

Parent/Student Handbook



Mount Zion Christian Academy

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Mount Zion Christian Academy Handbook

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PURPOSE OF THE HANDBOOK

The Student Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Mount Zion Christian Academy. It is written to answer the most frequently asked questions about the policies and procedures of the Academy. Adherence to these policies and procedures by students, parents, and staff enables the Academy to operate in an orderly manner. Moreover, consistent support of the policies and procedures will produce even more significant and lasting accomplishments for the students. Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to allow parents, students, and teachers to be “of one mind” in the great privilege we have of training children to honor God with their whole lives. The Board of Governors, which approves all major policies and procedures of the Academy, reviews policies as needed. Your written questions or recommendations to the Superintendent of the Academy by January 31 for the coming year are appreciated.

MISSION STATEMENT

Mount Zion Christian Academy (MZCA) is a non-denominational Christian school serving students in kindergarten through grade twelve. The school is a ministry of Mount Zion Christian Church and has been in operation since 1986.

Academically, the Academy is geared to assist those students who desire to prepare for continuing education in college, technical school, and those who desire to prepare for obtaining employment upon graduation from high school. MZCA is a comprehensive school committed to a disciplined, academic, and creative Christian environment.

PHILOSOPHY OF EDUCATION

Our basic philosophy is that Christian parents and guardians have the primary responsibility for training their children. We believe that the Mount Zion Christian Academy parents have contracted to have the Academy assist them in fulfilling their responsibility. The Academy takes a team approach to education. The team members include the student, the parent, the teacher, staff members, portions of the community (especially the Christian community) and the Church and Academy administrations. As the team works together in unity, everyone benefits.

In order for MZCA to properly educate students, the school must be a "safe place physically, psychologically, and spiritually." We respect each student and insist that this respect is mutual and consistent, with all students, parents, teachers, and the administration so that the school will be a safe, secure place for all team members.

The aims of the MZCA education program are:

1. To give God the glory in all things.
2. To teach the fundamentals of the Bible, language arts, mathematics, social studies, science, vocational and technical training.

3. To provide an educational experience that is designed to point the child to God.
4. To give the students a Christ-centered education. (Colossians 1:16-18)
5. To support the efforts of parents as they accept and fulfill their responsibility to give their children a Christian education. (Psalm 78:1-7; Deuteronomy 6:7; Proverbs 6:20-23).
6. To reinforce the child's obedience and loyalty to his parents and other authority figures. (Malachi 4:5-6; Proverbs 20:20; Isaiah 38:19)
7. To equip children to view and evaluate all of life, experience, and knowledge from a Biblical perspective (Isaiah 55:6-9; Proverbs 16:29).
8. To encourage students to have a personal relationship with God, which manifests itself in knowing, loving, and fearing His authority.
9. To equip each student with the ability to communicate clearly and effectively through reading, writing, listening, and speaking.
10. To encourage creativity and an appreciation of the performing and visual arts.
11. To teach the fundamentals of physical fitness, nutrition and hygiene.

ADMISSIONS POLICIES AND PROCEDURES

The selection of students will be based upon interviews with the administration, student achievement, entrance testing, receiving school records, and the submission of all fees and forms. A registration fee is required to hold a place for each child. Furthermore, timely payment of all additional fees is required to keep each registration in good standing. In addition, parents/guardians and students must sign a statement that they will abide by, and cooperate with all rules, regulations and policies of Mount Zion Christian Academy.

The age requirements for students entering school are: 1) a child must be 5 years old by November 30th to enter K-5; (Maturity level of the child as well as the level of academic potential of the child, will also be determining factors), and 2) a child must be 6 years old by December 31st to enter 1st grade. (Maturity level of the child, as well as the level of academic potential of the child, will also be determining factors).

Students will not be admitted into the school program after the fifth day of the fourth quarter of the school year. **Any student who has been pregnant, or any student who has caused a pregnancy (full term, abortion, or miscarriage), is not eligible for admission to Mount Zion Christian Academy.**

Mount Zion Christian Academy (MZCA) located at 3519 Fayetteville Street, Durham, North Carolina, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs. However, MZCA does reserve the right to use appropriate selection criteria in fulfillment of its stated goals.

DRUG TESTING

MZCA strongly prohibits the use of controlled substances (Drugs/Alcohol). Any student suspected of drug use will be tested. **Parents will be responsible for paying the cost of the test (\$35).** If a student tests positive for drugs at the initial testing, that student will be placed on probation and administered a random drug test at a later date. If that student again tests positive for drugs he or she will be expelled for the remainder of the semester/year, depending on the circumstance. Parents of students who are tested will be notified of the test and the test results.

