong success depends in part on learning to make responsible choices. The ZCA Upper Elementary Conduct Policy (UECP) provides our upper elementary students with guidance in making good behavioral decisions. Good behavior allows students the opportunity to learn in a positive environment. Our students deserve the optimal educational climate possible for his/her growth. Rewards for good behavioral decisions will be specific to individual classrooms.

Negative behaviors, including, but not limited to:

Disrespectful attitude	Excessive talking	Hallway misbehavior
Bullying	Lying	Refusing to do work
Defacement of property	Pushing, hitting, kicking	Throwing Objects
Deliberate disobedience	Inappropriate conversation	Lewd or obscene gestures
Disruption of class	Use of profanity	Destruction of property
Stealing	Cheating	Viewing inappropriate material

Poor choices will be addressed first by the student’s homeroom teacher. The teacher will have redemptive conversation with the student in an effort to allow the student an opportunity to explain and repent of the infraction. This may be followed by a Conduct Grading Report being sent home to the parents making them aware of the incident. Conduct grades will be affected using the following scale:

- First Violation - 10 points deducted from Conduct grade
- Second Violation - 20 points deducted and 10 minutes off recess time
- Third violation - 30 points deducted and loss of recess privileges for one day/email to parent
- Fourth violation - Principal's Office with parental notification and involvement.

Probation

Probation is invoked when a student develops a serious problem. The probation period gives the student an opportunity to correct his/her problem. If satisfactory improvement is not made, the student will be dismissed and/or asked to withdraw from the school. The reasons for probation are:

1. **Academic** – Insufficient academic progress. (Failure of the parents to get recommended tutoring. Failure of parents to get professional help for exceptional needs children.)
2. **Disciplinary** – Disruptive behavior or chronic school-rule violations. (Committing a serious breach of conduct inside or outside the school that has an adverse impact upon the school.) All students on Disciplinary Probation will be placed on a specific plan of improvement with measurable benchmarks that must be attained for continued admission to ZCA.
3. **Attendance** – Students who miss 10 days any given semester are placed on Attendance Probation for the following semester. Students whose attendance continues to be irregular will have their re-enrollment reviewed each semester.

The Head of School has the authority to expel a student only after consultation with and approval of the ZCA Board of Directors. If a student is expelled from ZCA, parents are still obligated to pay the tuition for the remainder of the school year or until such a time as the vacant position can be filled.

Dismissal/Expulsion From Zca

Terms: Dismissal refers to cases where academic, attendance, or church attendance violations led to recommendation that the student be dis-enrolled from ZCA. Expulsion refers to cases related to disciplinary problems.

If a student is found possessing or having brought illegal drugs or alcohol on campus or at any ZCA event they are subject to immediate expulsion from ZCA. Students who are placed on probation and continue to proceed in the same pattern of behavior that led to the probation may be recommended for dismissal/expulsion. If a students' conduct warrants a recommendation of dismissal/expulsion from ZCA the following steps will be followed:

- A. The building principal will make the formal recommendation to the Head of School.
- B. The Head of School will review the merits of the recommendation and notify the family as to the status of the disciplinary action. If the recommendation to dismiss/expel is upheld, it will be referred to the executive committee of the ZCA board of directors for final action. The Executive Committee has the final word on all recommendations and will make the final action to dismiss or expel any student.
- C. If the family desires, they may withdraw the student prior to the vote of the executive committee so that the dismissal/expulsion does not appear on the students permanent record. If the family wishes to appeal the Head of School's recommendation, the family must arrange to meet with the executive committee prior to their final vote. No appeals or action may take place after their vote.

- D. If a student is dismissed/expelled or withdraws after the recommendation for dismissal/expulsion is initially made by the principal, the student is forbidden from attending any ZCA function for a period of not less than 12 consecutive months from the date of dismissal/expulsion/withdrawal. (Board Policy)

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 and apparel from the Eagle's Nest 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 Zion-approved and bear the school logo.
 - 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. Midribs 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 cut 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 Zion-approved and bear the school logo.
 - 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.
- 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 accessories. 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.

