Zion Christian Academy

10310 Dixie Highway
Florence, Kentucky 41042
Office: (859) 371-9008
zionlions@zcaky.com

Psalm 125:1

KINDERGARTEN – 8TH GRADE FAMILY HANDBOOK

2020-2021

Table of Contents

Vision Statement

Mission Statement

Statement of Faith

1. Philosophy pg. 1
2. Nondiscrimination Policy pg. 1-2
3. Admissions Policy pg. 2
4. Financial Arrangements pg. 2
5. Educational Program pg. 3
6. Nutrition pg.3
7. Health and Safety pg. 3-4
8. Authorization to pick up your child pg. 3
9. Volunteers pg. 3-4
10. Birthdays pg. 4
11. Arrival and pickups pg. 4
12. Aftercare pg. 5
13. Attendance pg. 5
14. Communication pg.6
15. Recess pg. 7
16. Playground Rules pg. 7
17. Field Trips pg. 7
18. Homework pg. 7
19. Reporting Student Progress pg. 8
20. Promotion pg. 8
21. Dress Code pg. 8-10
22. Code of Ethics and Conduct pg. 10
23. Discipline pg. 11-12
24. Student Responsibility pg.13
25. Fundraisers pg. 13
26. School Pictures pg. 13
27. Emergency Procedures/Drills pg. 13
28. Observing Classes pg. 13
29. Open House pg.13
30. Animals and Pets pg.13
31. Parking Lot Gate pg.14

Vision Statement

"Preparing the next generation to become world changers".

Mission Statement

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

Statement of Faith

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

INTRODUCTION

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

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

1. PHILOSOPHY of CHRISTIAN EDUCATION

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

GOALS

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

2. NONDISCRIMINATION POLICY

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

3. ADMISSION POLICIES

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

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

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

Please note:
*Zion Christian Academy complies with Kentucky State Law concerning age requirements for Kindergarten and First Grade.
*Zion Christian Academy is limited in the acceptance of hyperactive or hyperkinetic children.

4. FINANCIAL ARRANGEMENTS

A copy of the tuition, registration and book fees is included in your registration packet.

Tuition and fees are handled and paid through FACTS Management System with several payment options available. Payments begin in August and in May. You also have an option to pay in full. An account more than 15 days delinquent is grounds for dismissal.
(Tuition is spread out evenly for 10 months, with partial months being accounted for in the tuition schedule, ie, August, December, and May).

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

BOOK FEES
Book fees are payable for each student. These fees are always due by June 1st to ensure all materials arrive prior to the first day of school. Book fees do include some of the required materials for each grade.

SUPPLY LISTS
Each grade has a designated list of supplies that students are required to provide on the first day of school. These lists are posted via our website, zionchristianacademy.com , prior to the start of the school year.

WITHDRAWAL FROM ZION CHRISTIAN ACADEMY
Should you decide to withdraw your child from ZCA, a two-week notice is required. You will be required to pay the full month's tuition of the date you withdraw. For instance, if your last day is November 15th, you will pay the full November tuition. (K-8th is not based on weeks and nothing is pre-paid). Any child being withdrawn after May 1st will still be required to complete payments through the close of the school year as well.

5. EDUCATIONAL PROGRAM

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

6. NUTRITION

Lunch is served between 11:00 a.m. and 12:15 p.m. for K-4th grade. Your child, should you choose to buy school lunch, is served a hot, well-balanced meal each day for $3.50. **Due to increased student body, we simplified the lunch process. Every Monday your FACTS account will be charged for the number of lunches your child had eaten the previous week. Cash/checks will no longer be accepted for lunch money.** A monthly calendar will be provided which will list the menu for that month. If you choose to pack lunch, please be mindful that we cannot refrigerate, or heat items so please plan accordingly. (*Middle School campus has access to a microwave.)

