



# **ZION TEMPLE CHRISTIAN ACADEMY**

**Celebrating 42 Years of Academic Excellence**

## **K5 – GRADE 6 PARENT/STUDENT HANDBOOK**

**“Train up a child in the way he should go: and when he is old,  
He will not depart from it.” (Proverbs 22:6)**

# Zion Temple Christian Academy K5- Grade 6 Handbook

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**Zion Temple Christian Academy**  
**3771 Reading Road**  
**Cincinnati, Ohio 45229**  
**Phone (513) 861-5551 Fax (513) 861-1563**  
**[www.ztca.org](http://www.ztca.org)**

Welcome to Zion Temple Christian Academy:

We bring you greetings in the Name of Jesus. We are so glad that you chose Zion Temple Christian Academy for your child's education. The school began with a vision from the late Bishop Jasper J. Phillips, Founder. We feel Zion Temple Christian Academy is a place where God's love dwells. The word of God says, **"Train up a child in the way he should go: and when he is old, he will not depart from it." (Proverbs 22:6)**. Children must be faithfully trained, line upon line, precept upon precept, day after day after day.

Come to our school for a look at what we have to offer. Acquaint yourself with the ABEKA Program, meet our staff and delve into the rich history of Zion Temple Christian Academy. We want to help your children grow and become good, smart, decent men and women in our community and a good citizen of the Kingdom of God.

With God's guidance and a daily Christian atmosphere, we will teach students to live by:

**Galatians 5:22-23 – "But the fruit of the spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance: against such there is no law."** Our mission is that the students feel secure in knowing we are consistent, and they can count on us. We praise and encourage our students to achieve so they will enjoy learning and in turn are "prepared unto every good work."

This handbook contains information regarding the school program. It is very important that you read and return the forms included in this handbook. Keep this handbook readily available as long as your child is enrolled in the program. It will answer many of the questions you have about Zion Temple Christian Academy.

We pray you have an enjoyable year and believe that if students, parents and staff work together, this will be a very successful year for your child(ren). Please let us know if you have any questions that may not have been addressed in the handbook.

We look forward to hearing from you. Our administration is ready and willing to answer any questions you may have.

God bless you and your family.

## **History**

Zion Temple Christian Academy was founded by the late Dr. Jasper J. Phillips and his wife Dr. Beulah K. Phillips on Tuesday September 6, 1983. Sister Geneva McGee was the first Director. The school was founded on the vision of training up a child in the way he should go; and when he is old, he will not depart from it. (Proverbs 22:6)

Zion Temple Christian Academy originally opened with 6 students. The school staff with teachers and other willing workers are truly dedicated to the Lord and His work and are faithful in their service to the school. We offer an excellent academic education from a Christian perspective with graded curriculum from K4 (preschool) through grade six. All were volunteers.

We deeply appreciate the support of the parents, friends and community who have prayed, supported, and given of themselves unconditionally for the work of this ministry. Truly, we are grateful for God's abundant blessings, and we can look back and say, "Look at what God has done," toward the children of men.

Suffragan Bishop Charles L. Smith, Principal/Pastor

John F. Copenhaver, Assistant Principal

Debbie Phillips , Preschool Director/Teacher

## **Mission Statement**

The mission for Zion Temple Christian Academy is to "Train up a child in the way he should go: and when he is old, he will not depart from it." (Proverbs 22:6)

## **Statement of Faith**

Our Faith, Discipline, Rules of Order and Doctrine is in the WORD of God as taught and revealed by the Holy Ghost. (John 14:26; I Corinthians 2:9-13). "All scripture is given by inspiration of God, and is profitable for Doctrine, for reproof, for correction, for instruction in righteousness; that the man of God may be perfect thoroughly furnished unto all good works." (II Timothy 3:16-17).

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 sole and final source of all that we believe. For purposes of the Zion Temple Christian Academy's faith, doctrine, practice, policy and discipline, our Pastor/Executive Board/Board of Directors are Zion Temple Christian Academy's final interpretative authority on the Bible's meaning and application.

