

**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.

Bible	Bible is a required part of our curriculum. Middle school uses Summit Ministries and high school uses a teacher-created curriculum by Pastors with degrees in Theology and Divinity and includes Old Testament Theology, New Testament Theology, Apologetics, and Christian Ethics.
Language Arts	Open Up Resources Bookworms, online learning through Lexia, 6+1 Traits of Writing Program, EL Education English Language Arts Curriculum, individual novels and non-fiction, and handwriting.
Mathematics	Singapore Math, Open Up Resources Math, 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. Middle school also uses EL Education as a framework.
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 for high school students. High school students are required to have three years of world language credits.

**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 four Christian colleges: Grand Canyon University, Colorado Christian University, Dordt, and Oral Roberts University (only option for freshman). 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 external electives are available with permission of administration.

**B. 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), Intermediate (I/2.5), 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
I	Intermediate Demonstration of Competency (HS ONLY)	2.5
S	Sufficient Demonstration of Competency	2
A	Approaching Demonstration of Competency	1
IE	Insufficient Demonstration of Competency	0



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.

### **C. 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.

### **D. 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 two 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 administration 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.

### **E. Testing**

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

### **F. 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.

### **G. 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. Primary (preschool through first grade) will receive only two reports (mid-year and end of year).

### **H. 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. Students can often go online to determine missed work before their return to class.

### **I. 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. Re-invitation may be in jeopardy for academic, attendance, behavioral, or financial reasons. 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). Students with an outstanding tuition balance will not be able to enroll until the balance is paid off or arrangements are made with administration.

#### **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 administration. 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 administration.

### **J. Grade-Level Retention**

The decision to keep a student in the same grade for an additional year will be made by the school administration based on consultations with the parents and teachers.

### **K. Conferences**

**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).

MZCS encourages parent-teacher conferences as they are needed. This is an excellent way to exchange information that will aid the student 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.

### **L. 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.

## **M. 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. Families are responsible for the cost of replacing lost or damaged text/work books. Please see grade specific supply lists at the end of this document.

## **V. DRESS CODE**

Our dress code is meant to support our MZ WAYS of love, responsibility, and excellence. The emphasis is on modesty, student safety, and independence. Students/families are asked to honor each of the following guidelines. Teachers, with support from administration, will address and make the final call regarding any student who arrives out of dress code. Students may be required to sit in the office until suitable clothing can be brought from home.

### Clothing Must Meet The Following Expectations:

- Undergarments must not be visible at any time
- Midsections must not be visible at any time
- On days when your child has PE/gym he or she must wear athletic clothing (no skirts, dresses, or jeans) and athletic shoes.
- Contain no messages, images, or wording that is in conflict with our MZ WAYS

### Tops Must:

- Have no tears (even intentional ones)
  - May have small decorative holes, such as eyelets or open work, provided all other requirements are met
- Cover shoulders (where the arm and shoulder meet when reaching up)
- Show no cleavage at any time
- Be loose fitting

### Bottoms:

- Shorts/Skirts:
  - Must be no more than 2" above the knee and still be modest while seated
  - Skirts must have shorts or leggings underneath
    - Leggings, bike shorts, or yoga pants are only to be worn under skirts (that meet the above requirements) and are not allowed to be worn on their own
- Rips/tears in pants must be contained to the knee area, and may not be any higher than 2" above the knee
- No pajama pants

### Shoes Must:

- Be able to be managed independently (students able to tie and untie on their own, if they are unable the shoes must be velcro)
- Be in good shape
- Have a back/heel strap for safety (preschool-4th grade students)

Hats:

- Allowed as long as it is not a distraction (teacher discretion)
- Hoods are not allowed

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. **We reserve the right to restrict recess if the teacher determines students are not dressed appropriately for the weather.**

Dress for Success:

For certain occasions students will be expected to be in dress shirts and pants (ties for high school boys). A dress or skirt and blouse are also appropriate for girls. This is expected dress for all awards ceremonies, sports banquets, some music concerts, student-led conferences in the middle and high schools, and Eden Exposition.

