

# ZEPHYRHILLS CHRISTIAN ACADEMY

Home of the Warriors

## PARENT/STUDENT HANDBOOK

As appropriate for 2025-2026 Academic School Year

34927 Eiland Blvd.  
Zephyrhills, FL 33541  
813-779-1648

[www.zcawarriors.us](http://www.zcawarriors.us)

# STATEMENTS

## VISION STATEMENT

A place where faith and intellect grow as one.

## MISSION STATEMENT

To be a Christ centered academy that transforms lives through the power of the Gospel, Biblical discipleship and academic mastery. Raising up generations of students who passionately follow Jesus and have the courage and knowledge to impact the world for His Kingdom.

## PURPOSE STATEMENT

Zephyrhills Christian Academy is an independent, co-educational, self-governing, non-profit, college preparatory, Christian school for students in Grades K4 (4 years of age) through Grade twelve. The school believes the integration of faith, as found in the Word of God, and learning are essential for excellence in education. The school does not discriminate based on sex, race, color, or national origin in the administration of its educational programs, admission policies, financial aid policies, employment practices or other school-administered programs

## PHILOSOPHY

### Founding Philosophy of Zephyrhills Christian Academy

Zephyrhills Christian Academy acknowledges the trust placed in us by our parents and holds in high regard the authority of the home and church to teach those distinctive doctrines held in esteem by a family's own local church and denomination. Zephyrhills Christian Academy does not assume such authority in the school setting and teaches only those fundamentals of the Christian faith, which are held common to all in Christ's Church. (Deut. 11; 18-20; Deut. 4:9; Acts 4:12).

## STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible and authoritative Word of God. (II Tim. 3: 16, Heb. 1:1, 11 Peter 1:21, Ps. 119:160)

We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Deut. 6:4, Jer. 10:10, Matt. 3:16-17, John 10:30, 11 Cor. 13:14, Matt. 28:19)

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. (Matt. 1: 19-25, II Cor. 5:21, 1 John 3:5, Mark 1:23-26, John 11: 38-44, Luke 9:10-17, Rom. 3:24-25, 1 Peter 2:24, 1 Peter 3:18, Matt. 27:38, Luke 24:1-51, Acts 15:16)

We believe that salvation can be neither deserved nor earned, but that it is a gift of God, bestowed in mercy upon those who accept it by faith. (John 6:40, Gal. 2:16, John 1:12, Phil. 3:9)

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (Dan. 12:2, Heb. 5:9, John 3:15, Matt.

25:41, Matt. 25:46)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Eph. 4:11-16, Heb. 2:11, I Cor. 12:12-13)

We believe in the present ministry of the Holy Spirit by indwelling the Christian, enabling him or her to live a godly life. (Rom. 12:4-8, Matt. 5:14-16, Acts 1:8, John 14:26, John 15:26)

## PHILOSOPHY OF CHRISTIAN EDUCATION

We believe the very essence of a student's Christian education is not only academic but should include the integration of scripture and the application of biblical truth in every aspect of life. Fostering the development of faith in our students by stimulating cognitive, moral and ethical thinking, modeling grace-filled relationships and providing experiences that allow students to put their faith into action into every dimension of their life — all are part of the Christian educational process. The vision that we share with our students and the attitudes with which we equip them will enable them to become principled adults whose lives are lived in relationship with God, and who bless their fellow humans by their commitment to love and justice. We believe that Christian education is for Christian life. It is the call for our students to be conformed to the model of Christ in the whole of their existence, in the whole framework of their beliefs, in the whole complex of their feelings and attitudes, and in every spectrum of their actions. (Ps. 119:105, Proverbs 22:6, 11 Cor. 5:20, 11 Tim. 3:16, Acts 1:8, Matt. 5:14-16, Rom. 12:2, 1 Peter 3:15)

## Preface

Zephyrhills Christian Academy Parents and Students,

This Parent/Student Handbook has been compiled to articulate community expectations at ZCA. Like a family, there are guidelines and expectations that are in place, so ZCA has the ability to teach students self-discipline, sense of community and responsibility as well as establishing a reputation in our community to "impact the world for Christ!" Our mission is to create a nurturing environment, and part of that process involves creating a healthy tone and climate with appropriate boundaries. This allows students to have freedom within those boundaries and helps the school run in a manner conducive to educating students.

Due to the many guidelines, practices, and procedures articulated in this Handbook, covering everything from carline to student discipline to academics, it is important that every family read the handbook to understand its contents. Revisions to the Parent/Student Handbook are made each year. While our hope is that all areas of life at ZCA have been covered, there may be errors, misprints, omissions, or other issues that arise unforeseen at the time of the latest revision, when this occurs, every effort will be made to communicate the changes or corrections as soon as possible.

The goal of this handbook is not to overwhelm our students with "rules" but rather to communicate up front the boundaries that have been set for our school. The ultimate goal is that we as individuals and as a school glorify God by living in an orderly and dignified manner to honor Him.

God Bless,

Mrs. Dionna Smith  
Senior Administrator

# Section I

## General Information

Zephyrhills Christian Academy  
Parent/Student Handbook

General Information

Policies & Historical  
Information

## Non-Discriminatory Policy

The school does not discriminate based on race, color, national and ethnic origin in the administration of its student admissions policies, employment policies, educational policies, scholarship programs and athletic programs and other school-administered programs.

## Brief History

Zephyrhills Christian Academy was founded in 1999. Fair Haven Baptist Church, Zephyrhills, Florida agreed to open Zephyrhills Christian Academy for training their young people academically and in the principles of God's Word in an environment void of secular humanism. In August 1999, Zephyrhills Christian Academy began its first year on Fifth Street, Zephyrhills.