## **Core Values**

- We believe in an educational program that is based on the truths of God's word and the preeminence of Jesus Christ. Bible lessons are incorporated in our curriculum as we believe in God's supremacy and the Bible is the absolute truth of the revelation of God's nature and will for mankind.
- We believe in teaching our students that the Lord Jesus Christ is the redeeming Son of God who came to earth and died for our sins.
- We believe in providing a safe and respectful learning environment where students are actively engaged and challenged in their learning. We challenge students to develop a biblical worldview; seeking God's will, a view of the world based on God's revealed truth and the Bible which directs our life in the world and that our students "be not conformed to the pattern of this world".
- We believe that all scripture is given by inspiration of God and encourage our students to use the Bible as a tool to implement spiritual development into their everyday lives.
- We believe in providing spiritual training from a holiness viewpoint that fosters the development of Christian character in our students.
- We believe in teaching students to show honor and respect to those whom God has appointed to leadership.
- We believe in encouraging students to follow Christ's example of leadership through servanthood and glorify God through service in their school, Church and community.

## **Vision/Philosophy of Christian Education**

Zion Temple Christian Academy began with a vision borne out of prayer and the Word of God. The founder, Bishop Jasper J. Phillips' vision was that students would come to know the Lord Jesus Christ and through a daily Christian atmosphere of love and respect, have a quality academic education and in turn be "prepared unto every good work" (**II Timothy 2:21**). Our goal is that each student will have the things that make life successful (love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance) as well as a quality education and the confidence that "I can do all things through Christ which strengtheneth me." (**Philippians 4:13**).

Zion Temple Christian Academy uses the Abeka Curriculum, a Christian-based curriculum which provides a well-rounded education. Zion Temple Christian Academy is not a school merely for the sake of academics, but character training is one of the goals of Christian education. Students must be faithfully trained, line upon line, precept upon precept, day after day after day. To train means to exercise, to discipline, to teach, and form by practice. When students are trained, it becomes part of their character to do what they have been taught. It is built into their spirit, and they have to go against their own spirit to do the wrong thing. Training builds habits that are right, and training must take place all through the day, not merely in a "character lesson" taught once a day or once a week. It is not enough to simply talk about doing right. Students are taught to have self-esteem, pride, respect authority, pay attention, obey willingly and immediately, apply themselves to the task at hand, learn rules and apply them, do their best, learn to work hard, develop habits of orderliness, carefulness, obedience, honesty, accomplishment, cooperation, perseverance, self-control, attentiveness, fairness, confidence, responsibility, effort, steadfastness, discipline,

endurance, helpfulness neatness, patience, and respect. These goals will enable students to develop spiritually, intellectually, physically and socially.

### **Educational Objectives**

- To provide a Christian-based curriculum is provided for a well-rounded education.
- To provide a computer literacy program for all students K4 – Grade 6.
- To provide opportunities that will help enable pupils to develop spiritually, intellectually, physically, and socially (for example, Student Council)
- To promote high self-esteem in pupils.
- To provide opportunities to develop pride and patriotism in pupils.
- To provide opportunities to explore the “World of Careers”.
- To inspire self-control through godly discipline based on effective teaching, common sense, and the Word of God.

### **Zion Temple Christian Academy Offers:**

- Uniformed Environment
- Safe/Non-violent Environment
- Before/After School Watch
- Multiple child discounts
- Preschool, Summer Program (through grade 6), Computer Lab
- Educational Outings/Field Trips
- Exposure to the ARTS
- Spring Athletic Program

### **Admission Procedures, Tuition, Fees and Payment, Vouchers**

#### **Admissions**

A student is considered to be enrolled in school only after the registration packet and fee has been received, administration confirms the availability of space, and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted before admission. A physical exam must be completed within the past 12 months. This medical must be updated 30 days after the expired date. If a physical is not updated within 30 day after notice, student will not be permitted to return to school until physical is updated.

These forms are required before admission to the classroom:

- ✓ Children Enrollment & Health Information
- ✓ Child's Medical Statement (a current completed exam and immunization form by a licensed physician or certified nurse practitioner)
- ✓ Verification Parent/Guardian Review of Policies Receipt
- ✓ Zion Temple Christian Academy Tuition Agreement
- ✓ Verified Copy of Birth Certificate
- ✓ Authorization to Release Form
- ✓ Photo Release Form
- ✓ Handbook Statement/
- Walking/Park/Transportation Permission Forms

## **Admission Forms**

Thank you for your interest in our school! Please fill out the Admission Form found on our website, [www.ztca.org](http://www.ztca.org) or contact the Admissions Office, (513) 861-5551. This is the only form you will need to fill out until you hear from us! If you are a returning parent please call the office first before reapplying.

