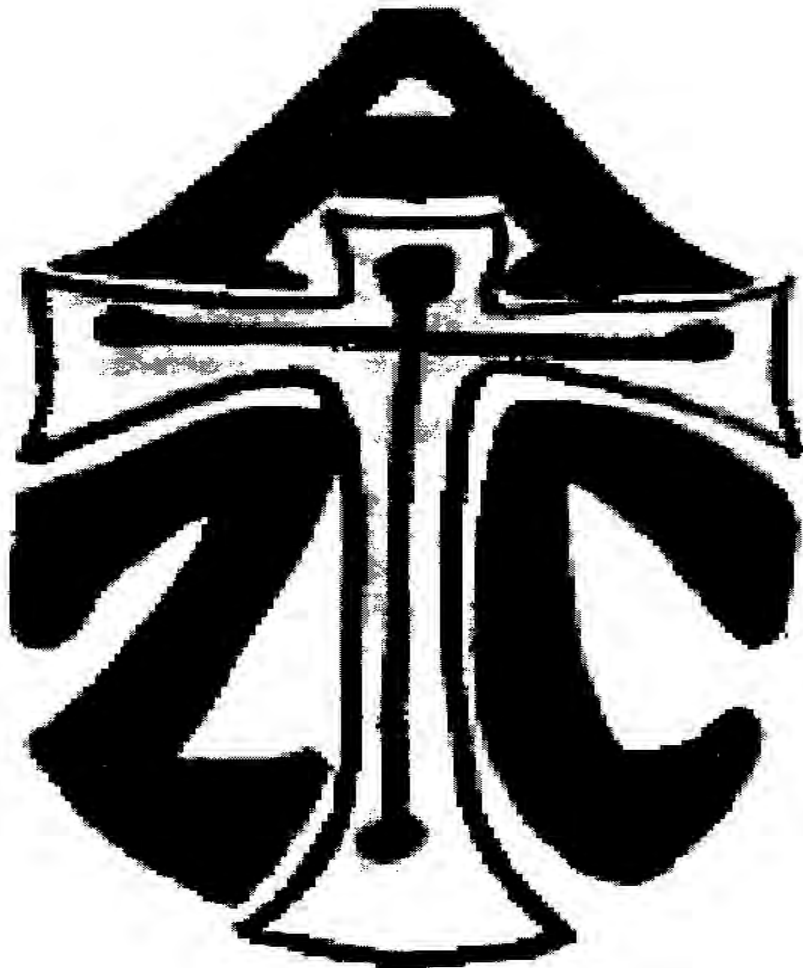


ZION TEMPLE CHRISTIAN ACADEMY

STUDENT HANDBOOK



Train up a child in the way he should go:
and when he is old, he will not depart from it.

Proverbs 22:6

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Acknowledgment of Student/Parent Handbook

THE OBJECTIVES OF ZION TEMPLE CHRISTIAN ACADEMY

1. A Christian-based curriculum is provided for a well-rounded education.
2. A physical education program that provides for physical development and a Fine Arts Program that will be provided for the creative development of all pupils Age 3 – Grade 2.
3. A computer literacy program is provided for all students.
4. To provide opportunities that will help enable pupils to develop spiritually, intellectually, physically, and socially.
5. To promote high self-esteem in pupils.
6. To provide opportunities to develop pride and patriotism in pupils.
7. To provide opportunities to explore the “World of Careers”.
8. To inspire self-control through godly discipline based on effective teaching, common sense, and the Word of God.

1.0 Arrival Times

-Before School Watch (additional fee)	7 A.M. – 7:59 A.M.
-Instructional Hours	8:30 A.M. – 3 P.M.
-After School Watch (additional fee)	4 P.M. – 6 P.M.
-Classroom doors are opened.	8 A.M.

2.0 Parking

Please park in the parking lanes provided during drop off and pick up times. Park away from fire lane and children's play area.

3.0 Building Entrance

Please keep noise level low. Students should report directly to assigned classroom. For the safety of the children, a security system has been installed.

4.0 Hallways

- Avoid unnecessary movement or talking in hallways during school day.
- Stay to the right in the hallways.

5.0 Release from School

Early dismissal (dental, medical, etc.) requires a note or phone call from home. You are to be picked up and signed out in the school office.