## **VI. ATTENDANCE**

### **A. 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 (2 week prior notice required), pre-planned family purposes (2 week prior 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 staying home to complete school work an excused absence. When students are absent, parents are asked to contact the MZCS office before 8:30 AM to notify the school of the absence. Please 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.

If a student is ill he/she should remain at home. Students may return to school when they are symptom-free or have had an improvement in symptoms without medication for 24 hours.

Absenteeism may be deemed excessive if a child has more than 3 unexcused absences per trimester (9 per academic year) or 5 excused absences per trimester (15 per academic year). If these totals are exceeded, a parent/team conference may 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 an IE for any work due or done in class that day.

### **B. Tardiness**

MZCS discourages tardiness because it disrupts the classroom learning environment. Students must be in the classroom at 7:55 AM, ready to begin the school day. A student entering the school after 7:55 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 administrative approval of extenuating circumstances (which will have affected multiple families) will be recorded as unexcused. Successive and/or habitual tardiness may require a parent conference with MZCS administration to take appropriate action which may include an attendance contract.

### **C. Family Vacations/Outings**

Parents are encouraged to plan family vacations 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 family vacation, college visit, mission trip, or family outing must occur during school, **parents must notify the office and the teacher(s) at least two weeks ahead of time for excused absence approval.** When a student misses class it is the responsibility of the family/student to see work is made up within the time outlined in the CommUNITY Handbook (see Makeup Work). 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.

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

Explorers, Creators, Kindergarten: 7:55 AM - 2:50 PM

Grades 1st through 12th: 7:55 AM - 3:15 PM

- Students should arrive before 7:55 AM so they are ready to start class at 7:55 AM. The earliest they may arrive is 7:40 AM. All students must arrive through the main entrance. Primary students will go directly to their classrooms, grades 2-8 students will go directly to the gym, and high school students will go directly to the third floor. Preschool students must be escorted by a parent to the classroom unless arriving after 7:55 then the student will be escorted by a staff member from the main door to the classroom, kindergarten students will be escorted by a parent for the first couple of weeks of school and then expected to arrive at their classroom independently.
- 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 Mount Zion issued name card that displays the student's last name visible to teachers at dismissal. 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.

- Arrangements must be made so that students leave by 3:30 PM daily (3:05 PM for preschool and kindergarten). Parents needing to pick up their children later than 3:05 or 3:30 PM respectively will need to come to the office.
  - Primary students who are not picked up by 3:05 PM will be taken to the office.
  - Elementary and middle school students who have not been picked up by 3:30 PM will be brought back into the school and sent to the office.
  - Parents arriving after the designated times must park his or her car and walk in and pick up their child(ren) in the office. 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 or accompanied by a parent.
- MZCS staff children will be required to stay in designated areas during dismissal time.

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

To obtain an early dismissal, please email or call the office (office@mzcs.org/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 car card 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 Restrictions**

A written excuse or email from the parent is required for exclusion from PE 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
  - skin must be clear
- Viruses/Gastrointestinal Illness
  - symptom-free or improvement in symptoms without medication for 24 hours
  - fever-free (100 degrees or higher) without medication for 24 hours

### **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 2023-2024 requirements below or at [this link](#).



Lori A. Weaver  
Interim Commissioner

Patricia M. Tilley  
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

**New Hampshire  
School Immunization Requirements 2023-2024**

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-11:</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>Grade 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. History of natural immunity without lab confirmation of immunity is NOT acceptable.