REGISTRATION PROCEDURE

The registration procedure is as follows:

- 1) Submit the following to the school office.
 - a. The full registration fee
 - b. Completed application form(s)
 - c. Copy of recent physical examination with medical history and immunization record
 - d. A birth certificate (a photocopy is acceptable)
 - e. A current head and shoulder photo
 - f. Copy of Social Security Card
- 2) Secure an interview with the administration in which the structure of the school, the educational philosophy, the spiritual program, the grade placement procedure, and other pertinent information will be discussed with both parents and children. The administration will determine the compatibility of the family's needs and what MZCA has to offer.
- 3) *No student will be allowed admittance to MZCA without going through the registration procedure through the school's administrative office.*
- 4) If possible, parents must attend the parent orientation. A copy of the school's handbook, supply list(s), course syllabuses, and other pertinent information will be given at this time.

FINANCIAL POLICY

In order for MZCA to deliver the finest possible education, we need parents to cooperate by paying all tuition and fees on time. When money is paid on time, the Academy runs smoothly.

Tuition can be paid by any of the two (2) following methods:

1. Installment Payment Plan
The tuition is paid in ten equal, monthly installments (August through May) for day school, and in two semester installments (August & January), or in four (4) quarterly installments (August, October, January, & May) for boarding school. Payments are due by the 5th of the month *unless otherwise*

noted. Students will not be allowed to attend school if payment is not received.

2. Lump Sum Payment Plan

The entire tuition can be paid by August 30th. Parents who choose this option will receive a 10% discount off the price of the tuition. *This plan does not apply to boarding tuition.*

Students whose accounts are not paid in full will not be allowed to take final examinations. Their transcripts or records will not be released until all bills are paid.

A 10% late fee will be automatically assessed to your account for all late payments. There will be a charge of \$25 dollars on all returned checks. *All fees and tuition payments are non-refundable.*

BASIC ACADEMIC MATTERS

Accreditation

Mount Zion Christian Academy is accredited by the International Christian Accrediting Association (ICAA), of the Oral Roberts University Educational Fellowship (ORUEF) and AdvancED. Accreditation by a state or regional governmental agency is an administrative mechanism designed to ensure uniform education. Accreditation was established as a governmental means for determining whether public, tax-supported schools were meeting minimum academic and faculty standards. MZCA sought accreditation by the International Christian Accrediting Association (ICAA), for several reasons:

1. Mount Zion Christian Academy is not interested in using textbooks adopted or approved by the state that reject fundamental Christian principles and are saturated with humanist values.
2. Mount Zion Christian Academy believes it is unreasonable for parents to withdraw their children from a public school with its academic and moral ills and place them in a private parochial institution with the same curriculum, methods, and objectives. To accept governmental accrediting criteria that reject fundamental Christian principles as our standard would leave no viable alternative available to Christian parents.
3. The basic criteria for college admissions are student aptitude and achievement as determined through nationally normed, standardized tests. The instructional program of Mount Zion Christian Academy is designed and implemented to ensure its graduates are competitive and able to stand on their own academic achievements and merits.

Faculty

All staff members of the Mount Zion Christian Academy have been carefully selected on the basis of their education, experience, and integrity. The most outstanding requirements for the instructional staff are an unselfish spirit of dedication to children, a belief that the Christian school ministry is their service to God, and a complete and personal acceptance of Jesus Christ as Lord of their lives. The entire staff of MZCA has a personal “born again” relationship with the Lord Jesus Christ and is filled with the Holy Spirit with the initial evidence of speaking in tongues. We attempt to hold our teachers to the following qualifications:

1. A call of God to minister to children
2. To be certified or working towards that end in their particular field of instruction.
3. The ability to convey love and exercise gentleness and patience when relating to students.
4. The ability to lead a student into a personal saving knowledge of the Lord Jesus Christ.
5. The ability to work with and under the leadership of Mount Zion Christian Academy.
6. The ability to maintain a wholesome and Christ-centered working relationship with colleagues.
7. The ability to communicate effectively and establish support with parents.

CURRICULUM STATEMENT

Mount Zion Christian Academy has self-contained, traditional classrooms at the elementary level, with low pupil/teacher ratios in all classes. Heavy emphasis is placed on God's principles through Bible study, prayer, memory work, and weekly convocation. Academic training, which is Christ-centered, includes a phonics oriented reading program, English, history, spelling science, penmanship, mathematics, literature, foreign language, physical education, computer literacy, keyboarding, etc. At the secondary level, students receive specialized college preparatory instruction in English, mathematics, history, science, foreign language and elective course work. Most courses are taught using the A Beka textbooks; the most widely used Christian curricula in the United States.

MZCA uses other secondary materials, which include those from Bob Jones University of Greenville, South Carolina, Alpha Omega Publications of Tempe, Arizona, and materials appropriately developed and selected by the staff of Mount Zion Christian Academy.

