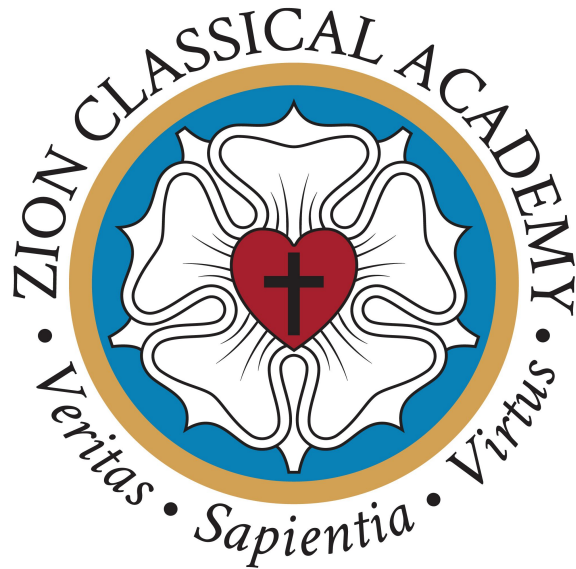


Zion Classical Academy



Parent & Student Handbook 2022-2023

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I. GENERAL SCHOOL INFORMATION

ZION CLASSICAL ACADEMY GOALS

"To provide a Christ-centered education of academic excellence which equips students for a lifetime of service."

- **CHRIST-CENTERED**

In all its levels, programs, and teaching, ZCA seeks to:

- A. Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17)
- B. Provide a clear model of the biblical Christian life through our staff and board (Matthew 22:37-40)
- C. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ by the ministry of the Holy Spirit (Matthew 28:18-20, Matthew 19:13-15)

- **CLASSICAL**

In all its levels, programs, and teaching, ZCA seeks to:

- Emphasize grammar, logic, and rhetoric in all subjects (see definitions below)
- Encourage every student to develop a love for learning and live up to his academic potential
- Provide an orderly atmosphere conducive to the attainment of the above goals
 - Definitions:
 - Grammar: The fundamental rules of each subject
 - Logic: The ordered relationship of particulars in each subject
 - Rhetoric: How the grammar and logic of each subject may be clearly expressed

MISSION STATEMENT

The mission of Zion Classical Academy is to cultivate Truth, Wisdom, and Virtue in our students through classical Christian education in order to equip them for a life of service to God and neighbor.

STATEMENT OF FAITH

The following is the foundation of beliefs on which ZCA is based. They are also the key elements of Evangelical Christianity that will be unapologetically taught in various ways through all grade levels. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority.

1. We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent; that is, He can do all things. He is omnipresent; that is, He is present to all creation, and has under His immediate authority all things which are in Heaven, in the earth, and under the earth. He is omniscient; that is, He knows all things. He readily exercises His power which is present everywhere, and to Him there is nothing that is impossible or unknown, that is, He knows what has been from eternity, what now takes place everywhere, and what will be to all eternity.
3. We believe in the deity of our Lord Jesus 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 in His personal return in power and glory.
4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the spiritual unity of all believers in our Lord Jesus Christ.
9. We believe in the resurrection of both the saved and the lost; those that are saved to the resurrection of life, and those that are lost to the resurrection of damnation.

SECONDARY DOCTRINE

These guidelines apply to all ZCA teachers in their capacity as teachers at ZCA.

Secondary doctrine: eschatology, baptism, etc.

- As a Recognized Service Organization of the Lutheran Church-Missouri Synod, ZCA is

responsible for proclaiming the Gospel in accordance with the doctrine and ministry of the LCMS.

- ZCA will seek to honor the doctrinal convictions of each student's family and church, as much as they are aware and able.
- Classroom discussion of secondary doctrine should be on an informative, non-partisan level as much as possible. Teachers must honor and defer to parents if these topics arise.
- Presentation of all sides of an issue is encouraged.
- The teacher should encourage the students to follow up any questions they have with their parents and pastor.

STATEMENT ON SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139.)

STATEMENT ON FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the final source of all that we believe. For purposes of the application of God's word in matters of faith, doctrine, practice, policy, and discipline, our Board of Directors is the final interpretive authority on the Bible's application.

SCHOOL HISTORY AND GOVERNANCE

The Zion congregation was organized September 4, 1900 with six charter members. The congregation has had three houses of worship - the old German Baptist church (1900-13), the old Zion church on South Denver that was built in 1913, and the present church on South Marian Road, dedicated October 24, 1971. Zion has had three former school buildings - a small frame building on South Denver, the frame church that was moved to D & St. Joseph in 1913, and the brick school at D Street & St. Joseph that was built in 1928. The current school at 465 South Marian Road was dedicated on October 24, 1971.

The conception of Zion Classical Academy was formed when school and community jointly voiced a desire to not only teach religion one hour a day, but to become a place where religious education is the foundation of all instruction. The design of this teaching method is used to educate the whole person, develop strong character, celebrate learning as a lifelong gift and keep God, our Creator, at the center of it all.

On June 9, 2019, the Hastings Zion Lutheran Church voter's assembly passed a resolution

allowing Zion Lutheran School to become a Recognized Service Organization (RSO) of the Lutheran Church-Missouri Synod (LCMS) in order to enhance and expand the Christian education ministry of our school. This decision was made so that our school could branch out and work with other Lutheran and Christian churches in our area to expand our pool of students, parents, and supporters. Zion Lutheran School officially adopted the classical Christian education model in the fall of 2019. Effective the 2020-2021 school year, our school's name changed from Zion Lutheran School to Zion Classical Academy, est. by Zion Lutheran Church. This was strategic in our hopes to re-brand and expand our scope and influence in the Hastings area. By being an RSO, Zion Classical Academy can continue to preach the Gospel in accordance with the doctrine and ministry of the LCMS, and continue to be a part of the larger network of the LCMS. ZCA's Articles of Incorporation were filed with the state of Nebraska in January of 2020, and a Board of Directors was formed for this new entity. This new ZCA Board of Directors officially adopted the By-Laws of Zion Classical Academy, Inc. on April 6, 2020.

BOARD OF DIRECTORS

The Zion Classical Academy Board of Directors is responsible for establishing and maintaining policies involving the school and preschool. The board consists of 12 directors from the community. A Pastor ordained by the Lutheran Church of the Missouri Synod (LCMS) and the principal of the school serve as ex officio members. Six (6) directors shall be LCMS members and four (4) directors shall be from the community at large. The Board meets the second Monday of the month, every other month on odd months. To present an item to the Board you must contact the Board Chairman a week in advance to be put on the agenda.

VISION STATEMENT

We aim to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from biblical, and to be unswayed towards evil by the former. We aim to find them well-prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at ZCA. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire that they clearly understand classical education, how it works in their classrooms, and how their work fits into the whole; that they possess

a lifelong hunger to learn and grow, and that they have the opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God, their own children walking with the Lord.

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and to be supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

EDUCATIONAL PHILOSOPHY

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child. Therefore, below are the most important philosophical elements that we at ZCA believe distinguish our approach to education.

We believe that the Bible clearly instructs parents, not the church or state, to "bring children up in the discipline and instruction of the Lord." The church's commission is essentially to spread the Gospel and train believers (Matt.28:18-20). The state has been directed to enforce God's laws and protect the innocent (Romans 13). The church trains parents, and the state protects families. The family raises and educates children (Eph.6:1-4). Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.

We believe that God's character is revealed not only in His Word but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated (integrated) and can instruct us about God himself.

God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matt. 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn, by using the centuries-old, proven classical method (see following explanation), incorporating instruction in Latin and Logic.

We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This necessarily includes biblical discipline principles.

ATHLETIC PHILOSOPHY

The purpose of our athletic program is to complement, not compete, with our academic program. We reject as a false dichotomy the idea that either the academic must serve athletics or vice versa. Our goals and vision statement state the educational mission of our school, and we seek to use both academics and athletics as instruments to help us accomplish those goals.

Our athletic and physical education activities are considered an important component of our classical and Christian curriculum. We recognize that the training of the body has been part of the classical approach to education from the very beginning. Further, our understanding of the Christian worldview does not permit us artificially to limit a course of training to the mind only. Our goal has always been to educate our students in all aspects of life, with the Scriptures at the center of all things as the point of integration. We have the same standard for our athletic program and physical education classes and see this point of integration as particularly important.

AESTHETIC VISION

The apostle Paul instructs us to set our minds on that which is true, noble, just, pure, lovely; we are to meditate on those things which are of good report, virtuous, or praiseworthy. As a classical and Christian school, we have particular duties in this regard; we have been entrusted by our school parents with the responsibility to help train and discipline the minds of their children. We understand that the loveliness and nobility enjoined by the apostle involve more than just spiritual truths, and that our duty as a school includes the discipline of aesthetic education.

We therefore affirm that the triune God contains within Himself all ultimate loveliness and beauty. As His creatures, therefore, we are to serve and worship Him in all that we do in the beauty of holiness. He has created us in His own image, and requires us to strive to imitate Him in all that we do, and this includes the duty of understanding our responsibilities of appreciating and creating objects of loveliness.

We seek to teach the importance of aesthetic standards in all activities associated with the school, striving for that form of excellence suitable to each activity. This obviously includes a strong emphasis throughout our curriculum on the fine arts - music, painting, drama, poetry - with the attendant responsibilities of the students including study, meditation, and memorization. But our emphasis on aesthetics also extends to more mundane matters - the cleanliness and decoration of classrooms, student dress, athletic competition, handwriting, *etc.* In all this, we aim to teach our students the reasons for what we require and not just impose the bare requirement. As a Christian school, we want to particularly avoid all forms of pious or traditional kitsch—*aesthetic frauds* which can evoke a sentimental and superficial aesthetic response.

In the education we provide, we therefore deny all forms of aesthetic relativism. At the same time, we affirm our limitations as creatures. This means that in any work of art containing true beauty, only God knows exhaustively all that is beautiful about the work, while we see the beauty only partially. Because different human observers see different partialities, this creates an illusion of

subjectivity. Because our vision of the beautiful must necessarily be partial, we seek to instruct our students to make all aesthetic judgments in *humility*. At the same time, we want to train them on their responsibility to make grounded and informed aesthetic *judgments*, rejecting all forms of principled ugliness or aesthetic nihilism.

MUSIC VISION

Within the God-breathed books of the Bible, the Creator gave Christians a timeless song book, the Psalms, with 150 different songs to sing and praise His name as well as songs scattered throughout the Old and New Testaments. Both vocal and instrumental music are to be used by man to point back to God. Music is not just a subject that we should teach, it is a way to express the goodness of God and the joy we have in living in His presence.