- 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: [Immunization Exemptions for Children | New Hampshire Department of Health and Human Services \(dhhs.nh.gov\)](https://www.dhhs.nh.gov/immunization-exemptions-for-children)
- The 2022 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 2023/2024				
Vaccine	Dose #	Minimum Age	Minimum Interval Between Doses	Notes
Diphtheria, Tetanus, and Pertussis <b>DTaP</b>	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*	
	DTaP – Dose 4	12 months	6 months between Dose 4 & 5	* A 4 <sup>th</sup> dose inadvertently administered as early as age 12 months may be counted if at least 4 months since dose 3.
	DTaP – Dose 5	4 years	-----	If dose 1 is given at age 7 or older, only 3 doses are needed (as long as there is 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 <b>Tdap</b>	Tdap – Dose 1	7 years	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.*	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 <b>IPV</b>	IPV – Dose 1	6 weeks	4 weeks between Dose 1 & 2	*Kindergarten through 11 <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	
	IPV – Dose 3	14 weeks	4 weeks to 6 months between Dose 3 & 4*	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 4	4 years	-----	Any OPV dose(s) given on or after April 1, 2016 does not count towards the polio vaccine requirement and the series must be completed with IPV.
Hepatitis B <b>HepB</b>	HepB – Dose 1	Birth	4 weeks between Dose 1 & 2	Note: 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 <b>MMR</b>	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) <b>VAR</b>	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.
	VAR – Dose 2	15 months	-----	*If first dose administered at age 13 or older, the minimum interval between Dose 1 and Dose 2 is 4 weeks.

## Pre-school Students 3-5 Years Old New Hampshire Immunization Requirements 2023-2024

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 ≥ 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 all 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 (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, assessment results, 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 or 990 Instructional hours).

Tuition may be paid in one of three ways:

- full payment prior to or on July 1st (by May 31st enjoys a 3% discount)
- four equal installments due July 1st, October 1st, January 1st, and April 1st
- ten monthly installments beginning July 1st

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/pay-tuition/>
- 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
  - o See Late Payments below.

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 may 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.

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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 unless different arrangements are made.
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 and could increase at a rate of \$1.00 per day until payment is received (i.e. payment received on the 15th = late charge of \$15.00).
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 trimester, 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 items (school-owned books, library books, 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 finance 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. DISCIPLESHP**

### **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 homeroom/advisory 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
- Disrespect of an adult
- Disruption in class

Corrective Action (teacher tools)

- Redirection
- Love, grace, and/or 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
- Misuse of technology including cell phones
- Rude or inappropriate language
- 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
- Love, grace, and/or forgiveness
- Notification home (confidential/private)
- Loss of recess or free periods
- Removal from class (sent to administration)
- 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 including cell phones
- 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 administration)
- 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 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 from all others) students only when it becomes necessary to prevent imminent harm to 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 Warning, Correction, 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. 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 struggling to meet school behavioral expectations in an area, the team will meet to put together an Disciplinary Action Plan for the student which will then be communicated to the parents and student, and possibly administration. Failure of a student to meet the expectations of a Disciplinary Action Plan will put the student on Disciplinary Probation.

### **Out-of-School 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 in a separate area at school but will not be able to attend classes.
- After the suspension period is complete, a parent/administration conference/conversation must happen before the child returns to school.
- The student may be 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. Any cell phone that becomes visible or heard by an adult during the course of the school day will be confiscated. Phones may only be used with explicit permission from staff. Students who are found using their phone without permission will have it brought to the main office by a staff member. MZCS has created lunch and/or recess time to rest, relax, play, enjoy the friendship of other students, and build commUNITY as a school; therefore, phones may not be used. While smartwatches may be worn, the expectation is the same, they may not be used during the school day unless explicit permission is given. Second or additional offenses will require a parent to pick up the cell phone or watch from the main office. Students who need to contact their parent(s) for urgent matters may use the office phone.