This is the approved dress code for Zion Christian Academy for the 2022-23 school year. All interpretations of the dress code will be made by the building principal. Students are expected to submit to both the letter and the intent of the code. There will be special days throughout the year where the dress code is modified (ie. Spirit days, Homecoming week). Fridays are Zion Spirit-Wear days! Faculty and students are allowed to wear Zion T-shirts or Sweatshirts, along with appropriate lower attire on Fridays!

Zion contracts with Lands' End to provide authorized apparel, as well as through the Eagle's Nest.

DRESS CODE VIOLATION CONSEQUENCES

In the event of a dress code violation the student's parents will be made aware of the infraction and upon the discretion of the campus principal the parents may be asked to bring the student a change of clothing. Any disciplinary action to be taken will be under the direction of the campus principal as deemed appropriate.

SCHOOL PICTURES AND DRESS CODE

All pictures used in the yearbooks must be in conformity with the required dress code. Please be sure to review these guidelines before having any class pictures, or yearbook pictures taken for use at the school.

EMERGENCY/MEDICAL/SAFETY INFORMATION

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 to smelton@zionaegles.org or by phone at 931-381-3228. Ext. 303

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:

1. Fever of 100.4 or higher without fever reducer (Tylenol, Ibuprofen, etc.) for 24 hours
2. Vomiting and/or diarrhea
3. Untreated infections
4. Strep Throat
5. Frequent/Disruptive Cough
6. Difficulty breathing (needing rescue inhaler or nebulizer more frequently than every 4 hours)
7. Purulent (green, yellow, thick or unusual) eye or nasal drainage
8. Head lice

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

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

Chicken Pox, Impetigo/MRSA, Measles, Mumps, or Whooping Cough.

Medications

The ZCA guidelines for medication administration are as follows:

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

Prescription Medication

1. Every effort should be made to give scheduled medications outside of school hours.
2. The initial dose of any medication may not be administered by school personnel.
3. Medications *must* be brought to the school office/nurse by a parent/guardian.
4. Students shall not bring prescription or other medications in lunch boxes, backpacks, etc.
5. Medications in "baggies" will not be given.
6. 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
7. The **Medication Administration** form signed by the health care provider and parent, should be submitted to the main office/nurse along with the medication.
8. Prescription medications must be in an original pharmacy-labeled container, with the following information:
 - a. Student's full name.

- b. Name of the drug and strength (mg, mcg, etc.)
- c. Dosage and Time medication is to be given.
- d. Route of administration (oral, subcutaneous, intramuscular, etc.)
- e. Valid expiration date.
- f. Prescriber's name.

Medications will be administered by the School Nurse or authorized, trained support staff and are recorded in the FACTS system.

Non Prescription Medication

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

Medications will be administered by the School Nurse or authorized, trained support staff. Medications given are recorded in 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.

At the Elementary campus emergency/rescue medications, (such as Epi-Pens, inhalers, etc.) and Action Plans are kept in the red classroom backpack which accompanies students throughout the school day.

Self-Carry/Self-Administration of Medications

Asthma Rescue Inhaler / Epinephrine, EpiPen, Auvi-Q / Insulin / Emergency Diabetes Medications / Diastat.

Students with asthma, serious allergic reactions, diabetes, 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 the school nurse (smelton@zionaegles.org) at the beginning of each school year. 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.

1. Medications will be collected at the beginning of the trip by a faculty/staff member and administered throughout the trip.
2. Emergency medications and Action Plans will be in the classroom backpack which accompanies the class on field trips.
3. Only non-prescription medications available at school will be available on field trips.
4. Medications on field trips require all forms needed for medications at school.
5. Medications given on field trips will be documented on the Field Trip Medication form.
6. 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 its disposal.

