

**MOUNT ZION  
CHRISTIAN SCHOOLS**  
*"Equipping Students for God's Purpose"*  
**CommUNITY HANDBOOK**

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### **Notice of Nondiscrimination**

Mount Zion Christian Schools admits students of any race, color, nationality, 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, gender, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **I. SCHOOL MISSION AND PURPOSE**

### **Mission Statement:**

Mount Zion Christian Schools provides an academically challenging, Christ-centered commUNITY that equips students with a Christian world-view grounded in the scriptures to achieve excellence in God's unique purpose for them.

The goal of Mount Zion Christian Schools is to help parents fulfill their God given responsibilities to bring up their children in the nurture and admonition of the Lord. Mount Zion is an extension of the home and church, the three work together as a team to reach these objectives.

### **Our Values:**

The core values of Mount Zion which are the foundation of all we do are:

- Authority of the Holy Bible
- Equipping Students for God's Purpose
- Discipleship

The aspirational values that we want to model and develop/disciple in students daily are:

- Love & Respect - John 13:34-35
- Growth Mindset/Risk - Matthew 14:28-29
- Excellence/Quality - Colossians 3:23
- Perseverance/Grit - Hebrews 12:1
- Responsibility - Titus 2:7-8

The intrinsic values we seek to display in our board, employees, and graduates are:

- Kingdom mindset
- Compassion
- Passion
- Integrity

### **MZ WAYS:**

MZ WAYS are our five statements of culture and expectations for our commUNITY based upon the aspirational values developed by our school board (above).

- We have love for one another and our school
- Our stewardship and learning are our responsibility
- Our process and products are done with excellence to the Glory of God
- Our abilities grow with the depth of our effort and risk
- We persevere with the support of God and those around us

**Learning:**

We acknowledge that the industrial schooling model of the last century will not serve students well in this century. At Mount Zion teachers don't exist to be a knowledge source, they are leaders of learners and passionate learners themselves. Our goal is independent learners who are prepared for an unknown future.

## II. STATEMENT OF FAITH

**Statement of Faith #1:**

We believe the Bible, consisting of the Old and New Testament, to be the only inspired, inerrant, infallible, authoritative Word of God written.

*2 Timothy 3:16-17; Hebrews 4:12; Luke 24:44; 1 Corinthians 2:13; 2 Peter 1:20-21*

**Statement of Faith #2:**

We believe that there is one God eternally existent in three persons: Father, Son, and Holy Spirit.

*Genesis 1:1-3; John 1:1-3; 2 Corinthians 3:17-18; Colossians 1:15-20; John 15:26-27; Matthew 3:16-17; 2 Corinthians 13:14; John 10:29-30*

**Statement of Faith #3:**

We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.

*Mark 14:61-62; Isaiah 7:14; Matthew 1:16-25; 2 Corinthians 5:21; 1 Peter 2:21; 1 Peter 3:18; Luke 22:69; Luke 24:50-51; 1 Corinthians 15:3-5; John 2:23*

**Statement of Faith #4:**

We believe that for salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential. Salvation is by grace alone through personal faith in the Lord Jesus Christ, His death for man's sin and His resurrection, and His promised eternal life.

*Titus 3:5; John 3:5-8; Ephesians 2:4-9; Romans 10:9-10; John 1:12; Romans 5:8; 1 Corinthians 15:3-5; John 3:36; Ephesians 1:1-14*

**Statement of Faith #5:**

We believe in the present ministry of the Holy Spirit by Whose indwelling power and fullness the Christian is enabled to live a godly life in this present evil world. The evidence of the Holy Spirit's ministry is His grace, His fruit and His gifts.

*John 14:26; Titus 3:4-7; Galatians 5:22-26; 1 Corinthians 12:4-6; Acts 2:38*

**Statement of Faith #6:**

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of the living and they are lost unto the resurrection of damnation.

*John 14:3; John 5:28-29; 1 Thessalonians 4:13-18; 1 Corinthians 15:20-24; Matthew 25:46; Revelation 20:15*

**Statements of Faith #7:**

We believe in the spiritual unity of all believers in Christ.  
*Psalm 133; Revelation 7:9; Ephesians 4:11-16; Ephesians 4:1-6; John 17:20-23*

**Statements of Faith #8:**

We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct complementary genders together reflect the image and nature of God.

*Genesis 1:26-27; 1 Corinthians 11:11-12; Ephesians 5:31-33*

**Statements of Faith #9:**

We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.

*Genesis 2:18-25; Matthew 19:4-6; 1 Corinthians 6:15 - 17; 1 Corinthians 7:2; Hebrews 13:4*

**Statements of Faith #10:**

We believe in the sanctity of human life and that life begins at conception. We believe that every human life has intrinsic value and is created in the image of God.

*Genesis 1:26-27; Psalm 139:13-16; Luke 1:41-44; Acts 17:24-28*

*Mount Zion is a community where students are encouraged to pursue God as imperfect individuals. Each individual will be given the space to grapple with the Scriptures while following the standards outlined in the CommUNITY Handbook.*

### **III. FAITH IN ACTION**

In Philippians 2:4, followers of Christ are instructed to "Care about others as much as you care about yourselves." We strongly encourage our students and staff to be involved in outreach programs, community service, and missions. Every student at MZCS is given the opportunity to participate in age-appropriate community service projects throughout the year.

For our high school students, we require a minimum of 15 hours. Because we have three distinct marking units (trimesters) students will need to complete a minimum of 5 hours per trimester. Half of the hours may be served in the MZCS commUNITY, while the rest (called global hours) will need to be served outside of the MZCS commUNITY. Time spent in service to family members or in preparation of service do not count toward FIA hours. Students should bring a note from the adult overseeing the service to their homeroom teacher to have the hours recorded.

### **IV. ACADEMICS**

#### **A. Curriculum**

The curriculum at MZCS consists of materials from numerous publishers, both Christian and secular, being taught from a biblical worldview. The curriculum is approved by the MZCS board as well as the administration.

#### **Primary (Explorers-1st)**

As a school MZCS is exempt from state licensing requirements, but monitors itself to maintain full compliance.

**Elementary, Middle School, and High School (2nd-12th)**

Bible	Primary through 12th grade, Bible is a required part of our curriculum.
Language Arts	Scott Foresman Reading Street, online learning through Lexia and Moby Max, 6+1 Traits of Writing Program, EL Education English Language Arts Curriculum, individual novels and non-fiction, and Handwriting Without Tears.
Mathematics	Singapore Math through 5th grade with Prealgebra, Algebra I & II, Geometry, Precalculus, Statistics, and Calculus offered for qualified middle and high school students.
Science	We follow Next Generation Science Standards for K-12 with multiple resources and texts used. High school classes include Biology, Physical Science and Forensics, Chemistry, and Physics.
History/Soc. Studies	We follow the California Civics and Social Studies Standards in grades K-8 (we add NH standards for history in the 4th grade). In grades 6-12 we combine history/social studies and language arts together in a class we call Humanities using multiple novels, texts, and digital resources to surpass state and national standards.
Physical Education	We follow NH State Standards through a variety of games, sports, and physical activity.
Art	We follow the NH Standards and give students the opportunity to experience drawing, painting, beginnings of 3-D design, explorations of cultural art, printing and more. High school students are required to earn 1 total credit in music, art, or a combination of the two.
Music	We have both vocal and instrumental music programs. High school students are required to earn 1 total credit in music, art, or a combination of the two.
World Languages	Beginning in grade 5 through high school students have in-person Spanish classes which follow the NCSSFL-ACTFL learning standards. Twenty-four other languages are offered through Rosetta Stone in an online language lab. High school students are required to have three years of world language credits with at least two years in the same language.

**For our high school students these additional classes/athletics are required as a part of the 25 credits needed for graduation:**

Health	Required for high school graduation in the state of NH.
Economics	Required for high school graduation in the state of NH.
Athletics	.5 credit per year. All students are required to participate each

year in one competitive sport and at least one other regularly scheduled athletic activity. Activities not offered by MZCS must be approved by our Athletic Director.

**Additional Course Options and Dual Credit/Electives:**

- MZCS has a partnership with two Christian colleges: Colorado Christian University and Dordt. As well, there are many dual credit classes available through New Hampshire’s community college system. Students are not able to opt out of core classes taught in person (sciences, math, humanities, or Bible) to take dual credit courses. Any dual credit option must be over and above what is taken in school.
- Virtual Learning Academy Charter School (VLACS.org) offers online course opportunities as electives accepted by MZCS. Summer school options for students in the high school and middle school are offered. We caution parents that VLACS is a secular program and does not follow a Christian world-view as our courses do. VLACS is offered free to NH residents, but MZCS has no opportunity to monitor progress. The parent and student are responsible for the timely completion of courses.
- Additional electives with permission of administration are available through edX.org. Others may be allowable if approved by administration.

**Competency-Based Education**

In 2019, Mount Zion became a fully-integrated Competency-Based Education Program. Capitalizing on the idea that all students learn at different paces and mastery levels, CBE is tailored to meet different **learning** abilities and can lead to more efficient student outcomes. Students must meet competency at a sufficient (S/2) or Proficient (P/3) demonstration of mastery in all ‘parent’ learning targets (learning goals) in order to be promoted.

Competency-Based Grading Scale

Letter Grade	Description	MZCS Number (High School Only)
PD	Proficient With Distinction Demonstration of Competency	4
P	Proficient Demonstration of Competency	3
S	Sufficient Demonstration of Competency	2
A	Approaching Demonstration of Competency	1



1	Insufficient Demonstration of Competency	0
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As a note, we do have a scale available for converting CBE scores to a traditional 4.0 GPA scale. Our numbers in CBE are not based on a GPA scale. As well, any score above a P/3 indicates that work was done at an honors level and went beyond the scope of expectation inclusive in the learning targets.