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 an 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**

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
- the possession of cigarettes, chewing tobacco, dip, matches, and lighters is prohibited
- the 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**

It is the policy of MZCS that the purchase, possession, use, distribution, or being in the presence of others using illegal substances, drugs, alcohol, steroids, or non-prescribed mood-altering substances may 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 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 administration or a 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 its 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. Preschool and kindergarten students will be taken to the office at 3:05 PM. Elementary and middle school students not picked up by 3:30 PM will be taken to the office.
- The Manchester city school bus is available to Manchester families 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 2:00 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 four to 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 eight are not permitted to use phones or any electronic devices; high school students may be

permitted to use portable electronic devices at teachers' 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. 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 his/her classes 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. Parents can support the school in the following ways:

- supporting school policies and decisions
- praying for all the people involved and the various school needs
- attending meetings and activities
- volunteering where needed

#### **F. Fundraisers**

We work hard to minimize the number of fundraisers within the school. Outside fundraisers (such as our Fun Run) must be approved by administration. Our goal is to keep tuition as low as possible while the use of fundraising helps enhance our program.

While tuition is not presently tax deductible, cash gifts to the school are. We are thankful for gifts that have been given and encourage the use of employer match programs.

#### **G. 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.

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](mailto:firstname_lastname@mzcs.org). Individual emails are available through the student information system ([teacherease.com](http://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 the team leader or a member of administration.
- If still unresolved, the matter is brought to the school board.

#### **H. 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 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.

### **I. Extra Help**

Teachers can be available for extra help. All full-time 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.

### **J. Cancellations and Announcements**

When school must be canceled or delayed due to inclement weather we will notify WMUR, put announcements on our website, Facebook, and Instagram pages, and through our student information 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.

### **K. 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 and combinations must be shared with the homeroom/advisory teacher. Lockers are to be kept neat and clean at all times. 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. **Administration may inspect a locker at any time.**

### **L. 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.

#### **Emergencies**

- MZCS follows I Love You Guys emergency standard response protocols
- 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 incident.
- 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 and follow the designated procedures.
- In the event of an extended evacuation, students will be transported to one of two off-site, pre-approved locations: Our Lady of the Cedars, 140 Mitchell St, Manchester; if more distance is needed for safety, students will be transported by bus to One Church, 1308 Wellington Rd, Manchester. Parents will be contacted with more details.

#### **Reporting Accidents, Damages, and Danger**

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

Thermostats, Fire Alarms, and Air Conditioning Controls

Students must not tamper with thermostats, fire alarms, or air conditioning controls.

#### **M. Building Maintenance**

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.

#### **N. 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. Parents are welcome to come check the lost and found area throughout the year. Items are donated at the end of each trimester.

#### **O. 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 each year and will honor each family's request pertaining to marketing and social media.

#### **P. 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. We ask when invitations to your child's birthday party are given out at school please be sure to invite the entire class or all of the students of the same gender.

#### **Q. After-School Care**

There is no after-school program currently in place at Mount Zion.

#### **R. Lunch Program**

There is no lunch program currently in place at Mount Zion.

#### **S. 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 in the event that students are learning from home. We have made every effort to protect your children and make sure the links remain private to only those with permission to access.



### **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 **Lysol** (or similar) **disinfecting** wipes
- 3 containers of **Unscented** baby wipes
- 1 large package of white cardstock (8 ½ x 11)
- 1 pallet of **Crayola** (8 pan set) **Washable** watercolors
- 1 package of construction paper

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

- 1 set of headphones to be kept at school **Creator Crew only** (**no earbuds**)
- **1 labeled reusable** water bottle - filled and brought in daily (no open-top style bottles please)
- **1 plastic** 2-pocket folders that opens like a book
- Standard-size backpack (not on wheels)  
**Please note:** Backpack must be big enough to easily hold the ziplock bag of extra clothes, folder, lunchbox and water bottle.
- Oversized T-shirt to stay in school as an art smock
- 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 - stored in child's backpack (**pants, shirt, underwear, socks, and shoes**)
- Rest time supplies (crib-sized fitted sheet & small blanket - in a labeled, **reusable** fabric or vinyl 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\*
- 1 box Crayola crayons 24 count\*
- 8 **Elmer's** Disappearing Purple School Glue Sticks, Washable\*
- 2 regular-size containers of playdoh
- 1 Crayola Washable Watercolor Paints Pallet, 8 Primary Colors
- 4 thin black dry erase markers
- 2 containers of unscented baby wipes or hand wipes (not disinfecting)