The basic instructional approach to learning is the conventional model of demonstration, lecture and discussion. This teacher-directed mode of instruction places accountability with the teacher, the student and the parent(s).

SCHOOL DAYS

The school day starts at 8:30 a.m. for elementary students and 8:00 a.m. for middle and high school students. The school day ends at 3:15 p.m. Middle and high school students who are not in homeroom by 7:55 a.m. are marked tardy. Children will be released only to their legal guardian or parent, or those listed on the restricted pick-up form. A written request must be submitted to the office by the parent or guardian for the child to be released to any person whose name is not listed on the restricted pick-up form. Such persons will be required to show I.D.

HOMEWORK

Homework shall be assigned in such quantities as to provide adequate training in independent study and to practice the skills covered in the classroom without interfering too much with non-academic activities and with meeting a healthy bedtime hour. If a student consistently has difficulty in this area, something is wrong with either the amount of work assigned, with his/her handling of time, or with the amount of time spent in extracurricular activities. Whatever the reason, parents should get in touch with the school immediately so that the matter can be given prompt attention.

Homework is given for the following purposes:

1. To provide essential practice in needed skills
2. To train students in good work habits
3. To afford opportunities for increasing self-direction
4. To enrich and extend school experiences
5. To help students learn to budget their time
6. To promote growth in responsibility
7. To remediate
8. To involve parent(s) with their child's/children's academic achievement

Parents can help their children get the most benefit from homework by doing the following:

1. Cooperate with the school
2. Provide suitable study conditions (desk, light, proper books and resources, supplies, and a quiet place)
3. Schedule a specific time for children to do homework each day and make sure they stick to it
4. Encourage your children, but avoid any undue pressure.
5. Show interest and get involved in what your children are doing, but do not do their homework for them.
6. Understand that the school expects homework to be accomplished.

REPORTING PROCEDURES

1. Report Cards are distributed four times each year at the conclusion of each grading period, no later than five (5) days after the end of the grading period.
2. Interim Reports are distributed between the fourth and the sixth weeks of each grading period to each student. These reports are informational only, and will be used at the teacher's discretion.
3. Teachers will contact the parents of students who are having difficulties academically.

PARENT-TEACHER CONFERENCES

When parents desire direct communication with a teacher, they should telephone the school office (919) 688-4245 ext. 243 to make an appointment with the teacher or by contacting the teacher via email. Conferences may be requested by the parent, administration and/or teacher. Full cooperation on the part of parents and students is expected and appreciated.

ACADEMIC PROBATION

Any high school student that falls under the following guidelines is said to be on academic probation:

1. Receiving a grade of “68” or below in any high school course(s).
2. Playing any competitive sport and not maintaining a GPA of 2.0 or better each nine week grading period (the student will not be allowed to participate in practice or play in any games).
3. Any student who is not participating in any athletic activities, but has a GPA below a 2.0.
4. Any scholarship student who fails to meet the requirements of that particular scholarship.
5. Students in grades 6, 7 and 8 must maintain a numeric average of “77” or better and receive a passing grade in each of their core subjects each nine week grading period in order to participate in any competitive sport.

Note: Parents/Guardians will be informed prior to the student being placed on probationary status, or if he/she has failed to meet the requirements for keeping a particular scholarship.

PROMOTION POLICY

A student who fails English or two core academic subjects may proceed to the next grade on probation if the academic deficiencies are made up through an approved summer school program. A student who fails English and two or more academic subjects must repeat the entire grade. Elementary students must successfully master phonics, reading, language and math. Students in middle school must pass all core subjects, this includes; language Arts, math, science, and history. In addition, Bible is a required class and each student must get a passing grade in Bible. All high school students must receive a passing grade in Bible in order to be promoted to the next grade level.

GRADUATION REQUIREMENTS

Students in grades 9-12 will choose one of the three (3) programs shown below in pursuit of the desired diploma. The honors and college prep diploma programs feature courses that prepare students for college level work and admission to college. The general diploma program prepares students for college level work, yet not to the degree that the honors or college preparatory program does. Students must consult their academic advisor prior to a change from one program to another. There is a minimum of 22 credits required to graduate. Each program will have its own respective diploma.