In May 2006, the school relocated into temporary facilities of the Hillvest Center on Allen Road, Zephyrhills.

In August 2008, the school construction was completed on the permanent facilities at 34927 Eiland Blvd., Zephyrhills. ZCA opened the new campus in the 2008-2009 school year with approximately 120 students.

In 2010 the Gymnasium was completed, and we began using this facility as a multi-purpose area as our church Sanctuary on Sundays and Wednesday evening Youth Worship.

In 2014 the West Wing of the facility was completed and Wee Warriors Day Care and Preschool opened in August 2014.

In 2017 the Church Facility was completed, and the church sanctuary was opened for worship for Sunday's and Wednesday evening worship. Wee Warriors Day Care and Preschool moved into the church for operation with approximately 70 children. In the 2017-2018 School year the West Wing was opened to our Elementary Learning Center and the East Wing was opened to the Middle and High School Learning Center with approximately 285 students total for the school. ZCA has continued to grow and update its facilities annually Current population in 2024 is 350 students.

The school has had over 500 graduates who have either continued their college or technical school education, joined the armed forces, or joined the work force.

Zephyrhills Christian Academy uses the Accelerated Christian Education program as its primary curriculum. The Accelerated Christian Education curriculum is competency-based. Each student progresses at his or her own rate of learning, on a prescription basis. Learning at Zephyrhills Christian Academy is mastery-based. Students do not move to the next level until they have mastered the material at the assigned level. Students are tested each year using a nationally standardized test.

## Goals

The Administration, Faculty and Staff of Zephyrhills Christian Academy commit to partner with each family:

To provide an education that is scholastically excellent and Christ-centered in an environment that is emotionally supportive and caring,

To develop each student's God-given spiritual, physical, mental, social and artistic gifts to his or her fullest potential.

To develop in each student an understanding of the Lordship of Christ and encourage a personal relationship with Christ with the help of the family and church.

To help students develop a biblical worldview, thus enabling them to serve God in spirit, mind and body, to actively participate in the expansion of Christ's kingdom, to exercise godly stewardship of the creation and to glorify God in every aspect of life.

To continually review and improve our curriculum and programs through evaluation, parent input, teacher and staff training and evaluation, and to provide extra-curricular activities as our resources allow.

To prepare students for success in college through biblical and secular knowledge.

To ensure our curriculum and programs will support the ZCA Statement of Faith, mission, purpose, and philosophy.

To provide regular communication regarding student progress.

To ensure that all employees exemplify Christ in their personal lifestyle.

To follow Matthew 18 principle and other biblical guidelines to resolve differences and misunderstandings.

To pray for students, their families and ZCA.

# **SECTION II**

## General Information

### Expectations Of Students and Parents

## Expectations of Parents

The Administration, Faculty and Staff of Zephyrhills Christian Academy expect from each parent the following:

To assume your responsibility of being the primary educator in fulfillment of your God-given role. (Deut. 11:18-20)

To accept the responsibility of partnering with the ZCA Staff to develop your child's God-given spiritual, physical, mental, social and artistic gifts to his or her fullest potential.

To pray for your child and ZCA, including the Faculty and Staff.

To demonstrate loyalty by:

- supporting the ZCA Mission, Philosophy, Goals and Purpose Statements.
- communicating your constructive ideas and suggestions regarding policy to the ZCA Administration to better enable them to properly function as representatives of the parents of the school • attending all conferences or meetings with your child's teacher in order to facilitate a unity of purpose with regard to your child's education.
- actively participating in school activities, functions, fund-raising, parent meetings.
- supporting all School Rules, Requirement, Regulations, Zero Tolerance Policy, including but not limited to classroom rules, as parents of the school.
- Meet all Financial Obligations as stated in the Financial Agreement and Scholarship Agreement.
- applying your God-given talents to enrich your child's school experiences through assisting and participating in the classroom or school-wide activities.
- support the discipline policy in a united effort to develop your child's character, with the goal of producing self-control and self-discipline.
- support the attendance policy by seeing that your child attends regularly, arrives on time, and is prepared to learn.
- support the homework policy and create a productive study environment in your home which will allow your child to study and effectively complete assignments.
- instill Godly attitudes in your child at home and hold your child accountable for the attitudes and behavior he/she displays at school.
- support the personal appearance standards of the Mandatory Dress Code by developing a perspective in your child regarding his or her appearance which is modest and honoring to the Lord and monitoring his or her appearance before he/she leaves your home each morning.
- To follow the Matthew 18 principle and other biblical guidelines to resolve differences and misunderstandings.

# **SECTION III**

General Information  
Policies and Procedures

## School and Office Hours

School Hours are 8:00 a.m. — 2:15 p.m.

Office Hours are 7:30 a.m.— 3:00 p.m.

## Student Drop Off

The school building opens for students each morning at 7:30 a.m. STUDENTS MAY NOT BE DROPPED OFF EARLIER THAN 7:30 A.M. There is no supervision available before that time. Students are not permitted to play outside the building before school. Please do not leave your child unattended before 7:30 a.m. Zephyrhills Christian Academy is not responsible for any child left unsupervised on campus before 7:30 a.m.

Students who arrive early in K-5<sup>th</sup> grade will be taken to before school care. Fees will apply.

## Holidays Observed

Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas, Martin Luther King Day, President's Day, Good Friday, Easter, and Memorial Day: on these days there will be no school.

Additional days off: Educator's Convention in November or February (days vary) and there is no school during this time, Teacher planning day in March, Hurricane days as determined.

In the event of Hurricane Days or any other time that needs to be made up, the holiday time off may be adjusted to ensure the proper number of days of school attendance is met.