The integration of all subjects, with the Scriptures as central, is one of the goals of ZCA. We believe and therefore want to instruct all the students in the basic knowledge and related benefits of music to all of learning. We want to teach students to distinguish good music from mediocre music. We want them to recognize that though we limit their exposure in truth, beauty and goodness in music, good music is not bound by a period of time or by a particular style, but that good and beautiful music is a gift from God to man throughout all ages.

WHAT DO WE MEAN BY CLASSICAL?

In the 1940s the British author Dorothy Sayers wrote an essay entitled “The Lost Tools of Learning.” In it she calls for a return to the application of the seven liberal arts of ancient education, the first three being the “Trivium” - grammar, logic, rhetoric. Miss Sayers also applies the three stages of children’s development to the Trivium. Specifically, she matches what she calls the “Poll-parrot” stage with grammar, “Pert” with logic, and “Poetic” with rhetoric (see chart below). At ZCA, the founding board members were intrigued with this idea of applying a classical education in a Christian context. Douglas Wilson explained the classical method further in his book, *Recovering the Lost Tools of Learning*. ZCA has been committed to implementing this form of education since the school’s inception.

“The structure of our curriculum is traditional with a strong emphasis on ‘the basics.’ We understand the basics to be subjects such as mathematics, history, and language studies. Not only are these subjects covered, they are covered in a particular way. For example, in history class the students will not only read their text, they will also read from primary sources. Grammar, logic, and rhetoric will be emphasized in all subjects. By grammar, we mean the fundamental rules of each subject (again, we do not limit grammar to language studies), as well as the basic data that exhibit those rules. In English, a singular noun does not take a plural verb. In logic, A does not equal not A. In history, time is linear, not cyclic. Each subject has its own grammar, which we require the students to learn. This enables the student to learn the subject from the inside out.

The logic of each subject refers to the ordered relationship of that subject's particulars (grammar). What is the relationship between the Reformation and the colonization of America? What is the relationship between the subject and the object of a sentence? As the students learn the underlying rules or principles of a subject (grammar) along with how the particulars of that subject relate to one another (logic), they are learning to think. They are not simply memorizing fragmented pieces of knowledge.

The last emphasis is rhetoric. We want our students to be able to express clearly everything they learn. An essay in history must be written as clearly as if it were an English paper. An oral presentation in science should be as coherent as possible. It is not enough that the history or science be correct. It must also be expressed well.”

ADMISSIONS

Non-Disrimination Statement: Zion Classical Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Schools participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) must include this statement in full, on all program materials used for public information, public

education, or public distribution.

The principal will review applications for all admissions and make appropriate recommendations. It is the objective of ZCA to provide full-time Classical Christian Education to as many children as possible; however, limitations of staff and facilities dictate that a system of priorities is necessary to give the Board a guide for recommending the approval of applicants. Students will generally be accepted in the following order:

- Children of ZCA Member and Mission congregations
- Children already enrolled from previous year and in good standing

Application Date:

Registration applications for the fall semester that begins in August will be accepted by the school office beginning February 1st of that year. When the enrollment of any grade reaches the maximum number as determined by the Board of Directors, applications will be approved in the order of the admission policy's priority of enrollment.

Enrollment Checklist:

The following checklist will be followed for new students enrolling at Zion Classical Academy:

- Complete application on TADS
- Submit a copy of last year's (or more) report cards and a copy of the most recent achievement test results (for new students).
- Interview with the principal or his/her designee (new students only).
- A check of the student's academic and behavioral records with the former principal and/or teacher(s).
- Consultation with the classroom teacher.
- Approval or denial of the application.
- If the application is approved, prior to the first day of attendance the following items must be completed:
 - Registration and material fees paid in full (for all children).
 - First month's tuition paid in full.
 - Immunization Record submitted to the school office
 - Copy of child's birth certificate
 - Kindergarten and new student physicals

New students are enrolled on a one-month probationary period to ensure that Zion Classical Academy is equipped to meet the needs of the student. At the end of one month, the parents may be asked to meet with the student's teacher and the principal for a review.

Admission Requirements for the Student:

With the Nebraska State law that went into effect in 2012, children who are five on or before July 31, may enter kindergarten. If your child is at least three years old on or before July 31 and/or not yet ready to enter kindergarten, he or she is eligible to apply for enrollment in Zion Classical Academy Preschool. A physical examination by the physician is required for kindergarteners, seventh graders, and new students from out of state. The Nebraska state law requires all students to be immunized

before entering school. All parents are required to provide their child's history of immunizations, inoculations, communicable disease records, and any other important information about the child's health before entering Zion Classical Academy. Contact the school office if you require an immunization waiver for medical or religious reasons. The Nebraska state law requires that all Kindergarten students and new students must show a state birth certificate with number and state seal so a copy can be made for his or her student file. Transferring students must present a transfer and grade card from the school they previously attended before being admitted to Zion Classical Academy. Those children entering the school must be able to show a reasonable amount of accomplishment and cooperation. The student must have satisfactorily completed the grade in which he/she was previously enrolled and provide evidence of the ability to achieve satisfactorily at the grade level in which he/she applies for enrollment.

Admission Requirements for the Parents:

Though not required to be Christians, the parents of students in ZCA should have a clear understanding of the Biblical philosophy and purpose of ZCA. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program. The parents should be willing to cooperate with all the written policies of ZCA. This is most important in the area of discipline (see Discipline Guidelines and School Rules) and schoolwork standards, as well as active communication with the respective teacher(s) and administration.

TUITION AND FEES

Zion Classical Academy welcomes any families that are interested in education with a Christian perspective. Because we do not receive any funding from the government, maintaining Zion Classical Academy requires a great deal of financial support. Tuition rates and additional fees are published prior to enrollment each school year. Financial assistance is available for families who cannot afford the full cost of tuition. We use a company called TADS to conduct confidential financial assessments and help us to determine tuition assistance needs as fairly and accurately as possible. Tuition will be collected on a regular basis according to each family's Tuition Agreement, which is completed upon enrollment. In accordance with school policy, a late payment will result in a charge of \$35. Additional fees may include Registration fees, TADS fees, Activity fees (for field trips, special student activities/events, etc.), and Milk fees (preschool only). Payments may be made in various forms including cash, check, direct payment from bank accounts (set up securely within TADS), or credit card. Credit card processing fees will be applied to each transaction.

All accounts are to be current. Parents have access to their account balance with TADS. Accounts that are not current within a specified time limit require student(s) to be removed from ZCA enrollment at semester break and the family will not be allowed to enroll for future school terms, at the discretion of the administrator and Board of Directors.

1. Accounts that become past due by one month will receive an email and a form letter of concern from the school office. The letter will include the unpaid balance including late fees and a request to contact the principal to discuss if unusual financial conditions are present.
2. Accounts that are two months past due will receive a telephone call from the school office

requesting a meeting with the principal and the family involved. During this meeting, a letter will be provided that states the unpaid balance including late fees. This letter will state that if the payment is not made by the end of the semester, the student(s) will not be allowed to return at semester or enroll for future school terms.

3. One week prior to potential dismissal of student(s), the principal and a designee shall contact the family to review the consequences of delayed payments and offer to extend the time limit for the debt to be paid if there is a documented financial need.

PARENT INVOLVEMENT

As a support and extension of the family unit, ZCA considers the family to be of first importance to a child. Therefore, we are continually seeking ways to actively involve parents in the school. Parents are welcome to visit the school at any time. Simply call ahead out of courtesy to the teacher. Many parents assist in the classroom, act as chaperones on field trips and/or library visits, and help with recess and/or lunch duty. All volunteers will be given a copy of the ZCA Volunteer Handbook and may be subject to yearly background checks.

LOST TOOLS OF LEARNING CHART

Beginning Grammar (Pre-Polly)	Grammar (Poll-Parrot)	Logic (Pert)	Rhetoric (Poetic)
Grades K-2	Grades 3-6	Grades 7-9	Grades 10-12
Student Characteristics	Student Characteristics	Student Characteristics	Student Characteristics
<ol style="list-style-type: none"> 1. Obviously excited about learning 2. Enjoys games, stories, projects 3. Short attention span 4. Wants to touch, taste, feel, smell, see 5. Imaginative, creative 	<ol style="list-style-type: none"> 1. Excited about new, interesting facts 2. Likes to explain, figure out, talk 3. Wants to relate own experiences to topic, or just tell a story 4. Likes collections, organizing items 5. Likes chants, clever repetitive word sounds 6. Easily memorizes 7. Can assimilate another language well 	<ol style="list-style-type: none"> 1. Still excitable, but needs challenges 2. Judges, critiques, debates, critical 3. Likes to organize items, others 4. Shows off knowledge 5. Wants to know "behind the scenes" facts 6. Curious about Why? 7. Thinks, acts as though more knowledgeable than adults 	<ol style="list-style-type: none"> 1. Concerned with present events, especially in own life 2. Interested in justice, fairness 3. Moving toward special interested, topics 4. Can take on responsibility, independent work 5. Can do synthesis 6. Desires to express feelings, own ideas 7. Generally idealistic

Teaching Methods	Teaching Methods	Teaching Methods	Teaching Methods
<ol style="list-style-type: none"> 1. Guide discovering 2. Explore, find things 3. Use lots of tactile items to illustrate point 4. Sing, play games, chant, recite, color, draw, paint, build 5. Use body movements 6. Short, creative projects 7. Show and Tell, drama, hear/read/tell stories 8. Field trips 	<ol style="list-style-type: none"> 1. Sing, chant, and sound-off factual information 2. Use questions and answers (catechism) 3. Teach through imitation (especially in writing and art) 4. Field trips/drama 5. Make collections, displays, models 6. Integrate subjects through above means 7. Categorize, classify 8. Drills and games 9. Oral and written presentations 	<ol style="list-style-type: none"> 1. Time lines, charts, maps (visual materials) 2. Debates, persuasive reports 3. Drama, reenactments, role playing 4. Evaluate, critique (with guidelines) 5. Formal logic 6. Research projects 7. Oral/written presentations 8. Guest speakers, trips 9. Socratic Discussion 	<ol style="list-style-type: none"> 1. Drama, oral presentations 2. Guide research in major areas with goal of synthesis of ideas 3. Many papers, speeches, debates 4. Give responsibilities, e.g. working with younger students, organize activities 5. In-depth field trips, even overnight 6. Worldview discussion/written papers

II. ACADEMICS

ACCREDITATION

The school has been fully accredited by NLSA (National Lutheran School Accreditation). ZCA is also approved by the State of Nebraska.

