



Mt Zion Christian School

2006-2007 K-8 STUDENT PARENT HANDBOOK



MT ZION
CHRISTIAN SCHOOL
Proverbs 22:6



ASSOCIATION OF
CHRISTIAN SCHOOLS
INTERNATIONAL™



- Adult Fellowship & Bible Study
- Children's Ministry, Nursery & AWANA
- Youth Ministry & Coffee House
- Mt Zion Christian School (K-8)

Food Pantry, Saturday 9:00am - 11:00am
Mt Zion House, Drug & Alcohol Rehab Center
249-8934

MT ZION
CHRISTIAN CHURCH

2330 HWY 120
Lake Geneva WI 53147
(3/8 mile E. of HWY 12)
262-248-7097
CHURCH
262-248-5255
SCHOOL

SERVICES: Sunday Worship 8:00am & 10:30 am
Wednesday 6:30 pm

www.mtzn.com (email: info@mtzn.com)
www.mtzionschool.com (email: info@mtzionschool.com)

Mt. Zion Christian School	262-248-5255
Mt. Zion Christian Church	262-248-7097

	Intercom	Email
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Table of Contents

Title Page	1	Discipline	6	Insurance	9
Staff Directory	2	Suspension	6	Chapel	9
Table of Contents	2	Harassment	6	Field Trips	9
Philosophy	3	Dress Code	7	Fire & Tornado Drills	9
Admissions	3	Grades & Homework	8	Technology	9
Attendance	4	Student Activities	8	Immunization Records	10
Absence & Cancellation	4	Lunches	8	Traffic Pattern	10
Tuition & Financial Aid	4	Medication	8	Library	10
Goals	5	Telephone Usage	8	Newsletter & Friday Folders	10
General Rules	5	Visitors	9		

Dear Parents and Students,



We would like to thank each parent for selecting Mt Zion Christian School to serve the educational and spiritual needs of your children. Throughout the school year we seek to develop in the students a grateful heart for their parents or guardians who have cared enough to provide the life-long legacy of a Christian education. At Mt Zion Christian School parents and students will work with dedicated faculty and staff who are willing to aid students as they become "thoroughly furnished" Christian men and women.

Mt Zion Christian School has sought to keep a minimum number of rules to maintain an orderly atmosphere and learning environment. Basic guidelines are necessary, however, for consistent operation and maintaining a good testimony before the community. Each student must realize his behavior affects not only himself but many others. Mt Zion Christian School is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order;" and all students should be taught to accept God-given authority which is firm, consistent, fair, and tempered with genuine love for the students.

This handbook serves as a general guideline for the overall umbrella of Mt Zion activities, education, and events. In some cases there may be more specific guidelines or policies that have not been mentioned in this handbook that are available in the athletic handbook, drama handbook, and various other policies. We have sought to keep the handbook limited to information and policies that every school family should be familiar with. If you choose to be involved in one of the other extracurricular offerings at Mt Zion it will be up to you to be familiar with the additional policies. Thank you for taking the time to read this manual.

Philosophy

Mt Zion Christian School seeks to assist the home in "training up a child in the way he should go." Training in love requires a spiritual solution where Christ is in control. Only as one yields to Christ can he be truly considerate, obedient, and open to others' needs. It is the desire of Mt Zion Christian School that students develop in Christian maturity, learning to do right because it is their personal conviction and habit to do right. Mt Zion's goal is that our students may grow to "be adequately equipped for every good work."
(2 Timothy 3:17)

Since the primary reason for the existence of the school is a spiritual ministry, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is accompanied by instructing in right thinking, good conduct, and clean living in the light of principles of God's Word. The desire is to see that each student is "transformed by the renewing of (his) mind that (he may prove what the will of God is, that which is good and acceptable and perfect."
(Romans 12:2)

Admissions

Having fully considered the Lord's leading and the program and policies of the school, parents shall apply for their child's acceptance in the Mt Zion School body by submitting a completed registration form to the school. The registration will be reviewed by the school administration, and an interview meeting may be scheduled. At that time parents and the school will agree whether to complete each child's enrollment. If the enrollment is confirmed the book fee will be due. If prior to the first day of school the parents terminate the enrollment fifty percent of the initial book fee will be refunded.