## Admissions Requirements

### Notice of Non-Discriminatory Policy as to Students

Zephyrhills Christian Academy adheres to a policy of racial non-discrimination in the admission of students. ZCA 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 ZCA. The school does not discriminate based on race, color, national and ethnic origin to all the rights privileges, programs and activities generally accorded or made available to students at ZCA. The school does not discriminate based on race, color, national, and ethnic origin in the administration of its admission policies, educational policies, scholarship programs, and athletic and other school administered programs.

### General Admissions Policies

NOTE: All students are admitted on probation for the first nine weeks of their schooling. This is in effect every year the student is enrolled/re-enrolled.

- Criteria for acceptance is based on the complete application including, but not limited to:
  - Diagnostic Test results, evaluation of previous school records including transcripts, evaluations (IEP/504 Plans), test results, report card grades and comments, attitude, conduct, desire for a Christian education, and a student and family interview.
- Incoming High School Transcripts will be reviewed, and placement will be determined upon
  - ZCA diagnostic test results, credits earned and overall grade performance from previous school. ZCA does not accept any grade below a 70%. Transfer credit subjects that have a 70% or below will be repeated at ZCA prior to advancing to the next level.
- ZCA admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in the school, including its administrative policies, financial aid, scholarships, athletics, and other school administered programs.
- ZCA reserves the right to refuse admission to an applicant based upon the application or admissions interview with the Administrator or to discontinue the enrollment of a student if the conduct within the home or student is in opposition to the biblical lifestyle taught by the school. This includes sexual immorality, homosexual orientation or inability to support the moral principles of the school.
- To enter K-5 or First Grade a student should be developmentally ready for our program and must be 5, or 6 years old, respectively, by September 1<sup>st</sup>.
- Not all students are accepted for enrollment at ZCA.

All new students will be on a nine-week probation after acceptance is granted. We will then determine if the family and the school are academically and behaviorally suited for one another. ZCA reserves the right to dismiss a student whose doctrinal, moral and religious practices do not adhere to the school's Statement of Faith and who jeopardizes the spiritual climate and spiritual well-being of others.

Students must meet the following prerequisites prior to admission or re-enrollment:

### New Students

To be considered as a candidate for ZCA, prospective students should:

- Complete an online application, including payment of the required fees and submit a State issued Birth Certificate, Current photograph of applicant, State of Florida Certificate of Immunization Record on form DH 680, a School Entrance Physical and previous school's latest Report Card.
- Provide any court documentation where applicable.
- Attend Parent/Administrator Interview.
- Have strong recommendations from the required sources. (Pastoral Recommendation, etc)
- Desire a Christian education
- Have no recent history of serious behavioral issues.
- Have a family and/or student commitment to regular church attendance and personal spiritual growth. (Required for 6<sup>th</sup> — 12<sup>th</sup> grade students)
- Support the philosophy, goals and mission of ZCA including but not limited to all school rules, requirements, regulations, zero tolerance policy and classroom rules.

### Returning Students

To re-enroll, ZCA students should:

- Satisfactorily complete the online re-enrollment process including the payment of required fees, submit Certificate of Immunization (DH680) and School Entrance Physical annually.
- Have satisfactory attitude, conduct and work habits and have shown academic progress from previous years at ZCA.
- Attendance and Tardy history will be considered for re-enrollment.
- Demonstrate a cooperative and willing spirit in the spiritual and academic dimensions of the school.
- Have updated court documents where applicable.
- Be current on all financial obligations to ZCA.
- Desire a Christian education.
- Have a family and/or student commitment to regular church attendance and personal spiritual growth. (Required for 6<sup>th</sup> 12<sup>th</sup> grade students)
- Support the philosophy, goals and mission of ZCA including but not limited to all school rules, requirements, regulations, zero tolerance and classroom rules.

## General Policies for All Students

- ZCA reserves the right to dismiss, with due process, any student (or family) whose doctrinal, moral or religious practices do not adhere to the School's Statement of Faith, and/or who jeopardizes the spiritual climate and spiritual well-being of others.
- The school reserves the right to dismiss, with due process, a student whose presence in the school is considered detrimental to the best interests of the student, himself or herself, or the safety and well-being of others or to the academic climate of the school. • Enrollment at ZCA is understood to be for the full year.
- A student must meet and maintain the academic standards of the school.
- • Final acceptance of students and grade level placement will be determined by the Administration upon review of Diagnostic Test Results, review of evaluations and academic recommendations from previous schools, and review of Pastoral Recommendations.
- Advancement to the next grade level is determined upon student meeting the subject mastery requirements and be on academic balance. High School students must meet the academic credit requirements and be on an academic balance.

## Advertising Non-School Related Activities or Awards

It is the policy of ZCA to not advertise any outside businesses, functions, promotions or productions (except through our athletic, yearbook or development office programs). This includes mail-outs and our monthly newsletter and weekly updates. Activities in which students are involved that are not sponsored by the school will also not be advertised or promoted in our publications. Students winning special outside awards or recognition may submit an article for inclusion in the newsletter. The articles may be included with the permission of the Administrator of the School, as space allows. Information for local Christian concerts or functions may be placed on community bulletin boards in the commons area or school hallways.

## Behavior Management Program

Parents are expected to support all school rules and regulations at all times, whether students are on campus or off campus. The staff desires to work with the parent to mentor and guide the student into a godly, happy, and productive adult.

All students need a safe place where they can be themselves, learn to know themselves and take important steps toward a positive life position. They need to learn that they are important, listened to and cared for; and in learning this, they are able to extend themselves in responsible and loving ways. A safe classroom atmosphere in which, with peer and teacher support, a student can relate more realistically, responsibly and constructively with the environment, nurturing healthy self-respect, should be one of our primary goals as educators.