**B. Advisory/Homeroom**

Homerooms and advisories are very important to many aspects of our program. A student’s homeroom (Explorers-4th grade) or advisory (5th-12th) serves as the proverbial home base for communication, academic support, guidance, and discipleship and as such, every student begins most days with his or her assigned homeroom/advisory teacher.

**C. Graduation**

Students who graduate from Mount Zion must complete a course of study that is more rigorous than what is required by the State of NH. Students must successfully complete four years of science, math, humanities, and Bible. The three years of world language requirement may be waived by the administration in some cases. A student who matriculates into Mount Zion High School may graduate short of our overall requirements with the permission of the principal provided that student has successfully completed the MZCS required coursework for each year at MZCS and meets all requirements set forth by the NH State Board of Education.

**D. Testing**

Students take NWEA assessments, which are Measures of Academic Progress®, three times a year in kindergarten through 12th grade. These computerized tests are adaptive and offered in Reading, Language Usage, and Mathematics. When taking a MAP® test, the difficulty of each question is based on how well a student answers all the previous questions.

**E. Homework & Classwork**

The MZ WAYS serve as our guide when it comes to a student’s habits of work and learning. We have and support a culture of LOVE, RESPONSIBILITY, EFFORT and RISK, EXCELLENCE, and PERSEVERANCE. We expect students to complete work that is assigned and be active participants in their education and growth. If a student is consistently struggling to complete work, plans will be put in place to help foster student responsibility. Continual refusal to complete work either in class or at home could result in probationary status for enrollment and or disciplinary action.

**F. Progress Report/Report Cards**

Traditional progress reports are not issued; instead, each parent has the ability to access grades on a daily basis. There are three trimesters per academic year during which formal report cards are published.

**G. Makeup Work**

One day for the completion of makeup work will be allowed for each day of excused absence. On the day of the student's return, the student must get assignments from their teacher(s), make arrangements for any tests missed, and turn in written work due. It is the student's responsibility to make up for any work missed while they were out. Student's can often go online to determine missed work before their return to class.

#### **H. Re-invitation and Re-admission**

Re-invitation:

It is our goal that MZCS is able to best meet the needs of each of our students. In that spirit re-invitation is awarded each year to students who have completed two successful trimesters and have been chosen by our faculty teams for this privilege. Students who have not been chosen for regular re-invitation may be given a conditional re-invitation which may be rescinded without the successful completion of interventions/support put in place (called an Action Plan).

Re-admission:

A family or student (grades 1-9) who was re-invited but did not return to MZCS can be re-admitted after a discussion with the principal or administrator. When a family and student choose to enter the high school experience at Mount Zion, it is expected that they will complete the full experience. A student who withdraws from Mount Zion High School will not typically gain re-admittance. New seniors will be admitted to Mount Zion only under rare circumstances and under the approval of the principal or administration.

#### **I. Retention**

The decision to retain a student will be made by the school administration based on consultations with the parents and teachers.

#### **J. Conferences**

MZCS encourages parent-teacher conferences as they are needed. This is an excellent way to exchange information that will aid the child to learn effectively. Parents, teachers or the team leader may initiate conferences when special attention or communication is needed. These conferences should be scheduled at a mutually convenient time for the parent and teacher.

**Student-Led Conferences** are scheduled twice each year. On these days, students and parent(s)/guardians are expected to schedule and attend their conferences, even though it is not a regular school day. Students present to parent(s) their goals and areas that need focus. Teachers are there to confer with the parent(s).

#### **K. Extracurricular Policy**

A student's participation in electives and extracurricular activities is strongly encouraged as a part of our Mount Zion commUNITY. If a student is struggling to complete work or keep up with academic expectations, participation in these activities may be temporarily limited to help support student success.

#### **L. Supplies**

Students are expected to come to school with all the items on the appropriate student needs list, some of which may need to be replenished during the course of the year.

Students are expected to cover all non-consumable books. Students are responsible for the cost of replacing lost or damaged text/work books.

## **Preschool Supply List:**

\*Please note specific sizes, colors and brands\*

Please ***don't label*** the following items as they will be used and replenished throughout the year:

- 2 boxes **Crayola** Broadline washable markers 10-Count, (**classic colors only**)
- 4 **Elmer's** disappearing purple school glue sticks, Washable
- 2 boxes (8 count) **Large** size **Crayola** crayons (**classic colors only - Not Jumbo size**)
- 3 containers of **Seventh Generation** disinfecting wipes
- 3 containers of **Unscented** baby wipes
- 1 package of white cardstock (8 ½ x 11)
- 1 box gallon-sized Ziploc bags
- 1 pencil box (hard plastic)

Please ***do label*** the following items with your child's **first name** and last initial:

- 1 (4x6) photo of your child
- 1 (4x6) photo of your family
- 1 set of headphones for school **Creator Crew only** (**no earbuds**)
- 1 set of headphones to be kept at home (all students)
- **1 labeled reusable plastic** water bottle - filled and brought in daily (no open-top style bottles please)
- **2 plastic** 2-pocket folders that open like a book
- Art smock or old, oversized shirt
- Standard-size backpack (not on wheels)  
**Please note:** Backpack must be big enough to hold the ziplock bag of extra clothes, folder, lunchbox and water bottle.
- Raincoat and rain boots (snow gear in winter) in a labeled reusable shopping bag  
**Please note:** Appropriate gear needs to be sent in each day in a labeled reusable fabric shopping bag.
- Complete change of clothes in plastic ziplock bag - kept in backpack (pants, shirt, underwear, socks and shoes)
- Rest time supplies (crib-sized fitted sheet & small blanket - in a labeled reusable fabric shopping bag)

## **Kindergarten Supply List:**

Please ***don't label*** the following items as they will be collected as part of our classroom supplies for everyone to use:

- 2 Boxes Crayola Broadline Washable Markers 10-Count, Classic Colors\*
- 8 Elmer's Disappearing Purple School Glue Sticks, Washable\*
- 1 Roll Scotch Magic Tape *refills* (to be inserted into class dispenser)\*
- 2 regular-size containers of playdoh
- 2 thin black dry erase markers
- 3 large containers of Clorox or Lysol Disinfecting Wipes (Only green or yellow label, please. Store brand is fine, but please no Seventh Generation or Scentiva scent.)
- 2 containers of unscented baby wipes or hand wipes (not disinfecting)
- 2 containers of disinfecting hand wipes

### **BOYS**

- 1 Package white cardstock (8 ½ x 11)
- 1 Box gallon Ziploc bags
- 1 Box sandwich size Ziploc bags

### **GIRLS**

- 1 Box quart Ziploc bags
- 1 Package construction paper
- 1 Box Crayola crayons 24 count\*

Please ***do label*** the following items with your child's first name and last initial:

- Headphones (not earbuds)
- Plastic water bottle to bring each day+
- Plastic 2-pocket folder that opens like a book to bring each day
- Lunch box for snack/lunch that your child can easily open
- Large flat-bottomed fabric shopping bag. Please note: This is to be used as your child's school bag, instead of a backpack. If using a backpack is important to your child, that's OK, but it must be big enough to easily hold a complete change of clothes, folder, lunchbox, water bottle and art projects, and to allow your child to easily unpack and pack these items each day.
- Art smock or old, oversized shirt
- 5x7 - 9x12 sketchbook, plain, dotted or squared. No ruled--meaning, no lines (any size between 5x7 and 9x12 is good)
- Raincoat and rain boots - we go out rain or shine (snow gear in winter)
- Complete change of clothes in plastic bag kept in school bag (pants, shirt, underwear, socks)

\* Please send in the brand, type, and size listed to help us avoid issues (and tears) in school.

+ Water bottle spills and floods can be a *big* problem in Kindergarten. Please be sure your child practices opening and closing the water bottle ( a LOT) and consistently closes it tightly.

## First Grade Supply List

Labeled with Permanent Marker:

- 1 box Crayola crayons (24 count)
- 2 sets Crayola broad-line washable markers
- 1 Crayola watercolor paint set
- 1 white block eraser
- 1 pair scissors
- 3 **plastic** 2-pocket folders (please label at top of folder)
- 2 standard-sized pencil boxes with lids
- 1 set headphones (not earbuds)
- 1 full set of spare clothes in a bag
- raincoat and rain boots/snow gear in winter - we go out rain or shine!  
(can be kept at home or school)
- water bottle
- lunch box
- Backpack
- Art smock or old, oversized shirt
- 5x7 - 9x12 sketchbook, plain, dotted or squared. No ruled--meaning, no lines  
(any size between 5x7 and 9x12 is good)

Non-Labeled:

### All Students

- 12 yellow Ticonderoga pencils
- 1 box Crayola colored pencils (24 count)
- 8 Elmer's disappearing purple school glue sticks, washable
- 1 - 8 oz. bottle Elmer's white glue
- 4 pack standard-sized playdough

### Last Names A-M

- 1 package thin black Expo (dry erase) markers
- 1 package white cardstock

### Last Names N-Z

- 1 package standard-sized Expo (dry erase) markers
- 1 package construction paper

