

Family Handbook

2010-2011

Learning & Living for the Glory of God

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WELCOME

Welcome to another school year at Zion Christian School! It appears that a new school year will once again bring with it a substantial amount of growth. We hope that you will join us in praying for God's blessing as we seek to work for His glory under the Lordship of Christ.

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

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

In Christ,

The Staff of Zion Christian School

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ACADEMIC CALENDAR (2010-2011)

August	11	Fall Sports Practice Begins for Varsity Teams
	24 & 9/1	Textbook Sale 9:00-12:00
September	2	Family Orientation 7:00
	7	First Day of School
	11	Dutch Festival
	17	All School Hamburger Fry 6:00
	17-30	Magazine Sale
	18	Golf Outing 7:30 - Registration
	20	Developmental Kindergarten First Day
	21	Preschool First Day
	21	Last Day to Drop/Add Course
	29	School Pictures
October	8	Grandparents Day
	15	Mattaniah Choir
	16	PSAT Tests (11th Grade) at Zion
	21-22	No School - Teacher In Service
	26	Picture Retakes
	29	Auction
	29	Sub Sale
November	8	Second Quarter Begins
	20	PLAN Test (10th Grade) at Zion
	23	1/2 Day - Hrs 1-4 Parent-Teacher Conferences 1:00-3:00, 4:00-6:00, 7:00-9:00
	24-26	No School - Thanksgiving Vacation
December	2	Christmas Music Program 7:00
	4	Little Mountaineer Fun Night
	6-10	World Magazine Renewal
	17	1/2 Day - Hrs 5-7 (Teacher Luncheon)
	20-31	Christmas/New Year's Vacation
January	3	School Resumes
	18	Jr. High & High School 1/2 Day - Hrs 1-7
	19-21	First Semester Exams (Jr. High & High School 1/2 days)
	21	All School 1/2 Day
	21	Family Fun Night
	24	No School - Records Day
	25	Second Semester (Third Quarter) Begins
February	11	Homecoming
	24	Parent-Teacher Conferences 4:00-6:00, 7:00-9:00
	24	Senior Sub Sale
	25-28	No School - Winter Break
March	1-3	Michigan Merit Exam (11th Grade)
	10	Open House/Mountaineer Summit Series (date subject to change)
	15-16	10th Grade Class Trip to AiG
	28	Fourth Quarter Begins
April	1-8	Spring Break
	28	Spring Dinner 6:00 - Punch Bowl, 6:30 - Dinner
May	2-6	Iowa Tests of Basic Skills (2-8)
	5	Kindergarten Testing 8:30-12:00
	6	Mother's Day Tea
	6	Junior/Senior Banquet
	9-13	Senior Trip
	18	Developmental Kindergarten Final Day
	19	Preschool Graduation (4's) 10:00am
	19	Association Meeting 7:00
	20	Elementary Field Day
	23-27	Staff Appreciation Week
	24	Board/Staff Appreciation Picnic 6:00
	25	8th Grade Graduation 2:00
	26	Awards Ceremony (7-12) 2:00
	30	No School - Memorial Day
	31	Jr. High & High School 1/2 Day - Hrs 1-7
June	1-3	Final Exams (Jr. High & High School 1/2 days)
	3	All School 1/2 Day (last day of school for all school)
	3	High School Graduation 7:00

A. General Information

1. Basic Principles for Education

a) God

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

b) Creation (General Revelation)

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

c) Bible (Special Revelation)

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

d) Man

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

e) Sin and the Curse

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

f) Christ and Redemption

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

g) Holy Spirit

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

h) Antithesis

The antithesis between Christianity and non-Christianity is all-inclusive, cutting across the whole spectrum of life. Presently, there are two opposing spiritual forces laying claim to the same territory, God's creation in all its aspects. Therefore, there is not a "secular" realm that is neutral concerning Christianity. It is impossible to be neutral concerning the totalitarian claims of Christ. All areas of life in all their aspects belong to Him and are to be brought under his redemptive Lordship.

i) Covenant Family

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

j) Schooling

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

k) The Student

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

l) Curriculum

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

m) Equipping

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

2. School Organization

The Zion Christian School Association has been created by parental authority. Membership in the Association is comprised of voting members and associate members. Voting members subscribe to Articles II and III of the Bylaws, are communicant members in a supporting church, and make an annual contribution to the association. Associate members consist of parents who cannot subscribe to Articles II and III of the Bylaws, but are Bible believing Christians who are members of a Bible-

believing church and have children enrolled in the school. The Board of Directors, consisting of 7 persons, manages the business and affairs of the Association. The Board of Directors is comprised of representatives from supporting churches, with the majority from the United Reformed Church membership. The Board is organized into several standing committees and may create advisory committees. Association members may be asked to serve on committees of the Board of Directors.