Discipline is a process whereby the student progressively learns to develop habits of self-control and recognizes his/her own accountability to others and to God. The main objective of discipline in a Christian school is to help students learn to make wise choices, to face poor choices honestly and to see a pattern of consequences for the choices they make.

Resting Hallway for students that are over-stimulated.

## ZERO TOLERANCE POLICY

We are a Christian School without apology. The Bible is our Authority; God's Word is the Standard. Everyone sins and God's Grace should always be applied in love by believers. Everything cannot be allowed in the culture of a Christian School. However, everything can be dealt with in love even if it can't remain in our culture.

Attending this school is a privilege. We are here to provide high academics in a safe, structured, Christ-centered environment without the corrupt influence of the world. In order to maintain this standard, we have adopted a zero-tolerance policy.

Students that express belief in any god other than the One & Only Jesus Christ or express belief contrary to our Statement of Faith, which includes gender and marriage, in word, deed, gesture and/or appearance will not be permitted to continue their education at ZCA or be permitted to participate in functions hosted by ZCA

Students that are married, pregnant or that have fathered a child are not in the same place mentally or emotionally as a middle/high school student that is not experiencing those stages in life. Therefore, they will not be permitted to continue their education at ZCA or be permitted to participate in functions hosted by ZCA.

Students of this school are expected to refrain from talking about or engaging in smoking, vaping, drinking alcoholic beverages, violence, sexual misconduct, and using narcotics. Students who participate in and/or discuss such activities in or out of school are subject to expulsion. Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

Students that are not in harmony with ZCA's Standard of Conduct will be suspended and/or expelled and will not be allowed to participate in any school activities during the time of suspension or if expelled.

Any student observing questionable activities or overhearing conversations, which are contrary to the policy of this academy, should immediately discuss the matter with a supervisor in private. It has been said, "All it takes for evil to triumph is for good men to do nothing . . . to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17

This school is here to draw students and families closer to Christ. In all that we do, we should represent Him. By signing this, you (student and parent) agree to uphold this standard and understand that if you do not, you will be immediately expelled from school.

Driving privileges may be suspended if a student does not follow the school rules and regulations and/or if they do not conduct themselves in a safe, appropriate manner while on school campus or at school activities. If a student is suspended from school, they are not allowed on school campus. Students are not allowed to leave school before or during school without written permission from the parent/guardian and are not allowed to leave to get lunch for themselves and/or friends.

Students may be placed on academic probation if they are not performing to academic standard and may be retained if appropriate levels have not been attained for the school year. Academic Probation may affect their enrollment at ZCA.

Credits earned determine grade level and date of graduation.

Senior Graduation Requirements: The Senior fee is due by May 15<sup>th</sup>. All Seniors must meet the minimum standard for credits and testing to receive a diploma, based upon Florida School Standards and ZCA requirements. Students who have not completed the minimum requirements will not be allowed to participate in any Senior activities, will not be considered ZCA graduates, and will not receive their diploma until all work is completed and/or fees paid. Seniors may participate in graduation activities if they are in good standing and attending school at time of graduation.

## CARLINE PROCEDURES

In an effort to keep our children safe while expediting the arrival and departure process, we ask that you please abide by the following procedures:

- Pull into the drive of the school • Watch for children!
- Proceed slowly and carefully into the car line.
- • Make the first right turn, proceed to the indicated lane of the drive by following staff direction, safety cones or barricades that may be in place
- DO NOT cross the parking spaces or areas that are blocked off.
- Be considerate of other parents waiting in the carline.
- Pull up to the front of the school
- A staff member will call your child to the door
- Leaving a car unattended by the driver while in the carline is prohibited as it inconveniences other drivers and keeps other vehicles from exiting the campus
- Drivers may be asked to re-enter the carline if their riders are not ready for pick up and your cooperation is greatly appreciated: Please do not hold up others who are behind you
- Children should never be left in unattended cars
- Parents should not park in the carline and come into the school. Please park in the parking areas.
- Unattended cars should never be left running.
- No cell phone use while driving on campus for safety purposes
- Watch for children!

During After-School Carline, drivers must have a carline "name" in the front window of his or her vehicle. Any person without a carline "name" must park, come in and pick up your child. Please have picture identification with you. Custodial parents must authorize student pick up by non-custodial persons. It is the responsibility of the parents to explain the proper carline procedures to others who will be picking up their children in their absence and to notify the school of these changes.

Carline name cards and replacement cards are issued by the Office within 2 business days of request.

Students are dismissed at 2:15 p.m. and are expected to act appropriately and responsibly when exiting the campus or participating in extracurricular activities. All students should be picked up promptly at dismissal time unless they are participating in extra-curricular activities. Any students that remain on campus after school will be placed in supervised care at 3 p.m. and may be charged accordingly.

For the safety of our children at ZCA there is no cell phone use allowed while driving on the ZCA campus. This is not just a suggestion for "bad drivers;" this is for all drivers on our campus all the time.

Cooperation by everyone is imperative for the safe and expedient loading and unloading of children in the carline. Drop-off carline students need to be seated on the passenger side of the car for ease in unloading. Students should be ready to disembark with coats on and backpacks in their lap. Parents are expected to be cooperative at all times.

# COMMUNICATIONS

## Email

ZCA may communicate with parents via the Parent Portal through the Praxischool.com site, TADS or Educate Programs. This may replace memos, letters and other forms of paper sent to you. Families are responsible for supplying a current family e-mail address to the office. Parents will be provided the Parent Portal login information during the first week of school. The Parent Portal is the most efficient means of communicating with your child's teacher.

## Website

The school's website can be accessed at [www.zcawarriors.us](http://www.zcawarriors.us). As this is a very important source of communication between the school and families, it is recommended that you bookmark this page. The website contains the information that parents will typically need for their student(s), upcoming events, sports and other announcements, updated information, dates of meetings, and reports of the latest happenings.