7. HEALTH & SAFETY

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

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

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

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

- Constant cough
- Abnormally irritable
- Abnormally tired (Rest at such times may prevent the development of serious illness)
- Possible communicable disease symptoms (i.e. sniffles, reddened eyes, sore throat, headache, abdominal pain, fever).
Please notify the school at once if the child does have a communicable disease.

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

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

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

8. AUTHORIZATION TO PICK UP CHILD

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

9. VOLUNTEERS

ZCA welcomes volunteers! We would love voluntary assistance for field trips, programs, public relations activities, recruitment of future students, and other activities. All volunteers will be required to pass a background check prior to assisting in the classrooms.

10. BIRTHDAYS

If you would like to send a treat for your child's birthday, we celebrate birthdays either in the classroom or at lunchtime. Please notify your child's teacher at least two days in advance if you decide to do so and ensure there is enough to share. **Please avoid foods that include common allergens and large amounts of frosting, such as cupcakes.**

11. ARRIVAL AND PICK UP

KINDERGARTEN

Drop Off is between 8:10 a.m. and 8:20 a.m. Drop off past 8:20 will count as a tardy. If before-care is needed, children should be brought to the Church campus and the additional fee will apply (see rate sheet for details).

Pick Up is between 2:20 p.m. and 2:30 p.m. for students without a school-age sibling and 3:00 p.m. to 3:10 for all others. If a child is picked up later than 3:10 p.m., an additional fee may apply (see rate sheet for details).

GRADES 1st-8th

Drop Off is between 8:00 a.m. and 8:10 a.m. Drop off past 8:10 will count as a tardy. If early drop-off is needed, an additional fee will apply (see rate sheet for details). Before-care is provided at church campus.

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

PLEASE NOTE

- Drop-Off: Follow the appropriate flow drop-off signage.
- **For health and safety reasons: Parents will drop students off outside main door.**

12. AFTERCARE

The use of aftercare is primarily for those who have registered for set days upon enrollment. Due to staffing limitations, if you have not been registered for aftercare, you must call ahead to check availability.

13. ATTENDANCE

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

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

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

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

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

INCLEMENT WEATHER
In the event that school is on delay or closes due to inclement weather, you will be notified via text alerts. This information will also be posted on our Facebook page. Please make sure that you are signed up to receive these alerts.

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

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

14. COMMUNICATION

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

When attempting to contact teachers, please contact the front office directly. Phone calls from teachers will ordinarily be made during the teacher's planning period or after school hours.

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

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

ATTENTION: If a Daily or Friday Folder is lost, there will be a replacement fee of $3 for the Friday Folder(1st-4th) and $5 for Daily Folder (K).

15. RECESS

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

16. PLAYGROUND RULES

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

17. FIELD TRIPS

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

You must have a criminal record check completed before you can volunteer. If you have never attended a field trip with Zion Christian Academy before, please see the main office to fill out the background check form along with a $10 check made out to “Kentucky State Treasurer”.

18. HOMEWORK

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

19. REPORTING STUDENT PROGRESS

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

REPORT CARDS

Report cards are sent to grades K-4th at the end of each six weeks and grades 5th-8th every quarter. These reports will indicate progress and areas of needed improvement. An interpretation of the grading code used is printed on the report card. Parents are to sign the report card and send it back no later than 4 days after the date received. Please note that for 5th - 8th grades, a progress report may be sent home in the middle of the quarter.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled after the 1st grading period and upon request. Please contact the office to set a meeting up with you and your child’s teacher.