## **Non-Discrimination Statement**

Zion Temple Christian Academy is passionate about the differences with which God has created everyone. We admit students of any race, color, national or ethnic origin, or qualified disability to all rights, privileges and activities generally accorded or made available to students at the school.

**Tuition/Fees**-For current school year fees, please refer to our website, [www.ztca.org](http://www.ztca.org).

School tuition is due promptly by the end of each month beginning in August. Special tuition discounts apply for accounts that are paid in full before the first day of school. For the current monthly fee for the preschool department, please refer to our website, [www.ztca.org](http://www.ztca.org). If payment is not received by the end of each month, the account will be considered delinquent. (See delinquent payments.) In the event of illness, full payment is expected to maintain student space. Enrollment must be made for tuition and before/after school watch to: FACTS Tuition Management Program (first payment due in August and continue for 10 months through May until paid in full). Accounts must be paid by credit card or automatic bank payments. For all other fees, make money orders or cashier's checks payable to: Zion Temple Christian Academy. When making payments by check, be sure that immediate funds are available in checking account. If a personal check is returned for insufficient funds, parents must pay all fees for remaining school year by cashier's checks or money orders. Please allow plenty of time for school deposit. In lower left hand corner of check, please list name(s), grade(s), student(s), what payment is for, and how much you are paying for each item.

## **FACTS Tuition Payment**

FACTS is a quick, secure method for paying your tuition balance in full. Enrolling in a FACTS tuition payment plan allows you to select a payment option that best suits your financial needs. The plans listed below are offered by ZTCA. Depending on the start and end date of each plan, they may not always be offered. FACTS payment methods offered: Credit Card and Automatic Bank Draft. Payments made through a credit card are assessed an additional charge for processing

## **Tuition Plans**

- Payment in Full: Pay tuition in full.
- Semi-Annual Payments: Pay your tuition in two installments.
- Quarterly Payments: Pay your tuition in quarterly installments.
- Monthly Payments: Spread your tuition balance over monthly installments
- Bi-Monthly Payments: Spread your tuition balance over two weeks installments

For more details about the options above, create an online account by following these simple steps:



1. Create an online account.
2. Then click on the Set Up a payment plan link.
3. Select the school year for which you will be paying.
4. Complete the steps as prompted.

**FACTS** is a quick, secure method for paying your tuition balance in full.

Payment Methods Offered: Credit Card, Automatic Bank Draft, Invoice

Please note, payments made through a credit card are assessed an additional charge for processing.

For more details about the options above, create an online account.

**Simple Steps to Enroll in a Payment Plan Online:**

1. You will first need to create an online account.
2. Then click on the Set Up a Payment Plan link.
3. Select the school year for which you will be paying.
4. Complete the steps as prompted.

Discounts up to three children per month are awarded if tuition is paid by the due date each month. However, after 2 late payments, all discounts for the remainder of the school year will be void. Since our tuition is significantly low, there can be no exceptions.

Re-enrollment fee is due at the time of registration. It includes registration, testing and student promotional fees. Re-enrollment Book fee may be paid in two equal monthly installments. Initial fees are due upon registration. Registration, testing, tuition and student promotion fees are nonrefundable. Financial records are kept on a 10-month basis and are averaged to make it easier for you – August through May (10 months). Tuition is due by the 5<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, weekly, biweekly or end of each month. Full tuition is due for the months in which holidays fall and students may be out of school due to inclement weather or other emergency closings.

**Before/After School Watch (additional cost)**

Please refer to the Before/After School Watch form on our website, [www.ztca.org](http://www.ztca.org), if interested.