CURRICULUM GOALS

BIBLE: We seek to:

1. Allow the students to read the scriptures in context for themselves vs. only prescribed verses.
2. Understand God's word through a historical-grammatical interpretation of the Bible.
3. Let the Scriptures speak for themselves with clarifications and illustrations by the teacher.
4. Teach the biblical pattern of salvation: Law before Grace.
5. Encourage each student to come to the Father, through the Son, and to grow in his/her knowledge and love of Him.

6. Equip our students with a Christian worldview that will serve as a lens through which they see every other subject and all of life.
7. Equip our students to graciously and wisely defend their faith as they refute unbelief in its various forms.

ENGLISH: We seek to:

1. Equip every student with the skills necessary for good writing, including correct spelling and grammar, pleasing style, clarity of focus, proof-reading, and self-correcting.
2. Emphasize good writing by requiring the students to write often and correctly in each subject area.
3. Encourage clear thinking by the students through requiring clear, focused, well-argued writing.
4. Teach students how to research and write on a set topic.
5. Require students to speak in formal settings on a regular basis.

READING/LITERATURE: We seek to:

1. Use phonics as the primary building blocks for teaching students to read.
2. Introduce the students to high-quality literature.
3. Carefully monitor the student's reading abilities to ensure he/she is comprehending adequately, and is reading fluently, both orally and silently.
4. Wherever possible, integrate subjects like history and science into reading.
5. Foster a life-long love of reading as our students are acquainted with great Western literature.
6. Teach our students to understand and analyze both the form and content of literature.
7. Enable/encourage students to form critical judgments of literature based on careful attention to the text.
8. Encourage students to read literature that stretches their comprehension skills.

LATIN: We seek to:

1. Instruct the students in vocabulary and grammar to increase their fundamental understanding of English, the history and writings of Western civilization, and the Romance languages.
2. Reinforce the students' understanding of English grammar.
3. Cultivate study and logical thinking through the study of Latin.
4. Encourage delight, curiosity, and attentiveness in students by teaching them to see the world through the eyes of another language.
5. Provide students with the tools necessary to access original texts of our classical and Christian heritage.

MATHEMATICS: We seek to:

1. Ensure that the students have a thorough mastery of basic mathematical functions and tables.
2. Put an emphasis on conceptual, as well as practical, understanding through the frequent use of multistep story problems and applications to other disciplines, especially science.
3. Illustrate God's unchanging character through the timeless, logical mathematical systems

He gave to man through His gift of reason.

HISTORY/GEOGRAPHY: We seek to:

1. Teach the students that God is in control of history, and He will determine its ultimate outcome (gospel prevails, great commission is fulfilled).
2. Enable students to see God's hand in history by observing the effect His people have on history.
3. Employ a variety of informational sources and experiences (e.g. research, biographies, illustrations, field trips, guest speakers, music, art, foods, architecture, etc.) to engage students in the study of history.
4. Equip students to understand the various types of historical causation, including (but not limited to) environmental, cultural, ethical, and technological.
5. Encourage students to draw meaningful comparisons across different historical contexts.
6. Encourage students to display empathy for historical characters, understanding their actions and experiences in context.
7. Equip students to retrieve and evaluate information from a variety of sources.
8. Provide students with a working knowledge of the flow of history, especially the rise and fall of various civilizations, so that they can place new information in the appropriate context.

SCIENCE: We seek to:

1. Teach that a literal six-day interpretation of the creation account in Genesis is true and that the theory of evolution is false.
2. Teach the students the basic elements of both accounts and that both systems are based on either sound or unsound faith.
3. Show the students that, because God made the universe “ex nihilo”, it has inherent order, which in turn makes it possible to hypothesize and experiment (scientific method), as well as to identify, classify, and categorize elements of creation.
4. Treat the study of science as a part of the study of history. That is, show the students the natural integration between the advances, individuals, and applications of science with the development of historical events within the cultures studied.
5. Use many forms of instruction to teach science, particularly identifying, classifying, categorizing, experimenting, demonstrating, collecting, integrating with history and math, and experiencing guest lectures and field trips.

ART: We seek to:

1. Teach all our students the basic fundamentals of drawing to enable them to create adequate renderings.
2. Encourage the students to appreciate and imitate the beauty of the creation in their own works.
3. Introduce the students to masters' works of the Western culture.
4. Equip the students to knowledgeably use a variety of art media.
5. Enable our students to refine their artistic abilities and become more proficient.

MUSIC/BAND: We seek to:

1. Train the students to sing/play joyfully, skillfully, and with understanding to the Lord.

2. Instruct the students in the fundamentals of music listening, reading, writing and performing both vocal and instrumental music. Instrumental instruction begins in 3rd grade with Band.
3. Expose students to, and equip them with, a broad range of musical genres and styles including Western folk music, classical music, psalms, and hymns.

PHYSICAL EDUCATION: We seek to:

1. Systematically work with the students to teach them basic exercises and game skills.
2. Challenge and encourage our students to love God with all of their strength as they exercise and compete.
3. Teach cooperation, teamwork, and good sportsmanship.

LOGIC: We seek to:

1. Train students in the art of thinking well.
2. Teach students how to reason and examine the validity of factual claims.
3. Create habits of critical thinking in our students in order to produce wise individuals, who are equipped to create positive change in the world.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular programs. To be eligible for extra-curricular activities, a student must maintain a current grade average of seventy seven percent (77%) with no individual grade being an F and must exhibit acceptable conduct. Students must be current on work assignments.

GRADING GUIDELINES

ZCA uses the following grading scale:

A+	100-98	A	97-95	A-	94-93
B+	92-90	B	89-88	B-	87-86
C+	85-83	C	82-80	C-	79-77
D+	76-75	D	74-72	D-	71-70
F	69 and below				
P	Passing				

HOMEWORK

Students often need an amount of extra practice in new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice. The purpose of homework at Zion Classical Academy is to help students understand and review the work that has been covered in class, to see whether students understand the lesson, and to help students learn how to find and use more information on a subject. Homework can also serve as a communication link between school and home that shows what children are studying. Homework should be necessary and useful, appropriate to the ability and maturity level of students, well explained, motivational, and clearly understood by students and parents. Homework is a task assigned to students by school teachers that are intended to be carried out during non-school hours if not completed during class time.

RESPONSIBILITIES OF THE STUDENT

- Students K-2nd may be expected to spend approximately 20 minutes a day on homework, students 3rd-6th may be expected to spend approximately 20-30 minutes per subject depending on the elective courses.
- Keep an up-to-date agenda for homework and other assignments and their due dates.
- Turn in homework on the due date.
- Complete homework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct.
- Establish a regular weekly study schedule that is relatively free from distraction (television, telephone calls, tablets, etc).

RESPONSIBILITIES OF PARENTS

- Make homework a daily activity.
- Assume your child will have studying to do every night.
- Make sure your child has the necessary supplies.
- Work with your student's outside activity schedule and preferences when setting up a regular homework time.
- Help your child be organized.
- Check progress on homework through TADS.
- Coordinate homework efforts with the teacher in special cases.

RESPONSIBILITIES OF THE TEACHER

- State clearly the purpose of the assignment.
- Explain how the assignment is related to the topic under study.
- Ensure that the child has the skills to complete the homework assignments by providing demonstration of skills during guided practice in the classroom.
- Clearly state the due date of each assignment.
- Have students write down assignments in assignment books provided.

RESPONSIBILITIES OF THE ADMINISTRATOR

- Communicate the school's homework policy to parents.

- Coordinate the scheduling of homework among different subjects, if needed.
- Serve as mediator, should the need arise.

HOMEWORK CLUB

Homework Club is available for students in grades K-6 from 3:15-4:00 p.m. on Monday-Thursday. Homework Club is a quiet, encouraging environment where staff and volunteers help students with homework assignments. **Students must have homework in order to attend Homework Club. If students are not staying on task, they will be given a warning from the teacher. If the behavior persists, the student will immediately be sent to After School Care (and charged accordingly). Pickup will be at the gym doors at 4:00.** If your child is not picked up by 4:00, they will be required to report to After School Care (and charged accordingly). Staff must be shown respect and appreciation.

Students in K-6th grades will be required to attend if their grade in any subject is 76% or lower until grade is brought up. Students with 2 or more missing assignments will be required to attend until all assignments are completed and turned in. Students with individual service plans are highly encouraged to attend. Teachers will notify parents at least one day in advance when students are required to attend.

HONOR ROLL POLICY

Students in grades 5-6 are eligible for the High Honor Roll and Honor Roll. Grade point averages for the following Eight (8) subjects are included: English, History, Latin, Literature, Logic, Math, Religion, and Science. To be eligible for High Honors, a student must have all A's (A+, A, A-). To be eligible for Honors, a student must have a 90% average in the eight subject areas. Students must have all A's and B's and no more than one (1) C. Receiving a D or F in any subject removes a student from Honor Roll eligibility. Honor roll will be acknowledged quarterly and at semester, with the semester honor roll being an average of the previous 2 quarters.

LATE WORK POLICY

Homework that is turned in completed, according to the expectations, and on time will be eligible for full credit. For each day an assignment is late, the grade is reduced by 10%. Assignments may not be turned in for credit more than two days past the due date unless the student was absent (secondary).

Should a student be absent on the day an assignment is assigned or due, the teacher may give a reasonable extension for the assignment to be completed, generally one day extension for each day of absence. The extension will not exceed the number of school days missed during the absence. It is the student's responsibility to find out what work was assigned. For an extended illness,

parents should contact the teachers directly.

If a student misses part of a day due to a planned event (away game, dentist appointment, etc.) all homework is due that day and should be turned into his teacher's box before departure.

LATIN

Latin was regularly taught even in American high schools as late as the 1940s. It was considered necessary to a fundamental understanding of English, the history and writings of Western civilization, and the understanding of Romance languages. ZCA teaches Latin beginning in the 4th grade for two major reasons:

1. Latin is not a "dead language," but rather a language that lives on in almost all major Western languages, including English. Training in Latin not only gives the student a better understanding of the roots of English vocabulary, it also lays the foundation for learning other Latin-based languages (French, Spanish, Portuguese, Italian and Romanian).
2. Learning Latin grammar reinforces the student's understanding of the reasons for, and the use of, the parts of speech being taught in our traditional English class work (nouns, verbs, prepositions, direct objects, etc.).

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled at regular intervals each year and when requested either by the parent or classroom teacher. All parents are expected to attend. Due to being departmentalized in grades 4-6, please make an appointment with the subject teacher to discuss issues. Other conferences may be requested by the teachers or parents as needed.

PROMOTION

Pupils advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade. The Principal, teacher and parent will meet if any of them feel that the student may need to be retained instead of being promoted to the next grade level.