## **Second Grade Supply List:**

- 2 pencil cases or pouches
- 1" View binder
- 1 package of divider tabs (for binder)
- 24 No. 2 pencils with erasers (replenish as needed)
- 2 package of dry erase markers
- Dry eraser or cloth
- Dry erase board (small- 8 ½ by 11)
- 1 package of glue sticks
- 1 Pair of Scissors
- 4 Plastic pocket folders
- 1 Box of 24 crayons
- 2 Sets of washable markers
- 2 Sets of headphones (not earbuds: one for home and one for school)
- 2 Boxes of Kleenex
- 2 Packages of colored pencils
- 1 Box of Quart or Gallon size Ziploc bags
- 2 Large containers of Clorox or Lysol Wipes
- 2 packages Pink erasers
- 1 pack of baby wipes or hand wipes
- 1 bottle hand sanitizer (8oz or larger)
- 1 Composition Notebook
- Art smock or old, oversized shirt
- 5x7 - 9x12 sketchbook, plain, dotted or squared. No ruled--meaning, no lines (any size between 5x7 and 9x12 is good)
- Bible NIV Preferred
- Rain gear and Snow gear for recess times (We Go Out Rain or Shine!)
- water bottle

## **Third Grade Supply List:**

### **Labeled with child's first and last initial:**

- 2 hard standard plastic pencil cases
- 1 pair of scissors
- 2 packs classic markers (10 count)
- 2 packs thin crayola markers (10 count)
- 5 Composition books labeled with name
- One wooden ruler with centimeters and inches
- 1 1inch binder
- 1 plastic folder with prongs
- Art smock or old, oversized shirt
- 5x7 - 9x12 sketchbook, plain, dotted or squared. No ruled--meaning, no lines (any size between 5x7 and 9x12 is good)
- Headphones or earbuds (to leave at school)
- water bottle
- Bible- NIV or NLT preferred
- Indescribable: 100 Devotions for Kids About God and Science: We will be using this for a weekly Bible study in our classroom and will send it home for continued learning at the end of the school year. **Amazon link is Below**

[https://www.amazon.com/Indescribable-Devotions-Kids-About-Science/dp/0718086104?dchild=1&keywords=indescribable&qid=1613655352&sr=8-1&linkCode=sl1&tag=thrivi0a3-20&linkId=e4a56d6337a3b99075aed1b1f57a576a&language=en\\_US&ref\\_=as\\_li\\_ss\\_tl](https://www.amazon.com/Indescribable-Devotions-Kids-About-Science/dp/0718086104?dchild=1&keywords=indescribable&qid=1613655352&sr=8-1&linkCode=sl1&tag=thrivi0a3-20&linkId=e4a56d6337a3b99075aed1b1f57a576a&language=en_US&ref_=as_li_ss_tl)

### **Non-labeled:**

- 6 or 12 pack of glue sticks
- 1 bottle of white elmers glue
- 1 package of 3x5 index cards
- 1 package of construction paper
- 12 #2 pencils (Ticonderoga preferred)
- 1 pack dry erase markers
- 1 package of unscented baby wipes
- 2 large containers of Clorox or Lysol wipes as you can find them. (Store brand is fine but please no Seventh Generation or Scentiva scent.)



## **Fourth Grade Supply List:**

- 1 NIV (preferably) Bible- No tabs please
- 1 Pair of scissors
- 1 12-inch Wooden ruler (inches and centimeters)
- 24 #2 Wood pencils with erasers (May need to be replenished)
- 2 “pink erasers”
- 1 pencil box or case
- 3 pens-blue, black or red only
- Colored Pencils
- 1 black sharpie
- 2 highlighters (May need to be replenished)
- 1 small package construction paper
- 8x11 inch dry erase board
- 2 dry erase markers (May need to be replenished)
- A cloth or dry eraser (an old sock works too)
- 2 large or 4 small glue sticks
- 4 Hard-cover composition books
- 2 Packages notebook paper wide-lined
- Headphones (must stay at school)
- 2 Packages of 3x5 size index cards (at least 200 cards)
- 1 Box of tissues family size
- 1 small personal hand sanitizer
- 1 Container of Hand wipes or baby wipes
- 2 large containers of Clorox/Lysol wipes
- 1 Empty (rectangular) shoe box for upcoming project (not wider than a pencil please)
- 1 1 ½ inch binders with pockets
- 3 folders with pockets and prongs
- Art smock or old, oversized shirt
- 5x7 - 9x12 sketchbook, plain, dotted or squared. No ruled--meaning, no lines (any size between 5x7 and 9x12 is good)
- Wet gear and Snow gear for recess times (We Go Out Rain or Shine!)
- water bottle

\*Please label all of your student’s supplies. (It can be done with a weird piece of duct tape around a pencil.)

## **Middle School Supply List**

(all subjects and grades unless noted otherwise)

\*\*Supplies will be collected for classroom use

### **5th Grade: (+ Spanish supplies below)**

- Bible (paperback or hardbound--Bible teacher will often be using NLT; choose the version you are most comfortable with if you have a preference)
- Notebook for Bible class
- Pencils (at least 18) with erasers
- Pens black or blue only
- Highlighters (any color) you will need at least 2 for the year
- Adult Size Scissors
- Colored Pencils
- Thick Crayola Markers
- 1 Pocket Folder WITHOUT Fasteners--this is your daily take home folder
- 4 Composition Notebooks (Wide Ruled)
- 2" 3 Ring Binder **BLUE**
- 2" 3 Ring Binder Any color besides blue
- Big 5 Tab Write-On Dividers
- Large Pink Erasers (at least 4)
- Large Pencil Case to hold your pencils, markers, colored pencils, scissors
- Water Bottle
- Art smock or old, oversized shirt
- 5x7 - 9x12 sketchbook, plain, dotted or squared. No ruled--meaning, no lines (any size between 5x7 and 9x12 is good)
- Headphones (to be left at school)
- 4 Pack Glue Sticks **OR** 1 Bottle of Glue\*\*
- Fine Tip Sharpie Markers Multi-Pack/Multi Colors\*\*
- Post it notes (a variety of colors) any size will work\*\*
- Boys--Index Cards any size will work\*\*
- Girls--Filler Paper Wide Ruled (1 pack of 100)\*\*
- Expo 8 Pack (or larger) Dry-Erase Markers\*\*
- Construction Paper Assorted Colors (9x12)\*\*

++Also see Spanish List Below++

## 6th-8th grades

- Bible (paperback or hardbound--Bible teacher will often be using NLT; choose the version you are most comfortable with if you have a preference)
- Notebook for Bible class
- 2 boxes of Pencils (a box of at least 18) with erasers
- Pens - blue or black
- Correcting pens - at least 2 colors (no purple)
- 3 highlighters, 2 yellow and 1 of a different color
- Adult size scissors
- Pencil box to hold your pens, pencils, markers, scissors-
- 8 Glue sticks\*\*
- 3 Thin tip black sharpie\*\*
- Colored pencils
- Headphones- NO EARBUDS- to be left at school
- Water Bottle
- 1 Pkg of flag Post-It-Notes (small for marking in books)\*\*
- 8 Dry erase markers (to be kept in the classroom)\*\*
- 1 Pocket folder - for Humanities
- 3 Composition notebooks - 1 for Science, 2 for Humanities
- 2" Hard Binder for Math
- Loose leaf paper
- 5 subject dividers
- [Pencil pouch](#) - like this one for the binder
- Art smock or old, oversized shirt
- 5x7 - 9x12 sketchbook, plain, dotted or squared. No ruled--meaning, no lines (any size between 5x7 and 9x12 is good)
- 7th and 8th grade – 1 package graph paper
- 7th and 8th grade students need a calculator – Texas Instrument TI30XIIS is recommended

## Spanish ALL MIDDLE SCHOOL

- 2 Composition notebooks (New notebooks for 5th grade and new students. Returning students should re-use the same notebooks used previously--many were collected in June for safe keeping.)
- 2 Large (grocery store) paper bags to use as covers for Spanish notebooks. All students. (We will cover the notebooks in class.)
- 1 Pocket folder (with fastener)--plastic folders last longer--any color
- 1 Pocket folder (no fasteners)--plastic folders last longer--any color
- 2 Wide-tip dry erase markers\*\*
- Reusable tote bag to transport Spanish materials to and from class

## **High School Supply List**

(For all subjects and grades unless otherwise noted)

- Laptop computer or Chromebook with working video and audio
- Assignment planner
- Pencils and erasers (minimum of 2 sharpened pencils per class each day)\*
- Pens, blue or black\*
- Colored pens, at least 2 colors other than blue and black\*
- 2 Colors of highlighters\*
- Scissors
- Colored pencils
- Water bottle
- Headphones - to be kept at school
- 1 Pkg loose-leaf paper\*
- 1 Pkg 100 index cards 3x5
- Hand sanitizer (individual size for student's use)\*
- **Bible**
  - A Bible (on paper) - preferably NIV or ESV
- **Humanities**
  - A 1-subject notebook.
  - A pocket folder for handouts
- **Spanish**
  - 2 pocket-folders (plastic preferred)
  - 2 Composition notebooks (not spiral) (Returning students should use the same notebooks from last year, many were collected at the end of the year.)
  - 2 Large paper bags (from Market Basket, for example) to serve as book covers (We will cover the notebooks together in class.)
  - 2 Wide-tip dry erase markers, 2 different dark colors\*
- **Algebra 1**
  - Scientific or graphing calculator (The teacher uses TI30XIIS, but it may be wise to purchase the one you will need for Algebra 2/Precalculus)
  - 2" 3-ring binder
  - Loose leaf paper
  - 3 tab dividers
- **Algebra 2, Statistics, and Calculus**
  - 2" 3-ring binder
  - 1 package graph paper (¼ inch grid)
  - TI-83 or TI-84 (regular or "Plus") type graphing calculator (The cheapest option is usually "TI-83" or "TI-83 Plus" through Amazon)
- **Physics/Physical Science**
  - 3" 3-Ring binder with 8 tab dividers
  - Access to a calculator that can do algebraic calculations
- **Art Students**

- Art smock or oversized shirt
- 5x7 - 9x12 sketchbook, plain, dotted or squared. No ruled--meaning, no lines (any size between 5x7 and 9x12 is good)
- **To be collected by advisor, and shared among high school classrooms**
  - 8 or more dry erase markers
  - 2 or more packages of disinfecting wipes
  - 2 or more boxes of facial tissues (Kleenex, for example)
  - 1 or more boxes of Crayola markers (Girls only)
  - 2 or more Sharpie markers, any color (Boys only)

## V. DRESS CODE

When we boil it all down, the dress code is meant to support our MZ WAYS of love, responsibility, and excellence. The emphasis is on modesty, student safety, and independence in the younger years; modesty and presentation for older students. Please honor each of the following guidelines as you approach what is worn to school. Students who arrive to school out of dress code will stay in the office until suitable clothing is brought from home.

