MOUNT ZION CHRISTIAN SCHOOLS

"*Equipping Students for God's Purpose*"

CommUNITY HANDBOOK

2026-2027

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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

Statement 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 advisor to have the hours recorded.

IV. ACADEMICS

A. <u>Curriculum</u>

The curriculum at MZCS consists of materials from numerous publishers, both Christian and secular, being taught from a biblical world-view. The curriculum is approved by MZCS 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, EBLI (Evidence-Based Literacy Instruction), online learning through Lexia, 6+1 Traits of Writing Program, EL Education English Language Arts Curriculum, individual novels and non-fiction, and handwriting.

Mathematics: Open Up Resources Math, Pre-Algebra, Algebra I & II, Geometry, Pre-calculus, 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 and High School students study civics / US government, and our HS courses meet NH guidelines for graduation requirements.

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 the Community College System of New Hampshire. 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 the primary learning targets (learning goals) in order to be promoted. Any student who does not pass an overall class will be referred to administration for disciplinary action, which could include, but is not limited to, an academic probation, an academic action plan, or additional make-up work.

Competency-Based Grading Scale

Letter Grade	Description	MZCS Number (HS Only)
PD	Proficient With Distinction Demonstration of Competency	4
P	Proficient Demonstration of Competency	3
I	Intermediate Demonstration of Competency (MS/HS ONLY)	2.5
S	Sufficient Demonstration of Competency	2

A	Approaching Demonstration of Competency	1
IE	Insufficient Demonstration of Competency	0

A scale is available for converting CBE scores to a traditional 4.0 GPA scale. Any score above a P/3 indicates that work was done at an honors level and went beyond the scope of expectation included in the learning targets.

C. Advisory/Homeroom

Homerooms and advisories are very important to many aspects of our program. A student's homeroom (Pre-Kindergarten-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 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 25 credit 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 Department of Education.

E. Testing

Students take NWEA assessments, which are Measures of Academic Progress®, three times a year in second 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 may 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 using our SIS. There are three trimesters per academic year during which formal report cards are published. Primary (Pre-Kindergarten 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. MS and HS students can often go online to determine missed work before their return to class. Students who miss an attendance-expected event will be given a graded assignment as make-up work.

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. 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. (For fall conferences, preK - 4th grade use a Parent-Teacher Conference model). 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 keep up with academic expectations, participation in these activities may be temporarily limited to help support student success. Students must attend school for a minimum of a half-day (four periods) in order to be eligible to participate in extracurricular events and activities.

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 school-issued materials including textbooks or computers. Please see grade specific supply lists at the end of this document.

N. Records

Mount Zion permanently maintains each individual students' records, including their academic performance and transcripts, attendance, and high school diploma records (if applicable).

V. DRESS CODE

Our dress code is meant to support our MZ WAYS of love, responsibility, and excellence. The goal of our dress code is to foster a learning environment that honors each other with an emphasis 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.

Tops Must:

- completely cover undergarments
- not have low necklines, and no cleavage should be visible
- be free of tears
- not be tight fitting
- fully cover midsections, including when seated or when arms are raised
- contain no messages, images, or wording that is in conflict with our MZ WAYS
- cover the full shoulder - no tank tops, racer backs, etc.
    - sleeveless tops are allowed if the full shoulder is covered (fabric all the way across the shoulder - imagine a line is drawn upward from the armpit)

Bottoms Must:

- completely cover undergarments, including when seated
- come down to at least 2" above the knee
- be appropriately athletic on PE days - no skirts, dresses, or jeans
- contain no messages, images, or wording that is in conflict with our MZ WAYS
    - no wording permitted on the rear end
- have no rips or tears outside of the knee area
- not be pajama pants (except on pajama days)
- not be tight fitting - no leggings or yoga pants
    - loose-fitting leggings permitted for our youngest students in preK-4th

Shoes Must:

- be able to be managed independently - students must wear velcro until they are able to tie their shoes without assistance
- be in good shape
- have a back/heel strap for safety (preK-4th grade)

Hats:

- are allowed as long as they are 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 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 are required to be in dress (collared) shirts and dress pants (not jeans). A dress, pant suit, or skirt and blouse are also appropriate for girls. All Dress for Success clothing must meet all other dress code guidelines. High School boys must wear button down shirts WITH a tie and dress pants, NO Jeans. 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.

Students must be in school for at least a half day (4 class periods) in order to participate in a practice or game, or a Mount Zion sponsored event scheduled for the same day. Students who are dismissed early for sickness will not be eligible to participate in afterschool events or sports practices/games.