Mt Zion Christian School does not discriminate against any potential student due to race, color, sex or national origin. The primary requirement in considering any student for possible admission is his apparent ability and willingness to cooperate in the school's program. Parent support and willingness to cooperate in the program are also considered.

Mt Zion Christian School will accommodate students with disabilities to the best of its ability.

Attendance

School days, hours, and vacation periods are scheduled to coincide with state requirements. Students are to be present at school during the hours and on the days established by the Mt Zion Christian School Board. Students need to be in their classrooms by 8:15am and they are dismissed at 3:10pm. Parents may drop off their students no earlier than 7:45am and should pick them up by 3:20pm. Kindergarten is dismissed at 12:00pm.

Absences

The absence guidelines reflect not only the importance of school attendance, both legally and educationally, but also the importance of building Christian family life and encouraging parents to do their part in developing attitudes toward education in their own children.

- 1) If your child is sick or unable to come to school, please call the school secretary by 8:30am.
- 2) If you know in advance that your child will be missing one or more days please notify the child's teacher and the school secretary as early as possible. Arrangements must be made to complete the work missed.
- 3) Punctuality is very important for the student to learn and also for the integrity of the classroom. Students who are tardy 4 times in one semester will receive a detention. That detention is served on Wednesday from 3:30 - 4:15pm.
- 4) There should be no more than 10 absences allowed in one semester. A written doctor's note must be provided for 3 or more consecutive days absent.

Cancellations

School will usually be cancelled due to inclement weather when either the Lake Geneva schools or the Burlington schools are closed, or at the discretion of the administration. School cancellations because of snow, ice, or cold weather will be announced on the following stations:

Radio:	WLKG	96.1 FM
	WTMJ	620 AM
	WMIR	1550 AM
Television:	Channels 4, 6, or 12	

Tuition & Financial Aid

The goal at Mt Zion is that no student should be denied a Christian education because of financial hardship. Therefore, the following programs are available upon request to assist with tuition:



- * Tuition Reduction through CFA application (www.online-cfa.com)
- * Scholarship Fund (as determined by the financial aid committee of the school board)

Transportation Reimbursement Contracts are available to parents who live within a respective distance from the Lake Geneva school district. You will receive a reimbursement from your local school district at the end of the school year if you qualify.

Tuition fees are divided into 11 monthly payments; August through June. These are due on the 1st of each month. If your bill becomes 60 days past due or more we will have a meeting with you to determine if your children will be able to continue at MZCS. If your finances become tight, we ask that you at least pay something every month in good faith. If your bill is \$1000.00 past due and you want to pay \$500 next month, that is great, but please pay what you can this month. This helps us with our cash flow and shows us that you are being faithful to the commitment you have made to MZCS. If you are experiencing financial difficulties that you do not see an end to, please call us and discuss your situation so that we can best understand and help you.

We hope to achieve the following:

Academic:

1. Good Study Habits
2. Neatness
3. Appropriate materials ready for class
4. Assignments finished and turned in on time
5. Following directions

Behavior:

1. Talking at appropriate times and levels
2. Walking in the building
3. Kind, thoughtful behavior
4. Respect for classmates, following directions and dress code
5. Respect for adult authority
6. Respect for school and church property

General School Rules

- Cooperate with all staff members and follow all directions given.
- Be on time for all class sessions.
- Have adequate school supplies on hand at all times.
- Sharpen pencils at breaks, lunch, or before or after school.
- Have your Bible at devotions and chapel.
- Use the restroom during assigned periods only.
- Respect the rights of other students; no loud noises or throwing objects.
- Ask permission to talk with other students.
- Take unfinished school work home for homework.
- Refrain from loitering in the halls, bathrooms, and other areas of the building.
- Dress appropriately.
- Refrain from bringing gum to school.
- Stay in the school wing of the building at all times except with permission.
- Do not bring Walkman/headsets to school or on school field trips.
- No cell phones are allowed for students on premise unless permission has been given.

“In all ways acknowledge the Lord, and He will direct your paths.”

Proverbs 3:6

DISCIPLINE

All students are trained to adhere to the school's philosophy and Christ-centered program and are expected to maintain an unquestionable Christian testimony at all times.