REPORT CARDS

Zion Classical Academy will send report cards, notes, records, etc. to the custodial parent or

guardian. We believe that all persons involved with the child should communicate with each other for the well-being of that child. If there is a court order to the contrary on file at the school, copies of report cards, records, etc. may be given upon request. Report Cards are issued every 9 weeks. Refer to the GRADING GUIDELINES for additional information.

TESTING

Zion Classical Academy will maintain a standardized testing program for students in grades 1 - 6, which will be administered annually to determine progress as well as scholastic strengths and weaknesses. Results will be sent to parents. This test will also be used as an aid by the teachers in evaluating the students' capabilities. An annual report will be made by the Principal to the Board of Directors at the end of each school year. The report shall provide the Board with an assessment of the educational programs of the school and a report of student progress.

III. DISCIPLINE

ATTENDANCE

Regular school attendance is vital to the student and their educational progress, so parents are asked to cooperate with the school by having their children attend regularly. Numerous absences cause definite problems in school work and will be reflected in the child's progress in school.

A student may be granted an excused absence for student illness, medical or dental appointments, bereavement, or sickness quarantining. Absences for any other reason are not acceptable. Absences are documented in TADS and so it is imperative parents communicate with the office regarding absences. Children will be expected to make up any work missed during an absence.

If the child is sick or unable to attend school, parents must inform the school office (call 402-462-5012, email office@zionclassical.org, or send a Remind message to the office) PRIOR to 8:15 a.m. each day that their child will be absent. A parent will be contacted if the school is not notified by 9:15 a.m. This procedure is to help ensure the safety of our students. When returning to school following an absence, the student must present a note written by a parent, guardian, or doctor to the teacher. The note must include the reason for the absence. If parents know in advance that a student will be absent, arrangements should be made with the teacher for the assignments. The work may be handed in before the absence or upon the student's return as agreed upon by the teacher. Depending on the nature and duration of the absence, virtual school attendance may be an option utilizing Zoom, Swivels, and Google Classroom. This may be the case during COVID-19 related absences for isolation or quarantine at home requirements. Absences will not count for these special circumstances. The parent will need to consult with the teacher to discuss how this can be arranged and will depend on the class and technology demands. Virtual attendance may also be used in other

circumstances and will need to be coordinated with the classroom teacher.

If a student has accumulated ten or more absences in a semester, a doctor's release may be required before the student continues classes. Twenty or more absences per school year may result in retaining the student in the same grade.

We are required to report to the STARS program any student who exceeds the allowed number of absences. Information follows from case manager for the Strategic Targeted Attendance Reporting System (STARS):

"Nebraska law states that students can not be absent more than 5 days a quarter, 10 a semester or 20 a year. If students reach 20 absences in a year they are referred to the county attorney. STARS is a community based program which is an alternative to court action. Students are referred into STARS when they are approaching or have met the threshold for excessive absences (per semester or year). When a student is referred to STARS the parents will receive a letter from the county attorney asking them to contact the STARS case manager to do an intervention plan. This is called STARS tier 2. At that time the parents contact me and I meet with them to discuss absences and ways to prevent absences. I then monitor the students' attendance. If the student's attendance improves this is the extent of the intervention. If the attendance does not improve in tier 2 the student will then be referred into tier 3. In tier 3 the student and parents meet with me and we complete contracts. The student (if age appropriate) and parent then meet with the STARS team weekly to work on the students attendance. This can last at least 3 months. STARS is a voluntary program. If a family chooses not to participate in STARS the county attorney will then determine if further court action is needed."

A brochure explaining more details about the STARS program is available in the office. STARS Case Manager can be reached at 402-469-5744.

Students are expected to be present and on time to school every day school is in session.

Definitions:

- Full-day absence: the student is absent from school for 3.5 hours or more
- Half-day absence: the student is absent from school between 1 and 3.5 hours
- Tardy: the student is not seated in the classroom by 8:15 a.m.

Attendance Guidelines:

- Missing class without parental permission results in an office visit.
- More than five full-day absences per quarter will result in no credit for that quarter.
- Requests for a waiver must be presented in writing to the principal.
- Perfect yearly attendance may be rewarded by the Adams County Agricultural Society with a certificate for a bracelet for free rides at the Adams County Fairfest.

Tardy Guidelines:

- All tardies are recorded and reported on the quarterly report card.
- 5 tardies will equal 1 day of absence and parents will be notified.
- Students who are tardy are disruptive to orderly classroom teaching and cause the student to

miss valuable information. A student may be granted an excused tardy for medical, dental, or approved educational service appointments. Students will be expected to make up any work missed because of tardiness regardless of whether the tardy is excused or unexcused. If there is a pattern of tardiness, the parents will be asked to explain the student's tardiness, and a remedy plan will be developed by the teacher and/or principal.

BASIC SCHOOL RULES

Basic Assumptions: Learning cannot take place in an atmosphere of disorder and disrespect. Disrespect is sin and calls for Christian guidance and correction. The student owes implicit obedience to the teacher under the Fourth Commandment.

1. Students are expected to cooperate with basic Christian standards of behavior and conversation. This also applies to bully behaviors and bullying, including threats to others.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected.
3. Electronic music devices, toy guns, toy knives, or other distracting toys/tools are not allowed on the school grounds or buses. If a student brings a prohibited device (listed above) to class, he/she will lose it for two days and receive an office visit. Student cell phones and other electronic equipment must be turned off and kept in student backpacks during all classes and school events/activities. See Phone and Phone Message policy. Certain exceptions may be granted for smart watches needed for fitness, with a signed note from a doctor.
4. Dangerous threatening objects such as guns, knives or other weapons will not be allowed on school grounds at all.
5. Smoking of any sort is prohibited, including, but not limited to, cigarettes, e-cigarettes, and any vaping devices.
6. ZCA is not the place in which romantic relationships between students should be initiated or cultivated. Public displays of romantic affection are unacceptable.
7. Non-ZCA students are not allowed on campus without written permission from the principal (lunch, special events, etc.). Athletic competitions and drama/music productions are the only exceptions to this.
8. Cheating is widespread today. We believe that teaching students to do their own work and keep their eyes on their own papers should begin in the elementary years. Cheating is unacceptable at ZCA and is defined as the following:
 - Plagiarism or copying an answer
 - Working together on an assignment that was intended to be completed individually
 - Looking at another student's paper during a test
9. Classroom/school rules will be fair, workable, consistent, and respectful of the rights of students and staff.
10. School rules will be made available to students and parents.
11. Each teacher will develop and explain his/her classroom guidelines to the students.
12. If the guidelines are not adhered to, there will be a consequence.

Teachers' Responsibilities - Teachers should:

- Deal with students in Christian love and concern for their maturing faith.
- Develop and enforce a classroom management plan that is approved by the principal.
- Inform parents about academic progress and conduct of students.
- Plan and conduct an effective program to motivate the student.
- Show concern for student needs and varying levels of achievement.
- Be sensitive to the behavior of students and alert to changes that require additional assistance for the student.
- Know and enforce the rules courteously, consistently and fairly, deal with misconduct quickly, firmly and impartially.
- Report undesirable school situations to the principal promptly.
- Assist with the discipline of students outside the regular classroom, on the school grounds, in the hallways, and at school-sponsored activities both before and after school.

Teachers' Rights - Teachers have the right to:

- Require a reasonable standard of orderly behavior in the classroom.
- Have the respect of students, parents, fellow staff members and the local administration.
- Support and assistance in the maintenance of control and discipline in the classroom.
- Initiate a conference with all parties involved when a student behavior problem has not been satisfactorily resolved.
- As a professional educator, teachers have the right to use his/her discretion in teaching and disciplining their students and to have their judgment respected by the student and his or her parents.

Parent Responsibilities - Parents should:

- Be responsible for their child's prompt and regular attendance.
- Promptly notify the school of absenteeism.
- Recognize that, in matters relating to the discipline and conduct of the school, the teacher stands in relation to the parent or guardian to the child.
- Talk with their child about school activities; share with their child and with teachers an active interest in report cards and in school progress.
- Plan the time/place for homework assignments and provide the necessary supervision.
- Cooperate with the school in fulfilling recommendations made and carry out disciplinary actions taken in the best interest of their child.
- Assume financial responsibility owed to ZCA.

Parent Rights - Parents have the right to:

- Be granted reasonable access to school records pertaining to their child.
- Receive periodic official reports of their child's academic progress.
- Be notified of their child's violation of school rules and regulations.

Student Responsibilities - Students should:

- Come to school every day and be on time.
- Do their work.

- Ask their teachers for help.
- Help care for books, supplies and all school property.
- Obey all school rules, obey all teachers and staff both in school and at school-sponsored activities.
- Be polite to all teachers and staff.
- Refrain from vulgar and bad language.
- Be fair and kind to other students.
- Not fight, hurt, or threaten other students.
- Dress appropriately and practice habits of personal cleanliness.
- Attain the best possible level of academic achievement.
- Respect school and community property.
- Be responsible for his/her own actions.
- Take pride in school and school activities.
- Convey school messages to parents or guardians.
- Show how the love of Jesus is directing their actions.

Student Rights - Students have the right to:

- A meaningful learning experience with an appropriate and challenging curriculum.
- Protection from physical or verbal abuse in a school climate free of violence and disruption.
- The opportunity to practice decision-making within the democratic process.
- Be disciplined in private whenever possible.
- Be disciplined in a humane and appropriate manner with knowledge of the reasons for the discipline and the knowledge that Jesus forgives all of our sins daily.
- The freedom to try out for school and extracurricular activities if qualified.

CLOSED CAMPUS

At all times while school is in session, Zion Classical Academy will operate as a "Closed Campus" with all doors locked. **LEAVING THE SCHOOL GROUNDS WITHOUT PERMISSION MAY BE GROUNDS FOR SUSPENSION.** Students will be released during the school day only when the parent or the designee arrives for the child and signs the student out in the school office. Any other arrangements are to be made through school office staff. Once a student has left campus for the day, he/she may not return unless accompanied by a parent or guardian or designee. When returning during the school day, students are to be signed in through the school office.

DAMAGE RESPONSIBILITY

The school is not responsible for supplies and equipment brought from home. Any child who loses or damages beyond repair any school textbooks will be required to reimburse the school for such loss. Any school furniture, equipment or property which is deliberately or carelessly marred, damaged or defaced will be paid for by the student causing the damage. School records may be withheld until payment is made. Willful damage of school property can result in suspension.