	Honors Diploma***	College Preparatory**	General Diploma
Bible	4 units	4 units	4 units
English	4 units	4 units	4 units
• English 9	*	*	*
• English 10	*	*	*
• English 11	*	*	*
• English 12	*	*	*
Mathematics	4 units	4 units	3 units
• Algebra I	*	*	*
• Geometry	*	*	*
• Algebra II	*	*	
• Adv. Math (Trig., Pre-Cal, Calculus)	*		
• Int. Math III		*	
• Int. Math IV		*	
• General Math		*	*
Science	4 units	3 units	3 units
• Biology	*	*	*
• Physical Science	*	*	*
• Chemistry	*	*	
• Physics	*	or	
• Earth/Env. Science		*	*
World Studies	4 units	4 units	4 units
• Am. Govt./Econ.	*	*	*
• U.S. History	*	*	*
• World History/Geography	*	*	*
• Contemporary Affairs	*	*	
Foreign Language	2 units	2 units	
Health and Physical Education	1 unit	1 unit	1 unit
Electives	4 units	4 units	8 units

*** Students must have an overall four-year average of 3.0 or above to have honors program denoted on diploma.

** It is required that prospective students take a foreign language and a mathematics course in twelfth grade.

Grading Scale

Letter Grade	Numerical Grade	Grade Point	Honors
A	93-100	4.0	5.0
B	85-92	3.0	4.0
C	77-84	2.0	3.0
D	69-76	1.0	2.0
F	0-68	0.0	0.0

Transfer Credits/Repeat Courses/Grade Point Average (GPA)**Rank-in-Class**

Full or partial units of credit earned in an approved high school other than MZCA will be accepted toward graduation and used to compute a student's Grade Point Average (GPA) and Rank-in-Class.

With principal approval, a student may repeat a course(s). Both grades will appear on the transcript and will be used in the computing of GPA and Rank-in-Class.

Class rank shall be computed at the end of the first semester of the senior year (including summer school); and ranking will only be done for those students with a completed record.

Grades earned in Extended Day, Credit Recovery Program, or “credit” courses taken at an approved post-secondary institution in accordance with the “Dual Enrollment Policy” will be used in the computing of GPA and Rank-in-Class.

For the purpose of cumulative high school GPA for college admission, all grades, including all honors points, regardless of where they were earned, will be included. Thus, a student entering Mount Zion Christian Academy during high school and bringing in honors credits that are not available at MZCA will not be penalized when applying for college admissions or scholarships.

Beginning with the 2000-2001 school year, students will be required to take a total of four courses in math and four courses in science to receive an honors diploma.

Honors and Awards

A student may be considered to receive the valedictorian and salutatorian honors if he/she has been enrolled at MZCA for four (4) consecutive semesters. In order to receive an honors diploma or honor student recognition, a student must meet honors course work and cumulative GPA requirements.

Drop/Add Period

A student may drop or add a course no later than five (5) days after the beginning of a given semester. If the principal should permit a student to drop a class for some extenuating reason after the prescribed drop/add period all courses attempted will be recorded and any dropped courses will be labeled either WP (withdrew passing) or WF (withdrew failing). No student will be allowed to drop a course unless the parent(s)/guardian(s) of that student submit a letter to the guidance office requesting that their child be dropped from the course. A copy of this letter will be placed in the student's cumulative folder.

ACADEMIC ADVISOR

The academic advisor will talk with students (Grades 9-12) concerning graduation requirements and will provide information on the various college entrance exams. The academic advisor will discuss with student-athletes the course requirements and guidelines for the NCAA Clearinghouse.

SCHOOL RECORDS

The school maintains a complete record including a cumulative academic and guidance record, for each student. All material in these records are strictly confidential and are available only according to the following policy:

1. No report cards or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
2. Parents or guardians have the right to inspect and review all official records, files, and dates directly relating to their children, including all material that is incorporated into their student's cumulative record folder.
3. When a student becomes eighteen (18) years of age, he/she will be granted the same access to records as parents/guardians.
4. Parental requests to inspect and review the official records relating to a child shall be made in writing to the administration. Such requests will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the principal so that proper explanation can be given.
5. Parents shall have an opportunity for a hearing with the administration to challenge the content of their student's school records and to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.
6. There will be no release of a student's personal record or files or any data in those records with out the written consent of parent or guardian to any individual, agency, or organization other than the following:
 - a. Staff members of the school who have legitimate educational interests;
 - b. Court or law enforcement officials, in response to a subpoena or court order
 - c. Certain federal, state, or local authorities performing functions allowed by law
 - d. Officials of other schools in which the student intends to enroll upon proof of application.

Note: In all such cases, the parents are to be notified of the transfer of records.

7. Release of report cards, etc. to non-custodial parents
 - a. Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. By law, both have joint input into the education of the child.
 - b. If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the administration if the school is to comply.
 - c. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent shall be promptly notified by the school of the non-custodial parent's request for information.

DRESS CODE

A student's appearance should reflect the impression that formal learning is important enough to call for precision and neatness in dress. Students must be in uniform before entering the school building. Students in all grades are to be in uniform all day, every day.