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, 7th grade and all new students.**

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, 7th grade and all new students.**

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

This exemption requires:

1. An **Immunization Exemption Form** signed by the parent/guardian that vaccination conflicts with their religious tenets or practices.
2. 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.
3. **Documentation of a health examination is still required prior to Pre-school, Kindergarten, 7th grade and all students.**

Forms

Forms in bold can be obtained from the school nurse or campus secretary.

- ★ **Health Services Information/Over the Counter Medication** – Parent/guardian completes on all students annually.
- ★ **Medication Administration Form-If prescription, medications that will be given at school**, must be signed by Health Care Provider and parent/guardian.
- ★ **Allergic Action Plan** – for students with EpiPens, Auvi-Q – must be signed by Health Care Provider and parent/guardian.
- ★ **Asthma Action Plan** – for students with inhalers; must be signed by 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** - to be completed by parent or guardian. For religious exemption.

ZCA COVID-19 Guidelines

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Common Signs and Symptoms of COVID-19

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Protocols/Procedures

Students/Staff should stay home if ill or for temperature of 100.0 or more.

Parents should communicate directly with Nurse Melton, 931-381-3228 or smelton@zionaegles.org regarding their Covid status, quarantine period, and any other illness-related questions (e.g., upper respiratory infections, bronchitis, or allergies).

Inclement Weather

ZCA uses a Parent Alert tool to text all families in the event of an emergency or school delay or closure. Text messages are sent to parents and students about any school closing, delay or emergency situation.

Please check the school web site or listen to the following stations for news about school delays or cancellations during times of inclement weather! All school closings and early dismissals will be posted on the main page of the school website, www.zionaegles.org, by 6:30 a.m. All announcements should also be on the air by 6:30 a.m.

Television: Channel 2 WLAC
Channel 4 WSMV
Channel 5 WTVF
Channel 17 WZTV

ZCA **does not always** follow the public school closing decisions. Driver's discretion is advised when roads are hazardous in your area. Please contact the school if you cannot send your student due to road conditions.

E-mail announcements are also sent whenever possible to alert ZCA families of school schedule changes due to weather.

FINANCIAL GUIDELINES AND POLICIES

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.

GENERAL REGULATIONS AND PROCEDURES

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:

1. 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.

2. Students must remain seated at all times while the bus is moving unless permission has been received from the adult in charge.
3. Students may talk quietly to those seated around them. Shouting and/or loud singing is prohibited.

Campus Visitors

Parents are encouraged to participate in the school life of their students. As partners with you in the education of your child/ren, we welcome your presence at school. To ensure that our teachers are free to devote their attention fully to their students we do ask that parents confine themselves to the lobby of the elementary school during the arrival and departure times of the school day. If you need to discuss something with the class teacher, please see the school secretary and she will arrange a time for you to meet with the teacher when the students are not present.

All visitors to the school grounds must follow proper check-in procedures by first entering the school office. There you will be asked to sign in and receive a visitors badge to wear while in the school. School office staff will then allow you access to the wing of the building that you are visiting.

To make arrangements for a visitor to come on campus, families must contact the appropriate school office and receive approval for the visit.

Cell Phones

No cell phones may be used at the school without school permission. Cell phones may be taken on athletic/field trips and used for emergency or transportation related calls. All cell phones that are carried on campus must be turned off. **Students caught violating this policy will receive a disciplinary report and they will be required to turn their phone in at the start of each day to the main office for one week. At the end of each school day the student may pick up their phone. Second offenses will result in school discipline with further confiscation of the item for an additional length of time at the discretion of the administration.**

Change Of Address/Phone

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please contact the school office so that all mailings can be properly addressed. Please notify the school office when there is a change in your email address or phone number, as well.

Chapel And Spiritual Emphasis Events

Chapels will be held on Wednesday for all students in grades K3 – 5th. The Early Elementary Chapel (K3 – 1st) will meet in either the Multi-purpose Room or Zion Church at 8:30-9:15. The Upper Elementary Chapel (2nd – 5th) will be from 9:30-10:15. 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.