DISCIPLINE POLICY

The kind and amount of discipline will be determined by the teachers and program attendants, and if necessary, the principal. All discipline will be based on biblical principles (including but not limited to Matthew 18) e.g. restitution, apologies (public and private), timely consequences, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline will be handled at the classroom level. Love and forgiveness will be an integral part of the discipline of a student. All K-6 students will be required to sign an Honor Code at the beginning of each school year, and will be held accountable as such.

- I. **Office Visits:** There are five basic behaviors that will automatically necessitate discipline from the principal.
- **Disrespect** shown to an adult (staff member, parent, etc.)
 - **Dishonesty** in any situation, including lying, cheating, and stealing
 - **Rebellion**, i.e. outright disobedience in response to instructions
 - **Fighting**, i.e. striking or kicking in anger or with the intention to harm or threats
 - **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain

The principal will determine the nature of the discipline. If a student receives an office visit, the following accounting will be observed within the school year:

- The first two times a student receives an office visit, the student's parents will be contacted afterward and given the details. Their assistance and support in averting further problems will be sought.
 - The third office visit will be followed by a meeting with the parents, principal, and teacher(s).
 - Should the student require a fourth office visit, he/she will be suspended for two days.
 - If a fifth office visit is required, the student will be expelled from the school.
- II. **Serious Misconduct:** If the principal deems it necessary, the office-visit process may be by-passed and suspension or expulsion imposed immediately.
- Examples of such misconduct include, but are not limited to: acts endangering the lives of others, gross violence, theft, vandalism, violations of civil law, or drug abuse, whether it happens on campus or off, during school hours or outside of the school day.
- III. **School Culture:** If a student has a significant negative influence on other students, the principal has the right to seek to expel the student, apart from the process of office visits.
- Examples of such behavior would include, but not be limited to: student romances, disobedience to parents, love of worldliness, a surly attitude, and any other ongoing attitudes reflecting a clear disregard of Scriptural standards.
 - If the principal exercises this option, he/she will meet with the parents, teacher, and board members. The parents will then have the option to withdraw their student to prevent expulsion.

- IV. **Re-enrollment:** At the discretion of the principal, in consultation with the superintendent, a student may be refused re-enrollment. Such refusal to re-enroll is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is not

the equivalent of suspension or expulsion.

- v. **Re-admittance:** Should a student who was expelled, or who withdrew to prevent expulsion, desire to be readmitted to ZCA at a later date, the principal will make a decision based on the student's attitude and circumstances.

**Since ZCA is a parochial non-public school, we operate by contract law. Therefore, our Parent/Student Handbook is our governing authority.

SEXUAL MISCONDUCT/ HARASSMENT

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. Zion Classical Academy does not condone or tolerate any form of sexual harassment involving employees or students. The school system is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

ZCA will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school system will also take disciplinary action against employees and students. Employees who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, reassignment, demotion, suspension or termination. Disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving Zion Classical Academy employees/volunteers and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy recognizes that it is unlawful for employees/volunteers to commit acts of sexual harassment. Sexual harassment committed by students of either sex against students or staff/volunteer of the opposite or same sex constitutes inappropriate behavior and is subject to disciplinary action under the Board of Director's discipline policies. The policy also recognizes that employees/volunteers and students have a right to be free from sexual harassment by others such as contractors, vendors, and volunteers.

It is the responsibility of every supervisor and principal to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively. The school system prohibits retaliation against an individual who reports an incident or cooperates with an investigation of a reported incident.

SCHOOL IMPROVEMENT/GRIEVANCE

These guidelines are to be followed whenever there is a school improvement idea, dispute, or grievance concerning any aspect of ZCA's operations, between any two parties connected to the school.

General Guidelines:

- It is understood that if any disputes arise which are not covered by this policy, the Principal will decide which procedures to follow based on a parity of reasoning from those procedures established by this policy.
- It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.
- Contacting other students, parents, teachers, or administrators and posting on social media to air concerns or accusations is not appropriate as gossip weakens our school and is not part of resolving conflict in a biblical way.

Students/parents to teachers:

- All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required.
- If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator. If the student brings the concern, he/she must have permission from his parents to do so.
- If the problem is still not resolved, the parents may appeal the decision to the superintendent. (ZCA superintendent may be contacted at the Nebraska District LCMS office at 1-888-643-2961.)

Parents/patrons to administrator:

- If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they may bring their concerns to the principal.
- If the situation is not resolved, they may present their concerns to the superintendent (ZCA superintendent may be contacted at the Nebraska District LCMS office at 1-888-643-2961.)
- This procedure applies to board members who are acting in their capacity as parents/patrons, and not as representatives of the board.

Volunteers to Staff/Administration:

- If any volunteer has a concern about the volunteer work, he/she may present that concern to the staff member responsible for his oversight (teacher, superintendent, development director, etc.).
- If the problem is not resolved, then the concern may be presented in writing to the superintendent, followed by a meeting with him to discuss the concern.

STAFF/STUDENT INTERACTION

- Employees may not initiate online/social media friend requests to current ZCA students on social media.
- Employees may not accept online/social media friend requests from current ZCA students on social media.
- Employees may not initiate or facilitate any private or isolated types of communication with students that might be interpreted as unprofessional.
- ZCA has zero tolerance for inappropriate interactions between staff and students.

STUDENT ETIQUETTE

There are numerous ways that students are encouraged and expected to show kindness to one another, and to their teachers, during their hours at ZCA. Periodically, students will receive teaching and reminders about these expectations. It is our hope that these actions will become part of the daily fabric at ZCA.

We want to train our students to show proper respect to their teachers and administrators.

1. Students should address their teachers by Mr., Miss, or Mrs.
2. Students should respond by saying “yes” or “no”, not “yeah.” “Sir” and “Ma’am” are always welcome.

We would like ZCA to be a place where visitors sense the aroma of Christian love. “But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of him. For we are to God the aroma of Christ among those who are being saved and those who are perishing. To the one we are the smell of death, to the other, the fragrance of life” (II Corinthians 2:14-15).

UNIFORMS

GENERAL ATTIRE	
PERMITTED	NOT PERMITTED
<ul style="list-style-type: none"> ● All clothing must be appropriately-sized ● Clothing must be clean, neat and in good condition ● Clothing should reflect the school’s rationale for implementing uniforms ● Girls can buy a plain polo from the online store to wear under a dress or jumper (as long as the dress or jumper has the ZCA logo embroidered on it by Business World) 	<ul style="list-style-type: none"> ● Holes, tears, distressing ● Graphics (aside from ZCA logo)
TOPS	
<ul style="list-style-type: none"> ● Students must wear approved school polo shirts (short-sleeved or long-sleeved) from our vendor of choice ● Students may wear plain black or gray long-sleeved t-shirts under school polos ● Students may wear a solid black or gray cardigan or sweater over school polos (with or without school logo) ● Shirts must be tucked in 	<ul style="list-style-type: none"> ● Visible undergarments with the exception of white, gray, or black undershirt visible around neck ● Patterned, sheer, transparent undershirts ● Coats, hooded sweatshirts, oversized sweaters worn inside the building

BOTTOM

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| <ul style="list-style-type: none"> • Pants, capris, shorts, skirts, skorts, dresses and jumpers may be worn in khaki tan or black. We prefer you buy these items from uniform lines including, but not limited to: Lands' End, The Children's Place, Walmart, and Target • Short, skirt and skort lengths must be no shorter than 3 inches above the top of the kneecap • Shorts, skirts and skorts may be worn prior to Nov. 1st and after March 1st • Appropriate shorts or tights must be worn underneath skirts • Leggings/tights may be worn under dress code-approved skirt, skort, dress or jumper in the color black • Belts are optional unless needed to keep pants up. Neutral-colored belts only | <ul style="list-style-type: none"> • Tight, form-fitting yoga pants, leggings (unless worn under a skirt). • Alternately, loose pajama or harem style pants. • Short or immodest shorts or skirts • Jeans or Cargo pants/shorts (with the exception of Fridays) • Athletic pants or sweatpants • Patterned pants or those with graphics |
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SHOES & SOCKS

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| <ul style="list-style-type: none"> • Black, white, gray, brown or tan socks and shoes • Colored socks and shoes will be permitted if it matches the student's polo shirt • Sandals are permitted in the same calendar dates as shorts • Shoes must have closed backs | <ul style="list-style-type: none"> • Neon shoes or socks • Flip-flops, crocs, slippers, etc. • Open-toed shoes • Elevated heel shoes |
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JEWELRY

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| <ul style="list-style-type: none"> • Earrings, necklaces, and bracelets should be of modest size | <ul style="list-style-type: none"> • Inappropriate, excessive, distracting jewelry |
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MAKE-UP

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| <ul style="list-style-type: none"> • Must appear natural, modest, and not in excess | <ul style="list-style-type: none"> • Bright make-up that would serve as a distraction |
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HAIR

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| <ul style="list-style-type: none"> • Clean, neat, and not distracting • Natural hair colors and styled out of eyes • Practical accessories (bows, headbands, hair ties) that align with school's previously laid out color scheme | <ul style="list-style-type: none"> • Bright colored/dyed hair • Oversized or distracting hair accessories |
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HATS

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| <ul style="list-style-type: none"> • May be worn outside in cold weather and in designed manner | <ul style="list-style-type: none"> • Hats will not be permitted in building |
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CASUAL FRIDAYS

<ul style="list-style-type: none"> • Jeans, jean shorts, cargo pants, cargo shorts are permitted on Fridays (shorts are subject to permitted season) • Zion t-shirt of choice permitted on Fridays • School sweatshirts are also permitted on Fridays • Student may choose to wear regular uniform on Fridays 	<ul style="list-style-type: none"> • Cut-off jean shorts • All other previously mentioned pant guidelines stand on this day, with the exception of jeans and cargo pants
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***Preschoolers will follow the same dress code, except that they will wear ZCA t-shirts instead of polos, and may also wear solid colored leggings (khaki, tan or black) as bottoms.**

UNIFORM RATIONALE

Our development of a uniform policy is driven by a desire to create and promote an environment of learning where dress is not a distraction to the educational process based on the following principles:

1. Our goal is to honor God in all we do, acknowledging the Lordship of Jesus Christ in our choices.
2. All human actions, including outward manifestations such as clothing, reveal and communicate the disposition of the heart at some level. It is our desire to address these heart issues in one uniform policy rather than seeking to anticipate and curb the numerous manifestations of it that surface throughout the year with a looser dress code.
3. Clothing represents the vocational calling of a person, and inherent in the uniform policy is a desire to create an environment where undue attention is not drawn to specific students. The neat appearance created by a uniform enhances a ready-to-learn atmosphere.
4. Uniforms help engender a cohesive presentation of the students in our school. When our students are in uniform, it communicates, aesthetically, that they are part of the same team, working toward the same goals. The student is part of a group identity that strives for excellence, and the code establishes a tradition toward that end.
5. The uniform code should save parents money. The uniform code de-emphasizes the social impact of dress and helps focus the students on character and academic issues.
6. The uniform code addresses security. On field trips, students in uniform aid the teachers in keeping track of everyone. On the playground or in the school, teachers and staff can clearly identify students from outsiders.