Students will be released only to authorized adults. Parents must call the school and inform the office if someone who is not on the pick up list will be picking up students for the first time. **For safety reasons, please let your first time pick up person know that identification is needed in order for the school to release the students. Any person on the pick up list under the age of 18 must have written permission from the parent(s) to pick up students.**

6.0 Field Trips

Occasionally, students are taken on field trips of educational interest. However, students must have recommendation of teacher to go on a field trip. These trips are correlated with subject matter in the curriculum. Parents are asked to sign a permission form which will be sent home one week in advance of the trip. There will be a charge for most trips.

Volunteers are needed on field trips and must be 18 years of age or older.

7.0 Communications

Communications is the key to running a successful school. Here are some of the most common types of communications:

- **Conferences:** The first, second, and third quarters are set aside for parent/teacher conferences. Sometimes parents and teachers feel that conferences cannot wait until the end of a grading period. Conferences may be arranged by calling the office (513) 861-5551, and setting a time most agreeable to both the parent and the teacher. A conference may also be arranged by sending a note to the teacher requesting the conference. Such conferences are encouraged.
- Report cards are sent home each quarter with students of grade 1 thru grade 2. Parent or guardian must pick up report cards from teachers on levels K4 and K5.
- Progress reports are sent home each mid-quarter with students of grades 1 thru 2.
- **Newsletters:** This type of communication is used most often to inform and remind parents and students of upcoming educational, social, and money-making events.
- **Notes/Phone Calls:** While face-to-face meetings are usually best, personal notes or brief phone calls are often effectively used by teacher to keep parents informed of the progress of the student.

- Placement Tests: A placement test is administered to all new enrollees (Grade 1 – Grade 2) to the school.
- Standardized Tests: The Stanford Achievement Test is highly recognized and used across the country. This is not a pre-entrance test. It is given at least once a year around springtime to K5 thru grade 2 students.

8.0 Homework

We believe that homework plays an important role in the total school program. As the amount and kinds of homework increases, the amount of responsibility connected with homework increases.

The student who successfully learns how to organize his/her work, budget his/her time and develop a feeling of responsibility toward his/her assignments will be the student who can best cope with what is expected in high school and beyond.

Students, teachers and parents must bare the responsibility of homework. The teacher must give assignments that are definite and clear as well as practice in basic skill areas.

The parent must show an interest, provide encouragement, and a satisfactory study plan and area for study.

Student responsibility begins the moment the teacher makes the assignment. It is the student's responsibility to accurately copy the homework and plan time to complete it. The work must be done to the best of the student's ability. He must seek help when necessary and bring the completed assignments to school on time.

Parents and teachers can help you learn self-discipline through self-direction and independent study which will help in pursuing your special interest and your own development.

9.0 Attendance

Absence Policy

Upon return to school the student must bring a note stating the reason for the absence. He/She will not be permitted to class without an absence slip from the office.

Failure to bring in a written note will be considered an unexcused absence and the student will not be permitted to make up the work.

Excused absences of 1 – 3 days per quarter are allowable. Students with four or more days of absence are requested to bring a physician's certificate of illness.

Contagious illnesses will require a physician's note upon returning to school.

Students not following the guidelines will be considered truant.

Make-up Work

Students with excused absences may make up work (**Applies to Pre3 & K4**).

Work may not be made up due to an unexcused absence or suspension.

Tardiness and Early Dismissal

School starts at 8:30 a.m. and students who arrive after 8:45 a.m. are considered tardy and must report to the office before going to class. He/She will not be permitted to class without a tardy slip from the office.

Students with four days of tardiness per quarter may not return to school without a parent.

Arrival from 10:45 a.m. to 12 noon is considered ½ day. Any early dismissal prior to this time is considered a full-day absence.

Parents are asked to attempt to schedule appointments for after school hours **(Includes Pre3 & K4 students)**.

If a student must leave school during the day, a note of explanation should be brought to class **(Includes Pre3 & K4 students)**.

Parents must sign students out in the office **(Includes Pre3 & K4 students)**.

10.0 Hallways

1. Avoid unnecessary movement or talking in hallways during school day.
2. Stay to the right of the hallways.

11.0 Lunchroom

1. All children are to enter and leave the lunchroom in an orderly manner.
2. If children are purchasing a hot lunch, all utensils are to be gotten as they go through the line.
3. There will not be any talking until children have finished their lunch.
4. Children are to remain seated until instructed to clean up.
5. Before leaving the lunchroom, children are expected to clean their area.
6. Keep voice low in lunchroom.
7. Try to complete your meal.