3. Enrollment Policy

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

4. Residency

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

5. Communication

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

- a) Midterm Reports: Emailed to parents of children in grades 3-12 after the fifth week of each grading period or when a teacher deems one necessary.
- b) Report Cards: Distributed to students four times each year at the end conclusion each nine-week period in grades 1-12. Kindergarten students receive report cards twice per year, at the conclusion of each semester.
- c) Weekly and/or Daily Progress Reports: Received at the request of parents via email.
- d) Parent-Teacher Conferences: One conference is scheduled for each academic semester. Parents are expected to attend. Parents are encouraged to seek additional conferences with teachers whenever that is desired.

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

6. RenWeb

RenWeb and ParentsWeb are the central way that Zion communicates with parents and students. For grades 7 - 12, Midterm Reports and Report Cards are sent to parents via RenWeb. Parents and students are able to monitor missing assignments, quiz grades, and test grades, along with a student's daily, weekly, and overall progress throughout the grading quarter by using RenWeb. First-time users should follow the instructions below to log on.

- a) Parents must first have their email address on file at school. Students must use their school email address.
- b) Start Internet Browser and go to www.zionchristian.net
- c) Click on RenWeb logo
- d) Click on "First-time Users" (District is ZCS-MI)
- e) Parents should enter the email address that is on file at Zion, while students should use their school email address.

- f) Click "New Parent Login" or "New Student Login"
- g) Parents should check their email account for their password. Students should obtain their password from a Zion staff member.

7. Parents' Guild

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

8. Prayer Groups

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

B. Academic Program

1. All School

a) Christian Identity

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

b) Academic Excellence

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

c) Academic Honesty

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

d) Grading Scale

(1) Grades K-2

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

(2) Grades 3-12

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

e) Students with Special Needs

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

f) Testing Program

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

(1) Iowa Tests of Basic Skills – 2nd - 8th Grade

Iowa Basic Skills Tests are general achievement tests for use in all grade levels. They are designed to measure how well a student has learned the basic knowledge and skills that are taught in such areas as reading, mathematics, social studies, and science.

(2) PLAN Test - 10th Grade

The PLAN test is designed to assist students in preparing for the ACT. Students are tested in the areas of English, math, reading, and science. The test is administered in the fall either at Zion or at a partner school. Submission of the testing fee is required for those students electing to take the test.

(3) Preliminary Scholastic Aptitude Test/National Merit Qualifying Test – 11th Grade

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

students electing to take the test.

(4) Michigan Merit Exam (MME) - 11th Grade

The Michigan Merit Examination is the state assessment administered in March to all students in 11th Grade. The MME consists of three major components: the ACT college entrance examination, the WorkKeys job skills assessments in reading and mathematics, and Michigan assessments in mathematics, science, social studies, and persuasive writing. The combined MME assessment measures student learning in the Michigan high school standards, benchmarks, and core content expectations. Students must achieve a qualifying score on all three sections of the test in order to be eligible for the Michigan Promise Scholarship. Students who do not achieve a qualifying score may retake the test in the fall of his or her senior year.

(5) American College Test (ACT) – 11th – 12th Grades

This test is required by the state of Michigan for eligibility for financial aid from the state, especially if the student plans to attend a state supported institution. The majority of colleges in Michigan require this test for admission. 11th graders will take the ACT at no cost as part of the Michigan Merit Exam. Students wishing to better his or her score on the ACT will need to register to retake the test at their own expense. Registration materials are available in the school office.

(6) Scholastic Aptitude Test (SAT) – 11th – 12th Grade

This test is similar to the PSAT/NMSQT and is required by many out-of-state colleges. Students who plan to attend an eastern college should plan to take this test during their junior year. Students who plan to attend an out-of-state college may take the SAT more than once. Registration materials are available in the school office.

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

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

(8) Miscellaneous Tests - All Grades

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

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

g) Academic Awards

We want to recognize and honor achievement and faithfulness and therefore have established several awards to be given to full-time students

- (1) Honor Roll: Students with an average GPA of 3.30 or higher on a 4.0 scale.
- (2) Dean's List: Students with an average GPA of 3.70 or higher on a 4.0 scale.
- (3) Awards may be given at graduation to honor academic achievement, personal faithfulness, and spiritual leadership.

h) Field & Class Trips

(1) Travel

- (a) School policy as outlined in the Family Handbook is in effect throughout the duration of the trip unless explicitly waived or amended by specific trip guidelines.
- (b) Transportation seating arrangements shall be segregated by gender, either by allowing only one gender per vehicle or, minimally, by disallowing opposite genders to sit adjacent to one another. When riding in vans, each row is to be limited to a single gender.
- (c) Cell phone use is limited to designated time periods to be determined by chaperones.