Character training is an important element of a child's education. Mt Zion Christian School believes that the heart of character training is obedience which will eventually bear the fruit of self-discipline so essential to the emotional, physical, social, and spiritual well-being of the student. Rules of conduct are enforced for the safety of the children, and to promote a peaceful and orderly setting for learning. Children are not to be under heavy discipline for small infractions. Rather, the expectation is that, with God's help, they will learn self-control and cooperative behavior.

This school is dedicated to training young people in a program of study and activity that is Christ centered. Our students will be taught to do all things "decently and in order", to accept a given responsibility, and to "walk honorably before all men". Discipline is maintained which is fair and consistent. When disciplinary action becomes necessary it is firmly carried out, tempered by good judgment, love and understanding.

A student whose attitude is not in accordance with school principles or policies will be placed on probation and his parents notified. If the attitude does not improve within a reasonable amount of time the student's parents will be asked to withdraw their child. The probationary period is generally one semester.

“Study to show thyself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth.”

II Timothy 2:15

SUSPENSION

First offenses in smoking, using controlled substances, and engaging in illicit sexual activities will result in suspension from classes. Repeated offenses in other areas may also result in suspension. Suspension will be lifted only after a conference with the student, parents, principal, and teacher involved. Only the school board may expel a student. This will be done after it has been determined that a student appears unwilling or unable to follow acceptable behavior or if the rules violation is so extreme as to jeopardize the reputation of the school or welfare of the student body. Earnest repentance by the student will be given strong consideration. The length of the suspension will be determined by the board and administration.

HARASSMENT

Mt Zion Christian School will not tolerate harassment of, or by, its employees and students. Any form of harassment related to an individual's race, color, sex, religion, national origin, age, or disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes the term harassment includes, but is not limited to slurs, jokes, and other verbal, graphic or physical conduct. Sexual harassment includes unwelcome sexual advances, jokes, statements or remarks, or other actions either verbal or physical which create an intimidating, hostile or offensive working/academic environment. Violations of this policy by an employee or student shall subject the employee or student to disciplinary action, up to and including immediate discharge from work or expulsion from school. If one believes that he/she is being harassed by another employee or student, this should be made known to the administration within twenty-four hours. This matter will be investigated, and where appropriate, disciplinary action taken. If the person is not satisfied with the way the report has been handled and the decision made by the administration, then the matter can be taken to the School Board. Do not assume the administration is aware of the harassment. It is the responsibility of every employee and student to report any questionable incidents. All allegations will be promptly, objectively, and confidentially investigated. Harassment of employees or students in connection with their work or school activities by non-students should be reported to the administration within twenty-four hours. The administration will take appropriate action immediately.

Guidelines for Dress

Our school administration has examined what is conveyed through various types of dress, whether those behaviors and ideals conform to Biblical standards, and whether the guidelines for appropriate school dress are consistent with our goals to have a school that not only instructs students, but develops Christian character and prepares them with life skills.

Modest shorts or sweatpants, short sleeved shirt, and gym shoes are required during 5-8th grade PE classes.

Clean Mt Zion T-shirts may be worn on Fridays. Mt Zion sweatshirts may be worn on any day except chapel days.

Dress standards should have the following objectives:

- Glorifies God
- Produces modesty
- Encourages good behavior
- Builds discipline
- Creates order
- Provides training for life situations

Chapel Day Dress Code

The girls are to wear dresses, skirts and blouses, socks/nylons, and dress shoes. No sleeveless dress or blouse.

The boys are to wear full front buttoned dress shirts, a tie, dress slacks with belt, socks and dress shoes for 5-8th grades. Cargo pants should not be worn by students in any grades on chapel day. Boys may wear elastic waist pants in lieu of wearing a belt for time saving purposes.

Boys Dress Code

- * Solid Colored pants
- * NO JEANS of any color.
- * No sportswear
- * No sweatpants
- * If the pants have belt loops, a belt must be worn
- * Trouser style shorts in solid colors are permissible.
- * Oxford shirts, button down dress shirts are acceptable
- * Collarless **dress** shirts are acceptable
- * 3-4 button polo shirts with collars are acceptable
- * Sweaters may be worn over a shirt with a collar
- * Fleece vests and shirts are ok (MZCS sweatshirts only)
- * Shirts that are designed to be tucked in must be tucked in
- * Patterned shirts are acceptable
- * Writing and words on shirts are not acceptable
- * Turtlenecks are acceptable
- * Non Mt Zion T-shirts are not acceptable
- * Socks must be worn at all times
- * Shoe laces must be tied
- * Good quality athletic shoes may be worn
- * No caps or hats are allowed during school hours except during PE if approved by the PE teacher.
- * Earrings are not allowed for boys
- * Conservative hair styles only
- * No camouflage clothing