Chapel Rules for Grades K3 - 5th:

- Students are to ENTER AND EXIT the church building quietly.

- Students are to sit and wait for chapel to begin. Students must follow teacher instructions in preparation for the start of the 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 these situations, and complaints or problems will be considered in no other way than as prescribed below (Matt. 18:15-17), unless they involve a specific disciplinary action taken by the Board itself.

1. All questions, problems, or complaints should be brought directly to the teacher first, before anyone else is involved.
2. If the situation is not cleared up at level one through direct contact (and most of them are!) it should then be brought to the Principal.
3. If it is still not solved at this level, it should then be presented to the Head of School of ZCA for his consideration.
4. 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.

Computers And Internet Access

The purpose of the internet service is to provide research opportunities to our students that they would not otherwise be allowed to enjoy. Our computers are available for our students to use for educational purposes only. If any student is found to be bypassing our filtering and thereby bringing improper images and/or words onto the computer they will be disciplined with immediate suspension. A second offense will result in automatic dismissal from ZCA. Please instruct your child to use the service in the way it is intended. We have made every effort to provide the very best screening device available. Let's make this tool work for God's glory at ZCA.

Students may bring their own devices and use them for educational purposes at ZCA. The teacher has the authority to limit any such use in their classroom at any time.

ZCA assumes no responsibility for loss or damage to any personal device brought on campus at ZCA.

Facilities Use Policy

All 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 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. Swimwear dress code regulations should be reviewed and followed without exception.

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 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 each child's parents.

If the bus is being taken on the trip we ask that you assist in enforcing all bus regulations.

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

Drivers for field trips should observe the following guidelines:

1. If possible, make other arrangements for pre-school children, babies or other siblings when driving on class outings. This will allow you to give your full attention to students.
2. **Be on Time!**
3. Ask for a map or specific written directions to the destination; do not assume you know where you are going. Arrange a driver buddy system.
4. Be certain that ALL children in the car are buckled up individually in seat belts or car seats. Do not use one seat belt for two children.
5. If you are driving students on the field 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 also must stay in the school caravan. Do not leave the caravan of cars/vans to go another route. If you leave the caravan school liability insurance does not provide any coverage. **Observe posted speed limits at all times!**
6. 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. 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.
7. 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 **air only 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.

Lockers

Lockers are provided for students in grade levels 2-5. 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 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.

Lunch & Snacks

Lunch is available every day, provided they are ordered in advance. There will be two “windows” in which to order lunch online each month. Lunch for the 1st -15th of each month will be ordered the 19th - 24th of the previous month. Lunches for the 16th - end of month should be placed the 5th - 10 th of the current month. Lunch at the lower campus is \$5.75 per day. Milk is available each day students can pre-order or pay for their milk on the day it is consumed. Students may bring their own lunches if they do not wish to purchase lunches at school. All lunches, milks, and snacks must be prepaid or paid at the time of purchase.

Students in PreK will eat lunch in their classrooms. Microwaves are provided in each room so that student’s food can be warmed. Hot lunches and milk will be delivered to the classrooms at their designated lunch time. At the designated time, **grades K-5th will go to the Multipurpose Room** in the Brown-Fulton Building for lunch. Microwaves are available for students to warm their lunches brought from home. A one minute time limit per item is allowed.

In order to have an orderly lunch period, the following rules will be observed:

1. Students are to remain in their seats and talk at an appropriate volume level.
2. Students are to throw away their trash and clean the area where they have been seated at the close of their lunch period.

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.