20. PROMOTION

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

21. DRESS CODE

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

BOYS’ DRESS CODE

Shirt:	-Uniform shirts ordered/purchased through frenchtoast.com -No sweatshirts except for ZCA spirit-wear. If you do not have spirit-wear, solid color long sleeve shirt may be worn **underneath** their uniform shirt.
Pants & Shorts:	-Straight-leg or boot cut jeans permitted -No wide legs, cut offs, “zip offs”, or holes in jeans -Fitted at the waist (no underwear showing) -Pants & shorts must be docker-type or jean material -Fitted in length (cannot drag on ground) -Baggy jeans are not permitted -Pants must be **Blue, black, khaki** in color (including blue jeans) -Shorts can be worn from May 1st through October 15th -Shorts must be mid-length
Hair:	-Hair length must be at or above shirt collar -No unnatural or distracting hair dyes
Shoes:	-No open-toed shoes/sandals -Clean in appearance
Jewelry:	-No earrings or body piercings are permitted -No visible tattoos

GIRLS’ DRESS CODE

Shirts:	-Uniform shirts ordered/purchased through frenchtoast.com -Plain sweaters in white, red, or navy are permitted (Must be worn over school shirt) -No sweatshirts except for ZCA spirit-wear
Pants & Shorts:	-Straight-leg, boot cut, or slightly flared jeans permitted -No wide legs, cut offs, or holes in jeans -Pants & shorts must be docker-type or jean material -Must be modestly cut -Pants must be **Blue, khaki, black** in color -Fitted at the waist (no underwear showing) -Fitted in length (cannot drag on ground) -Baggy jeans are not permitted - **No leggings or tight fitted stretchy material** -Shorts & Capris can be worn from May 1st through October 15th -Shorts must be mid-length (no more **than 3” above the knee**)
Skirts & Jumpers:	-Jean or khaki material, can be black, navy or khaki color. -**Shorts are to be worn underneath** -No more than **3” above knee** -Can be worn from **May 1st thru October 15th**.
Hair:	- No unnatural or distracting hair dyes

- No distracting headbands or hair piece (unicorn horns, cat ears, etc.).

Shoes: -**No open toe shoes/sandals**
-Clean in appearance

Jewelry: -Modest in appearance
-No body piercing
-No visible tattoos

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

If a child does not abide by the dress code, a notice will be sent home or the parent/guardian will need to bring a change of clothes to the school.

SPIRIT & NON-UNIFORM DAYS

NON-UNIFORM DAYS are every other Friday and are days where students do not have to wear their uniform polos. All other dress-code rules still apply. To participate in Non-Uniform Days, students must bring $1.00 to school. This money is collected and used towards student events.

ZCA also schedules different dress-up days to celebrate certain holidays or to promote student engagement, i.e. pajama day, crazy hair day, etc. On these days, students are not required to wear their uniforms. However, they are still required to be modestly and appropriately dressed for school activities.

SCHOOL SPIRIT DAYS are the alternating Fridays and students are permitted to wear their school spirit wear (i.e. ZCA t-shirts, sweaters, hoodies), if your student does not yet have spirit wear, they are permitted to wear purple, black or white. All other dress-code rules still apply concerning bottoms and shoes.

22. CODE OF ETHICS & CONDUCT

ZCA is dedicated to developing young people of Christian character and integrity. Our faculty and staff attempt to promote a loving, positive attitude toward disciplining the students in our care. We believe that discipline means to direct or change a person's behavior in an effective and, whenever possible, non-degrading manner. Discipline is a process; therefore, our goal is to help students conduct themselves at all times in a manner becoming of a Christian.

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

1. Students are always to exhibit respect towards teachers and faculty. Talking back, foul or abusive/disrespectful language or gestures are not permitted.

2. Students are expected to recognize the dignity and importance of each person by respecting others' feelings, property, and rights.

3. Pushing and shoving in line, cheating, stealing, verbal abuse, name calling, and unacceptable physical contact such as fighting, scuffling, tripping, shoving and unacceptable games are not permitted.

4. Students are expected to properly care for all school property. Defacing school property is not permitted. Students and parents are financially accountable for repair or replacement of any damaged property.

5. Students are to conduct themselves in a quiet manner in the school building before and after school and while changing classes.

6. Students are given a thirty-minute supervised lunch/recess period daily. This time is not only for rest and relaxation, but for maintaining and developing proper table manners and acceptable social behavior in the lunchroom. Conversing quietly is acceptable.