Girls Dress Code

- * Knee length skirts and culottes are acceptable.
- * Loose fitting, non tight body forming knit pants are allowed.
- * No bodysuits
- * No sportswear
- * No sweatpants
- * NO JEANS of any color.
- * Trouser style shorts are permissible in solid colors.
- * Shirts must have sleeves
- * No T-shirts (except for MZCS shirts on Friday's) or tummy exposing shirts
- * No tank tops unless worn under regulation blouse
- * No sportswear
- * No writing and/or excessive words on shirts
- * Turtlenecks may be worn
- * Sweaters and fleece shirts and vests are ok. (MZCS sweatshirts only)
- * Socks/tights must be worn
- * Nylons acceptable for 6th - 8th grades
- * Shoelaces must be tied
- * Clean athletic shoes may be worn
- * Capri pants are acceptable

Enforcement of Dress Code

First Offense: Note home from staff member. Note must be signed and returned the following day. A detention will be administered if note is not signed and returned.

Second Offense: Phone call home from staff member and detention

Third Offense: Phone call home and parent must bring appropriate clothing to school

Fourth Offense: Possible conference with parents to determine appropriate action.

GRADING AND REPORTING

Report cards are released two times a year, at the end of each semester. Progress reports will be released at the mid-point of each reporting period for students in the first through eighth grades. There will be an early dismissal at 11:45 a.m. at the end of each quarter for teacher record keeping. See your school calendar for the exact dates.

A combination of letter and numerical grades will be used according to each class and subject. The explanation of grades is as follows:

HOMEWORK

Homework serves two purposes. First, students have an opportunity to reinforce knowledge of material and processes already taught in class. Second, it is an opportunity to pursue assignments independently. The amount of time a child needs to do homework varies with the individual. Occasionally after school tutoring and help is available. If you are interested please ask the student's teacher. Homework will be kept to a minimum on Wednesday's to encourage church attendance.

A 90-100

B 80-89

C 70-79

D 60-69

F below 60

1st Quarter
Sample Class
Thursday, September 20, 1995

Gradekeeper

Student	Subject	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year Total	Year Grade	
1. Allright, Amy	95%	A	10	9	23	10	45	94
2. Brevelin, Barbara	79%	C+	7	6	18	9	35	79
3. Cunningham, Cathy	92%	A-	9	8	24	10	45	88

Occasionally teachers may choose to use letters to identify performance and may simply use a pass (P) or fail (F) mark or one of the following:

- E Excellent
- S+ Above Average
- S Satisfactory
- N Needs to Improve
- U Unsatisfactory

Conferences between parents and teachers are important to good communication. There will be one conference held during the first semester with each student's parents. Other conferences may be scheduled at any time.



STUDENT ACTIVITIES

Mt Zion offers Boys Soccer and Basketball, Girls Volleyball and Basketball, Floor Hockey, Track, Musicals, ACSI Competitions, Math Olympics, Spelling Bee, Science Fair, Speech Meet, Educational Field Trips, and Fund Raisers. Occasionally camps or fairs may also be offered for these activities.

LUNCHES

Students are required to bring their own nutritious sack lunch. Milk Cards are provided in the school office. Subway and other purchased lunches are optional during the month.

MEDICATION

No medicine or prescriptions of any kind will be given without written permission from the parents. All medicines will be kept and administered at the school office. Mt Zion does not have a school nurse. The school administration and teachers will make the determination of the child's needs when illness or accident occurs. Parent(s) will be called if consultation or advice is deemed necessary. Most MZCS staff have been trained in CPR and first aid.

TELEPHONE

The school phone is reserved for official school business and emergencies only. Students desiring to make an emergency phone call will give the name and number of the party to school personnel who in turn will place the phone call. Non-emergency calls are made with permission of a supervisor. Long distance telephone calls must be paid for by the user. No calls to schedule after school social events are allowed. All arrangements must be made the day before.

VISITORS

Upon approval from the principal and classroom teacher, students are allowed to bring visitors to class and to other school activities. Parents wishing to make an extended visit to the classroom will need to make prior arrangements with the office.