Students are expected to be in uniform while on campus unless specified otherwise by the administration. The administration is responsible for the interpretation of the policy, and the enforcement of the policy is the responsibility of parents, administration, and staff. If a student comes to school out of uniform five times in a year, it will result in an office visit.

Notes: We want to allow parents to be good stewards of their finances and to “shop around” for deals

on school uniforms. In order to accommodate this, students may wear clothing from different suppliers that conform to the ZCA uniform requirements.

IV. ADDITIONAL INFORMATION

AFTER SCHOOL CARE

- A. **There is no loitering on school grounds after school.** Students not picked up by 3:15 p.m. Monday-Thursday and 2:45 p.m. on Fridays will report to Homework Club or After School Care (ASC). After School Care is available from 3:15-5:30 p.m. Monday through Thursday and 2:45-5:30pm on Friday after every full day of school unless there are extenuating circumstances (bad weather, prior notice, early dismissal days, etc.).
- B. **After School Care (ASC) Program Rules and Procedures:**
- All students not picked up by the above times will be required to check into ASC or Homework Club.
 - All school policies and etiquette rules will be followed.
 - Students are never left alone without a care provider. Students must be respectful and obey caregivers.
 - A snack and drink will be offered after 4:00 p.m. in the cafeteria. All food/drink is to be consumed in the cafeteria.
 - The basement is the "home" for ASC. The gym, outdoor playground, school garden, classrooms, cafeteria, and east fellowship hall may also be used as play areas under the direct supervision of the care provider.
 - Students must sign in each day, and those picking up students must sign student(s) out. **Adults must be authorized to pick up students before being released (names on information/ emergency sheet).**
- C. **After School Care Billing/Payment Policy**
- Billing statements can be viewed through each family's TADS account and will be sent home monthly. ZCA charges \$.08 per/minute. Student(s) will check in with ASC personnel and the authorized pick up person will check out the child through TADS Check In/Out.
 - The After School Care payment policies are as follows:
 - If the balance of your account is not paid in full after 15 days, After School Care services will not be available for your family until the balance is paid in full.
 - Families carrying a balance from the prior school year will not be allowed to participate in After School Care until their previous balance is paid in full.
 - A pre-payment plan may be required by ZCA for those families who have allowed their After School Care account to go into arrears.

APPROPRIATE USE OF IMAGES (AUDIO AND/OR VISUAL)

During the course of academic, musical, and extra-curricular activities and events of Zion Classical Academy, audio, video, or still photograph recordings may be made. Parents and/or guardians give permission for the school and its authorized agencies to use these recordings for promotional, academic, or other purposes subject to the following limitations:

- Students' images or voices will not be altered or presented in a demeaning manner.
- Material included as a part of the recording will not lead to a stranger's ability to identify a child's last name, home address, or the like.
- Student safety will receive the highest priority in recording or disseminating the recording.

Parents may, upon advance written notice, request that their child's image or voice not be included in any such recordings.

ARRIVALS AND DISMISSALS

Arrivals: There is no loitering on school grounds before 7:30 a.m. Students in grades K-6 arriving early will enter through the gym doors beginning at 7:30 am, report to the gym and they are expected to participate in the morning activity. Students are to remain in the gym unless they are given permission to leave by a member of the staff. Students will be dismissed from the gym to their classrooms at 8:05 am. Morning preschool students will be dropped off at the church sanctuary doors, under the awning between 7:30 a.m. - 8:05 a.m. and gather with their teacher and class. Afternoon preschool students will also be dropped off at the church sanctuary doors, under the awning between 12:00 p.m. and 12:15 p.m. All drivers must use the south driveway to enter the parking lot, and the north driveway to exit the parking lot. PLEASE DO NOT CUT ACROSS THE PARKING LOT. After 8:05 am, all students may enter through the main school door.

Parents who choose not to follow the drop-off line will need to park in the parking lot and walk to the sidewalk to escort their children into the school.

Dismissals: All parents must use the south driveway to enter the parking lot, and the north driveway to exit the parking lot. PLEASE DO NOT CUT ACROSS THE PARKING LOT.

- All preschool students will dismiss at the gym doors.
- Kindergarten/1st/2nd Grades will dismiss at the gym doors.
- 3rd/4th/5th/6th Grades will dismiss at the flagpole.

Parents who choose not to follow the pick-up line will need to park in the parking lot and walk to the sidewalk to escort their children to the car.

ASBESTOS MANAGEMENT PLAN

The management plan has been filed with the Nebraska Department of Health and is on file in the school office. The plan is available for public inspection during office hours. Copies of the management plan will be provided to requesting parties for the cost of reproduction. For further information please contact the Zion Lutheran Church Trustees

BOOKMOBILE

The Hastings Public Library Bookmobile visits Zion Classical Academy every two weeks. Students are allowed to check out no more than two books at a time. Kindergarten through first grade teachers will have a classroom library card and keep track of books students have checked out. Students in second through sixth grade will be required to have their own Hastings Public Library card to check out books, and they will be responsible for any late or lost fees of Hastings Public Library property.

CHILD ABUSE REPORTING OBLIGATIONS

Abuse or neglect is statutorily defined as knowingly, intentionally, or negligently permitting a child to be:

- Placed in a situation that endangers his or her life or physical or mental health.
- Cruelly confined or cruelly punished.
- Deprived of necessary food, clothing, shelter, or care.
- Left unattended in a motor vehicle, if the child is six years of age or younger.
- Sexually abused

Any employee of Zion Classical Academy and any person serving the school by special agreement who has reasonable cause to believe a child has been or is being subjected to abuse and/or neglect or is being subjected to conditions which would result in abuse and/or neglect shall, after conferring with the principal, report same to the State Department of Health & Human Services by calling 402-462-1800. The Health & Human Services worker will advise the Zion Classical Academy caller about the current procedure, including if the local law enforcement agency should be contacted. All cases of suspected abuse and/or neglect shall also be reported to the School Nurse. The Principal shall have procedures established to ensure that the name of any person reporting suspected child abuse and/or neglect to a ZCA employee or representative shall remain confidential. Any employee who reports suspected child abuse and/or neglect or participates in an investigation or judicial proceeding is statutorily immune (Section 770 et al, chapter 28, Section 707, Chapter 27, Nebraska Statutes) from any civil or criminal liability that might otherwise be imposed unless he or she made maliciously false statements.

CORRESPONDENCE/NOTIFICATIONS

All parent-generated notes must be approved by the principal **prior** to being distributed in the school. This includes, but is not limited to sports, meetings, and invitations. See additional invitation information under Parties.

EDUCATION SERVICE UNIT #9

The school is a member of the Nebraska Educational Service Unit #9. The service unit provides us with weekly film deliveries, special testing services, and the loaning of teaching aids. These services are provided at a cost that has been included in the registration fee.

EMERGENCY FORMS

Each student is required to have a completed emergency treatment/release form on file in the office that includes emergency phone numbers for contacting parents or guardians.

FIELD TRIPS

Each class takes a variety of field trips each year. In general, private cars will be used to transport the children. One field trip form will be signed at the beginning of the year to cover all field trips for the year. The responsibility of being a chaperone for field trips is taken very seriously whether it is a day trip or an overnight one. Chaperones are responsible for the safety of all children including their own. Parental chaperones shall coordinate with the teacher for supervision and transportation needs. Chaperones need to provide a copy of their driver's license and proof of vehicle insurance. Thank you for your willingness to serve in this way.

Chaperone assignments are managed through SignUp.com. The link may be found on our school website at zionclassical.org. Parents are asked to adhere to the following guidelines when seeking to chaperone a school field trip:

- Field trips are designed to be educational. Only approved adult chaperones and students whose class is participating in the trip should attend.
- You will need a car that can transport at least 3 school-aged children in order to be considered as a chaperone. All Nebraska car seat laws will be followed.
- You must sign up to chaperone at least 2 weeks before the trip date. Any chaperone requests for trips less than 2 weeks before the date will be denied.
- If you attend a field trip, you will be expected to help supervise all students present and to keep

students focused on the group's activities. Field trips are not personal family time; they are educational school outings that teachers have spent much time and effort to prepare. Please adhere to the teacher's directions and expectations.

FUNDRAISERS

Zion Classical Academy will conduct all fundraising activities in conjunction with their beliefs as found in the infallible Word of God and in keeping with their vision for the school, to unite our communities with a quality education based on a solid Christian foundation. Final say as to whether a fundraising activity may be conducted lies with the Zion Classical Academy Board of Directors after consultation with the pastor if spiritual counsel is required.

The Principal must be informed about all proposed fundraising efforts, so he/she can forward the information from the group/committee to the Board of Directors for approval. The proposal must include the following:

- Description of the product(s) to be sold
- What the presentation to the students will consist of
- Who will make the presentation to the students
- Who will be responsible for accepting and verifying the orders and/or counting the money
- When the products will be delivered and by whom
- What premium, if any, will the students receive
- What other costs, if any, will be incurred by Zion Classical Academy

The Principal will then notify the group/committee of the Board's decision.

HEALTH, WELLNESS, & SAFETY SERVICES

Zion Classical Academy has adopted several policies and procedures to insure the health and safety of our students. Please also see the separate ZCA Wellness Policy for further wellness information.

- **GUIDELINES FOR KEEPING SICK CHILDREN HOME**
 - **Colds:** Please keep your child at home if he/she has a fever over 100.4 degrees F or is experiencing discomfort that would interfere with his/her ability to perform in school (i.e. uncontrollable coughing, severe lack of energy).
 - **Conjunctivitis (pink-eye):** Follow your doctor's advice for returning to school.
 - **Diarrhea/Vomiting:** A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom-free for 24 hours.
 - **Fever:** The child should remain at home with a fever greater than 100.4 degrees F.. The

child can return to school after he/she has been fever-free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).