- (d) Electronic devices aside from cell phones are prohibited. Student travel video and music requests are to be submitted to trip leader at least one week prior to departure for approval.
 - (e) All prescription medications must be given to chaperones.
 - (f) Insurance cards should be taken when possible. Medical information forms will be taken from school.
 - (g) Students should bring driver's licenses as a form of identification when possible.
 - (h) The school's dress code should be enforced in full while sightseeing, with the exception of modest shorts if the forecast warrants them on the 10th and 12th grade class trips. During travel, students may wear sweatshirts with writing and modest, comfortable pants.
 - (i) Don't take anything along that is particularly valuable to you.
 - (j) Never go anywhere alone. Require a buddy system and suggest a minimum of three or four persons per group.
 - (k) Everyone must participate in every portion of the itinerary, except if the person is sick.
- (2) Lodging
- (a) All students should be in their room to stay by 11:00 PM, unless group activities are planned for later than 11:00 PM. Lights should be out by midnight.
 - (b) At no time are male students permitted to visit in female students' rooms or vice versa unless a chaperone is present.
 - (c) Never leave the hotel without chaperone consent
 - (d) Rooms shall be ready for inspection every morning.
 - (e) No video rentals are permitted at the hotel.
- (3) Finances
- (a) Fundraisers are to be held to cover the cost of class trips.
 - (b) Students who have not raised sufficient monies to cover the cost of the trip will be required to pay the balance owed prior to trip departure.
 - (c) Students are encouraged to use pre-paid phone cards for outgoing calls.
- (4) Chaperones
- (a) Student siblings may not attend class or field trips
 - (b) Chaperones must familiarize themselves with general school policy contained in the school's Family Handbook, as well as with specific trip guidelines prior to chaperoning.
 - (c) Chaperones are to assist the trip leader in all areas including dress code and other rules enforcement, maintaining timeliness, driving as asked, etc.
 - (d) Chaperones are not to question trip leaders in the presence of students aside from simple itinerary clarification. Questions of dress code, rules enforcement, itinerary alternatives, etc. are to be done discretely without students present. It is critical that the trip leader(s) and chaperone(s) support one another in the presence of students in order to maintain a necessary level of respect and order.

2. High School

a) Admission Requirements

To matriculate into Zion Christian High School, students must have earned a minimum of eleven course credits in grades seven and eight combined (students transferring to Zion Christian School in grade eight must have earned five and one half credits in grade eight). Courses meeting five days per week earn 0.5 credits per semester, while courses meeting fewer days per week are

adjusted according to the number of meeting days. For example, courses meeting three days per week earn 0.3 credits per semester, while courses meeting 2 days per week earn 0.2 credits per semester (exceptions may be made from time to time due to the level of work required outside the classroom). Based upon these credit values, a junior high student will typically attempt a total of fourteen course credits in their seventh and eighth grade years.

b) Graduation Requirements

Department	Credits Required
Bible *	4
Business (Computer)	0.5
English	4
Fine/Applied Arts **	1
Foreign Language	1
Mathematics ***	4
PE/Health	1
Science	3
Social Studies	3
Electives	1.5
	23

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

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

*** Students will receive a mathematics credit for Algebra I and a science credit for earth or physical science regardless of whether they are taken in 8th or 9th grade.

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

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

c) Incompletes

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

d) Schedule Changes

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

- (1) Up to 10 school days, drop without penalty.
- (2) After 10 school days, an F is recorded on the student’s transcript. Students who drop a course must meet with the Guidance Counselor. If a student retakes a course, the higher of the two grades will be recorded.

e) Transfer Credits

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

Transfer students from non-accredited institutions or home school programs must present a

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

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

f) Independent Study

A student may receive credit for a course taken as independent study if:

- (1) that course is necessary for the student to fulfill graduation requirements, and the student cannot obtain the necessary credit through the normal academic schedule. This does not include scheduling conflicts that are a result of failing to pass courses previously taken.
- (2) the student is qualified to take a more advanced or specialized course than is offered in the existing curriculum; and, takes a Zion-approved course through an accredited or Zion-approved institution, or under the guidance of a member of the Zion staff.

g) Teacher Aide/Office Aide

Students who have a free period have the option of being a teacher aide or office aide. Students who choose this option will assist a teacher, administration member, or office staff member in a variety of tasks. Aides will be graded on accuracy, punctuality, attendance, responsibility, and efficiency. Academic credit is given at a rate equivalent to 1/2 of a traditional academic course.

h) Guidance

A meeting will be scheduled with the Guidance Counselor early in the student's senior year. Prior to that time, students should take the necessary tests to enable them to apply to colleges of their choice. Juniors and seniors are encouraged to apply for college visitation days. In general, these days are limited to two per school year.

i) Senior Exam Policy

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

- (1) no unexcused absences or suspensions for the year
- (2) earned a senior second semester grade relative to their cumulative GPA according to the following chart. If a student's GPA falls within the range in the left column, they are not required to take the exam if their second semester grade in the course is greater than or equal to the grade in the right hand column. For example, if a student has a GPA of 2.22 at the conclusion of first semester (within the range of 2.00-2.32), they need not take the exam if their grade in the course is a C+, B-, B, B+, A-, or A.