Alerts are posted to notify parents of a change in schedules, games, meetings, or other important items as they occur. Please always check the website for the most up-to-date information before calling the school.

## COMPUTER USE POLICY

Zephyrhills Christian Academy provides access to computer resources for all students (6th grade and above), faculty and staff. These resources include: general office and productivity applications, educational applications as well as telecommunications. These resources are not considered a privilege but instead, a requirement, access to which entails responsibility.

Students will be supervised at all times while on the computer. All work performed by an individual while using the school's computing resources should be done with supervision.

ZCA provides various services for the user including but not limited to: data backup, printing, and limited internet access. Access to these services is granted and/or limited based on the user's role or academic need. Users should be aware that the use of these services are logged and is subject to administrative monitoring/review at any time.

All workstations are considered as shared workstations and expendable. For this reason, it is important that all work be saved on removal devices (flash drive, etc.)

If a user identifies a security problem on the ZCA area network, he/she is responsible for notifying the Office. Users should not demonstrate the problem to other users.

Users must respect others' privacy and intellectual property. Any traffic from this network that traverses another network is also subject to that network's Acceptable Use Policy (AUP). Users are responsible for citing sources and giving credit to authors during the research process. All communications and information accessible via the network should be assumed to be private property. Users will honor the legal rights of software producers, network providers, copyright, and license agreements.

Students are responsible for their behavior and communication over school networks. It is presumed that users will comply with school standards for behavior in both physical and virtual environments. Ultimately, the school administration will deem what is appropriate use, and their decision is final.

The administrators may deny access to resources at any time as required for maintenance or disciplinary action. ZCA makes no warranties of any kind, whether expressed or implied, for the services it provides. ZCA will not be responsible for any damage suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the school's own negligence or the user's errors or omissions.

### Using the School's internal network

- Changing, moving or otherwise tampering with computer hardware, software or connection is forbidden.
- Students are allowed access into only those network areas for which they are authorized.
- The school network is for schoolwork only.
- The school network cannot be used outside of school hours without permission.
- Software may not be copied to or from the school network.
- Passwords are confidential. Trying to figure out someone's password is viewed in the same manner as going into someone's files without permission.

### Using The Internet

- Students will use the internet for various research projects as directed by the school faculty or administration.
- Internet use is restricted to school hours.
- A teacher must be present to monitor all internet use.
- All information gathered from the internet should be treated as if it were copyright protected. • Personal information (address, phone number, passwords, etc) should never be given out over the internet.
- All efforts are made to filter the internet at school for student safety. Even so, occasionally, objectionable materials may get past our filters. Should this happen students should immediately report this to the teacher in attendance.
- Downloads from the internet should not be made without a teacher's permission.
- Using electronic mail at school is not allowed unless directed by a teacher.
- Circumventing the ZCA Network to view sites blocked by the ZCA web content filtering software is forbidden and is cause for disciplinary action.

### General Computer Use

- Students are not allowed to load any software onto school computers without school clearance.
- Students using any computer must have adult supervision at all times.
- Any infringement of those guidelines should be reported to school authorities. Students who fail to do so will be viewed as accomplices.
- The creation or spread of computer viruses is illegal and unethical.
- Photos of students are often incorporated into school documents and school-related presentations. All reasonable care will be taken to consider the safety of each child in these publications.

## CURRICULUM POLICIES

ZCA uses the Accelerated Christian Education Program as its core curriculum. The A.C.E. Curriculum is biblically and masterly based and presents the truth of God's creation in an academically sound and morally appropriate manner. It is the responsibility of the teacher, under the supervision of the administration, to be accountable for the integration and correlation of biblical truth and the evaluation of ideas and concepts with God's Word on a daily basis in the classroom.

All textbooks and workbooks (Paces) are the property of the school. If a student withdraws or is dismissed from the school, he/she is required to return all textbooks, Paces, Resource Books, and library books. Literature not returned will be charged to the parent at current rate of replacement value.

Students should not have Score Keys in their possession without the permission of their teacher. Students should never have test keys in their possession. It is a serious offense to have Score Keys or Test Keys in their possession and may be grounds for suspension and/or dismissal.

## DIRECTED STUDIES

All schools, public and private, are filled with students having different learning needs. Statistically, approximately thirty percent of the students in any student body possess some processing weakness, which impacts their academic performance. A smaller percentage of the students have learning difficulties, which are significant enough to keep them from working to their potential. These students also suffer from anxiety, low self-concept, and in some cases they fail. ZCA is no exception.

The purpose of the Directed Studies Program is to provide intervention through educational therapy, tutoring and mentoring for students with diagnosed learning needs which will allow them to work to their potential in the classroom, without sacrificing the quality of education he/she receives.

A student's records (previous school's evaluations, IEP's, 504 Plans, etc.) will be reviewed to determine what services a student may require.

In educational therapy, the student's diagnosed weaknesses will be directly addressed. Deficit stimulation is an effective tool for helping students become independent learners. Tutoring is designed to address gaps in achievement in subject areas such as reading, math and language. Mentoring is a program of accountability and instruction designed primarily for secondary students to teach them effective organization and management skills.

It is our belief that God created each student with specific gifts, strengths and weaknesses for a specific purpose. The teachers and tutors at ZCA will work closely with parents and teachers to train each child to know God and His specific plan for his life and to develop the skills and attitudes needed to be an independent learner.

## DONATIONS

Since its founding in 1999, Zephyrhills Christian Academy has relied on the generosity of its parents, friends and alumni to help build the campus, support the faculty, and provide the programs that make this a great school. Tuition and fees currently make up the annual budget. Each school year, family, friends, faculty and staff are asked to contribute to school sponsored fundraising. These funds along with other gifts and contributions are very important to our school, often allowing ZCA to provide extra educational and extracurricular opportunities for our students.