B. Tardies and Early Dismissals

MZCS discourages tardies and early dismissals because they disrupt the classroom learning environment. 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.) Early dismissals are categorized as students leaving before 3:15 PM. (Students must be dismissed early through the school office.) All tardies or early dismissals without a doctor's note or administrative approval of extenuating circumstances will be recorded as unexcused. Successive and/or habitual tardiness or early dismissals may require a parent conference with MZCS administration to take appropriate action which may include an attendance contract.

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. 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.

Students will be called down to the office when a parent(s) arrive. (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 or photo ID.

C. Early Dismissal for High School Seniors

Seniors who have earned free period privileges are permitted to be dismissed from school early on days where their last period (7th period) is a Supported Learning period and we have received parental permission to do so. If they lose their free period privileges for any reason they will not be permitted to leave early.

D. 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 this 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 for an excused absence may not be granted.

E. Arrival & Dismissal - School Hours 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. PreK-4th graders will go directly to their teachers, 5th-8th students will go directly to the gym, and high school students will go directly to the third floor. Any student who is tardy must check-in with the main office before going directly to class.
- During dismissal students are required to remain in their assigned room and may leave the room only when their name is called by a teacher. Each car must have a Mount Zion issued name card that displays the student's last name visible to teachers at dismissal.
- 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.
- Our dismissal time is 3:15pm. All students must be picked up by 3:30pm.
    - PreK dismissal time is 11:10am. All students must be picked by 11:25am. Typically students will be picked up from the top lot driveway near the line of cones. During inclement weather, students will be dismissed through the High School door.
    - K-8th grade students are dismissed through the ramp door around the back of the school.
    - High School students are dismissed from the High School door in the top parking lot. If they have younger siblings, they will be dismissed together via the side ramp door. If High School students drive their younger siblings, they must leave together through the main entrance.
- Any remaining students will be brought to the main office when our dismissal ends. Beginning at this time, our late pickup policy will take effect for any students not picked up during the dismissal window.

        - Any student still waiting to be picked up as of 3:35pm will be charged $20 for each 5 minute increment going forward. This fee will be per student, not per family. (This fee structure begins at 11:30 for PreK students.)
        - We understand that there are at times circumstances beyond your control, but can also not guarantee that there will be an adult to supervise your children after 3:30pm as that is when our office closes.
- If special arrangements have been made in advance for late pick-up, parents arriving after 3:30 PM must park their car and walk in to 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 or parent/guardian 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.

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 may be needed for continued exclusion.

B. Medication

Students are not allowed to take any medications without a written request from home. **All 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 must be completed during school registration and 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 others. 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 without medication for 24 hours (fever defined as 100 degrees or higher)

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 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 2026-2027 requirements at this link.

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 30th.

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 4% 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. (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.

MOUNT ZION CHRISTIAN SCHOOLS

132 Titus Avenue, Manchester, NH 03103

Tuition Policy Agreement

2026 – 2027 School Year

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 1st day of the month.
2. All payments are credited to your account on the day they are received in the MZCS finance 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 that the installment payment plan is being misused or taken advantage of in any way.
5. If there is a credit balance of $5.00 or less remaining on a customer account at the end of the school year, the credit will be applied to the Annual Fund in order to balance the account unless otherwise requested by the customer.

B. Late Payments

1. When a tuition payment is received past a 10-day grace period (to include weekends and holidays), a $50.00 late fee will be assessed, and will increase at a rate of $50.00 per month until payment is received, i.e., payment received on the 11th; late charge: $50.00, payment received after the last day of the current month; late charge: $100.00.
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 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 family is late on their payments twice or more in the same academic year, student re-invitation to the next academic year may be affected
5. 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.
6. Any payments outstanding at year-end will result in MZCS holding the report cards until the account is paid in full.
7. No records will be released until all financial obligations to MZCS have been met.
8. Re-enrollment will not be considered and MZCS cannot hold your child'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.

Records will be forwarded to the admitting school upon written request from that school, given the tuition balance is paid in full. 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 during the month of August, the family is responsible to complete tuition payments through the month of September.
- In the event a student withdraws during 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.

D. 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. 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, service projects, 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 - Must change or get clothes immediately…
- Egregious or repeated disrespect or disruption
- Misuse of technology including cell phones
- Rude or inappropriate language
- Public Display of Affection: MZCS prohibits 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
- Public Display of Affection: MZCS prohibits public displays of romantic affection (PDA) defined as acts of physical intimacy in the view of others.