**Hours and Days of Operation**

- |   |                   |
|---|-------------------|
| • Before School Watch (additional fee)  | 7:00 am - 8:00 am |
| • Classroom doors are opened.           | 8:00 am           |
| • Academic Preparation and Planning     | 8:30 am - 8:45 am |
| • Instructional Hours                   | 8:45 am - 3:00 pm |
| • No additional fee with job letterhead | 3:00 pm - 4:00 pm |
| • After School Watch (additional fee)   | 4:00 pm - 6:00 pm |

\*All students are expected to arrive no later than 8:30 am. Students arriving after 8:30 am must report to the office

## **Holiday and Special Day Closings**

Zion Temple will be closed to observe the following: Labor Day, Veterans' Day, Wednesday before Thanksgiving, Thanksgiving, Friday after Thanksgiving, Christmas, New Year's Day, Martin Luther King Jr. Day, Presidents Day, Winter Recess Days, Good Friday, Spring Recess Days, Memorial Day, Juneteenth, Parent/Teacher Conference Days, and Professional Development Days. Early dismissal on the following days: Open House, Christmas Program, and Closing Day Program.

School closing, delays, and early dismissals are broadcast on school days on television and radio stations listed on the school calendar. Please read the school calendar found at [www.ztca.org](http://www.ztca.org).

## **Tuition Payment**

Zion Temple Christian Academy relies solely on tuition's collected to fund the school program. In the event that a child's tuition is not paid, the director will notify the parent in writing that payment is expected. If payment is not made within a timely manner, then your child will be terminated from the program. Past due tuition payments will still be expected. **Report cards and records will be held until full payment is made.**

### **Delinquent Accounts/ Returned Checks**

A fee of \$55 will be charged to the account if payment is not received by the designated day. No postdated checks for insufficient funds will be accepted. ZTCA will charge a \$25 fee for each returned check due to insufficient funds. The parent will be required to pay all fees by cashier's checks or money orders until all account balances are settled for remaining school year. FACTS Tuition Management Program charges a \$30 fee for insufficient funds.

### **Before School Watch/After School Watch (additional cost)**

There is a registration fee for Four-five days per week monthly fee for each program or for both programs. There is also a Three-one days per week monthly fee for each program or both programs. Automatic payment will be withdrawal by FACTS Tuition Management Program. Please refer to our website, [www.ztca.org](http://www.ztca.org).

### **Early/Late Fees**

Students who are not register for the Before School Watch (7 a.m. to 8 a.m.) or After School Watch Program (4:00 to 6:00 p.m.) are charged a \$13.00 daily fee. Fee is due at the time of drop off/ pickup. Make fee payable to: Zion Temple Christian Academy. If your child stays two or more times a week in the Before/After School Watch program, you must register for the program.

### **Overtime**

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as students fear they have been forgotten when parents do not arrive at their usual time. Overtime fees will be charged if a student is picked up after 6 p.m. Pick up after 6 p.m. causes hardships for the staff and cannot be condoned. Please remember our staff is anxious to get home to their families on time. First occasion late fee is \$12.00, at 6:01 p.m. an additional \$12:00 will be charged for every five minutes after 6:05 p.m. On the second occasion

the late fee is the same as the first time. On the third occasion the late fee is \$50.00 at 6:01 p.m. An additional \$25.00 will be charged for every five-minute segment. Payment is due upon arrival. Cashier's check or money order is to be made payable to Zion Temple Christian Academy. Overtime payment is due the same day. The fee is to be given directly to the teacher who supervised your child while waiting for pick-up. Please remember that your child must be in your care at 6 p.m. No exceptions to this rule.

School is yet dismissed at 3:00 p.m., and unless prior notice is given to the school, Parents are expected to pick up children at that time. There will be a \$50.00 Late Pickup Fee beginning at the first minute after 6:00 p.m. and an additional \$10.00 for every minute after.

### **Withdrawals**

The office is to be notified two weeks in advance by a parent in writing for a student withdrawal or to change enrollment status. Parent/Guardians will be responsible for tuition until your withdrawal or enrollment update is completed. It is our goal to meet the needs of every child in our care. However, Zion Temple Christian Academy reserves the right to withdraw any student if we feel we are unable to meet his or her needs; however, the decision is left to the discretion of the Administration Staff. Tuition Fee is Non-Refundable.