- Tops -- Please make sure all shirts are modest and neat without any holes or tears (even on purpose). Students can wear t-shirts, button-down tops, blouses, sweatshirts, or sweaters. All tops must be modest at the neckline, have sleeves, and any wording or images must not be in conflict with our mission statement (...academically challenging, Christ-centered commUNITY that equips students with a Christian world-view grounded in the scriptures to achieve excellence in God's unique purpose for them) and MZ WAYS. Tops should be loose-fitting and cover undergarments.
- Bottoms -- Please make sure all pants/skirts/dresses/shorts are modest, neat, and cover undergarments without any holes or tears (even on purpose). Students can wear jeans, sweatpants, khakis, cargo pants, track pants . . . you get the idea. Skirts, and shorts should be to the knees. If they are not to the knees then the pants that are worn under the skirt/dress/shorts need to be in dress code and need to be loose-fitting (except leggings when worn underneath skirts/dresses that are to the knees). We acknowledge that there are many different body types and shapes, and in general, pants need to fit well through the hips and waist. With that being said, skin-tight through the legs would not be considered loose-fitting. We ask that primary and elementary students only wear shorts August-October, and May-June.
- Shoes -- We ask that all students wear comfortable shoes that are in good shape. Primary and elementary students must wear shoes or sandals with a back/heel strap for safety, and all students need to be able to manage the shoes they wear (i.e. if a kindergartener wears shoes with laces, then he or she needs to know how to tie and untie them independently).
- On days when your child has PE/gym he or she must wear athletic clothing and athletic shoes. We have fantastic Mount Zion wear available for purchase if you are interested (highly recommended). Please no dresses or jeans on PE days.
- Faculty and staff are expected to be dressed professionally.

### **Recess:**

Primary, elementary, and middle school children should be dressed appropriately for outdoor recess. In primary and elementary grades, students go outside to play each day (often even in rain) as long as 'real feel' temperatures are 10 degrees or higher (20 degrees for primary) (and no lightning on rainy days). Each student must be equipped daily with proper apparel for the weather, for example: rain boots and raincoats on rainy days.

### **Dress for Success:**

For certain occasions students will be expected to be in dress shirts and pants. A dress, skirt and blouse, or pants suit is appropriate for girls, and a tie is expected of boys. This is expected dress for all awards nights, sports banquets, some music concerts, student-led conferences in the middle and high school, and Eden presentations.

## VI. ATTENDANCE

### **A. Attendance/Absenteeism**

Students are required by law to attend school. Class attendance is critical to a child's academic and social skill development. We take attendance daily.

Absences are excused only for mission trips, pre-planned family purposes (2 week notice required), family emergencies, or medical/health reasons. Juniors and seniors will be allowed a limited number of days for pre-approved college visits. We do not consider a "mental health" day or staying home to complete school work an excused absence. When students are absent, parents are asked to contact the MZCS office before 9:00 AM to notify the school of the absence. It is helpful to let us know every day, even if the student has the same illness (like the flu) so that we can make sure our records are accurate. An absence will be recorded as unexcused unless the parent has contact with the school through the phone, email, or a signed note giving an accepted reason for the absence within 24 hours of the absence. The school will try to reach parents by phone (or email if preferred) the day of an absence if the parent has not notified the school.

Parents are encouraged to plan mission trips and family outings during school vacations. We do acknowledge that travel and family time away can be exceptional educational experiences and want to honor families who choose this. If a college visit, mission trip, or family outing must occur during school, **families/students must notify the office and the teacher(s) at least two weeks ahead of time for excused absence approval.** When a student misses class for reasons other than medical reasons, it is the responsibility of the family/student to see work is made up within the time outlined in the CommUNITY Handbook. MZCS does not guarantee that time away from school will not have an impact on student grades. If a student is having academic difficulties (not meeting competencies in one or more subjects/classes) approval to miss school for non-medical reasons will be contingent upon the results of a parent/teacher conference prior to the planned leave.

Absenteeism may be deemed excessive if a child has more than two (2) unexcused absences or is absent more than five (5) days per trimester and/or 15 days per school year. Upon the third unexcused absence, the sixth excused absence of a marking unit, or the 15th day (in an academic year) a parent/team conference will be held to discuss the student's academic standing and assess appropriate action to be taken. Students with excessive absenteeism may be put on an attendance contract and put their course credit and/or re-invitation to the school in jeopardy.

Students with an unexcused absence may receive a zero for any work due or done in class that day.

### **B. Family Vacation**

Parents are encouraged to plan family vacations to coincide with school vacations. If family vacations must occur during school, they must notify the office and the teacher(s) two weeks ahead of time for excused absence approval. When a student misses class for reasons other than medical reasons it is the responsibility of the family/student to see work is made up. MZCS does not guarantee that time away from school will not have an impact on student grades. If a student is experiencing academic difficulty (not meeting competencies in one or more subjects/classes) approval to miss school for non-medical reasons will be contingent upon the results of a parent/teacher conference prior to the planned leave.

### **C. Arrival & Dismissal** - School Hours

Primary (Explorers, Creators, Kindergarten, and 1st grade): 8:00 AM - 2:40 PM

Grades 2nd through 12th: 8:00 AM - 3:05 PM

- Students should arrive by 7:55 AM. The earliest they may arrive is 7:45 AM. Students in grades 2-8 report to the gym. Students in high school will go to their advisory or the third floor. Primary students go directly to their classrooms; Creators and Explorers will be entering with a parent through our main entrance, kindergarten will be entering through their exterior classroom door, and 1st grade through high school will enter through the main entrance. Arrangements must be made so that students leave by 3:25 PM daily (2:55 PM for primary). Parents needing to pick up their children later than 3:25 PM can arrange with the office for their students to take part in the aftercare program.
- During dismissal students are required to remain in their designated class lines and may leave the line only when the parent/guardian arrives. Each car must have a name card on the front driver side dashboard that displays the student's last name. Students are not allowed to enter the building during dismissal unless they have permission from a teacher.
- Students and parents must use extreme caution when crossing the driveway or other areas where cars travel during drop off or pick up times. High school students who use the side door for dismissal should use extreme caution in crossing over to the parking area. This policy is for the safety and protection of all.
- Primary students who are not picked up by 2:55 PM will be taken to aftercare.
- Elementary and middle school students who have not been picked up by 3:25 PM will be brought back into the school and sent to aftercare. Parents arriving after the designated times must park his or her car and walk in and pick up their child(ren) in aftercare; there is a cost for this service, and we ask that you honor those in charge of aftercare when it comes to time and money. The high school and middle school areas will be locked down at 3:30 PM.
- No student is allowed to be in the building after 3:30 PM unless he or she is under the supervision of a faculty or staff member of MZCS.
- Eating and drinking at dismissal time is prohibited unless a student is remaining for a sport.



- MZCS staff children will be required to stay in designated areas during dismissal time.

#### **D. Tardiness**

MZCS discourages tardiness because it disrupts the classroom learning environment. Students must be seated in class at 8:00 AM, ready to begin the school day. A student entering the school after 8:00 AM will be considered tardy. The tardy student is to report to the school office before going directly to class. All school tardies without a doctor's note or the principal's/administrator's approval of extenuating circumstances (which will have affected multiple families) will be recorded as unexcused and on the fifth tardy of a marking unit the student will begin receiving disciplinary consequences. Successive and/or habitual tardiness will require a parent conference with MZCS administration to take appropriate action which may include an attendance contract.

#### **E. Early Dismissals**

To obtain an early dismissal, please email or call the office (office@mzcsorg/603.606.7930). We want to support families and their needs for dismissal as much as possible. Advanced notice allows us to set you and your child up for success. Please make sure the email includes the student's name, grade, time of dismissal, and purpose. MZCS does not encourage interruptions in the student's schooling, so please refrain from scheduling doctor and dental appointments during school hours unless absolutely necessary. With that said, we know many of these offices have limited availability; we will work with you to support what your son or daughter needs.

The student will be prepared to go to the school office a few minutes prior to scheduled dismissal time. Parents are not allowed to go directly to the student's classroom as this disturbs the other students. The office will dismiss the student and note the time. Please be sure to bring your dismissal card (carline) or photo ID.

In an emergency, a parent may call or come in and verbally request an early dismissal, This may take several minutes and should be for surprise/emergency situations.

## **VII. MEDICAL**

#### **A. Physical Education Restriction**

A written excuse or email from the parent is required for exclusion from P. E. and recess. After two consecutive days, a written doctor's statement will be needed for continued exclusion.

#### **B. Medication**

Students are not allowed to take any medications without a written request from home. Medication must be brought to the school office and administered by the administration or office staff. Prescribed medications must be in original containers with the dosage and instructions printed on the label. An online signed release form obtained from the office staff must accompany the medication, and the child will report to the school office to receive the medication.