Girls Dress Code

- Grades K-4 *Jumpers:* navy blue
 Blouse: white with round collar, short or long sleeves
- Grades 5-12 *Skirt:* kick-pleat skirt, navy blue (Skirt should be measured from the waist to 1" (one inch) below the knee.)
 Blouse: light blue oxford with buttoned down collar and light blue polo (Grades 5-8), short or long sleeves
- Grades 7-12 *Hosiery:* Students may wear nude or opaque stockings.
- All grades *Socks:* All grades can wear socks. The color of socks that can be worn are (above ankle height) white, navy blue, or maroon. (No symbols, names or designs)
- Sweater:* maroon, monogrammed sweater from the MZCA Uniform Store. No other sweater is permitted.
- Coats/Jackets:* Nothing is to be worn over the uniform except the regulated sweater/jacket. No outside jackets, coats, vests, or warm-up suits are to be worn during school hours.

Girls Dress Code Continued

Shoes: All girls may wear black or brown casual style shoes or a small pump with the toe enclosed. Sandals, flip-flops, slippers, or athletic shoes are not allowed. Athletic shoes may be brought and worn for recess or Physical Education.

Grades K-8 *Jewelry:* No jewelry except a wrist watch and/or stud earrings. Stud earrings are earrings that do not extend beyond the ear lobe. They should not dangle at all. *No student may wear more than one earring per ear. Jewelry that is not up to code will be confiscated and released only to parents.*

Grades 9-12 *Jewelry:* Medium-sized earrings not extending to the lower jawbone, chastity rings, and merit pins. The principal reserves the right to approve or disapprove any piece of jewelry worn by a student. Grades 11 and 12 may wear class rings. *No student may wear more than one earring per ear. Jewelry that is not up to code will be confiscated and released only to parents.*

All grades *Make-up:* Lipstick or lip liner is not to be worn by any female student. Female students may wear colorless lip gloss. *Tattoos are not to be displayed and must be covered at all times.*

Hats/Caps: No hats or baseball caps are to be worn in the school building.

Hairstyles: Hairstyles should be modest (no spikes, multi-color, etc.) *All hairstyles are subject to administrative approval.*

Boys Dress Code

All grades *Pants:* Tan/khaki. The pants can be purchased from the MZCA uniform store. No elastic is allowed at the bottom of the pants (hem). No cargo or carpenter style pants are allowed.

Shirts: Light blue oxford style shirt with buttoned down collar, short or long sleeves.

Male students in **grades 9-12** may also wear the navy blue polo style shirt, which can be purchased from the MZCA uniform store.

Male students in **K-8** may also wear the light blue polo style shirt, which can be purchased from the MZCA uniform store.

Ties: maroon tie, purchased from the MZCA uniform store

Belts: Plain, black or brown leather belt (no studs, etc.). Belts must be worn in the belt loops and not tied.

Boys Dress Code Continued

Sweater: maroon, monogrammed sweater from the MZCA uniform store. No other sweater is permitted.

Coats/Jackets: Nothing is to be worn over the uniform except the regulated sweater/jacket. No outside jackets, coats, vests, or warm-up suits are to be worn during school hours.

Socks: The color of socks that can be worn are (above ankle height) white, navy blue, black or brown. (No symbols, names or designs)

Shoes: black or brown casual style shoes

Jewelry: No jewelry except a wrist watch, chastity ring, or merit pin is allowed. The principal reserves the right to approve or disapprove any piece of jewelry worn by a student. Grades 11 and 12 only are allowed to wear class rings. Male students are not allowed to wear earrings. *Tattoos are not to be displayed and must be covered at all times.*

Hats/Caps: No hats or baseball caps are to be worn in the school building.

Hair: Haircuts should be low and neat, no more than 2" in length. Braids, twists, large Afros, etc., are allowed. Designs should not be cut into the hair. Only one part in the hair will be allowed. *All hairstyles are subject to administrative approval.*

Students cannot attend class unless they are completely dressed according to the above code. If a child reports to school out of uniform, the administration will notify the parents to come and pick up their child and the child will not be allowed to go to his/her classes until he/she is in proper uniform.

STUDENT CONDUCT

Our goal should always be to obey the Scripture that says, "*So then, whatever you do, whether in word or deed, do all to the glory of God.*" All students of Mount Zion Christian Academy both on and off campus must maintain certain guidelines of conduct, so that we might all live happily together and function as smoothly as possible.

General Conduct

1. Respect the authority of teachers and administration.
2. Be kind and courteous to all students and staff.
3. Adhere to the prescribed uniform standards indicated in the Dress Code section of this handbook.