### **Student Performance**

Communication is the key to running a successful school and ensuring students perform at their highest level. Some of the most common types of communication are:

- **Conferences:** The first parent/teacher conference will be held in the Fall Quarter. Sometimes parents and teachers feel that conferences cannot wait until the end of a grading period. Conferences may be arranged by calling the office (513) 861-5551, and setting a time most agreeable to both the parent and the teacher. A conference may also be arranged by sending a note to the teacher requesting the conference. Such conferences are encouraged.
- **Report cards** may be obtained on line at the end of each quarter for all students of K4 thru grade 6.
- **Progress reports** will be available on line each mid-quarter for all students of grades 1 thru 6.
- **E-Mail/Newsletters, Text Messages, Voice Mail, and Website:** These types of communications are used most often to inform and remind parents and students of upcoming educational, social, and fund-raising events.
- **Notes/Phone Calls:** While face-to-face meetings are usually best, personal notes or brief phone calls are often effectively used by teachers to keep parents informed of the progress of the student.
- **Entrance Tests:** An entrance test is administered to all new enrollees (Grade 1 – Grade 6) to the school.
- **Standardized Tests:** The Stanford Achievement Test is highly recognized and used across the country. This is not a pre-entrance test. It is given at least once a year during the Spring Quarter to K5 thru grade 6 students. The Otis-Lennon School Ability Test is also given to Grade 1 – Grade 6 students to test a more comprehensive view of the student's ability.
- **SCPP Test (Walnut Hills test)** is administered through the Cincinnati Public Schools, [www.cps-k12.org](http://www.cps-k12.org).

## **Homework**

We believe that homework plays an important role in the total school program. As the amount and kinds of homework increases, the amount of responsibility connected with homework increases.

The student who successfully learns how to organize his/her work, budget his/her time and develop a feeling of responsibility toward his/her assignments will be the student who can best cope with what is expected in high school and beyond (higher education).

Students, teachers, and parents must bare the responsibility of homework. The teacher must give assignments that are definite and clear as well as practice in basic skill areas. The parent must show an interest, provide encouragement, and a satisfactory study plan and area for study.

Student responsibility begins the moment the teacher makes the assignment. It is the student's responsibility to accurately copy the homework and plan time to complete it. The work must be done to the best of the student's ability. He must seek help when necessary and bring the completed assignments to school on time.

Parents and teachers can help students learn self-discipline through self-direction and independent study which will help in pursuing your special interest and your own development.

## **Make-Up Work**

Students with excused absences may make up work (Applies to Pre3 & K4). Work may not be made up due to excessive unexcused absence or suspension.

## **Student Attendance**

Being present and on time are important factors in our school system. Students should be present and on time daily to avoid a drop-in grade. If a student is absent, please send a note to the teacher upon the student's return to school.

## **Tardiness and Early Dismissal**

School starts at 8:30 a.m. and students who arrive after 8:45 a.m. are considered tardy and must report to the office before going to class. Keep in mind that daily devotion/bible study is from 8:45 – 9:30 and cannot be interrupted by tardy students. The parent will have to wait with the child until they can be admitted to class. He/She will not be permitted to class without a tardy slip from the office. Students with four days of tardiness per quarter may not return to school without a parent.

Arrival from 10:45 a.m. to 12 noon is considered 1/2 day. Any early dismissal prior to this time is considered a full-day absence.

**Parents are asked to attempt to schedule outside appointments for after school hours (Includes Pre3 & K4 students). If a student must leave school during the day, a note of explanation should be brought to class (Includes Pre3 & K4 students). Parents must sign**

students out in the office (Includes Pre3 & K4 students).

### **Early Release from School**

Early dismissal (dental, medical, etc.) requires a note or phone call from home. Students are to be picked up and signed out in the school office.

Students will be released only to authorized adults. Parents must call the school and inform the office if someone who is not on the pick-up list will be picking up students for the first time. For safety reasons, please let your first-time pick-up person know that identification is needed in order for the school to release the students. Any person on the pick-up list under the age of 18 must have written permission from the parent(s) to pick up students.

### **Custody Agreements**

If there are custody issues involved with your child, you must provide Zion Temple Christian Academy with court papers indicating who has permission to pick-up the student. Zion Temple Christian Academy may not legally deny a parent access to their child without proper documentation. Zion Temple Christian Academy must follow the court order as written. Authorities will be notified, if necessary.