### **C. Communicable Diseases**

Students with contagious illnesses must be kept home to protect classmates. The following conditions must be satisfied before a student can return to school.

- Conjunctivitis (pink eye)
  - eyes must not be bloodshot or runny
- Lice
  - proper treatment and inspection by parent to ensure lice and eggs are removed
  - head checked by school to ensure lice and eggs are removed
- Chicken Pox
  - exclusion from school for a least one week after student outbreak
  - re-admittance when outbreak has scabbed with no running fluid
- Skin rashes, impetigo must be cleared
- Mount Zion requires students to be fever-free (100 degrees or higher) without medication for 24 hours before his or her return to school.

### **D. Immunizations**

Every parent or guardian of a child to be admitted or enrolled in any New Hampshire public or non-public school or child care agency shall, prior to his admittance, provide documentary proof of acceptable immunization of the child as defined in sections 301.14 to the admitting official.

A child shall be exempted from immunizations only by providing a certificate of medical or religious exemption in accordance with RSA 141-C:20-c.

Please see the NH Department of Health and Human Services School Immunization Requirements 2021-2022 below.



Lori A. Shibanette  
Commissioner

Lisa M. Morris  
Director

**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
***DIVISION OF PUBLIC HEALTH SERVICES***  
***BUREAU OF INFECTIOUS DISEASE CONTROL***

29 HAZEN DRIVE, CONCORD, NH 03301  
603-271-4482 1-800-852-3345 Ext. 4482  
Fax: 603-271-3850 TDD Access: 1-800-735-2964  
[www.dhhs.nh.gov](http://www.dhhs.nh.gov)

**New Hampshire**  
**School Immunization Requirements 2021-2022**

Refer to page 2 for minimum ages and intervals

<b>Diphtheria, Tetanus, and Pertussis DTaP DT/DTP Tdap/Td</b>	<b>6 years and under:</b> 4 or 5 doses with the last dose given on or after the 4 <sup>th</sup> birthday <b>7 years and older:</b> 3, 4, or 5 doses with the last dose given on or after the 4 <sup>th</sup> birthday <b>Grades 7-12:</b> 1 dose of Tdap is required for entry into 7 <sup>th</sup> grade
<b>Polio</b>	<b>Grades K-9:</b> 3 or 4 doses with the last dose given on or after the 4 <sup>th</sup> birthday and the last 2 doses separated by 6 months or more <b>Grades 10-12:</b> 3 doses, with the last dose given on or after the 4 <sup>th</sup> birthday OR 4 doses regardless of age at administration
<b>Hepatitis B</b>	<b>Grades K-12:</b> 3 doses at acceptable intervals
<b>Measles, Mumps, and Rubella MMR</b>	<b>Grades K-12:</b> 2 doses; the first dose must be administered on or after the 1 <sup>st</sup> birthday
<b>Varicella (Chicken Pox)</b>	<b>Grades K-12:</b> 2 doses with the first dose administered on or after the 1 <sup>st</sup> birthday OR laboratory confirmation of immunity

- Children must have proof of all required immunizations, documentation of immunity, or valid exemptions, in order to be admitted or enrolled in any school in New Hampshire. Documentation of immunity by confirming laboratory test is acceptable for Measles, Mumps, Rubella, Varicella, and Hepatitis B.
- A child may be “conditionally” enrolled when the parent or guardian provides:
  - 1) Documentation of at least one dose for each required vaccine; AND
  - 2) The appointment date for the next dose of required vaccine.
- All immunizations must meet minimum age and interval requirements for each vaccine. A 4-day grace period is allowed; however, live attenuated vaccines (MMR, Varicella, or nasal influenza vaccine) that are not administered on the same day must be administered at least 28 days apart.
- Medical and religious exemptions have specific requirements. Information is available at: <https://www.dhhs.nh.gov/dphs/immunization/exemptions.htm>
- The 2021 Immunization Schedule from the CDC’s Advisory Committee on Immunization Practices can be found here: <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>

Minimum Age & Interval Schedule for Valid Vaccine Doses - New Hampshire School Immunization Requirements 2021/2022				
Vaccine	Dose #	Minimum Age	Minimum Interval Between Doses	Notes
Diphtheria, Tetanus, and Pertussis <i>DTaP</i>	DTaP – Dose 1	6 weeks	4 weeks between Dose 1 & 2	All children must have a valid dose on or after the 4 <sup>th</sup> birthday.
	DTaP – Dose 2	10 weeks	4 weeks between Dose 2 & 3	For children 6 years and under, the 5 <sup>th</sup> dose is not necessary if the 4 <sup>th</sup> dose was administered at age 4 years or older and is at least 6 months after the previous dose.
	DTaP – Dose 3	14 weeks	6 months between Dose 3 & 4*	* A 4th dose inadvertently administered as early as age 12 months may be counted if at least 4 months since dose 3.
	DTaP – Dose 4	12 months	6 months between Dose 4 & 5	
	DTaP – Dose 5	4 years	-----	If dose 1 is given at age 7 or older, only 3 doses are needed (as long as 6 months between dose 2 and 3); can be Tdap or Td as long as one of the doses is Tdap.
Tetanus, Diphtheria, and Pertussis <i>Tdap</i>	Tdap – Dose 1	7 years	<i>ACIP recommends that children age 7 through 9 years who receive Tdap or DTaP inadvertently or as part of a catch-up series should receive the routine Tdap dose at 11–12 years.*</i>	Students are required to have a dose of Tdap prior to 7 <sup>th</sup> grade. * Tdap given on or after the 7 <sup>th</sup> birthday meets this requirement per NH Administrative Rule He-P 301.14.
Polio <i>IPV</i>	IPV – Dose 1	6 weeks	4 weeks between Dose 1 & 2	*Kindergarten through 9 <sup>th</sup> Grade: 3 or 4 doses, with one dose on or after the 4 <sup>th</sup> birthday and at least 6 months after the previous dose.
	IPV – Dose 2	10 weeks	4 weeks between Dose 2 & 3	If a combined IPV/OPV polio schedule was used, the total number of doses needed is the same as an all IPV schedule.
	IPV – Dose 3	14 weeks	4 weeks to 6 months between Dose 3 & 4*	Any OPV dose(s) given on or after April 1, 2016 do not count towards the polio vaccine requirement and the series must be completed with IPV.
	IPV – Dose 4	4 years	-----	
Hepatitis B <i>HepB</i>	HepB – Dose 1	Birth	4 weeks between Dose 1 & 2	Minimum age for Dose 3 is at least 24 weeks of age.
	HepB – Dose 2	4 weeks	8 weeks between Dose 2 & 3	
	HepB – Dose 3	24 weeks	16 weeks between Dose 1 & 3	
Measles, Mumps, and Rubella <i>MMR</i>	MMR – Dose 1	12 months	4 weeks between Dose 1 & 2	Live attenuated vaccines not administered on the same day must be administered at least 28 days apart.
	MMR – Dose 2	13 months	-----	
Varicella (chickenpox) <i>VAR</i>	VAR – Dose 1	12 months	12 weeks between Dose 1 & 2*	Live attenuated vaccines not administered on the same day must be administered at least 28 days apart. *If first dose administered at age 13 or older, the minimum interval between Dose 1 and Dose 2 is 4 weeks.
	VAR – Dose 2	15 months	-----	

## Pre-school Students 3-5 Years Old New Hampshire Immunization Requirements 2021-2022

Refer to page 2 for minimum ages and intervals

### DIPHTHERIA, TETANUS, PERTUSSIS (DTaP/DTP/DT)

<b>3-5 years</b>	Four doses. The 3 <sup>rd</sup> and 4 <sup>th</sup> dose must be separated by at least 6 months.
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### POLIO

<b>3-5 years</b>	Three doses. Any OPV dose(s) given on or after April 1, 2016 does not count toward the polio vaccine requirement and the series must be completed with IPV.
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### MEASLES, MUMPS, and RUBELLA (MMR)

<b>3-5 years</b>	One dose. This dose must be administered on or after age 12 months.
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### HAEMOPHILUS INFLUENZAE TYPE B (Hib)

<b>3-5 years</b>	One dose on or after 15 months of age OR Four doses with the last dose administered on or after 12 months of age OR <b>see catch-up schedule below*</b> Hib is not required for children $\geq$ 5 years of age.
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### HEPATITIS B

<b>3-5 years</b>	Three doses given at acceptable intervals. See attached schedule (page 2)
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### VARICELLA (CHICKEN POX)

<b>3-5 years</b>	One dose. This dose must be administered on or after age 12 months. OR laboratory confirmation of chicken pox disease.
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\*Hib catch-up vaccination schedule:

- If unvaccinated at 15-59 months: 1 dose needed.
- If dose 1 given before 12 months and dose 2 before 15 months, 3<sup>rd</sup> and final doses must be 8 weeks after dose 2.
- If dose 1 given at 7-11 months, dose 2 must be at least 4 weeks later and 3<sup>rd</sup> and final dose given at 12-15 months or 8 weeks after dose 2 (whichever is later).
- If dose 1 given at 12-14 months, 2<sup>nd</sup> and final dose must be at least 8 weeks after dose 1.
- If **PedvaxHIB** brand used, call NHIP for recommended schedule and requirements for dosing.