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

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

C. Student Life

1. Extracurricular Opportunities

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

a) Student Council

High School student leaders are selected by their class in the fall to represent them in the student government body. This group helps the faculty maintain an open spiritual climate, plans recreational and service-oriented activities subject to administration approval, and represents the student body. This is a wonderful opportunity to serve others and develop leadership skills.

b) Athletics

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

- (1) Girls' Volleyball
- (2) Football
- (3) Boys' & Girls' Cross Country
- (4) Boys' & Girls' Soccer
- (5) Boys' & Girls' Basketball
- (6) Boys' Baseball
- (7) Boys' & Girls' Track

c) Yearbook

Students are encouraged to participate in the production of the school yearbook. Duties include writing, picture taking, advertisement sales, and editorial work.

2. Other Student Life

a) Chapel and Devotions

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

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

b) Lockers

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

c) Textbook Purchase

High school students will purchase textbooks at the cost of the books to the school. Used books may be sold back to the school at reduced cost if the book(s) will be reused in the subsequent academic year. A used book sale is held prior to the first day of school. High school students should purchase all their books at this time. Textbooks for all grades lower than high school will be provided by Zion at no cost to parents.

d) Phone Use

Phones in the classrooms are for teacher use only. If students need to make a call they may request use of the phone in the office at a cost of \$.25. The fee does not apply in the case of student illness or family emergency.

e) Computer Use

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

(1) Use of the System and Information Content

Students may use the computers in the lab if they have the permission of and are supervised by school staff.

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

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

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

(2) Software

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

(3) Security

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

(4) Enforcement

Students found acting in a way not in keeping with the preceding rules will receive either a detention or suspension depending upon the severity of the infraction. Extreme cases may result in expulsion.

f) Attendance

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

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

(1) Excused Absences

- (a) Illness - Parents are asked to notify the school office of the absence by phone by 9:30 AM the same day.
- (b) Funerals for close friends or relatives.
- (c) Appointments with doctors and dentists, appointments with counselors outside school.
- (d) Family Trips
 - (i) Family trips are considered to be trips that must include the parents or parent-approved adult.
 - (ii) A student is limited to five (5) school days per year for the purpose of a family trip.
 - (iii) The student must submit written request to the office signed by the parent and his or her teachers three school days or more prior to the trip. The notice must be signed by the parent before teachers are asked to initial it.
 - (iv) It is the student's responsibility to contact teachers regarding make-up of all work missed. Preferably, students should receive all course work ahead of trip departure. All work missed must be completed within the amount of time taken off from school (e.g. if a student is gone for an entire week, the student has seven (7) days after their return to make up all the missed work).
 - (v) Permission for family trips will not be granted for the months of May and June.
 - (vi) Permission for family trips will not be granted on the date a student is scheduled to participate in a class trip.
 - (vii) Failure to follow these guidelines will result in unexcused absences, which may result in detentions and grade reductions on assignments turned in late.
- (e) Personal Days

These days are intended to provide the opportunity for a parent-approved day for some student activity. An absence because of a wedding or other important family function constitutes an appropriate use of a personal day. We ask students and parents to make responsible use of the policy. The following conditions apply:

 - (i) A student will be permitted three (3) personal days per school year.
 - (ii) The student must submit written request to the office signed by the parent and his or her teachers three school days or more before the desired day(s). The notice must be signed by the parent before teachers are asked to initial it.
 - (iii) It is the student's responsibility to contact teachers regarding make up of all work missed. The student is also responsible to obtain all assignments from his or her teachers and must complete this work within the amount of time taken off from school (e.g. if a student is gone for one day, the student has one day to make up the work).
 - (iv) The student forfeits the privilege of a personal day if he or she has one or more unexcused absences in the semester in which the request is made or an overall GPA of 1.50 or below.
 - (v) Personal days may be used in conjunction with a family trip.
 - (vi) Permission for personal days will not be granted for the months of May and June.
 - (vii) Personal days may not be used for a student to participate in the class or field trip of a grade or class of which he or she is not a part.
 - (viii) Personal days will not be granted on the date a student is scheduled to participate in a class trip.
 - (ix) Failure to follow these guidelines will result in unexcused absences, which may result in detentions and grade reductions on assignments turned in late.
- (f) Exams

Absence from scheduled exams will be excused only for the reasons of illness or family emergency. Absence from scheduled exams for any reason other than these will be considered unexcused, and consequently, a zero will be given on the exam.

(2) Unexcused Absence

Unexcused absences from a class will result in the student's nine week grade being reduced by one percentage point for each unexcused absence in the course in which the unexcused absence occurred. Course work assigned and completed during the period in which the unexcused absence occurred must be completed by the first day the student returns to class with a late grade assigned. The following are examples of unexcused absences. Please note that personal days may be used in these instances provided the personal day criteria are met as shown above.

- Babysitting
- Hair appointments
- Oversleeping
- Job interviews
- Staying at home on days on which parents feel no work will be accomplished at school
- Tiredness or lack of sleep
- Running errands for parents or other persons
- Drivers test (or other business at the Secretary of State)
- Working at home or elsewhere
- Senior pictures
- Others: Anything outside of sickness or family issues that are not excused.

A student will receive an unexcused absence for the period if he or she is sent to the office by the teacher for disciplinary reasons.

Unexcused absences are also given to students who are late to school by more than 15 minutes.