A gift can be made at any time and ZCA especially appreciates unrestricted gifts, which can be applied where the need is greatest. However, we will consider restricted gifts when the donor wants to help our school in a specific area if it is supported by the school's mission and the alignment of school priorities. See the ZCA website for more information on opportunities to support the mission and priorities of Zephyrhills Christian Academy.

ZCA is recognized by the Internal Revenue Service as a 501 (c)(3) non-profit organization; donations of cash and cash-like property, such as publicly traded stocks, are generally tax deductible to the donor. In keeping with IRS stipulations, ZCA will acknowledge each cash or cash-like gift with an acknowledgement of receipt.

Zephyrhills Christian Academy is able to receive non-monetary "gifts-in-kind", including art, books, equipment, software and other classroom school supplies, especially when you are able to work with ZCA to meet a specific school need. Gifts-in-kind are generally tax deductible to the donors, although it is the responsibility of the donor to substantiate the value of the gift to the IRS. For additional information, please contact your tax advisor. All donations should be determined to be a deduction by your tax advisor. Some suggested donations: pencils, erasers, crayons, paper, wire bound books, tissues, antibacterial hand soap, etc.

Zephyrhills Christian Academy accepts donations towards scholarships for families who are in need. These donations must be made through the office.

To ensure accountability and accuracy, all gifts should be processed by the ZCA Office. Please contact the office if you have any questions regarding donations to Zephyrhills Christian Academy.

## EMERGENCY DRILLS

Fire, natural disaster, bomb threat, and lock down drills will be held regularly during the school year.

Instructions will be given at the beginning of the school year and will also be posted in each room. Students should recognize the seriousness of the drill and refrain from disorderly behavior.

In case an emergency occurs during a regular school day, students will be released only to their parents or those listed on the authorized pickup list. Photo identification will be required if someone is not known to school personnel.

It is impossible in a time of emergency to verify telephone requests or a parent's written consent given to a friend, neighbor, or relative to pick up a student. School personnel cannot undertake the responsibility for releasing students to any adult other than parents or those listed on the authorized pick-up list. Please have a planned procedure established. If you are out of town, notify the office in writing stating who is authorized to act in your place. The fact that parents will know where their children are, that they are under supervision, and that precautions for their safety are being observed, should help to prevent panic and confusion.

Activation of the fire alarm or security alarm will immediately notify the authorities. Careless or malicious initiating of a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building. Deliberate offenses will be handled with the utmost severity. The student and their family will become financially responsible for fees resulting from a false alarm as well as subjection to possible disciplinary action, which may include expulsion.

# FINANCIAL POLICIES

## Tuition Payment Plan Schedule

Tuition payments are to be made on the TADS site or in the Office with cash, checks, money orders, debit, or credit cards on or before the first day of each month.

## Tuition Discount

Discounts on tuition are available in some situations and are considered on an individual first-come basis:

- Pastoral Discounts — available to ordained full-time ministers whose primary occupation is, and majority of income is derived from ministering the Gospel of Jesus Christ.
- Single Parent Discount
- Need-based Financial Aid — awarded based on the financial need of the family and funds availability.

ZCA accepts the Family Empowerment Scholarship-EO, the Family Empowerment-UA, the Step Up for Students Scholarship-FTC and the AAA Scholarship. The scholarship funds are applied to diagnostic testing fees, core curriculum, comprehensive fees, activity fees, special needs and tuition, respectively as stated in the Financial Agreement. Any fees that are not covered through the scholarship funding are due and payable based upon an established payment plan.

## Late Payment

When payments are not received on a timely basis, as agreed by the family, late fees are assessed, it is ZCA's policy that late fees are not waived; please do not ask us to waive late fees. If payment is not received on time a late fee will be charged to your TADS account.

Students attending on scholarship must abide by the Scholarship Contract and Financial Agreement and late fees will be waived on the scholarship payments.

## Payment Application

When a family makes a payment to ZCA, the payment is applied to the oldest receivable first, and then to succeeding receivables.

## Returned Check Fee

A \$50.00 fee will be assessed on all returned checks on the TADS site.

## Post-dated Checks

Zephyrhills Christian Academy cannot accept post-dated checks as timely payments on account.

## Financial Aid Policy

Tuition assistance is available to families with genuine financial need. Assistance is provided in the form of a discount on tuition only; no assistance is provided for TADS Application Fees, Registration Fees, Diagnostic Testing Fees, Comprehensive Fees, Activity Fees, or Curriculum Fees. While it is our hope that financial need would not prevent a child's enrollment at ZCA, the availability of financial aid varies from year to year, depending on funding and budget constraints and the number of families applying for aid. Parents that need financial aid are encouraged to notify the office as soon as possible.

The school accepts the Family Empowerment-UA Scholarship, the Step Up for Students Scholarship FTC, the Family Empowerment-EO Scholarship, and the AAA Scholarship. Families must meet the guidelines set by the scholarship program to qualify. The school has no input into the qualification process. All requirements of the scholarship must be maintained throughout the school year to continue receiving scholarship funds including but not limited to attendance requirements. All Scholarship families must sign the Scholarship Contract and Financial Agreement with the school at the beginning of each school year. The scholarship will remain in effect as long as the families continue to meet the requirements of the scholarship and financial agreement. If a student is disqualified from the scholarship program, the family will be required to meet the normal tuition and fee requirements for the student to remain at ZCA as stated in the Financial Agreement.

Scholarship funds are applied first to fees then to tuition as stated in the Scholarship Contract and Financial Agreement.