4. Do not use or possess drugs, alcohol or tobacco products on campus, on school sponsored trips, or at school sponsored functions. *Violation of this rule will result in automatic expulsion.*
5. Do not use vulgar, abusive, or profane language. The administration reserves the right to determine what constitutes vulgar, abusive, or profane language. *Violation of this rule will result in suspension.*
6. Do not engage in public displays of affection with other students (holding hands, embracing, kissing, etc.) Male and female students are **not** permitted to be alone in unsupervised areas. *Violation of this rule will result in suspension.*
7. No gum chewing, candy, or eating in classrooms.
8. No weapons (guns, knives, or facsimiles of a weapon, etc.) are allowed on campus. *Violation of this rule will result in automatic expulsion.*
9. Do not destroy or deface any walls, fixtures or furniture in the school building or boarding facility. *Violation of this rule will result in suspension. Parents will be responsible for paying the cost of repairs.*
10. No horseplay or fighting/instigating a fight is allowed. *Violation of this rule will result in suspension.*
11. No food or drinks are allowed anywhere outside the dining rooms unless special permission is granted.
12. Do not bring toys of any kind to school (Before and After School Care) unless faculty or administration grants special permission. Toys will be confiscated and will be released to parents/guardians only.
13. Do not bring electronic devices (music players, cellular phones, cameras, etc.), secular music or literature to school. Such items will be confiscated and will be released to parents only.
14. Theft of school property, or others belongings is prohibited. *Violation of this rule will result in suspension or automatic expulsion.*
15. All medication should be turned in to the school office.

Classroom Conduct

1. Address teachers and administrators as Sir or Ma'am
2. Students must get a late pass from the school office to enter any classroom after the class period has begun.
3. No talking without the teacher's permission
4. Do not interrupt the teacher while he/she is teaching. Try to hold your questions until he/she is finished speaking or until the end of class.

5. If a difference of opinion arises between a student and the teacher or between students, all parties involved are asked to remain calm. Disputes should not interrupt class. At the appropriate time, each party should express him/herself with respect and humility, knowing that he/she may be wrong.
6. Disputes should be handled one on one. Only those directly involved in the dispute should be involved in the reconciliation efforts
7. Do not leave the class without the teacher's permission. Teachers must know where students are at all times. Students must leave a given teacher's classroom with a pass signed with the teacher's signature (first & last name).
8. Be sure you have the necessary books and writing tools, paper, etc. for every class.
9. Do not cheat on tests, quizzes, or homework. Those that give or receive information in cheating will both be punished. *Offenders will receive a grade of zero, parents will be notified, and suspension or expulsion will be assigned, depending on the circumstance.* Students will be allowed to make up missed assignments as a result of a suspension, if the work is submitted within one day of the student's return to school. (Tests and quizzes are at the discretion of the teacher)
10. Keep the classrooms clean. Clean up after yourself.
11. If a student is removed from a class due to disruptive behavior, that student should report immediately to the Assistant Principal's office with a referral form unless otherwise instructed by the teacher.
12. Students have a specific number of days (assigned by the teacher) to make up work for every excused/unexcused day of absence.

Note: Violation of the General Conduct rules or Classroom Conduct rules may result in a 1-10 day(s) suspension or expulsion.

SEXUAL HARASSMENT

Mount Zion Christian Academy forbids all forms of sexual harassment between and among all students and employees. Sexual harassment includes unwelcome sexual advances and verbal or physical conduct of a sexual nature which may interfere with a student's educational performance or participation in a school-related activity, or create a hostile or intimidating environment. The sexual harassment policy includes a detailed definition of specific behaviors and activities that qualify as sexual harassment. Complaints of sexual harassment should be made in writing to the school principal. Disciplinary action for sexual harassment ranges from suspension for students to dismissal for employees.

PHILOSOPHY OF DISCIPLINE

Mount Zion Christian Academy must have the full support and agreement of parents and students concerning school policies and procedures. Therefore, *all new students are accepted on a probationary status to evaluate their adaptation and attitudes toward our school philosophy and rules.* Incoming students will have two weeks to make behavioral adjustments to the school. If the student does not adjust, they must withdraw from MZCA. It is important that students be obedient to authorities for instruction, safety, and learning. Self-control and order are very important to leading a Godly life, and proper discipline will train the students in these areas.

MZCA is not a corrective institution. Consequently, parents should not enroll their children with the idea that the school will reform them. The MZCA staff is prepared to work with the home but is not to take the place of parents who have experienced difficulty in fulfilling their role.

Discipline will be carried out as instructed by the Word of God. Teachers will administer correction immediately either by verbal correction, extra work (academic or disciplinary). Designated school officials only may administer corporal correction. Corporal correction is carried out privately and upon parental approval. Otherwise, the parent will be notified to respond on site. Parents are contacted by the administration any time corporal correction is administered. No fewer than two swats are given each time.