### **BOYS**

- 1 Package white cardstock (8 ½ x 11)

### **GIRLS**

- 4 packages 3x5 blank (not lined) white index cards

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

- Headphones to leave at school (not earbuds)
- **Plastic** water bottle to bring each day
- **Plastic** 2-pocket folder that opens like a book to bring each day
- Art smock (an oversized shirt works well)
- Lunch box for snack/lunch that your child can easily open
- Large, regular-size backpack. **Please Note:** The backpack 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. Small backpacks don't work.
- 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**

Non-Labeled (to be shared as a class)

- 12 yellow Ticonderoga pencils
- 1 box Crayola 24 colored pencils
- Expo (dry erase) markers
- 8 Elmer's disappearing purple school glue sticks, washable
- 1 container Clorox/Lysol wipes (please no Scentiva or Seventh Generation)
- 1 box tissues
- 1 - 8 oz. bottle white glue
- 1 - 4 pack regular sized playdough
- Boys - 1 package white cardstock
- Boys - 1 package baby wipes
- Girls - 1 package colored cardstock
- Girls - 1 package gallon sized ziplock bags

Labeled (for individual use)

- 2 sets Crayola broad-line washable markers
- 1 box Crayola 24 crayons
- 1 pair scissors
- 3 **plastic** 2-pocket folders
- 1 plastic pencil box with lid
- 1 set headphones (not earbuds)
- Oversized T-shirt to stay in school as an art smock
- Complete change of clothes in plastic ziplock bag - stored in child's backpack (pants, shirt, underwear, socks, and shoes)
- raincoat and rain boots - we go out rain or shine! (snow gear in winter)

### **Not required but appreciated**

If you are able to provide one of the following extra supplies it would be greatly appreciated but is not required. These items are used for science experiments, art projects, cleaning our classroom, and to create learning centers.

- |                             |                         |                     |               |
|-----------------------------|-------------------------|---------------------|---------------|
| -Barbasol Shaving cream     | -Food dye               | -construction paper | -glitter glue |
| -White board Spray          | -highlighters           | -Kinetic Sand       | -pony beads   |
| -Pink block erasers         | -Crayola Watercolor set |                     |               |
| -Sharpies- Black or colored |                         |                     |               |

## **Second Grade Supply List**

*(Please provide the brand and type specified on certain items)*

### **Shared supplies - please don't label**

- 3 chisel-tip dry erase markers
- 1 box cornmeal (used in science projects)
- 2 boxes Crayola Broadline 10-Count Classic Colors washable markers
- 4 washable purple school glue sticks
- 2 bottles washable school glue, white
- 1 large canister Clorox or Lysol wipes yellow container, please (not Scentiva or Seventh Generation, please )
- 2 regular-size containers playdough
- 2 hand-held pencil erasers
- Girls: white cardstock, 1 pack colored Sharpies
- Boys: tissues, BIC Plastidecor Colouring Crayons 24 pack  
[https://www.amazon.com/gp/product/B001231634/ref=ppx\\_yo\\_dt\\_b\\_asin\\_image\\_o00\\_s00?ie=UTF8&psc=1](https://www.amazon.com/gp/product/B001231634/ref=ppx_yo_dt_b_asin_image_o00_s00?ie=UTF8&psc=1)

### **Individual supplies - please label clearly with your child's first name:**

- 2 plastic 2-pocket folders (please put name on outside, upper right)
- Headphones (not earbuds)
- Rain gear and snow gear for recess (We go outside, rain or shine!)
- Oversized T-shirt to stay in school as an art smock

## **Third Grade Supply List:**

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

- 2 hard standard plastic pencil cases
- 1 pair of scissors
- 1 pack of Crayola Crayons (8 pack)
- 2 packs classic markers (10 count)
- 2 packs thin crayola markers (10 count)
- 5 Composition books labeled with name
- 1 1inch binder
- 2 plastic folder with prongs
- Headphones or earbuds (to leave at school)
- Oversized T-shirt to stay in school as an art smock
- 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:** These are shared classroom materials and do not need to be labeled.