Outdoor Play Policy

Realizing that outdoor play is an essential part of an elementary school day, it is our desire that children participate in outdoor recess activities daily. Children who are in attendance on a regular school day will be expected to join their friends for outdoor play at recess. In an effort to insure the health and welfare of our students the following guidelines should be followed concerning outdoor play

1. No outside play if it is raining.
2. No outside play if the temperature is below 36 degrees. (If the temperature is between 32 and 36 children may be taken for a brisk walk around the school, if they are properly clothed with winter wear.)
3. Children should wear proper outerwear (coat, gloves, hats) when going out to play in cold weather.

4. Children wearing shorts will not be allowed to play outside if the temperature is below 40 degrees.
5. A parent requesting that a child not be allowed to go outside for recess must contact the school office and speak with the principal to make other arrangements.

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 sons/daughters student records.

Facts Internet Access

All ZCA students and parents have 24 hour internet access to their class lesson plans, homework, and grades through the FACTS program. This program may be accessed through www.renweb.com; click on parents log in. Parents and students must go to this site to register for access. Parents and/or students who do not have internet access may use the computers at the school designated for this usage. Please contact the main office of either campus if you need to use school computers or if you are having any problems accessing the Renweb/FACTS information.

Who To Call

The following list tells who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.

Question:	Call or email
Attendance issues	Elementary office 931-381-3228 ext. 2
Homework concern	Student’s teacher
Calendar question	School office
Athletic question	Athletic Director

PARENTAL INVOLVEMENT

Parental Support Policy

The Scriptural responsibility for “training up a child in the way he should go” is primarily the responsibility of the parents. Parents cannot relinquish this responsibility for their child, the student, to anyone else, including a teacher. A classroom teacher does not have specifically stated Scriptural authority over the students in his/her classroom. He derives this authority only from the parent having enlisted him/her as a partner in the instruction of the child. Once a teacher has been so enlisted, then his/her authority over the student has Scriptural foundation, coming under the Fifth Commandment.

Therefore, as partners, the parent and teacher are to communicate as often as either deems profitable for the student’s benefit. Neither partner should ever degrade the other, but should follow the example of John 13:34-35 in their attitudes toward one another.

Be sure to be registered on theFACTS site (www.renweb.com Our school code is zca-tn) and refer to this site often to receive your child's assignments, current grades, and other important classroom information.

Parental Responsibilities

To help understand better what their student is doing and learning in school, ZCA parents are asked to keep the following things in mind and agree to do them as well as they are able"

1. Be familiar with the content of your student's textbooks.
2. Check on what the child is doing for homework, and provide a conducive place and atmosphere for helping him/her to complete it. The parent is not to do the homework for the student. Look it over, making sure it is complete. Help the child figure out any mistakes, but do not merely tell him/her the right answer. If the child cannot figure it out, leave it alone, so that the teacher will know to go over that subject matter with him/her. Parents are not permitted to purchase test booklets that are made to be used with the textbook series in use in any class. Many of the tests given at ZCA are partially generated from these resources. Their usage at home would provide an unethical advantage for students and would not allow the teacher to determine if the students had actually mastered the material.
3. The same thing applies for long-term projects. Allow the student to do the work on his/her own (answering the child's questions, of course). Do not tell him/her what to write; allow the child to express his/her own thoughts. Then, you may go over it and make suggestions as to better wording, correcting grammatical errors, etc.
4. Check with your student's teacher about the use of computers and/or typewriters for reports.
5. Co-operate by periodically providing home-learning experiences in connection with the child's school work. These may either be assigned by the teacher or planned by you.
6. Contact the teacher when you have a problem, rather than going to someone else who is not responsible to deal with your need.
7. Attend parent conferences and other school functions.
8. Cooperate in helping your student to obey school regulations with the right attitude.
9. Co-operate when feasible if the teacher requests parent help for class activities.
10. Pray consistently for your student and his/her teacher.
11. Pay tuition payments on time.