(3) Tardiness

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

(4) Late Arrival & Early Departure

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

(5) Field/Class Trips

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

g) Dress Code

(1) Policy

All Zion students must wear clothing and accessories that are **modest**, neat, clean and fit appropriately. Clothing and accessories must not bear any connotation that is inappropriate for a Christian community. Administrative staff will decide in questionable cases. It is expected that all parents will be aware of what their children wear to school and will support the school in requiring clothing which is modest and shows consideration for the feelings and convictions of others, and is also consistent with Christian modesty and humility.

Parents will be notified of all violations where immodesty is a concern. Students in junior high and high school will be given one discipline point for each violation.

The following rules apply whenever a student is on campus (regardless of the circumstances surrounding their presence) and at all school functions unless a specific exception is made:

(a) Elementary School (P-6th)

(i) All Students

1. Students are asked to have a pair of indoor shoes at school at all times. They are to change into these shoes before entering the classrooms on days of inclement weather. These shoes may be slip-ons with nothing fancy necessary.
2. Students must have proper running shoes for P.E. class.
3. All clothing must be neat, clean, and in good repair, with no designer tears or holes.
4. Clothing may not contain writing or logos, with the exception of discrete logos which may be covered by the student's finger.
5. Hats and caps may not be worn.
6. Bare feet are not permitted. Leather sandals of any kind are permissible.
7. Neither backs nor midriffs may be exposed at any time.

(ii) Boys

1. May wear t-shirts, sweatshirts, collared shirts, or knit sweaters, each of which must have sleeves.
2. May wear shorts, jeans, dress or casual slacks. Sweat, wind, track, yoga pants, etc. are not allowed.
3. Hair should be neat, clean, well groomed, and above the eyebrows and shirt collar. Unusual hairstyles and unnatural hair dyes are not permitted.
4. No jewelry may be worn with the exception of watches.

(iii) Girls

1. May wear t-shirts, sweatshirts, tops, knit sweaters, or blouses, each of which must have sleeves.
2. Slacks, jeans, or skirts which come at least to the top of the knee are acceptable. Shorts may be worn provided they are no shorter than three inches above the top of the knee. Sweat, wind, track, yoga pants, etc. are not allowed.
3. Unusual hairstyles and unnatural hair dyes are not permitted.

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

(i) All Students

1. All clothing must be neat, clean, and in good repair, with no designer tears or holes.
2. Clothing may not contain writing or logos, with the exception of discrete logos which may be covered by the student's finger.
3. No jackets or coats are allowed in the building except when student is in transit to or from the building.
4. Hats and caps may not be worn.
5. Bare feet are not permitted.
6. Neither backs nor midriffs may be exposed at any time.
7. No tattoos or body piercings.

(ii) Boys

1. May wear shirts with collars and sleeves, knit sweaters, or sweatshirts. T-shirts may be worn only if they bear the Zion name or logo.
2. Dress pants or jeans may be worn. Shorts and sweat, wind, track, yoga pants, etc. are not allowed.
3. Hair must be neat, clean, well groomed, and above the eyebrows and shirt collar. Unusual hairstyles and unnatural hair dyes are not permitted.
4. No jewelry may be worn with the exception of wristwatches and class rings.

(iii) Girls

1. May wear tops, knit sweaters, blouses, or sweatshirts, each of which must have sleeves.
2. Full-length slacks or jeans, as well as skirts which come at least to the top of the knee are acceptable. Shorts and sweat, wind, track, yoga pants, etc. are not allowed.
3. Unusual hairstyles and unnatural hair dyes are not permitted.

(2) Enforcement

(a) Non-Modesty Related Infractions

Many dress code infractions are clear including writing on shirts, jewelry on boys, etc. Such concerns are addressed immediately by the classroom teacher. Those found in violation of the policy are required to immediately fix the infraction with an article of clothing from their own locker or one purchased with their own money from the office. If they do not have the money to purchase Zion Christian apparel, or they do not have something in their locker to correct the infraction, parents are required to come to school and provide appropriate attire for their child before they are allowed to return to the classroom.

(b) Modesty Related Infractions

We understand that discussion regarding modesty can be a sensitive topic. With this in mind, we are careful to ask only female staff to address modesty concerns among our female students, and male staff to deal with male students. After being noted by the classroom teacher, a potential modesty related dress code infraction is determined by three staff members (of the same gender as the student) forming a consensus as to the appropriateness of the attire. Those found in violation of the policy are required to immediately correct the infraction with an article of clothing from their own locker or one purchased with their own money from the office. If they do not have the money to purchase Zion Christian apparel, or they do not have something in their locker to correct the infraction, parents are required to come to school and provide appropriate attire for their child before they are allowed to return to the classroom.