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 safely 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. <u>Disciplinary Consequences</u>

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 communicate to explain the reason for and extent of the in-school suspension. 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 be communicated to the parents, student, and 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. <u>Use of Technology (Acceptable Use Policy)</u>
Mount Zion is a cell phone & personal technology-free educational environment during school hours. This cell phone / personal technology ban is effective from arrival to dismissal on regular school days in addition to all other educational activities (i.e. MRO, field trips, attendance required events, etc.). Personal technology is defined as any device that can be accessed for personal use. This includes (but is NOT limited to) cell phones, personal computers, smart or exercise watches, wireless earbuds, etc. No personal computers are allowed at school during the school day.

Technology ban policies are outlined below by school. As a reminder, students who need to contact their parent(s) for urgent matters may use the office phone. All individual student emergencies will be communicated via phone to parents/guardians. Any school-wide emergency will be communicated to parents/guardians via email and school text alert when MZCS staff are directed by law enforcement.

- **Primary & Elementary Schools**
  - No student is permitted to bring any personal technology devices to school.
- **Middle School**
  - We highly recommend students leave personal technology devices like watches and cell phones at home during the school day. We understand that with bus service, car pool, and after school activities some parents would prefer that students have access to their cell phones after school. Middle school students who bring a cell phone (or other personal technology device) to school will be required to deposit their device with a designated staff member, where it will be checked-in and logged for the day. If a student arrives at school late they will turn their device in with the office staff when they arrive at school. No student is permitted to keep a device in backpacks and/or in lockers. To ensure parent peace of mind for when students leave school property cell phones will be transferred to designated bags that will be carried by a student's chaperone while they are off-site.
- **High School**
  - Cell Phones: Before the start of the school day students will deposit their cell phone/smart watches into a Yondr pouch that is assigned to them and will be locked by a staff member. Students will keep their Yondr bags with them during the day and Yondr

bags will be unlocked at the end of the school day or when a student is dismissed. Yondr pouches will be kept at school while not in use.
    - Seniors with privileges will be permitted to have access to their cell phone (personal devices) if they leave school property during lunch and/or free periods.
    - Personal Computers: Students will NOT be permitted to bring personal computers/tablets to school. School computers will be issued to each student and students will be expected to follow our acceptable use technology policy as outlined below.

Technology Acceptable Use Policy:
MZ issued Chromebooks 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 . If students are caught doing this, loss of privileges can occur at teacher/administration discretion. **Students are not to use school issued chromebook computers or school networks for non-educational purposes and are held responsible for the content that is on their chromebooks.** Students are responsible for ANY correspondence sent through their Google apps, school email account, or personal email or accounts such as Facebook, Instagram, or Tiktok. 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 will be dealt with in a swift and firm manner. Mount Zion retains the right to search any personal electronic device, cell phone, or school computer at any time, no prior notification is needed. Non-compliance with any portion of this 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 Policy at any point in time.

- Unauthorized use of an electronic device will result in the confiscation of the device for the day, parent contacted and behavioral log completed. The device can ONLY be picked up by the parent and/or guardian.
- 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 may 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 discipline process.
- If a second offense occurs, the student may be given a suspension and other disciplinary measures may be taken based on the offensiveness of the materials found.
- If a third offense occurs, the student may be expelled.

G. <u>Artificial Intelligence Policy</u>

Mount Zion Christian Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st Century technology and communication skills. All technology at MZCS is used for educational purposes.

Student use of Artificial Intelligence (AI) technology must follow the red, yellow, and green system as assigned by their teacher. Teachers may use AI checkers to ensure adherence to this policy.

<u>Red Assignments:</u>

Students are not allowed to use Artificial Intelligence tools for any part of this assignment. The expectation is that they complete work assigned independently and without use of these tools. Any violations will be treated as misuse of technology, which is a school-level offense with the potential to escalate per page 18 of this CommUNITY Handbook.

Yellow Assignments:
AI tools are allowed for certain aspects of this assignment, per teacher discretion. Students must be able to cite their AI use and are responsible for the accuracy of the ideas presented in the assignment. Any AI use outside of the allowed avenues will be treated as misuse of technology, which is a school-level offense with the potential to escalate per page 18 of this CommUNITY Handbook.

Green Assignments:
AI tool use is permitted on this assignment. Students must be able to cite their AI use and are responsible for the accuracy of the ideas presented in the assignment.