## Balances Owed

It is always our hope that each family is able to faithfully honor all financial obligations to our school. In the event that does not happen, however, Zephyrhills Christian Academy still has to meet its financial obligations to those that provide services to our school. Please be good stewards over obligations so that we may also be good stewards.

Statements will be emailed to the email provided 10-days prior to the payment due date and the outstanding balance. It is the responsibility of the student's family to immediately clear up any balance that appears on the statement; if this is not done, the family will be subject to the ZCA policies regarding late payments. Late fees can add up quickly, so please communicate with the Office immediately if you have a question about your account.

ZCA will follow the scholarship payment schedule.

The Director of Finance or Administrator must approve any special arrangements for unusual circumstances. Please contact the Office if there is a problem. We strongly encourage the Christian principle of open and honest communications when working to resolve issues. ZCA will make every reasonable effort to provide solutions should a financial challenge arise, but without timely, open, and regular communication, such solutions may not be available.

## Communication with the Office

At ZCA, we make every effort to operate in an efficient and effective manner, including in how we steward our human resources. As such, we require each family to provide the Office with a current family email address and contact phone numbers so that invoices, statements, and other notices and messages can be delivered in a timely and efficient manner. It is the responsibility of each family to keep the Office informed should there be any changes in contact information; please send all changes to [office@zcawarriors.org](mailto:office@zcawarriors.org) and update the TADS system.

## HEALTH SERVICES

Students exhibiting symptoms of vomiting, diarrhea, or fever of 100 degrees or higher while at home should not be sent to school until symptom free (without aid of medication) for 24 hours.

### Immunization Forms

Every student must have an up-to-date Florida Certificate of Immunization (Form DH680) record on file in the school office signed by a responsible health source at time of enrollment. A child transferring into school has 30 days to submit a Florida Certificate of Immunization on the proper Health Record Form (Form DH680). Students who do not have the required immunizations will not be allowed in the classroom until such documentation is received.

### Religious Exemption

Zephyrhills Christian Academy (ZCA) supports the health and well-being of all students and adheres to state laws regarding immunization requirements for school attendance. However, as a Christian school that respects the sincerely held religious beliefs of our families, ZCA permits religious exemptions to immunizations in accordance with applicable state regulations.

### School Entrance Physical

Every student must have a School Entrance Physical each year of enrollment. The physical must be submitted to the school office before a child will be allowed to attend class. Students in 6<sup>th</sup> grade must have a scoliosis screening indicated on the school physical.

## Administration of Medication

Medication includes both over-the-counter drugs such as Acetaminophen, Ibuprofen and cough/cold medication as well as prescription medication. All medications are required to be kept in the Office and administered by the designated school employee. Students are not allowed to carry medication on their person during the school day. Consideration may be given only after consultation with the Administrators in extreme situations and documentation signed by the student's doctor must be submitted for review. Any student disregarding these policies will be subject to immediate disciplinary consequences.

All prescription medications should be brought to the office by the parent in the original prescription labeled container with a signed Parental Request to Administer Medication Form along with doctors' orders on how to administer the medication in written form and signed by the Doctor on the prescription label. Any over-the-counter medications that students might require must have a doctor's authorization and instructions including dosage and the medication must be in the original labeled container with a Parental Request to Administer Medication Form.

No medication will be administered with verbal authorization.

Parents may come to the school to administer medications.

## Well Child Policy

ZCA is dedicated to providing consistent, quality education and care to all children by maintaining a sanitary, healthy environment. We strive to maintain wellness throughout ZCA through the prevention of airborne viruses and the spread of communicable diseases and illness by:

- Sanitizing toys and surfaces
- Contacting parents early for sick child pick-up
- Isolating contagious children in the office

ZCA expects parents to respond in a timely manner to the school's concerns and reports, and to follow the Well Child Policy guidelines regarding their child's departure from and return to the school. As parents, we understand that you also expect the facility will be properly cleaned and for the staff to use "best health practices" to prevent the spread of illnesses.

Students should not be sent to school with a fever. If a child has a fever of 100 degree or lower, a call will be placed to the parent(s). However, if the temperature of a child is in excess of 100 degrees, the parent(s) will be notified of the need to come pick the child up from school. The temperature will be determined by the use of sanitary thermometers kept in the office of the school. The child will be checked if a temperature is thought to have occurred and monitored thereafter for improvement.

If a child is congested with a head cold (i.e., clear mucus, no fever), we will administer medicine as outlined above to maintain the child's comfort. (See Administration of Medications above) However, if the child appears to have an infection (i.e., green mucus) or is having respiratory problems, the parent(s) will be notified of the need to come pick the child up from school for medical attention.

If a child has an excessive number of bowel moments, we will call the parent(s) after the second occurrence of diarrhea. If the child continues to experience diarrhea, or after the third time, the parent(s) will be notified to come pick the child up from school. Children are most contagious early in these episodes and we appreciate parents' urgent and timely response.

If a child is vomiting (other than eating related) the parent(s) will be called upon the first session. If the child continues to vomit or after the second time the parent(s) will be notified to come pick the child up from school.

If a child appears to be excessively fussy and/or are lethargic (i.e., loss of energy and enthusiasm, abnormal behaviors or interactions), we will call the parent(s) to notify them of our concern. If the child continues to be abnormally uncomfortable and lethargic based on the staff's judgment of the child's well-being, the parent(s) will be notified to come pick the child up from school.

## Illnesses

Students should not be sent to school with a fever. A child should be "fever free" for 24 hours, without medication, before returning to school. If a child contracts a contagious disease, the parent should notify the school immediately so information related to the illness may (or may not be) communicated to other parents and the facilities can be appropriately sanitized. A child's name will not be disclosed in any communication regarding contagious disease.