12.0 Play Area

1. Fighting will not be tolerated.
2. Disrespect to teachers or other students will not be tolerated.
3. Rough play will not be tolerated (it can lead to hurt feelings and fighting).
4. When recess is over, line up automatically. No talking is permitted when entering the building.
5. No profanity is permitted.
6. Remove caps/hats when entering the building.
7. Always show good sportsmanship.

13.0 Classroom Free Time

1. Remain seated during classroom free time. Try to move quietly.
2. No visiting from classroom to classroom.

14.0 School Supplies

Necessary supplies (pencils, paper, crayons, etc.) are required in order to function each day in the classroom. Please check your child's supplies on a regular basis.

15.0 Toys

Toys must not be brought to class unless permitted by the teacher. The school shall not be liable for any lost/damaged toys or video games.

Sums of money of more than \$1 may be brought to school for lunch or snack items.

16.0 School Lunches

The school is equipped to serve hot lunches at a rate of \$3 daily which is to be paid at the **beginning of the week** to the child's teacher. Dairy product is \$.55 and is preferred for lunch unless a drink is brought from home. Nutritional items (sandwiches, vegetables, potato chips, pretzels, fruit) should be prepared for the students if a lunch is packed. Sugared items (fruit roll-ups, snack cakes, candy) are not recommended as they decrease the child's appetite. Microwavable items **are not permitted**.

17.0 Birthday Parties

Parents must notify the child's teacher or the office at least one week in advance of the party. Please be reminded that the teacher has the right to refuse any birthday party in his/her classroom due to a preplanned schedule.

18.0 Uniforms

All children should be dressed in uniforms each and every day. **Any child out of uniform will be sent to the office and a parent will be called to pick up the child.**

Girls

- White uniform blouse
- Uniform jumper
- White (preferably), navy blue, or red socks/stockings
- Shorts **are not** permitted under uniform jumper without prior approval from the office.
- Sports socks **are not** permitted.
- Please use parental discretion with beads (teacher is not responsible for misplaced beads) and other hair accessories
- Closed shoes, typically gym shoes, are permitted.
- Excessive jewelry **is not** permitted.

Boys

- White uniform shirt
- Navy blue khaki or corduroy pants (without signature designs and no more than four pockets)
- Shorts **are not** permitted during the academic school year.
- Earrings, ponytails, nor braids are permitted.
- Hair must be cut moderately short.

On Friday during corporate devotion all girls must be in uniform with black dress shoes and white socks. All boys must be in uniform with white shirt, black tie, and black dress shoes. **Any child out of uniform will be sent to the office and a parent will be called to pick up the child.**

All students who must change into play clothes at the end of the day must do so upon arrival of the parent/guardian.

If the classroom is too cool, children are permitted to wear white, navy blue, or red sweaters. Heavy outerwear **is not** to be worn in the classroom.

19.0 Emergencies

The school will immediately notify the parent/guardian of a child's condition when he/she has been observed with signs or symptoms of an illness. The parent/guardian is expected to make immediate arrangements for their child to be picked up from school.

If the student is severely ill or injured, the parent will be notified promptly. The parent must pick up the student promptly or if necessary call 911 for the student. If the student is transported for emergency treatment, the teacher will remain with the student until the parent/guardian assumes responsibility for the student.

Emergency evacuations (any threat to the safety of children due to an environmental situation or threats of violence, natural disasters, loss of power, heat or water) will be assessed by the Assistant Principal or Director. For disasters, **such as fire or tornado**, evacuation routes and safe locations will be used to insure the safety of the student.

For **loss of power/heat**, parents will be notified to pick up children if unable to maintain comfort level. For **loss of water**, parents will be notified to pick up their children.

For **threats of violence**, outside doors will be locked and the keyless entry system at the entrance will maintain a secured area, and the Police Department will be contacted.

20.0 Illness

If a child has a temperature before arriving at school, please allow your child to remain at home, even if medication is administered. This is a precautionary measure to avoid contagious diseases. If symptoms of a communicable disease are observed, the staff reserves the right to send the child home. He/She must return with a written doctor's statement indicating that he/she is able to return to school.

Acknowledgment of Student Handbook

Please sign and return this form to the Administrative Office of Zion Temple Christian Academy on or before Wednesday, November 2, 2011.

I, _____, have read and understand the policy and procedures as noted in the Zion Temple Christian Academy Student Handbook.

Child/Children's Name:

Parent's Signature

Date