## VIII. FINANCES

### A. Admissions

1. Parents must be committed and willing to support school policies. Our interest is to find students who will succeed at MZCS based on the student's needs and previous performance. At this time, MZCS is unable to meet extensive special education needs.
2. Parents are asked to register their children as soon as possible to reserve a place in the school. This is important so that the administration can make the necessary plans to prepare for the school year. All families need to have an entrance interview prior to admission. Every new student will be given a placement evaluation. The results of this test and a review of previous records will assist in determining acceptance and placement.
3. All students entering from other schools must provide school records and health records. A birth certificate is required for students entering. Students entering kindergarten must be five (5) years old by September 30<sup>th</sup>.
4. Admission to MZCS is a yearly process. Students attending MZCS may be re-invited by the school for the following year and no application process is required, however, students with an outstanding tuition balance will not be able to enroll until the balance is paid off or arrangements are made with administration (see Re-invitation).
5. MZCS admits students of any race, color, sex, and ethnic origin.
6. All students and parents are expected to be regular attendees and faithful supporters of a Bible-believing church. Parents must understand that the Bible will be taught as the authoritative Word of God.
7. Applicants are considered on the basis of previous educational records, behavioral patterns, and personal interviews with parent(s)/and or student(s).
8. Admission to MZCS may be denied if students have been involved in activities that are contrary to the philosophy and objectives of MZCS. These include, but are not limited to, physical violence, threatening, vandalism, stealing, or disruptive behavior.

### B. Tuition

The annual tuition rate is for the school year (180 days). Tuition may be paid in one of three ways:

- full payment prior to or on July 1<sup>st</sup> (by May 15<sup>th</sup> enjoys a 3% discount)
- four equal installments due July 1<sup>st</sup>, October 1<sup>st</sup>, January 1<sup>st</sup>, and April 1<sup>st</sup>
- ten monthly installments beginning July 1<sup>st</sup>

Parents enrolling students may be given the option of other payment plans with approval from administration.

- Tuition payments are due in our office by the first of each month. They may be mailed or delivered in person to the school office. Please do not send your payment with your child if you are paying in cash. Tuition payments, tuition deposits, and application fees can be paid online at <https://mountzionnh.org/current-families-2/>
- MZCS, like any other institution, has financial commitments and prompt payment is required.
- If an account will not be paid prior to the last day of the month in which it is due, the parents are expected to notify us to arrange a meeting with administration.

It is our desire to provide education to any family who shares our vision for the school and is faithfully making an honest effort to meet their financial obligation. Therefore, if financial problems should arise, a meeting with the administration is mandatory.

- If an account remains unpaid past the end of the month and a meeting with an administrator is not arranged, the parents may be requested to withdraw the child/children from the school. The child/children will not be allowed to attend the school until the balance is settled or arrangement for payment is made.
- MZCS will be as supportive as possible. Please stand in agreement with us as we can work together and accomplish the vision that the Lord has given us.

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### **Mount Zion Christian Schools Tuition Policy Agreement**

One of the responsibilities that God gives His people is to be good stewards. Mount Zion Christian Schools (MZCS), as a ministry and a business, is also accountable to God's plan for blessings and practices of stewardship. We are determined to continue practicing proper stewardship over the school.

Timely tuition payment is important to ensure the efficient operation of the school. We would like to minimize the extra administrative time needed to deal with late payments.

#### **A. Payments**

1. All tuition payments and installment payment plans are due on the first day of the month. The first tuition payment is due on July 1.
2. All payments are credited to your account on the day they are received in the MZCS business office.
3. MZCS credits tuition payments to the oldest charge first, whether it is tuition or a late fee. In the event of an overpayment, the extra amount is automatically credited toward the next payment.
4. MZCS reserves the right to demand the full balance of the tuition note, to include all fees and late charges, if at any time, MZCS deems it necessary or the installment payment plan is being misused or taken advantage of in any way.

#### **B. Late Payments**

1. When a tuition payment is received past a 10-day grace period (to include weekends and holidays), a \$10.00 late fee may be assessed.
2. When a tuition payment is 30 days late, the parent(s) will need to speak with administration to arrange payment.
3. If at the end of a marking unit, a tuition payment is 45 or more days late, the child/children may not be permitted to return to MZCS for the next marking unit.
4. If a student is removed from the school due to tuition non-payment, reinstatement may be considered once tuition balances are paid to the satisfaction of MZCS, and the future finances are rectified in the manner that MZCS deems necessary. The decision of MZCS will be final.
5. Any payments outstanding at year end will result in MZCS holding the report cards/transcripts/diploma until the account is paid in full.
6. No records will be released until all financial obligations to MZCS have been met.
7. Re-enrollment will not be considered and MZCS cannot hold a student's place in a grade until all past payments are satisfied.

### **C. Withdrawal**

In the event a student withdraws after enrollment and prior to the end of the school year, the family is responsible to complete tuition payments through the month of withdrawal.

Parents must call the school office to inform the school of the family's intent to withdraw. Records will be forwarded to the admitting school upon written request from that school. For a proper withdrawal to be completed, specific procedures must be followed in sequence.

As parent/guardian, you must inform MZCS administration *in writing or email* of your intention to withdraw. Notice by August 1st of the year of enrollment allows us to return tuition payments made. The tuition deposit is non-refundable. If notice comes after August 1st, families are responsible for two months of tuition payments. In the event a student withdraws prior to the end of the school year, the family is responsible to complete tuition payments through the month of withdrawal.

When a student withdraws, the family is expected to:

- return all school-owned books in satisfactory condition
- return all library books
- return all school-owned equipment in satisfactory condition
- items lost or returned in unsatisfactory condition will be assessed accordingly by the administration.

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### **C. Alternative Payment Plans**

Alternative payment plans may be available in some rare cases where an unexpected hardship occurs. The MZCS office and administration should be notified as soon as possible if there is need for consideration of an alternative payment plan. MZCS will make every effort to work with families in these rare situations. Your credit and payment



history with MZCS will be heavily considered when reviewing a plan. In some cases, an alternative plan may not be possible. Decisions made regarding alternative plans are at the sole discretion of MZCS and decisions are final. In the event an alternative payment plan is approved, a separate contract will be drawn up detailing the alternative plan and must be signed by all parties before any plans are activated. Alternative Payment Plans are never assumed from one year to the next.

## **IX. DISCIPLESHIP**

### **A. Philosophy**

Self-discipline is a necessary component of being in relationship with one another. MZCS upholds standards of conduct that reflect that each of us is to be living examples of the second greatest commandment, "Love your neighbor as yourself..." Matthew 22:39. This expectation of culture is articulated in our MZ WAYS.

Our goal is for students to become self-disciplined (Ephesians 4:22-24) and seeks to reward students for making good choices. We recognize that a program of discipline needs to be in place along the way (Hebrews 12:5-8).

Corrective disciplinary measures including reprimands, detention, work assignments, Disciplinary Action Plans, suspension, Disciplinary Probation, and expulsion are used to suppress or stop a behavior and are meant to support our environment of learning. MZCS does not permit corporal punishment on school grounds or during school sanctioned functions.

The success of our program depends upon the proper leadership of parents and school authorities through their own Christ-like example, through sensitivity to the child's needs of love and discipline, and through appropriate action to meet those needs. Appropriate disciplinary action includes consistent enforcement of the rules and appropriate consequences for infractions.

### **B. Relationship**

As a community (parents, faculty, and students), we walk together, partnering in the discipleship of equipping our students for God's purpose in their lives. Our purpose is to develop Godly character through helping each student discover their true identity in Christ.

If a parent has a question or concern regarding disciplinary measures, he or she is to bring it first to the teacher and then to the team leader--never to other students, parents, or faculty. If a satisfactory resolution has not been reached, a meeting with the administration can be scheduled.

### **C. Disciplinary Actions**

Offenses will result in disciplinary action as outlined below.

**I. Class-Level Offenses not requiring notification** (resolved by the teacher within the class without parental or administrative involvement)

- Disrespect of peers (in class)
- Disrespect of an adult (in class)
- Disruption in class (in class)

Corrective Action (teacher tools)

- Redirection
- Love, acceptance, forgiveness
- Teacher developed classroom management procedures

**II. Class-Level Offenses with notification to parents and administration**

- Not prepared for class/tardiness
- Habitual missing homework (at teacher's discretion)
- Dress code violation
- Egregious or repeated disrespect or disruption
- Public Display of Affection: MZCS discourages public displays of romantic affection (PDA) defined as acts of physical intimacy in the view of others.

Corrective Action (teacher tools)

- Redirection
- Godly correction
- Notification home (confidential/private)
- Loss of recess or free periods
- Possible in-school or after-school detention
- Possible Disciplinary Action Plan

**III. School-Level Offense**

The following actions are not an exclusive list of the administration's authority to determine who should remain a member of the MZCS commUNITY but are examples of conduct that will result in major disciplinary action or expulsion.

- Bullying or harassment (habitual unwanted use of superior strength or influence to intimidate another). This includes the use of social media to intimidate/threaten/bully/defame others.
- Rebellion (ie: obstinance, defiance, belligerence) - willful disobedience; not responding to proper correction to class level offenses; being argumentative. After correction, student's ongoing behavior creates an environment whereby other students cannot effectively learn.
- Obscene language
- Mistreatment of property
- Physical violence
- Class safety jeopardized (others or self)
- Misuse of technology
- Dishonesty (chronic lying/cheating/plagiarism)
- Inappropriate behavior or language with sexual inferences

Any of the above infractions may be upgraded to a major school-level offense depending upon its severity.