H. 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 or 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.

I. 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.

J. Beverage Policy

For the safety and wellbeing of students as well as to best care for our facilities, students will not be permitted to drink energy drinks, caffeinated beverages, soda, or other sugar-filled drinks at school. Any drink consumed outside of these parameters will be confiscated by a MZCS staff member.
See below for grade specific exceptions.

- **Elementary School** - Only plain water will be allowed.
- **Middle School** - Students may have a Seltzer Water at lunch, but it must be consumed by the end of recess. Only plain water will be allowed outside of lunch and recess time.
- **High School** - Students may bring in caffeinated beverages, but NOT energy drinks or soda. This includes energy beverages from quick service restaurants.

X. GENERAL

A. Carpooling, Cars, and Busses

- It is the responsibility of the parent to arrange transportation and carpools. PreK-8th grade students are dismissed from the back "ramp" door. 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. Students who are 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. Be sure to notify the office of any changes before the end of the school day. 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 is granted the necessary 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. Students are not allowed to drive other students to sports games or practices without parent, coach, and Athletic Director approval.

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.

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 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.

The Physical Education Handbook can be found at this link. The athletic handbook can be found at this link. Athletic forms are completed during Online Registration.

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 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 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. 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 the team leader.
- If unresolved, the parent then meets with the teacher, the team leader, and a member of administration.
- If still unresolved, the matter is brought to the school board.

Grievance Policy

Mount Zion Christian Schools (MZCS) is committed to maintaining a Christ-centered commUNITY that reflects biblical principles of love, truth, accountability, and reconciliation. Should a specific concern related to bullying, teacher misconduct, tuition refunds, or the use of child restraint practices arise, please use the following procedures:

Bullying:

Reports should be made immediately to the teacher or administration, who will begin investigating the report and take appropriate actions according to the CommUNITY Handbook.

Teacher Misconduct:

Reports should be made immediately to administration (if concerning teacher(s) / staff) or to the school board (if concerning administration). Upon receiving a report, immediate investigations will begin and appropriate actions will take place according to our CommUNITY and Faculty / Staff Handbooks.

Tuition Disputes or Refund Requests:

All tuition matters are governed by the Tuition Policy Agreement. Please first reach out to our Finance Manager, then to administration, and finally the board of directors, for matters concerning tuition disputes or refunds.

Child Restraint or Seclusion

MZCS follows its established Child Restraint and Seclusion Policy. If a parent believes restraint or seclusion was improperly used, they should submit a written complaint to administration within 10 school days after which administration will investigate, determine compliance with the school's policy, and provide a determination.

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 send text alerts/emails 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 5th through 12th grade students for clothing, books, and personal items. 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 at all times for the safety of our commUNITY. Students are not to open the doors for anyone. 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. At that point, the I Love You Guys reunification procedure will be followed.

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. Our online school registration includes a photo-release permission form each year and we 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 recordings and live-streaming of events that may be made and shared within the MZCS CommUNITY or on MZCS social media. We have made every effort to protect your children and make sure the links remain private to only those with permission to access.

Kinder-4th Library Supply List

Please label items “Library” to ensure they make it to our library classroom for reading enrichment crafts and projects. Thank you so much!

Kindergarten: 1 package of broad markers
1st Grade:1 Package of thin markers
2nd grade: 1 package of colored pencils
3rd grade: 1 package of construction paper
4th grade: Scotch Magic Tape with Dispensers 3pk

Book donations are also always welcome- we gladly accept gently loved books or new books can be purchased from our LION-brary amazon wishlist.

https://www.amazon.com/hz/wishlist/ls/1ZNB1O1QKEO13?ref_=wl_share

PreK - 4th Art Supply List

Art smock or apron with your name on it

PreK - 8th P.E. Supply List

Proper Sneakers: No Crocs, Boots, Sandals
Appropriate attire for exercise

K - 8th Music Supply List

K-2: One package of school appropriate stickers.
3rd and 4th: one pink eraser or pencil top erasers
3rd-8th: 1 Pocket Folder for Assignments
4th-8th: Plug in headphones (if not already purchased for another class)

Optional: wishlist of books to support our K-2 interactive Music Story Time!
https://www.amazon.com/hz/wishlist/ls/1GTT85ILIHWDH?ref_=wl_share

Pre-Kindergarten 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
- 1 boxes (8 count) **Large** size **Crayola** crayons (**classic colors only** - **Not** Jumbo size)
- 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 **(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- kept in backpack
- 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)**

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 -Glitter glue -Kinetic Sand -Sharpies -Black or colored -Contact paper -Tissue paper -Colored cardstock -Stickers -Water color palettes and watercolor paper

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*
- 2 regular-size containers of playdoh
- 1 Crayola Washable Watercolor Paints Pallet, 8 Primary Colors
- 4 thin black Expo dry erase markers
- 3 containers of unscented baby wipes or hand wipes (not disinfecting)
- 1 large canister Clorox or Lysol wipes container

BOYS

- 1 Package white cardstock (8 ½ x 11)

GIRLS

- 2 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 and not rechargeable)
- **Plastic** water bottle to bring each day (Leak proof top and sip top)
- **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.