- **COVID-19:** Please keep your child home if they are positive for COVID-19 or awaiting test results, are exposed to someone with COVID-19 or awaiting test results, or if any COVID-19 symptoms occur either with your child or a known contact. COVID-19 symptoms can include, but are not limited to, fever (100.4° F or above without taking any fever-reducing medications), sudden onset of cough, sudden onset of shortness of breath or difficulty breathing, and sudden loss of taste or smell. Please follow the advice of your primary care provider and the South Heartland District Health Department (SHDHD). If you have been contacted by public health officials in regards to isolation and/or quarantine, always defer to these instructions. Please communicate these correspondences to ZCA, as these could affect the school.
- **ANIMAL POLICY** For the health and safety of our faculty and students, no animals will be kept in the classrooms or anywhere else in the school building unless the animals are part of the class curriculum. Animals may be brought to school for "Pet Day" or "Show and Tell" with prior approval from the teacher. If your child has any allergies to animals, make your child's teacher and the office aware of it at the beginning of the school year.
- **COMMUNICABLE DISEASES** We are committed to preventing the spread of communicable disease and to educating both the staff and the students regarding communicable disease matters.
 1. Measles (Rubella) - A student may return to school the fifth day after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of the other students and personnel who are at risk of contracting the disease.
 2. Three Day Measles (Rubella) - A student may return to school seven days after the onset of the rash. The State Health Department must be notified immediately and will advise the school regarding exclusion of other students and personnel who are at risk of contracting the disease.
 3. Mumps- A student may return nine days after the onset of parotid swelling. The State Health Department must be notified immediately and will advise the school regarding exclusion of students and personnel who are at risk of contracting the disease.
 4. Chicken Pox (Varicella) - A student may return to school after one week if symptom free and all pox are dried.
 5. Shingles (Herpes Foster) - A student may return to school after all lesions are dried.
 6. Streptococcal Infection - A student may return to school 24 hours after the start of

antibiotics.

7. Ringworm, Impetigo, Scabies, Lice, and Pinkeye (Conjunctivitis) - Children with any of these listed conditions can be sent home with instruction not to return to school until under treatment.
8. Vomiting and Diarrhea - Students with any episodes, especially if accompanied with an elevated temperature, will be sent home from school, not to return until the conditions subsides. **These conditions must be normal for 24 hours before returning to school.**
9. Elevated Body Temperature - Students with temperatures over 100.4 degrees F will be sent home. **Temperatures must be normal for 24 hours before returning to school.**
10. Injury - If severe, we will call parents at once and ask the parent to determine if medical attention is needed. Soap and water may be used to cleanse wounds. Ointments approved by the School Nurse may be used. Wounds will be covered with a clean, dry dressing if needed. Ice may be applied to bumps or bruises for at least 30 minutes. An accident report will be filled out and filed in the office for any injury which requires a doctor's visit.
11. Hepatitis A - A student will be readmitted only upon the approval of the family physician.
12. Hepatitis B and Human Immunodeficiency Virus Infections (HIV), Also referred to as AIDS Related Complex (ARC) and Acquired Immune Deficiency Syndrome (AIDS) - Hepatitis B and HIV are grouped together because the spread of these diseases appears to be similar. The present information shows that HIV is a viral infection transmitted through body fluid contact. There is no evidence of transmission through daily casual contact with an individual with HIV exposure or infection in the home or school setting. Since body fluid contact can occur at school due to accident and/or injury, parents are to notify the school in writing if their student has any of these diseases so proper precautions can be taken for the safety and well-being of the student.
13. COVID-19- ZCA will take into consideration conditions and guidance from local health agencies (South Heartland District Health Department) if any major COVID-19 related policies need to be added or reinstated. At this time, ZCA remains open for in person learning and will continue to be mask-optional for students and staff.
14. Pandemic Threats - (COVID-19, H1-N1 Virus, Avian Flu, etc.) An influenza (flu) pandemic is a global outbreak of disease that occurs when a new flu virus appears that can spread easily from person to person. Because people have not been exposed to this new virus before, they have little or no immunity to the virus; therefore serious illness or death is more likely to result than during seasonal flu. Scientific models

support school closure as an effective means of reducing overall illness rates within communities and suggest that the value of the response procedures are in place if this were to occur. Intervention is greatest if school closure occurs early in the course of a community outbreak.

- **DRUG PREVENTION POLICY** The use of illicit drugs and the unlawful possession of alcohol and tobacco is illegal as well as harmful to the body. Students are not to possess, use, or distribute illicit drugs, alcohol, or tobacco products on school premises or at any school related activity. Disciplinary action will be taken against those who do. This action may include suspension, expulsion, and referral to the proper authorities. It may also involve an appropriate rehabilitation program referral. Compliance with this policy is mandatory. Rehabilitation programs may be available at Lutheran Family Social Services, Richard Young Hospital, or South Central Counseling. (Nebraska Statutes 79-1270.02 and Federal regulation)
- **ILLNESS OR ACCIDENT AT SCHOOL** If a child complains of being ill, the teacher will assess the situation to determine if there are reasons other than illness which could be the problem for the complaint. The student's teacher may consult with the Principal regarding when a call should be made to the student's parent. Students may be sent to the office to have their temperature taken. **Students with temperatures of 100.4 degrees F or more will have their parent called to pick them up as soon as possible. The student's temperature must be normal for 24 hours before returning to school.** Students with rashes or those appearing to have a contagious disease will be sent home with a request to consult with their family physician before returning to school. **Students must be on medications for contagious diseases for a minimum of 24 hours before returning to school.** A doctor's note may be requested by the school after any school absence. Students are entitled to receive first aid from any member of the staff. This may include, but is not limited to, topical ointments approved by the school nurse (**Vaseline & Aloe Vera Gel**), application of ice packs, and other first aid procedures. In the case of a serious accident, parents will be notified. It is the responsibility of the parent to keep the emergency contact numbers current. Since extreme caution must be used in the handling of a seriously injured student, an ambulance may be called to provide services. A Student Incident Report will be filed by the supervising staff member and kept on file in the school office. The school safety committee will review all accident reports and make recommendations to the principal.
- **INSURANCE** Zion Classical Academy provides student accident insurance for all students in preschool through sixth grade. The Summary of Coverage (what the plan pays) and Optional 24-Hour Voluntary Coverage are available at the company website, www.sas-mn.com and can be found under K12 then School Look-Up. This insurance is purchased from Student Assurance Services Inc. It is administered locally by the Krull Agency in Minden. **Parents can pay an additional premium to extend the policy to 24 hours per day.** The insurance purchased by the school provides coverage for the following activities:
 - a. Attending regular school sessions
 - b. Participating in or attending school sponsored and supervised extracurricular activities
 - c. Traveling directly to and from school for regular school sessions; and while traveling to and from school sponsored and supervised extracurricular activities in school provided

transportation.

PLEASE BE ADVISED THAT THE COVERAGE ZCA IS PURCHASING IS A SUPPLEMENT TO YOUR FAMILY HEALTH INSURANCE. It pays only after your family health or auto policy and then within the limits of the policy's benefits. This plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage. Filing the claim is the parent's responsibility, but parents are to contact the Krull Agency prior to completing the claim form to assure that all information is included so the claim can be processed without delay. The claim procedure is:

1. Parents notify the school and obtain a claim form immediately. The school will fill out Part A if it's a school injury.
2. Parents complete Part B with assistance from the Krull Agency to prevent delays in processing.
3. Parents must submit copies of their itemized bills to their own family insurance first, even if they have a large deductible. The parent will be sent a report called an Explanation of Benefits (EOB).
4. Parents are to send the claim form, copies of itemized bills and the EOB to:
Student Assurance Services, Inc., PO Box 196, Stillwater, MN 55082
5. The claim will be completed when all of the above documents have been provided. Should you have a question as to the status of a claim, you can contact the Krull Agency in Minden or Student Assurance Services, Inc., at 1-800-328-2739 from 8 a.m. to 4:30 p.m. Central Time, Monday through Friday.

NOTE: Students must have been treated by a licensed physician within 60 days of the date of the injury. Proof of claim should be submitted within 90 days from the date of accident, or a reasonable time thereafter not to exceed one year. The company is responsible only for expenses incurred within one year from the date of injury within the limits of the policy's benefits.

- **MEDICATION** Students are not to have any prescription or over the counter medications in their possession on school property. Medications should be administered to school children by parents or guardians whenever possible. The school will assist only when the student needs prescribed medication during the school day to function near his or her potential. Over the counter or prescription medications may be administered to Zion Classical Academy students if a completed "Parental/Guardian Authorization for Dispensing Medication During School Day" form is on file with specific guidelines regarding type of medication, dosage, and frequency. Prescription medications must be in the original container appropriately labeled for the child with the child's name, physician's name, type of medication, dosage and date. Over the counter medications must be in the original container. All student medications will be kept in the office. A record will be kept at the school for all medication administered to students with the date, time, dosage, and person administering the medication on the record that will be maintained until the end of the school year.
- **NURSING SERVICES** During the school year the nurse will weigh and measure students and conduct vision, hearing, and other examinations related to the student's well being. Notices are sent to parents whose children require attention from their family physician. The nurse is responsible for advising the school staff in regard to procedures for the use of first aid supplies.

With parent's permission, the nurse screens 5th and 6th grade children for scoliosis. The school nurse is a liaison between school and medical personnel. The school nurse is interested in the child's total health and is available for consultation with parents by appointment. The school nurse will make home visits when it is determined to be beneficial to the child.

- **STAFF MEDICAL TRAINING** ZCA staff are routinely trained in basic first Aid and CPR, including the use of the onsite Automated External Defibrillator (AED).
- **STUDENT HEALTH RECORDS** All students attending ZCA must have on record with the school office, either a current immunization record or an exemption statement according to Nebraska Code, before entering school in the fall. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office.

INSPECTIONS

All persons and property at school or during school functions (regardless of location) are subject to inspection without notice at any time.

LIBRARY

Zion Classical Academy has a library containing fiction, non-fiction, and reference materials for the students. Each classroom will schedule a period once every two weeks during which the students may check out books of their choice. Books may be checked out for a period of two weeks and may be renewed. **No books will be checked out until your previous books are returned or the fee is paid.** Students who lose books will be assessed a \$15 fee for each lost book. Parents of younger children are asked to help see that books are returned promptly. A library fund has been established to help buy new materials for the library. Donations of money and hard-backed books are greatly appreciated. Every donated book will be evaluated for appropriateness and duplication with our limited available space. Books that we are not able to use within the school may be donated to another organization.

LOST and FOUND

Each year we have an accumulation of lost and found articles. Much of this may be prevented by labeling items of clothing with your child's name. A tote in the office or workroom is provided for lost items. Please tell your child to check it frequently if they have misplaced an item. We will donate all unclaimed items to a charitable group at Christmas and at the end of the school year.