INSURANCE

The school's insurance is not responsible for loss or damages to student's personal property. If a student is injured on school property or school sponsored event, the parents must send medical claims to their own insurance company first. Residual bills, deductible and co-payments can be submitted to the school for payment from their health carrier as long as they are accompanied with explanations of benefits and are submitted within one year of injury. The limit is \$5000 per person. The school carries liability insurance if it is responsible for the injury to a student due to negligence of the school.



CHAPEL

Some of the most rewarding school experiences are the chapel services. Chapel is lead by the administrator and the 7-8th grade worship team. Chapel time is at 8:30 a.m. on Tuesday and meets in the sanctuary. Parents and guests are always invited.



FIELD TRIPS

Field trips that enhance classroom activities are encouraged. Normally students will be transported by parents in private vehicles. At times, parents may be asked to assist in supervision. All field trips will be properly supervised and will be listed in the weekly newsletter. Mt Zion will do its best to subsidize the cost of trips through the general fund and fundraising, but occasionally an additional cost will be charged. If you are ever unable to come up with the extra fee please call the school office and let us know and we would be happy to waive the fee. Each year the eighth grade class raises money for it class trip at the end of the year. The location and price of the trip is determined by the administration and eighth grade advisor.

FIRE AND TORNADO DRILLS

Fire drills: It is important that each student follows the directions of the teacher when a fire drill is conducted. A calm, quiet, orderly evacuation of the building is very important. Monthly during the year the school's main fire alarm system will be activated for testing and use in conducting fire drills.

Tornado Drills: Students and teachers will move to a designated area where students will be instructed to sit down, draw their knees up, and cover the back of the head with their hands or a book. Two rings of the bell signal "all clear." Fire and tornado drills will be conducted in a timely manner to assure that teachers and students are thoroughly acquainted with the procedures.

TECHNOLOGY

- Currently all students must have specific permission by the teacher and administrator to use the internet. Generally speaking, Internet usage by students is prohibited.
- Take care of all technology equipment. Do not damage the equipment in any way. Follow the classroom rules for computer usage.
- Students may not change ANY computer settings without the teacher's permission.
- Students must obtain permission from a teacher each time they wish to play a game or install any software on a school computer.
- Radios, CD and DVD players, and headphones, are generally not allowed at school. Occasionally teachers may give students permission during specific times to use them.

IMMUNIZATION RECORDS

State law requires that each student have an up-to-date immunization record on file in the school office. The school secretary will keep these records and will contact you if we discover a record is needed or if a student needs a booster shot. However, it is the parent's responsibility to make sure all immunizations are kept current. The school may be audited on these records by the Wisconsin Department of Health so it is important that you cooperate in providing adequate records and in keeping your child's booster shots current.

TRAFFIC PATTERN

Please allow your children to leave your car as quickly and safely as possible and then clear the lane by moving forward. If you wish to watch or accompany your child to the classroom, park in the designated parking spaces and not in the flow of traffic, or under the awning. Be considerate of those behind you and move out as quickly as possible. Please do not leave your car unattended in the loading lanes.

LIBRARY

All MZCS students have access and are encouraged to use the campus library. Classes have a scheduled weekly library time.

NEWSLETTER AND FRIDAY FOLDERS

Friday Folders will be sent home at the last day of each week containing important notes, class work, and other information. The Warrior Witness newsletter will go home with Friday Folders bi-weekly. It is important that parents and students read these newsletters so that they will be properly informed about school activities. The first page of the Warrior Witness will always contain "must read information" the following pages will be fun, resourceful, and helpful but not critical to your children's education. Please read the Friday folders the day they are sent home with your student so that you and your family can be best prepared for the upcoming week and maximize the effectiveness of the Friday folder.

OTHER MANUALS AND HANDBOOKS

Other handbooks are also available for specialized areas of interest including manuals and handbooks for Athletics, Drama, Employees, and Mentoring. Copies are available in the school office.

Mt Zion Christian School is committed to offering students a source of truth, strength, and vision for living in today's world by providing a Christian-worldview education. We pray that our students will acquire wisdom, knowledge, and strength by a lifestyle of character, leadership, and faithfulness. It is with earnest service to the Lord that we offer our services to you and the community. We look forward to serving you and your family.