- 6 or 12 pack of glue sticks
- 1 bottle of white Elmers glue
- 12 #2 pencils (Ticonderoga preferred)
- 1 pack dry erase markers
- 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.)

### **Not required but appreciated**

If you are able to provide one of the following extra supplies it would be greatly appreciated but is not required. These items are used for science experiments, art projects, cleaning our classroom, and to create learning centers.

-White Cardstock	-Barbasol Shaving cream	-Tissues
-Food dye	-Colored cardstock	-Construction paper
-Glitter glue	-Unscented baby wipes	-White board Spray
-Colored pencils	-Multicultural construction paper	-Highlighters

## **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
- 5 composition books
- 1 Package notebook paper wide-lined
- Headphones (must stay at school)
- 1 Box of tissues family size
- 1 Container of Hand wipes or baby wipes
- 1 Empty (rectangular) shoe box for project (not wider than a pencil please)
- 1 1 ½ inch binders with pockets
- 3 folders with pockets
- Art smock—can use old t-shirts as long as it is big enough to go over clothing
- Wet gear and Snow gear for recess times (We Go Out! Rain or Shine!)

\*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: (Also see Spanish supplies below)

- [Student Planner](#)- must be this one! Or you can send in \$\$ and teachers will order this the first week of school.
- [Pencils](#) (at least 24) with erasers
- Highlighters (any color) you will need at least 2 for the year
- Adult Size Scissors
- Crayola Markers (thick or thin--whichever you prefer)
- 1 Pocket Folder WITHOUT Fasteners--this is your daily take-home folder
- 1" 3 Ring Binder **BLUE**
- 1" 3 Ring Binder **RED**
- 2 [6-Tab Dividers](#) for 3-Ring Binders
- Large Pink Erasers (at least 4)
- Large Pencil Case to hold your pencils, markers and scissors-Similar to [this](#) or [this](#)
- Headphones - must plug into computer, no ear buds (to be left at school)
- Bible (in any version you can read for Bible class)
- 1 Pocket folder for Bible
- Scotch Tape Refill Rolls\*\*
- 4 Pack Glue Sticks\*\*
- 3 pack Post It Notes (any size/color will work)\*\*
- Package of Index Cards (any size will work)\*\*
- Art Smock (an oversized t-shirt works well)

++Also see Spanish List Below++

### 6th-8th grades (Also see Spanish supplies below)

- [Student Planner](#)- must be this one! Or you can send in \$\$ and teachers will order this the first week of school.
- 5 boxes of Pencils with erasers
- Pens - blue or black
- Correcting pens - at least 2 colors
- Highlighters
- Adult size scissors
- Pencil box to hold your pens, pencils, markers, scissors, etc
- 2 Glue sticks\*\*
- Sharpies\*\*
- Colored pencils

- Headphones- NO EARBUDS- to be left at school
- 1 Pkg of flag Post-It-Notes (small for marking in books)\*\*
- 8 Expo chisel tip dry erase markers (to be kept in the classroom)\*\*
- 1 Pocket folder - for Humanities
- 4 Composition notebooks - 1 for Science, 2 for Humanities, 1 for Bible
- Bible (in any version you can read for Bible class)
- 1 Pocket folder for Bible
- 1 1/2" Hard Binder for Math
  - [Pencil pouch](#) - like this one for the binder
- 1 package of graph paper\*\*
- Calculator – Texas Instrument TI30XIIS is recommended. **Please label with your name.**
- 7th and 8th-grade – A plain, white t-shirt for science class
- Art Smock (an oversized t-shirt works well)