### **Absence Policy**

Upon return to school the student must bring a note stating the reason for the absence. He/She will not be permitted to class without an absence slip from the office. Failure to bring in a written note will be considered an unexcused absence, and the student will not be permitted to make up the work.

Excused absences of 1-3 days per quarter are allowable. Students with four or more days of absence are requested to bring a physician's certificate of illness.

### **Student Illness**

If a child has a temperature before arriving at school, please allow your child to remain at home, even if medication is administered. This is a precautionary measure to avoid contagious diseases. If symptoms "or similar suspicion" of a communicable disease are observed, the staff reserves the right to send the child home. Contagious illnesses will require a physician's note upon returning to school. Students not following the guidelines will be considered truant

### **Uniform Guidelines and Dress Code**

We are a Christian school, teaching our children Christian values and standards. We ask that parents and guardians be dressed modestly when entering the school building. All children should be dressed in uniforms each and every day.

#### **Girls**

- White uniform blouse
- Uniform jumper
- White (preferably), navy blue, or red socks/stocking

- Shorts should be worn under uniform jumper.
- Socks must be above the ankle.
- Please use parental discretion with beads. They can be a distraction and safety hazard for younger students. (teacher is not responsible for misplaced beads) and other hair accessories
- Typically, black or white gym shoes are preferred.
- Excessive jewelry is not permitted.
- Piercings (with the exception of small, pearl like earrings) and tattoos are not permissible.
- Guidelines for wearing shorts under uniform jumpers:  
Must be full-sized (no biker shorts)  
Near knee length for all ages  
Complete uniform must be worn at all times.  
Shorts must never be seen; must be black or navy blue.  
Purchase jumpers keeping in mind their shrinkage and the child's growth to prevent the shorts from being noticed. Shorts may be purchased at Schoolbelles (513-921-3417).

## **Boys**

- White uniform shirt
- Navy blue khaki or corduroy pants (without signature designs and no more than four interior pockets)
- Shorts are not permitted during the academic school year.
- Earrings, ponytails, dreadlocks or braids are not permitted. Hair must be cut moderately short (basically plain and without features such as a Mohawk). Two straight 3-inch lines are allowable. Hair styles should be conservative. Hair color should be the natural color of the student's hair and should not be altered in non-traditional hairstyles. Hair should be well-groomed and no longer than 2 inches in height.
- Piercings and tattoos are not permissible.
- Typically, black or white gym shoes are preferred.
- Socks must be above the ankle.

On Friday during corporate devotion all girls must be in uniform with black dress shoes and white socks. All boys must be in uniform with white shirt, navy blue neck tie and black dress shoes. Any child out of uniform will be sent to the office and a parent will be called to pick up the child.

All students who must change into play clothes at the end of the day must do so close to the arrival of the parent/guardian.

If the classroom is too cool, children are permitted to wear white, navy blue, or red sweaters. Heavy outerwear and hoodies are not to be worn in the classroom.

## **Code of Conduct**

Our school mission is to "Train up a child in the way he should go: and when he is old, he will not depart from it." (Proverbs 22:6). To that end, we have adopted a code of

conduct grounded in our statement of faith and establishes parameters for acceptable behavior.

Students are to dress in conformance with one's biological gender. Students are to use the restrooms, and changing facilities conforming to one's biological gender. The school has the right to ask a family to withdraw if they are not willing to comply with the expected standards of conduct as outlined in this document.

### **Lunchroom**

- All children are to enter and leave the lunchroom in an orderly manner.
- There will not be any talking until children have finished their lunch.
- Children are to remain seated until instructed to clean up.
- Before leaving the lunchroom, children are expected to clean their area.
- Children are expected to keep their voices low in the lunchroom.
- Children are expected to try and complete your meal.

### **Play Area**

- Fighting will not be tolerated.
- Disrespect to teachers or other students will not be tolerated.
- Rough play will not be tolerated (it can lead to hurt feelings and fighting).
- When recess is over, line up automatically. No talking is permitted when entering the building.
- No profanity is permitted.
- Remove caps/hats when entering the building.
- Always show good sportsmanship.