Students with an infraction dealing with modesty are also required to complete an assignment educating them on the virtue of modesty. This assignment must be completed within two days or an additional discipline point will be given in the form of a detention to provide them the time to complete the assignment.

h) Student Relationships

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

i) Work Permits

All students under the age of eighteen that work for an employer during the school year must

obtain a work permit according to state law. A work permit may be obtained from the school office, and a copy of this permit shall be kept on record by the school. The laws of the State of Michigan require that students may not spend more than 48 hours in total between school and work. In addition, 14 and 15 year olds may not work later than 7 PM during the school year. 16 and 17 year olds may not work later than 10:30 PM. We ask that parents monitor compliance and help students keep their academic work the top priority during the schooling years.

j) Senior Work Release

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

k) Open Campus

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

l) After School Policy

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

m) School & Event Closing

Zion will be closed or delayed any time Byron Center Public Schools is closed or delayed, as well as on occasions where the Board of Directors and administration find it prudent given road and weather conditions. As for evening events, the school will continue to monitor the weather throughout the morning and submit an updated announcement around the noon hour. Although all media outlets have access to our releases, we have found WOOD TV8 to be one of the timeliest in posting our announcements. There is a school closings link on the *Weather Update* page of our website.

D. Discipline & Eligibility

1. High School Discipline Policy

a) Policy & Enforcement

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

Teachers are responsible for monitoring students while in the classroom, providing correction, consequences, and encouragement as needed. All teachers and staff have authority to administer discipline which may include verbal reprimands, sending students to the office for further discipline, and the granting of detentions. Suspensions from class or school may also be granted in conjunction with the administration. When discipline is administered, a Discipline Notice will be sent home to be signed by both parents when possible. The Discipline Coordinator responsible for the grade level will contact the parent to establish a time for the child to serve a detention or to discuss a discipline point assigned for a dress code infraction involving modesty. A letter will be mailed home to notify you of a non-modesty related dress code infraction. The Discipline Coordinator is also responsible for administering all out of school suspensions and expulsions as required.

Parents with concerns regarding discipline may contact the staff member who initiated the discipline to their child in order to clarify the facts surrounding the situation. Only when concerns arise regarding policy should the administration be contacted. We ask that discipline administered at school be reinforced in the home, recognizing that successful discipline requires two parental figures (home and school) functioning in harmony. Thank you for your support of

the school and staff as we attempt to administer discipline on your behalf, recognizing that a “house divided against itself cannot stand.”

The five levels of formal discipline are as follows:

- (1) Detention: A detention will be given to a student for repeated misconduct in class, inappropriate behavior at extracurricular activities, repeated dress code violations, repeated tardiness, and any other behavior that faculty, staff, or administration feel warrants such punishment. Students will receive a detention for every five tardies received in any one academic quarter. Accumulation will renew at the commencement of each academic quarter. Tardies will be given to students who are not in their seats with required course materials when the bell rings or who leave the room during class for any reason (e.g. bathroom, locker, etc.). A student may also receive a detention if he or she fails to report to the office, a teacher, and/or a member of the administration to see him/her for discipline or a disciplinary discussion. Neglecting to attend or make arrangements for an assigned detention will result in an additional detention. Failure to appear again could result in suspension. Detentions will take place after school from 3:15PM - 4:15PM, with other arrangements made as deemed necessary by the Discipline Coordinator (students may not serve multiple detentions in a single block of time, nor may they serve them during the school day). One point will be added to the student’s record for every detention.
- (2) Paideia Day: Students will serve a paideia day for every four detentions received throughout the course of the school year. Paideia is a Greek word meaning to mold the character of others by reproof and admonition. The term is used in Ephesians 6:4, which reads, “And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition (paideia) of the Lord.” It is found also in Hebrews 12:6 which states, “For whom the Lord loves He chastens (paideia), and scourges every son whom He receives.” Paideia days are served for the duration of a school day and are intended to allow students to reflect upon their behavior while providing opportunity to train them in the fear of the Lord. The day consists of a written assignment and the performance of a variety of tasks around the school facility. Following the paideia day, the student is responsible for acquiring and completing all course assignments according to the rubric imposed by the teacher. Work assigned and completed by the remainder of the class during the paideia day must be completed by the following school day. Students must report to the office at the outset of the day. Two points will be added to the student’s record for every paideia day served.
- (3) Class Suspension: A teacher, in conjunction with the administration, may suspend students from attending class if their conduct is such that they interfere with the educational process. When students are dismissed from a class they must report to the office. Repeated dismissal from a class may result in permanent removal along with a failing grade. Return to a class and continued attendance depend on the conditions and approval of the classroom teacher in conjunction with the administration. For each class suspension, the student’s nine week grade will be reduced by three percentage points in the course in which he received the suspension. During the suspension, the student is responsible for acquiring and completing all course assignments according to the rubric imposed by the teacher. Work assigned and completed by the remainder of the class during the suspension must be completed by the first day the student returns to class. Two points will be added to the student’s record when suspended from class.
- (4) School Suspension: Students may be suspended by the administration for unacceptable behavior including, but not limited to, misconduct or offense against a classmate, staff member, or school facility. Examples are as follows:
 - Using alcohol, tobacco, drugs or mimic drugs
 - Uttering obscenity in any form
 - Deliberately abusing school property
 - Showing disrespect or disobedience to any school employee
 - Abusing fellow students
 - Promoting strife within the school
 - Degrading the name of the school
 - Possession or use of fireworks