Corrective Action

- Removal from class (sent to principal or administrator)
- Communication home
- After-school detention
- Internal Suspension (the student will be kept in the school, in a separate location from students, and will not be able to return to class)
- Out of school suspension
- Conference with parents/guardians
- Disciplinary Action Plan implemented
- Possible student status change: Disciplinary Probation

#### **IV. Major School-Level Offense (NH law may require notification to local authorities)**

- Carrying a weapon
- Smoking or vaping on school property or at school-sponsored events
- Evidence of alcohol or drug possession, consumption, ownership, purchase, or sale
- Refusal of parent(s)/guardian(s) to cooperate with teacher/administration and failure to abide by school policies
- Criminal threatening as outlined in NH RSA 631.4

#### Corrective Action

- Removal from class (sent to administration)
- Communication home (by administration)
- Conference with parent(s) and administration
- External suspension
- Disciplinary Action Plan implemented
- Disciplinary Probation
- Possible expulsion

#### **V. Child Restraint and Seclusion Policy**

Mount Zion Christian Schools faculty and staff only restrain (physically restrict some range of movements) or seclude (isolate and remove students from others) students only when it becomes necessary to prevent imminent harm to the student self or others. Verbal notifications will be made of any restraint, seclusion, or intentional physical contact in response to a child's behavior as soon as practical and before the end of the school day or before the child returns to the parent. The school will also write a report describing the incident within five business days and send it to the parent within an additional two business days, unless there is a court order against notification.

#### **E. Disciplinary Consequences**

##### **Office Visits**

There are times when students need to be sent to the office. Teachers all have different ways/tools for managing classroom behavior and ensuring a consistent learning environment. We hold strongly to our five statements of culture (MZ WAYS) and our mission statement to provide guidance and structure for when a student needs more support than what the classroom teacher can provide while managing all students'

learning. When students are sent to the office, teachers are contacted to see whether the need is for SUPPORT, WARNING, or CORRECTION. Because every student and circumstance is different, these visits will be handled individually. When students are sent to the office for WARNINGS, CORRECTIONS, or recurring SUPPORT, parents will be notified.

### **Detention**

Most teacher/team level disciplinary infractions will be recorded in our student information system (SIS). For after-school detention, parents will be notified a day in advance as to the date of the detention. It is the parents' responsibility to make arrangements for transportation for detention students. If a student fails to attend detention on the given day or poses a behavior problem during the detention period, suspension may occur. Detentions will take precedence over after-school activities.

### **In-School Suspension**

Failure of a student to respond to in-class correction may result in a half day or more of in-school suspension. The teacher, team leader, or administration will phone home to explain the reason for and extent of the in-school suspension. If a parent cannot be contacted by phone, an email will be sent explaining the situation. During an in-school suspension a student will work in an environment isolated from their peers. They will also eat in that location. The student will make up missed class work as if it is a normal absence.

### **Disciplinary Action Plan**

If a student is having trouble meeting school expectations in an area, the team will meet to put together an Action Plan for the student which will then be communicated to the parents and student. If a team considers that a student, on more than one occasion, has displayed words or actions that could be construed as harassment or bullying, the team will put together a Disciplinary Action Plan that will be conveyed to the student and parents in the presence of the team and principal. Failure of a student to meet the expectations of a Disciplinary Action Plan will put the student on Disciplinary Probation.

### **Suspension**

When suspension occurs:

- The parents will be notified to take the student home the day of the occurrence.
- If the parents cannot be notified immediately, the student will be kept at school but will not be able to attend classes. The student will stay in a separate area.
- After the suspension period is complete, a parent/administration conference must happen before the child returns to school.
- The student is placed on Disciplinary Probation.

The length of the suspension period will be determined by the administration. Two suspensions will generally result in the student being expelled from the school. The student is responsible to make up all work that is missed, including tests. A student cannot participate in any school or extracurricular activity while suspended.

### **Disciplinary Probation**

Students who have a major disciplinary infraction will be placed on Disciplinary Probation. Students on Disciplinary Probation will, in most cases, be expelled in the event of a second major disciplinary offense. Students remain on Disciplinary Probation for a period of one year, but students may petition the team to be removed from Disciplinary Probation after two consecutive trimesters without incident.

### **Expulsion**

If expulsion is deemed necessary by administration, the parents will be contacted and informed of the reason for this decision.

### **F. Use of Technology (Acceptable Use Policy)**

All technology at MZCS is used for educational purposes. More and more, cell phones, watches, and other electronic devices are used like computers, and so while students are allowed to carry these items with them during *some* parts of the day (teacher/administration discretion), the use of these electronics is to be primarily used for furthering their education and must always be with knowledge of and permission from supervising teachers or MZCS staff.

Laptop computers are an important educational tool at MZCS. Students are not to make any attempt to violate system security or interfere with system performance. Students are not to access websites containing materials that would be offensive in the Christian community, are designed for amusement, or are social networking sites during school hours. If students are caught doing this, loss of privileges can occur at teacher/administration discretion. Students are not to use the computer or school network for non-educational purposes during school hours and are held responsible for the content that is on their computer or personal devices. Students are responsible for ANY correspondence sent through their Google apps, school email account, or personal email or accounts such as Facebook or Twitter. Any correspondence must not malign any individual or institution. Programs intended for the downloading of other people's programs are not allowed on computers in school. Students must have a license or the original copy of all software on their computer. Any materials that would be offensive in the Christian community, including text or images of a sexual nature, are considered inappropriate, and any student found to have offensive materials on their computer or personal device will be dealt with in a swift and firm manner. Mount Zion retains the right to search any electronic device, cell phone, student computer, or school computer at any time, no prior notification is needed. Non-compliance with any portion of this Acceptable Use Policy will result in an appropriate combination of the following consequences will be immediately put in place. As well, because technology and accessibility is constantly changing, administration may change or update this Acceptable Use Policy at any point in time.

- Unauthorized use of a cell phone or other electronic device will result in the confiscation of the device for the day. Additional infractions will result in escalating times of device confiscation.
- The computer or device will be cleared of materials that break the rules or are offensive.
- The student will be placed on Disciplinary Probation or a Disciplinary Action Plan, which will vary based on the offense and will outline specific steps including consequences and steps for the close monitoring of future use.

- The parents will be informed and brought in to the process and will be part of the rehabilitation process.
- If a second grievous offense occurs, the student may (1) be asked to leave MZCS or (2) a three day suspension and other disciplinary measures may be taken based on the offensiveness of the materials found.
- If a third grievous offense is uncovered, the student may be expelled.

### **J. Tobacco and Vaping Policy**

Age 15 is the median age smoking begins in the U.S. Twenty percent of high school seniors smoke daily. One third of all teenage smokers will die prematurely from smoking. MZCS students are expected to be tobacco-free, and in the interest of caring for our brothers and sisters in Christ, each of us has the responsibility of seeing that each member of our commUNITY upholds the following regulations regarding tobacco use or vaping on school property or at school-sponsored events:

- the use of any tobacco product is prohibited
- the use of any vape device is prohibited
- possession of cigarettes, chewing tobacco, dip, matches, and lighters is prohibited
- possession of tobacco on school grounds violates the Safe School Act of New Hampshire, and violations are reported to the local police.

### **K. Substance Use Policy**

Christian teenagers are not immune to the temptations of drugs, alcohol, steroids and other substances, or practices used for artificially altering moods. Seventy percent of teenagers in the U.S. admit to using drugs or alcohol. Twenty-five percent of eighth graders and fifty-three percent of seniors admit to using alcohol in the past month. The use of drugs (other than as prescribed) is prohibited by New Hampshire law as is alcohol purchase, possession, and consumption by any person under the age of 21. We believe drug or alcohol use to be contrary to God's purpose for Christian teenagers. It is the policy of MZCS that the purchase, possession, use, or distribution of the above-mentioned items or being in the presence of any illegal substance use, drug, or under-age alcohol use will result in expulsion from MZCS. In order to best serve our commUNITY and its individuals, MZCS reserves the right to test, at its own expense, any of its students if illegal substance use is suspected. A positive test may result in expulsion from the school.

### **Voluntary Drug and Alcohol Support Contract**

A student not currently under investigation for illegal substance use, who voluntarily desires to work on a problem he or she has with drugs or alcohol, may speak to an administrator or faculty member about signing the Voluntary Drug and Alcohol Support Contract. By signing the contract the student agrees to:

- share the contract with their parents
- undergo a drug and alcohol use evaluation at their own or the parents' expense
- sign a release for the evaluation and it's recommendations be sent to MZCS administration
- follow any and all recommendations of the evaluation
- refrain from further use of drugs and alcohol. Compliance will be monitored through random testing at the expense of the family.

The Voluntary Drug and Alcohol Support Contract remains in effect for as long as the student is enrolled at MZCS. A student who is subject to disciplinary proceedings due to a violation of the school's drug and alcohol policy is not eligible to apply for this contract.

## **X. GENERAL**

### **A. Carpooling, Cars, and Busses**

- It is the responsibility of the parent to arrange transportation and carpools. Primary, elementary, and middle school students are dismissed in the same area used for morning drop off in two different shifts by age group. Details for the current year will be shared by the office. If a student is staying for any reason other than a meeting with a teacher, the parent must make arrangements to make certain the student is supervised. Primary students will be taken to aftercare at 2:55 PM. Elementary and middle school students not picked up by 3:25 PM will be taken to the after-care program and parents will be charged accordingly.
- The Manchester city school bus has been available to Manchester families of students grades 1 through 8 who live over 1.4 miles from the school. Please reach out to the main office for more information.
- Please notify the school of carpool arrangements. Last minute changes often cause confusion. **In an emergency**, a call to the school office may be made for special arrangements. We encourage parents to communicate any changes to all parties involved. The office staff may not be able to communicate changes after 2:35 PM because of the nature of dismissal and end-of-day activities. We will always try to accommodate and support families as we are able.
- If a member of the carpool is required to stay after school hours (sports, activities, detentions, etc.) special arrangements must be made to pick up the remainder of the carpool at the regular dismissal time. These students will not be allowed to remain at school unsupervised.
- Students who drive to school may not use their cars during the school day unless he or she has senior privileges (and forms are completed). Students may never ride with another student while school is in session. Students may get rides to and from school with other students as authorized by parents.