Greatly appreciated but not required:

These items are used throughout the school year:

- Colored construction paper
- Plastic forks and spoons
- Package of white copy paper (Used for drawing)
- Barbosol shaving cream
- Ziploc baggies gallon and sandwich sizes

First Grade Supply List

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

Shared supplies - please don't label

- 8 **Expo** brand ***Black Chisel Tip*** Low Odor Dry Erase Markers Amazon Link
- 2 boxes Crayola Broadline 10-Count Classic Colors washable markers
- 8 **Elmers washable purple school glue sticks** Amazon link
- 1 large canister Clorox or Lysol wipes yellow container, please (I can't use Scentiva or Seventh Generation)
- 1 pack unscented hand or baby wipes
- 3 *refill rolls* Scotch tape *for dispenser* Amazon Link $8.36
- Tissues

Girls

- Ziplock baggies gallon size

Boys

- Ziplock baggies quart or sandwich size

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

- *Plain* Headphones (*not earbuds,* ***not rechargeable, no lights, ears,*** *etc.*)
- Plastic, two-pocket folder
- Rain gear (Sept) and snow gear later (We go outside, rain/snow or shine!)
- Water bottle & lunch box (both go home each day)
- Complete change of clothes in plastic ziplock bag - stored in child's backpack: pants, shirt, underwear, socks, and shoes (shoes may be left at school)
- Large, reusable shopping bag for carrying rain boots and snow gear home each day

Greatly appreciated but not required:

These items are used throughout the school year:

- **Bounty** or other absorbent paper towels
- Plastic spoons or forks
- Construction Paper

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
- 2 boxes Crayola Broadline 10-Count Classic Colors washable markers
- 8 washable purple school glue sticks
- 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
- Crayola watercolor set
- 1 container hand or baby wipes
- 3 refill rolls scotch tape (for dispenser)
- 1 box of plastic spoons
- 1 pack of FINE black dry erase markers

Girls

- white cardstock
- 1 pack colored Sharpies
- Ziplock baggies gallon size

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
- Ziplock baggies quart or sandwich size

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

- Plastic 2-pocket folder (please put name on outside, upper right)
- *Plain* Headphones (*not earbuds, not rechargeable, no lights, ears, etc.*)
- Rain gear and snow gear for recess (We go outside, rain or shine!)
- 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 (shoes may be left at school)

Appreciated but not required:

These items are used for science experiments, art projects, etc.

-Barbasol Shaving Cream -Construction paper -Glitter glue

-Kinetic Sand -Highlighters

Third Grade Supply List:

Labeled with child's first and last initial :

- Oversized T-shirt to stay in school as an art smock
- 1 Composition books
- 1 1inch binder
- 2 **plastic** folders with pockets
- Headphones- no earbuds and not rechargeable (to leave at school)
- Rain gear and Snow gear for recess times (We go out! Rain or shine!)
- Bible- NIV Adventure Bible
- 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/Adventure-Bible-Hardcover-Full-Color/dp/0310727472/ref=tmm_hrd_swatch_0

Non-labeled: These are shared classroom materials and do not need to be labeled.

- 24 pack of #2 wood pencils with erasers
- 2 Expo fine line black dry erase markers
- 1 (4 pack) chisel tip Expo blue dry erase markers
- 1 (4 pack) chisel tip Expo black dry erase markers
- 1 pack of Crayola Crayons
- 1 pack classic crayola markers
- 1 pack thin crayola markers
- 1 pack crayola colored pencils
- 1 box of plastic forks
- 1 box sandwich sized Ziploc bags

Boys:

- 1 box of Tissue

Girls:

- 1 package of construction paper

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	-White board Spray	-Painters tape
-masking tape	-Colored Cardstock	-Cap erasers

Fourth Grade Supply List:

Individual supplies: please label with your child's first name

- 1 NIV Bible
- 1 plastic pencil box
- Headphones (no earbuds and not rechargeable)
- 2 **plastic** 2-pocket folders
- Rain gear for recess times…snow gear at a later point (We go out! Rain or shine!)