LUNCHES and HOT LUNCH PROGRAM

Well-balanced and nutritious hot lunches are available each full school day. Hot lunches are \$4 each for K-6th grades. All hot lunch meals are served with water and a choice of 1% white milk or 1% chocolate milk. Students may have seconds on milk for 50¢ each, seconds on any side dishes for 50¢ each, and seconds on main dishes for \$1.25 each. Purchases will be tracked online through ZCA's TADS account for each family. Parents are responsible for keeping that account up to date and should prepay to keep a positive balance. Statements will be sent home on the first of the month to all families when there is \$10 or less remaining in the account. In order to be good stewards of our resources, any account which owes \$20 or more will result in the student being unable to purchase lunch. A cheese or peanut butter sandwich will be offered to the student at the cost of \$1.25 until the bill has been paid.

Students may bring lunch from home and can purchase milk at 50¢.

Guests who eat will be charged \$4.75 per lunch, adult or children. Payment should be made in the office before you go through the lunch line. Please notify the office by 8:45 a.m. if you are coming to lunch, so preparations can be made.

ZCA publishes lunch menus each month. Menus are also posted at school and can be accessed on the TADS web site. Meals are ordered daily in the classrooms and orders are final by 8:45 a.m. All meals include an entree and milk plus fruits, vegetables and breads to meet the guidelines set by the National Hot Lunch Program. All meals are prepared on site and served fresh and hot from the oven. Menus are subject to change without notice in the event of delivery not being received or other unforeseen circumstances. If students are tardy and neither the teacher nor office have been notified of the students meal preferences, the student is required to bring a cold lunch.

ZCA offers a program called "OFFER versus SERVE". This means that instead of just serving one standard meal, we offer additional fruits and vegetables to let the children make their own healthy choices. We also allow them to take a smaller portion of food. Sometimes students are overwhelmed by having a large amount of unfamiliar food, so this gives them the opportunity to try more new things while still choosing their favorites.

In addition to food that tastes good, we also follow all National School Lunch regulations and policies, our Wellness policy, and the HACCP plan. Our Kitchen Manager is ServSafe certified and our kitchen is regularly inspected by the local health department.

We are an authorized site for the State of Nebraska Hot Lunch Program and provide FREE and REDUCED meals for qualified applicants. All applications are strictly confidential and are available in our office.

If your child has food allergies please complete a food allergy form that is located in the office, so we can make your child's lunch enjoyable and as worry-free as possible.

Students are expected to eat in the lunchroom and leave it clean when they are finished. Students may not eat in any classroom, the library, or gym, unless given permission to do so by the

appropriate teacher.

Rules in the lunchroom:

- Well-balanced meals will be served to each child. Teachers will encourage children to clean up or at least try the food on their plates as a matter of good Christian stewardship and good eating habits.
- Students are not allowed to share their lunches or food items with other students.
- No lunches are to be brought to the cafeteria from other restaurants. No soda/ pop is allowed in the school cafeteria during lunch period. No microwave is available to warm up student lunches.
- Parents taking their child out for lunch are asked to send a written note that morning. Students will only be dismissed during regular lunch time.
- The pop machine is not to be used by students until after 3:30 p.m. Students are not allowed gum or candy during school hours unless approved by their teacher for a party, birthday treat or from their teacher as a reward or as regulated by the School Wellness Policy.
- Observe good table manners at all times.
- No food is to be thrown at any time.
- Dispose of your own litter. Keep the tables and floor clean for the next group.
- Speak in a low voice.
- Keep hands, feet, and objects to yourself.
- Walk in the lunchroom and sit while eating.
- Eat the food on your own plate. There is **NO** sharing of food with others.

PARENT TEACHERS UNITED (PTU)

The PTU is an important organization that strives to unify the efforts of the home and school for the benefit of the students, parents, and teachers at Zion Classical Academy. The PTU offers programs, activities, fundraisers, and other opportunities to work together for the benefit of all. PTU fundraising efforts throughout the year have raised money to defray the cost of projects and to purchase items needed at the school to enhance the education of the ZCA students. Everyone's support is key to the success of this organization and all parents are invited to become active in the PTU.

PARTIES

Classroom parties should not be planned without the consent of the teacher. There are to be no gift collections without the approval of the principal. Should you want to bring a special treat for your child's birthday, please make arrangements with the teacher at least 24 hours in advance. Personal invitations may be sent through the school only if the teacher approves and EVERY student or EVERY boy or EVERY girl in the class is invited. Invitations brought to school must be given to the teacher to be handed out.

PHONES & PHONE MESSAGES

Students may use the phone in the office **only during emergencies** when they must reach their parents during the school day. Students may use the phone in the office with a phone pass from their teacher and permission from the office staff.

If the parent needs to get a message to the student, he/she may call the office at 402-462-5012 and leave a message with the office staff. If the parent needs to speak with a teacher or someone on the ZCA staff, he/she may leave a message at the office and can expect that it will be returned when the staff person has time after school hours.

Student cell phones and other electronic equipment must be turned off and kept in student backpacks during all classes and school events/activities. If a cell phone or other electronic equipment is brought to school, it is at the student's risk; the school is not responsible for lost or stolen electronic equipment. Cell phones MAY NOT be out of the backpack or turned on during school hours for any reason including internet access, texting, use as a calculator, etc. If a cell phone or other electronic equipment is out of the backpack and/or turned on during the day, the device will be confiscated and the student's parent or guardian will need to retrieve it from the principal. A second incident will be considered insubordination with corresponding disciplinary action.

Students may not use a cell phone before or after school without the permission of a teacher or coach.

Parents are not to call the office and ask to talk to a student, but they are welcome to request that a message be delivered to the student.

PICTURES

School pictures are taken at the beginning of each school year to be included in the school yearbook. All students are photographed, but are under NO obligation to purchase the pictures.

PLAYGROUND

The playground is supervised by the teachers and responsible individuals. All play which would "hurt or harm our neighbor in his body" cannot be allowed. Throwing snowballs is not permitted by anyone on the school grounds. The area west of the blacktop is off-campus and will not be used for any play activities. Students are to abide by all playground supervisor rules; those rules may change from day to day depending on the weather conditions. Students will be going outside for recess unless below 28° Fahrenheit or weather permitting. Snow boots and weather-appropriate clothing is required for outside playground use and recess time. A coat or jacket is required for going outside if the temperature is 55° Fahrenheit or below.

RESTROOM READINESS

Children enrolled in Preschool 3-5 year olds and Kindergarten must be potty trained before attending preschool. We do not have the facilities or supplies required to change children in these classrooms. We feel that children of these ages deserve privacy. We realize that "accidents" will happen. "Accidents" by definition are unusual incidents and should only happen infrequently.

Potty-trained children:

- No longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)
- Can tell the teacher when they need to go to the bathroom, and
- Can attend to their own hygiene. A teacher will assist when needed. This is an issue which protects all concerned.

If your child is not completely potty trained as described above when preschool starts, you may choose one of the following options:

- You may withdraw your child from preschool and place their name at the top of our waiting list. Registration and supply fees are non-refundable; however, if your child is placed in a class at a later date, you will not need to pay additional fees.
- You may pay 1/2 tuition to hold your child's spot (for up to two months) until potty training has been completed.

SCHOOL CLOSING

If the school is going to be closed due to bad weather, a school closing announcement request will be sent to the local media including KSNB- NBS Nebraska, NTV - Channel 13, KOLN/KGIN - Channel 10/11 School Closings, www.weatherthreat.com and Facebook. Zion Classical Academy will usually coordinate our closing with Adams Central School, but the announcement will specifically state Zion Classical Academy, Hastings. Parents who drive their children to school should use good judgment when deciding to come to school during bad weather and in picking up their children because of impending bad weather.

SCHOOL HOURS

AM Preschool:	8:15 a.m. - 11:15 a.m.
PM Preschool:	Monday through Thursday 12:15 p.m. - 3:15 p.m. Friday 12:15 p.m. - 2:45 p.m.
Kindergarten through 6th grade:	Monday through Thursday 8:15 a.m. - 3:15 p.m. Friday 8:15 a.m. - 2:45 p.m.

SNACKS

All students (Preschool - 6th Grade) may bring a daily snack of their choice. Milk will be provided for Preschool. Kindergarten-2nd Grade will have the option to purchase a carton of milk for \$0.50.

TADS and TADS Educate

TADS and TADS Educate are comprehensive, online school administration and student information systems that includes admissions, enrollment, financial aid, billing, tuition and school management. When your student is enrolled in ZCA, you will be issued a parent login code, so you can access information regarding your student. Parents can securely login to the system and easily access a wide variety of information, including news updates, the school calendar, student grades, schedules, assignments, attendance, lunch menus, family lunch account balances, after school care information and more. ZCA will use this site to take attendance, submit lunch orders, and load other information to log the progress of students. This is made available on zionclassical.org for registered families.

TEXTBOOKS

Textbooks are valuable properties of the school, and students are expected to treat them with care. Book covers are not provided by the school, therefore, students are responsible for obtaining them and keeping their books covered throughout the school year. Any books that are damaged through negligence will be replaced at the student's expense. Please avoid plastic sticky book covers and tape on the books.

TITLE I

School-Parent Compact

This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.

Teacher/School:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
- Regularly communicate with parents on their child's progress.

Parent / Caring Adult:

- Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.

- Support your child’s learning--volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.

Student:

- Be at school every day and on time unless I am sick.
- Come to school each day prepared with supplies and an attitude to learn.
- Be responsible for my own behavior.
- Respect and cooperate with other students and adults.
- Return completed school work on time.

Title I Parent and Family Engagement Policy:

Zion Classical Academy intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

In General:

Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements. Parents shall be notified of the policy in an understandable and uniform format and, to the extent, practicable, provided in a language the parents can understand. The policy shall be made available to the local community and updated to meet the changing needs of parents and the school.

- Schools shall provide opportunities for the participation of parents and family members including those with migratory children, limited English proficiency, or have disabilities. Parent shall be notified of the Parent and Family Engagement Policy, information related to school and parent programs, meetings, and other activities in an understandable and uniform format and to the extent practicable provided in a language the parents can understand;
- Convene an annual parent meeting scheduled at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under this part and to explain the requirements of this part, and the right of the parents to be involved;
- Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school Parent and Family Engagement Policy;
- Provide opportunities for parents and family members to participate in decisions relating to the education of their children. The school shall provide other reasonable support for parental involvement activities;
- Provide parents of participating children timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand;

- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners;
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

YEARBOOK

School year memories are captured forever in our annual yearbook. Individual photos and class pictures, as well as photos of events throughout the year are included. Notice will be given when it is time to order yearbooks.

*** This handbook does not contractually bind the school in any way.**