- Pulling a fire alarm
- Extortion

Suspensions may vary in length from one day to two weeks. Suspensions may be either in school or out of school. For in school suspensions, students must report to the office to serve the suspension time. For out of school suspensions, the student is to remain off the school grounds for the duration of the suspension, except to acquire class assignments. For each school suspension, the student's nine week grade will be reduced by three percentage points in every course in which he is enrolled. During the suspension, the student is responsible for acquiring and completing all course assignments according to the rubric imposed by the teacher. Work assigned and completed by the remainder of the class during the suspension must be completed by the first day the student returns to class. Five points will be added to the student's record for each suspension.

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

b) Point System

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

Action	Points
Detention	1
Dress Code Violation	1
Skip Class (maximum 5 pts per day)	1
Paideia Day	2
Class Suspension	2
Reckless Driving	2
School Suspension	5

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

- (1) 8 Points
- (a) The student will see the Discipline Coordinator and a letter will be sent to the parents
 - (b) The student is not eligible for student government or lunch release if otherwise eligible
 - (c) The Education Committee will be notified
- (2) 12 Points
- (a) The student will attend an appointment with the Discipline Coordinator and the student's parents
 - (b) The student will not be allowed to participate in extracurricular activities for the remainder of the school year. The offender would become permanently ineligible from extracurricular activities after reaching 12 points twice while in high school.
 - (c) The Education Committee will be notified
- (3) 16 Points
- (a) The student will attend a meeting with his/her parents, the Discipline Coordinator, and the Education Committee
- (4) 20 Points

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

2. Extracurricular Eligibility

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

E. Health, Safety, and School Atmosphere

1. Health and Medication

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

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

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

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

2. Controlled Substances/Weapons/Tobacco

While the board and administration reserve the right to counsel and work with students and families in a discipline process, the possession or use of a controlled substance, weapon, or tobacco product anywhere on the school property or at any school function may be grounds for immediate expulsion pending action of the Board of Directors. Adults should be aware that Zion has designated their entire property as tobacco free. Illegal activity at school may also result in the contacting of legal authorities.

3. Harassment

- a) Policy

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

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

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

timely basis. (1)

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

In situations involving allegations between a student and a staff member, the student (or his or her parent or legal guardian) is expected to contact the principal and make a report. The principal should conduct a timely, discreet investigation using the same policies or practices of the Association that s/he would use to investigate other alleged wrongful behavior. Any staff member who is determined to have violated this policy will be subject to corrective action and discipline including the possibility of termination.

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

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

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

b) Guidelines for Determining Harassment

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

- (1) Unwelcome conduct or communication used as an explicit or implicit condition for the student to utilize, or benefit from, the services, activities, or programs of the Association.
- (2) Unwelcome conduct or communication that interferes with a student's education, creates an intimidating, hostile or offensive environment, or otherwise substantially and adversely affects the student's educational opportunities.
- (3) Racial slurs or other demeaning comments. The severity and frequency of the comments should be considered as factors in determining if comments are harassment.

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

- (1) Pressure for sexual activity
- (2) Repeated remarks with sexual implications
- (3) Any unwelcome touching
- (4) Sexual jokes, cartoons, etc.
- (5) Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

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

c) Confidentiality

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

d) Notification

Notice of this policy will be circulated within the Association and incorporated into the teacher, student and parent/guardian handbooks. All new hires of the Association will be required to review and accept this policy.

4. Emergency Procedures

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

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

5. Transportation

a) Busing

Busing is available through either Byron Center Public Schools (for those living in the Byron Center school district) or ZCS Transportation, a wholly owned subsidiary of Zion Christian School. Bus surveys are distributed to parents in the summer months to discover whether bus service is desired. Bus schedules and contracts are distributed prior to the school year. Throughout the school year, bus drop-off occurs immediately outside the building, while pick-up takes place on the parking lot's fourth tier (the staff lot).

b) Carpooling

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

(1) Drop-Off - Elementary and junior high students are to remain outside in the playground area until a staff member allows them in through the door at the south end of the grade school (east) wing. High school students may enter the building through the gym entrance to the high school (west) wing upon arrival, while junior high students may enter through the courtyard entrance.

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

c) Student Driving & Parking

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

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

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

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

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

d) Field/Class Trips

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

6. Building and Grounds Use

Some rules related to building use are:

- a) Chewing gum or throwing snowballs on campus is prohibited.
- b) Students are to walk, not run, in the hallways.
- c) Areas where students are allowed during school hours are in the designated play areas. Students are not to go behind the school buildings or to their vehicles without teacher permission.
- d) Students should only come to the campus during school hours and for officially sponsored school activities and should only be on campus when a school staff member or parent is present. Plans to be at school should not be made by students apart from teachers or coaches.