### **Hallways**

- Avoid unnecessary movement or talking in the hallways during the school day.
- Stay to the right in the hallways.

### **Behaviors/Consequences**

#### Verbal Disrespect to Anyone

Written Apology  
Parent/Teacher Conference  
In building or home suspension

#### Use of Bad Language

Apology  
Lunch Detention  
Parent Conference

Fighting, Grabbing, Pushing

Sent to Office  
Conference  
Suspension

Destruction of Property

Apology/Restitution  
Parent Conference  
Restitution  
Suspension

Field Trip Behavior

Loss of Privileges to Attend Future Field Trips

Tardiness/Unexcused Absence

Send to Office  
Parent Conference

Stealing

Apology  
Restitution  
Parent Conference  
Suspension

Running/Talking in Hallway

Lunch DT  
Loss of Privileges

Bringing Toys from Home

Conference with Parent

Being Out of Uniform

Send to Office to  
Call Parent

Disrupting Class

Apology/Lunch DT  
Parent/Teacher Conference  
In Building or Home Suspension



## Pulling Fire Alarm

Send to Office  
Parent Conference  
Suspension  
Pay for False Alarm

## Cell Phones

Policy per Teacher Guidelines

## **Parent Participation**

### **Participate**

Parents are encouraged to participate whenever possible in the activities at Zion Temple Christian Academy. Parents have access during hours of operation. Please contact your child's teacher to arrange a visit. Please stop by the office first. Parents may wish to attend field trips, class parties, and special programs or simply stop in to see our daily activities. Teachers are available to discuss a child's progress or needs upon request, however, due to staff responsibilities and schedules, parents are asked to make appointments when it's necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

### **Visit**

Parental visitations are welcome. Parental visitations are welcome; however, we request that the office be notified prior to a visit. For security purposes, all parents/volunteers and visitors must sign in upon entering the building and sign out upon leaving the building.

Due to the fact that we are a Christian school, teaching our children Christian values and standards, we ask that parents and guardians be dressed modestly when entering the school building.

### **Volunteer**

Parents may be volunteers for field trips, school programs, social and educational events. Volunteers must be 18 years of age or older.

## **General Information**

### **Parent Drop Off**

When dropping off students, please be advised and inform all your appointed and designated individuals to escort children to the front door or appropriate school personnel for proper supervision. Sometimes children at this age (rarely but has occurred) attempt to go back out and seek the parent, or designated appointee, before going to class or coming into the building.

The doors automatically lock at 8:45 a.m. From this time on all parents are to sign in at the office. Parents of kindergarten thru grade 6 students are to sign in at the office and pick up a tardy slip from the office for admission to class.

Parents of preschoolers must always sign in/out with the teacher or designated watch personnel. However, at 8:45 a.m., preschool parents are to sign in at the office and the classroom. They do not need a tardy slip for classroom admission.

### **Parking**

Please Park in the parking lanes provided during drop off and pick up times. Park away from the fire lane and children's play area and building.

### **Building Entrance**

All students should use the main entrance when arriving or entering the building. Students should report directly to their assigned classroom. For the safety of the children, a security system has been installed.

### **Emergencies**

The school will immediately notify the parent/guardian of a child's condition when he/she has been observed with signs or symptoms of an illness. The parent/guardian is expected to make immediate arrangements for their child to be picked up from school.

If the student is severely ill or injured, the parent will be notified promptly. The parent must pick up the student promptly or if necessary, call 911 (by the school designee) for the student. If the student is transported for emergency treatment, the teacher or an adult staff member will remain with the student until the parent/guardian assumes responsibility for the student.

Emergency evacuations (any threat to the safety of children due to an environmental situation or threats of violence, natural disasters, loss of power, heat or water) will be assessed by the Principal or other approved school personnel. For disasters, such as fire or tornado, evacuation routes and safe locations will be used to insure the safety of the student.

### **Field Trips**

Occasionally, students are taken on field trips of educational interest. However, students must have recommendation of teacher to go on a field trip. These trips are correlated with subject matter in the curriculum. Parents are asked to sign a permission form which will be sent home one week in advance of the trip. There will be a charge for most trips. Students will lose the privilege of field trips for unacceptable behavior and will not be permitted to come to school. No refunds will be granted.