### **B. Chapel and Assemblies**

Chapel and assemblies are special times for school activities and are considered an integral part of school life. During these times, students are expected to be polite, respectful, and cooperative. They are to remain orderly and be ready to begin promptly.

All-School chapels are special events that happen five times a year and are usually reflected on the school calendar.

### **C. Field Trips**

Learning off-site is an important part of the school and educational experience. When time and budget allow, teachers will plan opportunities to travel and learn in ways that cannot happen in the school building. As part of student tuition, a small yearly budget

is allotted for each student. When expenses for field trips exceed the budget, parents will be asked to cover the cost. In some cases, scholarships are available.

While traveling to and from the school for field trips, students through grade six (preschool-6th grade) are not permitted to use phones or any electronic devices. Older students may be permitted to use portable electronic devices at teachers'/chaperones' discretion. The MZ WAYS expectations of character and behavior apply both on and off campus.

#### **D. Physical Education & Sports**

The goal of physical education and sports is to develop the spirit, the mind, and the body of the individual. Team priorities include good sportsmanship, wholehearted effort, and participation of the entire team. For PE classes and sports practices and games, students are required to follow our school dress code.

All high school students are required to participate yearly in at least one competitive sport and at least one other regularly scheduled athletic activity. Participation in activities not offered by MZCS must be approved by our Athletic Director. MZCS offers soccer, basketball, bowling, and skiing. Other activities may be offered, as well. Our high school student athletes must participate in our athletic program unless it is a sport in which we do not offer (ie. hockey, football, etc.) MZCS participates in a sports league with several Christian schools in central New Hampshire. Students must be meeting sufficient competency in four full credit courses during the season in order to play in games.

#### **E. Parental Involvement**

The home and the school are partners in disciplining and educating each child. The home and the school agree to use biblical principles in the discipleship and education of the child so that there will be a unified effort. The parents agree to initiate discipleship in the home and to take final responsibility for their child's education. The school agrees to help support the parents in this responsibility while the child is at school. Applying these principles is the key to student success at MZCS.

Parental support is necessary in a variety of areas. Support the school by supporting school policies and decisions and praying for all the people involved and the various school needs. We also love it when parents attend meetings and activities and volunteer where needed.

#### **F. Fundraisers**

1. MZCS fundraisers are allowed in school.
2. Outside fundraisers are allowed with administration permission.

MZCS strives to keep tuition as low as possible. Fundraising allows MZCS to enjoy many of the extras that enhance the educational process. We, therefore, depend on your assistance with fundraising and encourage your participation and strong support.



While tuition is not presently tax deductible, cash gifts to the school are. Many parents have blessed MZCS with tax-deductible gifts that help the school tremendously. Also, some parents work for companies that provide matching gifts.

### **G. Service Volunteers**

Parents are encouraged to participate in the nurturing process of their children by volunteering in a wide variety of areas. The following list contains just some of the ways to get involved.

- Parent Intercessors
- Classroom aides
- Lunch and recess monitors
- Laminating machine operator
- Field trip chaperones
- Building maintenance during our Tuesdays at Titus evenings of service

### **H. Communications**

Please make every effort to finalize plans for the day with your child before school, but if a message must be given to your child during the school day, we ask that you get it to the office before 10:30 AM so the student can be contacted with the message at lunch. If an emergency does not permit this, we caution that the end of the school day is busy and the office cannot always connect with a child before they go out to the pickup line, but we do our best. Middle and high school students are allowed to view a text or listen to a message on their cell phones during the day when in the “Cell Phone Lots” and AFTER 3:10 PM.

The teachers and administration at MZCS will communicate on a consistent basis to inform parents of the activities, needs, and progress of the children. Any concerns a parent may have about the classroom activities should be brought directly to the attention of the classroom teacher. Refer to the Matthew 18 principle whenever dealing with problems. Teachers and administrators may be emailed using the format of `firstname_lastname@mzcs.org`. Individual emails are available through the student information system (`teacherease.com`).

When your child has a complaint, we want to know about it and work together with you to help bring things toward resolution/understanding. Matthew 18:15-20 has established the following steps in dealing with issues:

- The parent meets privately with the teacher to seek clarity and resolution of the issue. Most problems are solved at this level.
- If unresolved, the parent then meets with the teacher and a member of our administration.
- If still unresolved, the matter is brought to the school board.

### **I. Visitors**

All doors leading into the building are to be locked while school is in session for the safety of our commUNITY. Students are not to open the doors for anyone without authorization.

All persons coming to the school are asked to enter through the main entrance and report directly to the school office. Messages, forgotten lunches, books, or homework are channeled through the school office. Please call ahead to let us know when this happens.

Parents:

Parents are encouraged and welcome to visit the school. Classroom visits should follow these guidelines:

- get permission from the teacher/administration at least one day prior to the visit
- visit for short periods of time so learning will not be disrupted
- visits are reserved for general observation and not for student conferences
- younger siblings/babies may cause a disruption and therefore should not accompany parents.

Students:

Friends of students are welcome to visit during lunch. The student sponsor must receive administration and teacher permission at least one day ahead of time. Visiting students must follow school rules.

General Public:

The general public is welcome to visit by appointment only. Please call the MZCS office for an appointment.

#### **J. Extra Help**

Teachers can be available for extra help. Elementary, middle, and high school teachers are in the building, contractually, from 7:30 AM - 3:30 PM each day. We are usually available to accommodate windows outside of that time by scheduling an appointment/meeting. Get in touch as needed by starting with your child's homeroom/advisory teacher.

#### **K. Cancellations and Announcements**

When school must be canceled or delayed due to inclement weather we will notify WMUR and put announcements on our Facebook page and through our text alert system. We try very hard not to dismiss early because of the strain on families who must leave work/commitments. With that being said, a family is welcome to dismiss students early when feeling uneasy about road conditions, and it will be considered excused.

#### **L. Lockers**

Lockers are provided for 6th through 12th grade students for clothing, books, and the safe securement of valuables. We recommend that lockers be locked when valuables are stored in them. Lockers are to be kept neat and clean at all times. Food may not be kept in a locker for more than one (1) day. Pictures inside the locker should not be taped, but held with a magnet and must reflect Christian character and biblical morality. Students may not write on a locker with any type of utensil, even a dry-erase marker.

**The administration may inspect a locker at any time.** We are called to be a holy people and should have nothing to hide.

## **M. Safety**

All doors leading into the building are to be locked while school is in session for the safety of our commUNITY. Students are not to open the doors for anyone without authorization. All persons coming to the school are asked to enter through the main entrance and report directly to the school office to sign in and receive a name tag.

### Handling Emergencies

All emergencies must be reported to the school office immediately. One adult should stay with an emergency situation and one adult (or two appointed students) should report the accident.

### Reporting Accidents, Damages, and Danger

All accidents, damaged property, or dangerous situations must be reported to the school office immediately.

### Emergency Evacuation & Fire Drills

Emergency evacuation information and maps are placed next to the door in each classroom. Emergency evacuation drills will be conducted on a regular basis. Students are to exit quietly and quickly follow the designated procedures. In the event of an extended evacuation, students will be transported to an off-site, pre-approved location. Parents will be contacted with more details.

### Thermostats, Fire Alarms, and Air Conditioning Controls

Students must not tamper with thermostats, fire alarms, or air conditioning controls. Our maintenance department will monitor these areas.

## **N. Building Maintenance**

Over the years hundreds of hours have been put into maintaining and improving our building--almost entirely by volunteers. We want to be excellent stewards of what God has given us and expect our entire commUNITY to be a part of the effort. Students will be asked to take care of their personal possessions and the classrooms to keep maintenance needs to a minimum. Teachers will monitor classroom clean up by assigning students to various stewardship tasks.

## **O. Lost and Found**

Lost and found items may be dropped off in the office and they will be set aside near the office; middle and high school items are on the second floor. Please label all items like lunch boxes, personal Bibles, calculators, clothing, boots, mittens, and hats with your child's name to help us return lost items to their owners.

## **P. Photographs**

Individual and class photos are taken every year during the fall. Details will be sent home regarding the packages available for purchase. We send out photo-release permission every year and will honor each family's request pertaining to marketing and social media.

## **Q. Birthdays & Parties**

Birthdays are important to students. Each classroom teacher has a way of recognizing the child on his/her birthday including those whose birthdays happen during the summer. Please be aware of classroom allergies when sending in food, and please--at all times--refrain from sending lollipops, which can be a safety hazard.

#### **R. After-School Opportunities**

The Lion's Den After-Care program is available to primary, elementary, and middle school students. It is operated independently of Mount Zion's financial, procedural, and rule policies. The after-care program runs from 2:55 PM - 5:30 PM. The Lion's Den is an after-school program available on a fee-based basis. More information is available by contacting the school office.

- Other after school programs exist in areas of dance, Legos, art, and chess and information will be provided as needed. Most of these programs are run by outside vendors and have a fee associated with them.

#### **S. Lunch Program**

Updates coming soon about Baked, a service that will be available for all students to purchase lunches (delivered to school).

#### **T. Video and Live-Streaming Policies**

We require families to sign an acknowledgement statement about live-streaming classes and recordings that may be made and shared when students are required to be learning at home. We have made every effort to protect your children and make sure the links remain private to only those with permission to access.