Parent Conferences

Time is set aside on the school calendar for parent conferences. Additional conferences may be scheduled by the teacher, administration, or parent. If you, the parent, wish to talk to the child's teacher, please arrange by letter or telephone for a private conference. **PLEASE DO NOT GO TO THE CLASSROOM AND DETAIN THE TEACHER BEFORE OR AFTER SCHOOL UNLESS YOU HAVE AN APPOINTMENT.**

School wide conferences are set for October 21, 2022 and by appointment.

Please make an attempt to talk with the teacher first about a problem before going to the Principal. The Principal will be more than happy to meet with a concerned parent, but only after an attempt has been made to settle the problem with the teacher. Our normal school office hours are 7:15 a.m. to 4:00 p.m. Scheduled appointments with the Principal may be made at other times as well.

ATHLETIC DEPARTMENT INFORMATION

Eagle Athletics

Enhancing Education through Excellence for Eternity

Our Mission

To Glorify God and enrich the Experience

Our Goal

Every student-athlete that walks into our program will walk out having played at least one game that mattered and developed at least one life-long relationship.

Eagle Athletics exists to enrich the ZCA student-athlete's educational experience. We aim to confront every student-athlete with the Gospel so that they grow to be witnesses to the transforming power of the Gospel. We endeavor to embed into the mind of each student-athlete the reality that the education they are receiving and the experiences they are encountering reach beyond the classroom, court or field of play. Their education reaches beyond the life lessons learned from hard work, persistence and sacrifice. They are lessons for Eternity.

Our duty is to make a lasting imprint on the hearts of each individual what it means to, "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength." (Mark 12:30) We are compelled to stress the importance of impressing upon others that Jesus Christ is our Lord and Savior. We want student-athletes to impact the lives of others.

"Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever. Therefore I do not run like a man running aimlessly; I do not fight like a man beating the air. No, I beat my body and make it my slave so that after I have preached to others, I myself will not be disqualified for the prize." I Corinthians 9:24-27

Sports By Season

Elementary sports:

Spirit Squad Cheerleading, Elementary Cross Country Team, Saturday Sports Clinics

Eagle Athletic Booster Club

The Eagle Athletic Booster Club is the backbone of our entire athletic department. The members of the booster club assist in field maintenance, transportation, planning, and fundraising for the athletic department. They organize the concession stand, gate, and apparel sales too. The booster club is currently working to furnish lights, bleachers, concession stand, and restrooms for our outdoor athletic complex. We need your help. Have some fun! Join the club!

Injuries

Due to the nature of athletics, injuries sometimes occur. The safety of each student athlete is of paramount concern for every coach. Therefore, the ZCA Athletic Department has incorporated a

three-pronged approach to minimize, treat and rehabilitate injuries. It is preventative, proactive, and provides supplemental insurance.

The athletic department has teamed with Maury Regional Hospital Sports Medicine to have certified athletic trainers available to help coaches, parents and doctors determine the extent of injuries, help treat, seek treatment and foster rehabilitation. **It is important that each student athlete notify the coach if he/she is injured so that proper precautions or steps can be taken to keep further damage from being done and to expedite treatment.** The coach will then notify the athletic trainer to look at the athlete. The coach will also notify the parent to inform them what the trainer has determined. Upon the trainer's evaluation, the parent will be given the appropriate options that are available for their child. If needed, the trainer can expedite the process for having an orthopedic surgeon evaluate the student athlete. This process ensures that the student athlete is evaluated in a timely manner, that appropriate action can be taken to care for him/her, and that parents can be properly informed of what options are available for treatment.

ZCA also provides supplemental insurance for all student athletes that are injured during practice or games. This insurance provides for coverage after all other insurance has been used. It eliminates or minimizes the amount of money a family has to spend for a school-related injury. The athletic department will initiate the appropriate insurance form: describing the injury, recording the date of the injury and verifying the validity of the injury by having an administrator sign it. It is the responsibility of the parents to obtain the form from the school office, complete the form and submit the claim. The insurance claim report must be submitted by the parent within 90 days of the injury.

***But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law.
Galatians 5:22-23***