## **School Supplies**

Necessary supplies (pencils, paper, crayons, etc.) are required in order to function each day in the classroom. Please check your child's supplies on a regular basis and your child's teacher's website for any updates.

## **School Lunches**

A drink is brought from home with the student's lunch. Nutritional items (sandwiches, vegetables, potato chips, pretzels, fruit) should be prepared for the students. Sugared items (fruit roll-ups, snack cakes, candy) are not recommended as they decrease the child's appetite. Microwavable items are not permitted.

## **Birthday Parties**

Parents must notify the child's teacher or the office at least one week in advance of the party. Please be reminded that the teacher has the right to refuse any birthday party in his/her classroom due to a preplanned schedule.

## **Toys**

Toys must not be brought to class unless permitted by the teacher. The school is not liable for any computer games, iPads, cell phones, video games, etc. The school is not responsible for any of the lost, damaged, or broken items listed above which may be on or off school property. Any item will be taken from the student and returned to the student at the end of the day.

## **Summer Programming**

Refer to our website, [www.ztca.org](http://www.ztca.org), or contact the school office, (513) 861-5551.

## **Parent Pick Up**

Please be patient during the first week of our new dismissal while we adjust our procedure as needed. If your child is in grades K5- 6<sup>th</sup>, please use Gate 2 and follow the sign to enter the pickup line. If your child is in K3 or K4, enter Gate 3 to park in the back lot and come in to sign your child out. (See attached diagram) If the person who is coming to sign out a student **is not** on the medical emergency card, we **cannot** release the student. This procedure is for safety reasons. Adults must have a photo I.D. when picking up your child. See the diagram included in this hand book.

## **Inclement Weather or Emergency**

On rare occasions, it may be necessary to close the school due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, watch your local television station for closing information. On these occasions, regular payment is expected. **No refunds for Before/ After School Watch Tuition.** Please refer to our website, [www.ztca.org](http://www.ztca.org).

# Acknowledgment of Parent/Student Handbook

Please sign and return this form after having reviewed it with your child/children to the Administrative Office of Zion Temple Christian Academy upon registration and no later than the first day of school.

I, \_\_\_\_\_, have read the Zion Temple Christian Academy Parent/Student Handbook and discussed its policies with my child. I consent to and will submit to all governing policies of the school, including all applicable policies of the Student Handbook.

I, \_\_\_\_\_ understand that this Handbook does not contractually bind Zion Temple Christian Academy and is subject to change without notice by decision of the Academy's governing body.

I, \_\_\_\_\_ understand that admission to the school is a privilege, not a right and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of privilege.

Child/Children's Name:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Both parents/guardians signatures if apply.

Signature of Mother: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Father: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Parents of re-enrollees are to request annually a copy of the Parent/Student Handbook for possible revisions.*

**Zion Temple Christian Academy Transportation and  
Walking Permission Form**

**Transportation Permission**

I do hereby give permission for my child \_\_\_\_\_ to attend Zion Temple Christian Academy field trips and to be transported during the school year and the summer activity program.

I understand that my child will be driven to and from the activity by a properly licensed bus company and a qualified bus driver. I do hereby agree to hold harmless from any and all liability, claim demand, expenses, including attorney expenses, Zion Temple Christian Academy and its respective officers, employees, and volunteers, Zion Temple First Pentecostal Church, and do hereby for myself, my heirs, executors and administrators, waive and release and forever discharge any and all rights and claims for damages which I may have hereafter accrued to me arising out of resulting from my child's transportation on a licensed bus, except for the direct negligence of Zion Temple Christian Academy.

In the event I cannot be reached in an emergency, I hereby consent for Zion Temple Christian Academy to arrange for the transportation of my child for medical treatment.

\_\_\_\_\_  
Parent's Print Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Cell Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Person

\_\_\_\_\_  
Emergency Number

**Walking/Park Field Trip**

Occasionally children are taken off school grounds to visit a nearby park, or general community walks. Before your child can participate, written approval is needed. These are walking trips of one mile or less.

Child's Name \_\_\_\_\_ has my permission to participate in walking/park field trips throughout the school year and summer program.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Print Name \_\_\_\_\_