Students will be held responsible for their actions and shall conduct themselves in keeping with the general conduct and classroom policies outlined in this handbook.

The process of discipline at MZCA follows a definite pattern and is primarily administered by the classroom teacher. The specific steps and levels of intensity of our discipline process are:

- Level 1: Verbal Warning
- Level 2: After School Detention/In-School Suspension (Parent notified)
- Level 3: Corporal correction is administered (Parents notified) or suspension
- Level 4: Suspension—The student is referred to the administrative staff with a current discipline statement. Prior discipline reports are examined also, before the number of days of suspension is given. This will be recorded in the student's permanent record. Students will be allowed to make up missed assignments as a result of a suspension, if the work is submitted upon the student's return to school. (Tests and quizzes are at the discretion of the teacher.)
- Level 5: Probation—Probation is invoked by the administration when it becomes apparent that a student has a serious problem abiding by the rules of MZCA. It gives the student an opportunity to correct his/her problem and to assume the responsibilities involved in a more mature and appropriate manner. *Violation of probation will result in automatic expulsion.*

The problems for which a student can be placed on probation are:

1. Attitude: A rebellious spirit, which is unchanged after much effort by the teacher, or a continued negative or uncooperative attitude and bad influence upon other students.

2. Misconduct: Continued deliberate disobedience to an authority, which has an adverse affect upon the school's Christian testimony.

Level 6: Expulsion -Expulsion is a forced withdrawal from school for disciplinary reasons. A student who has been expelled may be considered for re-admission to the school after the conclusion of the semester in which the expulsion occurred.

Demerit System

Effective the 2005-2006 academic year, Mount Zion Christian Academy has implemented a demerit system. Each discipline report a student receives will be equivalent to one (1) demerit. A student will receive a suspension for every five (5) demerits he/she receives. This does not include the General or Classroom conduct rules, which specify suspension/expulsion for violation. Students who receive suspensions will be subject to the policies and procedures indicated in the Suspension section of this handbook.

Suspension

Suspension from either one class or all classes may be given for up to five consecutive days. When a student is suspended, the following will occur:

1. Parents will be notified and required to take the child home.
2. The student will not return to school until the school has formally admitted him/her. *A parent conference must precede the admission of a student following suspension.*
3. Students with repeated suspensions in excess of three (3) in any given semester will be brought before the administration for a disciplinary review. At that time the administration will determine whether that student will be allowed to remain enrolled at MZCA.

Dismissal from Class

If a teacher finds it necessary to send a student from the classroom because of disruptive behavior (fighting, profanity, excessive talking, disrespect, disobedience, failing to bring proper materials to class, dishonesty, skipping detention, dangerous objects, fraternizing, chewing gum, cheating on tests/quizzes) he/she would report to the assistant principal's office with a referral. Re-admittance to the particular class will come according to the administration's discretion. The administration may require a parent conference.

Godly Wisdom

In order for the school and family to operate in harmony, parents are asked to follow the procedure below if their children come home complaining about discipline:

1. Give the school the benefit of the doubt. MZCA has the best interest of the student at heart. There are legitimate reasons for all our rules and methods of discipline for offenders.

2. Support the administration and call the school for clarification on anything you are not clear on.

3. Never interrupt a teacher while he/she is teaching. If you must enter the classroom, get a pass from the school office first.

4. Never challenge a teacher's actions in front of your child. You could damage the teacher-student relationship immensely.

ATTENDANCE POLICY

It is the responsibility of the student and the parent to establish the habit of being punctual and regular in attendance. Faithful attendance is necessary to maximize the benefits of education.

General Requirements

1. The North Carolina Division of Non-Public Education requires that each child adhere to compulsory school attendance standards.
2. MZCA prohibits its students from missing more than ten (10) days of class per semester (Elementary School) and five days of class per semester (Middle & High School) to receive a grade/credit. This rule may be waived in the case of extended illness with written documentation from a physician. The student will be responsible for all assignments, quizzes, tests, and exams in order to receive a grade/credit.
3. Five (5) unexcused tardies equal one unexcused absence

Excused Absences and Early Dismissal:

Excused absences include absences due to illness or death in the family. Medical appointments, other appointments and some other reasons may also be excused if the school is notified in writing. The principal reserves the right to deem any absence excused or non-excused. *If a student is absent, a written statement from the parent/guardian giving the reason the student was absent must be presented to the office upon the child's return to school.* If the note is not received within two school days after the student returns to school, the student will receive an unexcused absence. After the note is presented, the student will get an absentee slip, which must be signed by all the student's teachers and returned to the office.

It is the student's responsibility to find out what work was missed in his/her absence. If the absence was excused, the student has one day for every day of absence to make-up the work. If the absence was unexcused, no make up work or tests will be taken for credit.