## Spanish ALL MIDDLE SCHOOL

- **5th grade and New Students**
  - [2 Composition notebooks](#) (**Not** spiral) (New notebooks for 5th grade and new students. Don't spend money on a cute one, we will be covering them. Returning students should re-use the same notebooks used previously—most were collected at the end of the school year for safe keeping.)
  - 1 [Plastic pocket folder with fasteners](#)—plastic preferred—any color
  - 1 [Pocket folder without fasteners](#)—plastic preferred—any color
- **All Students**
  - 1 Large (grocery store) paper bag to use as covers for notebooks. All students. (We will cover the notebooks in class.)
  - 1 [Wide-tip Expo marker](#) any color\*\*
  - A multipack of glue sticks\*\*
  - 3 pack Post It Notes (any size/color will work)\*\*
  - Small reusable tote bag to transport Spanish supplies to and from class (minimum dimensions: 8" wide x 10" high x 1.5" deep) Like [this](#), [this](#), or [this](#). If you prefer you may send in cash, and the teacher will order the first week of school.



## **High School Supply List**

\*Will need to be replenished during the year.

- **All subjects and grades**
  - Laptop computer or Chromebook
  - Headphones that connect to the computer - **to be kept at school**
  - Pencils and erasers (minimum of 12 sharpened pencils each day)\*
  - Pens, blue or black\*
  - Colored pens, at least 2 colors other than blue and black\*
  - Highlighters, 2 or more colors\*
  - Adult size scissors
- **Bible**
  - A Bible (on paper) - preferably NIV or ESV
- **Humanities**
  - Composition notebook
  - Three ring binder (½ inch or 1 inch should work—student preference)
  - Spiral notebook (8.5 in. x 11 in.) **or** hole-punched lined writing paper in a binder, **not loose**
- **World Language**
  - **Spanish**
    - 1 pocket-folder with prongs (plastic preferred) ([Example](#))
    - 2 [Composition notebooks](#) (not spiral) Don't spend money on a cute one, we will be covering them. **Returning students** should use the same notebooks from last year, many of which were collected at the end of the year.
    - 1 Large paper bag (grocery store) to serve as book covers (We will cover the notebooks in class.)
  - **Rosetta Stone**
    - A headset certified for speech recognition, with a directional microphone and noise-cancellation capability. The microphone part of the device should easily adjust into a consistent position, one to two inches from the corner of your mouth. Please note that earbuds that feature the microphone on the cord are typically not recommended, as the microphone may be too far from the mouth and will pick up ambient noise, background noise, etc. which disrupts the effectiveness of speech recognition.
- **Math**
  - **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 lined paper
    - 3 tab dividers
    - Graph Paper
  - **Geometry**

- 2-inch 3-ring binder
- Loose leaf graphing paper
- Large package of loose leaf paper, college ruled
- 3 tab dividers
- Ruler, Protractor, and Compass: [suggested 10 piece math sets available on Amazon](#)
- Scientific or graphing calculator (a graphing calculator, as listed below, is suggested, as it will be used in Algebra 2, Precalculus, Calculus, and/or Statistics)
- **Algebra 2**
  - 2-inch 3-ring binder
  - Loose leaf graphing paper
  - Large package of loose leaf paper, college ruled
  - 3 tab dividers
  - Scientific or graphing calculator (a graphing calculator, as listed below, is suggested, as it will be used in Algebra 2, Precalculus, Calculus, and/or Statistics)
- **Precalculus and Calculus**
  - 2-inch 3-ring binder
  - Loose leaf graphing paper
  - Large package of loose leaf paper, college ruled
  - 3 tab dividers
  - Graphing calculator: TI-83 or TI-84 (regular or "Plus"). (The cheapest option is usually "TI-83" or "TI-83 Plus" through Amazon)
- **Science**
  - 3-inch 3-Ring binder with 8 tab dividers
  - Access to a calculator that can do algebraic calculations
- **To be collected by advisor, and shared among high school classrooms**
  - 2 or more packages of disinfecting wipes
  - 2 or more packages of hand wipes
  - 1 or more boxes of facial tissues (Kleenex, for example)
  - 2 or more [colored Sharpie markers](#), any color
  - 1 box colored pencils
  - 1 box colored markers
  - 3 or more [glue sticks](#)