Shared supplies: please don't label

- 24 #2 wood pencils with erasers
- 8 **Expo** brand **Black** Chisel Tip Low Odor Dry Erase Markers
- 1 pack of **Crayola Broadline** 10-count Classic Colors washable markers
- Tissues
- 8 **Elmers** washable purple school glue sticks
- Boys=gallon sized Ziploc bags
- Girls=sandwich or quart sized Ziploc bags

Not required but appreciated

These items are used throughout the school year:

- Package of sticky notes
- Plastic spoons or forks
- Construction paper

Middle School Supply List

(all subjects and grades unless noted otherwise)
**Supplies will be collected for classroom use

5th Grade:

- Pencils (at least 24) with erasers
- Highlighters (any color) you will need at least 2 for the year
- 1 Pocket Folder WITHOUT Fasteners--this is your daily take-home folder
- 1 Pocket folder for Technology
- 1 hard 1" 3 Ring Binder **BLUE**
- 1 hard 1" 3 Ring Binder **RED**
- **1** 8-Tab Dividers with pockets for 3-Ring Binders
- 1 5-Tab Dividers with pockets for 3-Ring Binders
- Large Pink Erasers (at least 4)
- Pencil Case to hold your pencils 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
- A Journal
- Crayola Markers (Thick or Thin)**
- Package of Sticky Notes**
- Wide-Ruled paper**
- Art Smock
- Plastic Forks and Spoons (NO Knives)**
- Art Smock
- 1 Composition notebook for Spanish
- 1 Pocket folder–plastic preferred–any color for Spanish
- 1 Composition notebook for Bible

6th-8th Grades:

General Supplies (indicates to be collected by homeroom teacher)**

- 3 boxes of Pencils (a box of at least 18) with erasers**
- Highlighters 4 colors**
- 3 Thin tip black sharpie**
- Sharpies any color**
- Poster Board 3 pack**
- 1 package Plastic Forks and Spoons (NO Knives)**
- Pack of lined index cards (any size)**
- Headphones- **NO EARBUDS**- they need to be able to plug in and to be left at school

Math Supplies

- 1 hard 1" binder
- Pencil pouch - like this one for the binder for math
- Texas Instrument TI30XIIS calculator

Humanities Supplies

- 1 Composition notebook
- 2 Pocket folders plastic –any color

Health and Nutrition Supplies

- Spiral notebook

Spanish Supplies

- 1 Composition notebook
- 1 Pocket folders plastic –any color

Science/Technology Supplies

- 1 Composition notebooks
- 2 Pocket folders plastic –any color
- White Tee Shirt

Bible Supplies/Chapel/Discipleship

- 1 composition notebook
- 1 Pocket folder plastic - any color
- Bible (any version to be brought to school)

Art

- smock or apron with your name on it

High School Supply List

- **All subjects and grades**
  - Headphones - must plug into computer, no ear buds
  - Pencils and erasers
  - Pens
  - Highlighters
  - Adult size scissors

➢ **To be collected by advisor, and shared among high school classrooms**
  - 2 or more colored Sharpie markers, any color
  - I box colored markers, washable

- **Bible**
  - A Bible (on paper) - preferably NIV or ESV

- **Humanities**
  - Three basic spiral notebooks (8.5 in. x 11 in.) - the kind with about 100 pages (one needed per trimester)

- **Science-**
  - **Biology (lowerclassmen)**
    - 2-inch 3-Ring binder with 4 tab dividers - last year's binder is fine
    - Calculator
  - **Chemistry (upperclassmen)**
    - 2-inch 3-Ring binder with 4 tab dividers - last year's binder is fine
    - Scientific calculator (will have sin, cos, tan)

- **World Language**
  - **Spanish**
    - 2 pocket folders
    - 2 composition notebooks
    - Index cards (vocabulary)
    - Colored pencils or markers

  - **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, 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)
  - **Geometry**
    - 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 be used in Precalculus, Calculus, and/or Statistics)
    - Ruler, Protractor, and High Quality Professional Compass (see the link as you will want a compass with a spring bow head and a center wheel for precise drawings)
  - **Precalculus, Calculus, Statistics**
    - 2-inch 3-ring binder
    - Loose leaf graphing paper
    - Large package of loose leaf paper, college ruled
    - 3 tab dividers
    - **Graphing calculator required**: TI-83 or TI-84, regular or "Plus". The cheapest option is usually through Amazon or Walmart.