Note: Five (5) unexcused tardies equal one (1) unexcused absence. If a student has 10 (ten) or more unexcused absences in any class, he/she will not receive credit for that class.

Early dismissal will be granted for the same reasons allowable for excused absences. Students are encouraged to schedule appointments with their doctor or dentist during times other than school hours. To obtain an early dismissal slip a student must submit a written note from his parents to the teacher. The teacher will send the student to the school office for checkout. The student should follow the following procedure:

1. Give the written note to the office
2. The person responsible for the child must sign the child out. High school students can sign themselves out.
3. Students returning the same day must be sure to sign in before returning to class.

Absence with Parental Permission

The administrative staff shall make the final decision of whether an absence is excused or unexcused. A student who is absent with his/her parent's knowledge may be required to make up the missed time as assigned by the administration.

Medical Excuses

1. Permanent excuses: These must include a description of physical disabilities, which would prevent participation of student in any physical education exercises. Permanent excuses are to be filed in the student's cumulative folder.
2. If the administration sees a pattern developing whereby a student is habitually absent from school, no excuses other than those validated by a physician will be accepted.

Truancy

Any class missed for unexcused reasons during the school day will result in a zero for that class or session missed (tests, projects, quizzes, etc.).

BUILDING AND GROUNDS

All school facilities belong to the Lord. Students will refrain from any actions that may result in damage to the property or to the appearance of the building and grounds. Any damage to the building, furnishings or grounds will be repaired and/or replaced at the expense of the parent(s)/guardian(s) of those causing the damage. Students are also subject to disciplinary action for damage caused either by negligence or willful destruction.

STUDENT DRIVERS

Any student who drives to school must turn in his/her car keys to the Assistant Principal upon arrival to school every day. This is not an open campus and students are not allowed to leave the grounds until the end of the day. *Failure to comply with this rule will result in suspension.* Student drivers must be registered with the Assistant Principal. Student drivers must park in the designated student parking area only. *Violation of General Conduct Rules, Classroom Conduct Rules, or irresponsible driving behavior may result in a suspension of driving privileges.*

PTF PARTICIPATION

All parents are expected to participate in the school-parent group called the Parent Teacher Fellowship (PTF). Meetings are held the second Thursday of each month at 7:00 p.m. The PTF helps support the school in various ways to ensure the best possible education for the children. The PTF executes several fund-raisers through out the school year to help defray school expenses.

Clubs And Organizations

MZCA students may become involved in school sponsored clubs and organizations which may include Student Council, Society Of Excellence Honor Society, Yearbook, Dance Group, Cheerleading and Team Sports. Clubs may be added or deleted on the basis of student interest, availability of facilities, staff sponsors and equipment, at the discretion of the administration.

Exemption From Final Exams

Students in grades 9-12 may be exempt from final exams during the fourth quarter only, at the teacher's discretion if they have a yearly classroom average of 93% or higher and have not been absent from class more than three (3) days.

Extra-Curricular Activity Policy

Any student who exhibits behavior that is disruptive, rebellious, or inappropriate will be subject to probation from any extra-curricular activities at the discretion of the teacher(s), coaches, or the academy administration. Students who represent Mount Zion Christian Academy in extra-curricular activities should exemplify good Christian conduct, as they are examples to their peers, to other members of the community, and they represent the ministry of Jesus Christ.

Visitors

Students are not allowed to bring visitors to school during the school day. This includes visitors from out-of-state, siblings not enrolled in the academy, and former academy students. Parents/Guardians who visit the school must check in at the administrative office to be issued a visitor's pass.

HEALTH SERVICES

Mount Zion Christian Academy (MZCA) will not dispense any medication (i.e., aspirin, Tylenol, Motrin, etc.). If a student needs to be administered medication during school hours, please notify the administration in writing. MZCA will have general first-aid supplies available for minor injuries.

TELEPHONE USAGE

Students are not allowed to use the telephone without prior permission from the administration. In the case of an emergency, students will be allowed to use the phone in the school office. Students, who are allowed to use the phones in the school offices for reasons other than an emergency, will be limited to three (3) minutes. The administrative staff will make calls for students who are ill.

INCLEMENT WEATHER POLICY

In the event of inclement weather that prohibits Mount Zion Christian Academy from having school, parents/guardians should refer to the news media listed below:

WTVD-TV Channel 11 (Cable 6), Durham

WRAL-TV Channel 5 (Cable 3), Raleigh

**This handbook states the rules, regulations, expectations, policies, and procedures for Mount Zion Christian Academy as of the time it was written. The principal and others in authority over the academy reserve the right to edit existing rules or add additional rules as necessary to ensure a safe, productive educational environment.