7. Respect and Care for School Property

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

8. Visitors

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

9. Electronic Devices

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

Cellular phone use is not permitted any time during school hours. Phones may be stored in students' hallway lockers during the school day but must remain turned off. Phones may be used before and after school hours on school grounds as needed, but never in the school building. For those activities which extend beyond the school day, those in authority have the right to enforce additional cell phone regulations during these times. Because modern cell phones may also function as data storage devices, student cell phones brought to school are subject to inspection and review by school staff. Any content deemed inappropriate by the administration may be grounds for further discipline.

FOUR YEAR OLD PRESCHOOL DAILY SCHEDULE

Standard Day (T,H)*

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

* Preschool begins on September 21, 2010 and concludes May 19, 2011.

DEVELOPMENTAL KINDERGARDEN DAILY SCHEDULE

Standard Day (M,W)*

Activity	Mon & Wed
Devotions	8:15-8:25
Class	8:25-10:15
Break	10:15-10:30
Class	10:30-12:00
Lunch	12:00-12:15
Recess	12:15-12:45
Class **	12:45-3:15

* DK begins on September 20, 2010 and concludes May 18, 2010.

K - 6TH GRADE DAILY BELL SCHEDULE

Standard Day *

Activity	Mon-Thurs	Activity	Friday
Devotions	8:15-8:25	Class	8:15-8:40
Class	8:25-10:15	Chapel	8:40-9:00
Break	10:15-10:30	Class	9:00-10:15
Class	10:30-12:00	Break	10:15-10:30
Lunch	12:00-12:15	Class	10:30-12:00
Recess	12:15-12:45	Lunch	12:00-12:15
Class **	12:45-3:15	Recess	12:15-12:45
		Class **	12:45-3:15

* Kindergarten meets only on Monday, Wednesday, and Friday

** Students in grades K-4 may be given a break from 2:00 - 2:15

Half Days Other Than January 21 & June 3

Activity	Time
Class	8:15-10:15
Break	10:15-10:30
Class	10:30-11:30

January 21 & June 3

Activity	Time
Class	8:15-10:15
Break	10:15-10:30
Class	10:30-12:00

7TH - 12TH GRADE DAILY BELL SCHEDULE

STANDARD DAY				
Period	M,T,R	Wednesday	Period	Friday
Devotions	8:15-8:25	8:15-8:25	1 st Period	8:15-9:10
1 st Period	8:25-9:16	8:25-9:13	Chapel	9:10-9:40
2 nd Period	9:20-10:11	9:17-10:07	Break	9:40-9:50
Break	10:11-10:21	10:07-10:20	2 nd Period	9:50-10:37
3 rd Period	10:21-11:12	10:20-11:08	3 rd Period	10:41-11:28
4 th Period	11:16-12:07	11:12-12:00	4 th Period	11:32-12:19
Lunch	12:07-12:34	12:00-12:45	Lunch	12:19-12:50
5 th Period	12:34-1:25	12:45-1:33	5 th Period	12:50-1:36
6 th Period	1:29-2:20	1:37-2:24	6 th Period	1:40-2:26
7 th Period	2:24-3:15	2:28-3:15	7 th Period	2:30-3:15

ASSEMBLIES				
Period	30 Minute	40 Minute	60 Minute	
Devotions	8:15-8:25	8:15-8:25	8:15-8:25	
1 st Period	8:25-9:10	8:25-9:10	8:25-9:10	
Assembly	9:10-9:40	9:10-9:50	9:10-10:10	
Break	9:40-9:50	9:50-10:00	10:10-10:20	
2 nd Period	9:50-10:37	10:00-10:46	10:20-11:02	
3 rd Period	10:41-11:28	10:50-11:36	11:06-11:48	
4 th Period	11:32-12:19	11:40-12:26	11:52-12:34	
Lunch	12:19-12:44	12:26-12:51	12:34-12:59	
5 th Period	12:44-1:31	12:51-1:37	12:59-1:41	
6 th Period	1:35-2:22	1:41-2:27	1:45-2:28	
7 th Period	2:26-3:15	2:31-3:15	2:32-3:15	

Half Day (Hours 1-4)		Half Day (Hours 5-7)		Half Day (Hours 1-7)		Half Day (Thanksgiving Break)		Half Day (Christmas Break)	
Period	Time	Period	Time	Period	Time	Period	Time	Period	Time
1	8:15-9:00	5	8:15-9:15	1	8:15-8:38	1	8:15-8:50	5	8:15-9:05
2	9:04-9:49	Break	9:15-9:30	2	8:42-9:05	2	8:54-9:28	6	9:09-9:59
Break	9:49-9:58	6	9:30-10:28	3	9:09-9:32	Break	9:28-9:38	Break	9:59-10:09
3	9:58-10:43	7	10:32-11:30	4	9:36-9:59	3	9:38-10:12	7	10:09-11:00
4	10:47-11:30			Break	9:59-10:09	4	10:16-10:50	Assembly	11:00-11:30
				5	10:09-10:33	Assembly	10:50-11:30		
				6	10:37-11:02				
				7	11:06-11:30				