7. Rude behavior, such as shouting, food throwing, or destroying another's lunch will not be tolerated. Disciplinary action will result.

8. Students are expected to take an active role in helping create a positive classroom experience for all. Students are called upon to assist teachers in establishing classroom rules and standards.

9. Students are expected to abide by the dress code as detailed in this handbook.

10. Students are always to conduct themselves as responsible Christian citizens. Each student is a personal representative of Zion Christian Academy and is expected to produce a positive image both at school and in public.

23. DISCIPLINE

By electing to send your child to Zion Christian Academy, you agree to the following steps of discipline. In addition, each teacher may have their own unique daily class disciplinary/reward system.

Step 1 The teacher talks with the student and gives appropriate guidance and consequences.

Step 2 If change and growth is not evident, the teacher will contact the parents.

Step 3 If additional need for guidance is evident, the teacher, parents/guardians, director and student will meet. An appropriate plan will be outlined by all and placed in the student's file.

Step 4 The student may be removed from the classroom if improvement is not evident. This means the student does assigned work at school, away from the class under supervision. Length of this special arrangement will be determined by the faculty and director.

Step 5 Dismissal from Zion Christian Academy may occur if improvement in student behavior is insufficient, or if parents are not supportive of the school's guidance plan. The school reserves the right to dismiss any student whose conduct is harmful to others and whose behavior is not manageable by the staff.

The following violations may result in immediate dismissal:

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

24. STUDENT RESPONSIBILITY

ASSIGNMENTS
All homework assignments must be neat, satisfactory, and completed on time. If homework is not completed on the date that it is due, except for reason of illness, a violation slip may be given depending on the policy set up by the teacher beforehand.

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

CELL PHONES
Cell phones are prohibited and, if found in a student's possession, will be collected, and returned at the end of the school day.

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

25. FUNDRAISERS

Two large fundraisers will be held per school year, one in the fall and one in the spring. The money raised will be used as part of the school budget to purchase equipment and materials needed. Smaller fundraisers may occur throughout the

school year. As always, participation in fundraisers are highly encouraged but not required.

26. SCHOOL PICTURES

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

27. EMERGENCY PROCEDURES/DRILLS

FIRE

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

TORNADO

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

EARTHQUAKE

Follow the appropriate procedure for each classroom

28. OBSERVING CLASSES

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

29. OPEN HOUSE

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

30. ANIMALS AND PETS

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

31. PARKING LOT GATE

The Parking lot gate will remain closed except in cases of inclement weather to allow snowplow access. **No parking is allowed in the back of the building** for safety purposes.

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

Zion Christian Academy

10310 Dixie Highway Florence, Kentucky 41042
Office (859) 371-9008 Fax (859) 371-5603

Parent Information Form for Reunification

Emergency/Disaster Contact Person: Emergency/Disaster Contact # Emergency Contact cell # (Do not call cell phone during non-emergencies)	Cathy Culbertson/Bryn Cuzick 859-371-9008 CC 859.991.0063 /BC 707.317.4289
In the event of evacuation due to disaster/emergency in building, staff & children will gather:	In fenced in play area behind main building or the field on the other side of the parking lot
In the event of an emergency/disaster in the immediate area, staff & children will walk to:	Johnson Waterproofing 10312 Dixie Hwy Florence, KY 41042
If this location is not feasible then staff & children will be transported (by staff) to:	The Powerhouse (GPC Youth building) located 7/10 mile south of school 10637 Dixie Hwy Walton, KY 41094
*If medical treatment is necessary, children will be transported to:	St. Elizabeth Hospital 7380 Turfway Rd Florence, KY 41042 (859)212-5200 *Unless otherwise stated in Emergency Transportation Form

Zion Christian Academy
10310 Dixie Highway Florence, Kentucky 41042
(859) 371-9008 (859) 371-5603 fax

TO: Parents/Employees/Community

FROM: Cathy Culbertson

DATE: July 14, 2017

RE: Asbestos Management Plan Notice

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

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