Students should not be sent to school with a rash. Students are not allowed in class with an undiagnosed rash. If your child has a rash, please keep them home until they are "symptom free" for 24 hours, without medication, before returning to school. Students may return to the classroom upon receipt of a doctor's diagnosis that states they are not contagious.

Students should not be sent to school with COVID-like symptoms. Students are not allowed in class with an undiagnosed illness. If your child has symptoms, please keep them home until they are "Symptom free" for 24 hours, without medication, before returning to school. Students may return to the classroom upon receipt of a doctor's diagnosis that states they are not contagious.

## Infectious Conjunctivitis (Pink Eye)

Pink Eye is usually caused by either bacteria or viruses. All types of infectious conjunctivitis are contagious and can spread from eye to eye and to other children. If a child has any discoloration of the eye (pink or red), discharge or drainage from the eye(s), the parent(s) will be notified to come pick the child up from school. Students may return to the classroom upon receipt of a doctor's diagnosis that states they are not contagious.

## Head Lice

A child dismissed from school due to head lice infestation may not be readmitted to class until they have been treated and are examined by a designated staff member and determined to be "nit free". Students may be examined by a physician or health department and when accompanied by a written report from the examiner stating the student has been treated, is "nit free" AND may be re-admitted to school may be considered, after examination by a designated staff member will be allowed to return to class.

## Return Policy after an Illness

A child may return to school when he/she is symptom-free, medicated for twenty-four (24) hours with antibiotics, and/or with a medical doctor's authorization. In an effort to provide flexibility to our working parents, we request and assume that all parents will do what is in the best interest of the child.

A child diagnosed with a communicable disease must have a written medical statement from the treating physician or Health Department, clearing the student for re-admittance. This statement must be shown to the Office personnel prior to reporting to class on the day the student returns to school.

Students exhibiting symptoms of vomiting, diarrhea, or fever of 100 degrees or higher while at home should not return to school until symptom free (without aid of medication) for 24 hours.

## INCLEMENT WEATHER

When classes must be canceled due to inclement weather, student notification will be provided through the local radio and TV stations and our ZCA website ([www.zcawarriors.us](http://www.zcawarriors.us)) as early as possible. Teachers and staff will be notified through the use of the phone chain. ZCA will, in most cases, follow the decision of Pasco County Public School authorities for school closings.

In the event of Hurricane Days or any other time that needs to be made up, the holiday time off may be adjusted to ensure the proper number of days of school attendance is met.

## CONTACT INFORMATION CHANGES AND UPDATES

It is of the utmost importance that student contact information be kept up to date. Any change of address, telephone number, emergency contact name or phone number, e-mail address, or other pertinent information (change in physician's phone number, student allergies, etc.) must be promptly made by requesting an update form from the office and update on the TADS site. Any change in pick up information must be submitted to the office using the update form and updated on the TADS site. Any change in custody must be communicated to the office and accompanied by court appointed documents.

## MONEY SENT TO SCHOOL

When sending money to school, please send exact change in an envelope with your child's name on it and the purpose of the money (lunch money, snack money, field trip, book orders, etc.). Please try to avoid sending large sums of cash. The cash office does not have large amounts of cash to break down large bills i.e.: \$50's and \$100's. If parents are paying tuition in cash, they are encouraged to personally bring the money directly to the Office and wait for a receipt.

## PERSONAL PROPERTY

All personal belongings should be labeled and clearly marked with the student's name. This includes such items as jackets, sweaters, lunch boxes, gym shoes, raincoats, sweaters, etc.

Students are not allowed to bring skateboards, skate sneakers or wheelies, laser pens, toys, electronic games, materials or clothing that promote a non-Christian message, or any other questionable material on school property, to school activities, or on field trips. Questionable or objectionable reading material or pictures are also prohibited. Students should not bring expensive equipment, clothing or large amounts of cash to school. The school does not assume liability for any lost, stolen or damaged personal property.

Students may only use cell phones and other electronic devices after school. All cell phones and electronic devices must be turned into the class teacher in the morning and may be picked up after school. If they are not turned in voluntarily, they will be confiscated, and the parent must come to retrieve the devices. In case of emergency, parents may contact their students through the school office.

## LOST AND FOUND

Please be sure your student's name is on all of his/her personal belongings including clothing. Lost and found articles will be in a designated area in the Lost and Found Box. Periodically, the lost and found items will be gone through and items with no name or not claimed may be donated to a student who is in need.

## LOST OR DAMAGED BOOKS/PROPERTY

Curriculum Books, Library Books, Resource Books, etc. are the property of the school. Students are required to pay for any lost or damaged books at the current replacement value.

Paces which are lost or damaged beyond use will need to be replaced at the expense of the parent/guardian. The teacher will notify the parent/guardian via the Repeat Pace Notice which will indicate the current charge. This replacement fee will be billed through the TADS system and must be paid on or before the due date.

Parents are responsible for the cost of replacing or repairing school property damaged by their child(ren). This includes classroom and library items, furniture, curriculum books, playground equipment, P.E. equipment, sports equipment, vandalism of school property, etc.

Under no circumstances will the administration tolerate any type of student pranks on campus. This is applicable to all property, buildings, and furnishings, etc. of ZCA, as well as the property of faculty, staff, and other students.

## Media Center

- Goals

To serve as a center for research for students and staff

To cultivate a love of reading

To introduce students to good literature and authors

To integrate library skills into the classroom curriculum to support the curriculum and to provide staff resources

- Hours

The ZCA Media Center is located in the library and is open from 9:00 a. m. until 2:00 p. m. to serve students in grade 2 through 12 and staff.

### Literature Check-out Policy.

Students are allowed to check out two books for up to two weeks. Books may be renewed by visiting the office. Students with overdue books may not check out additional books until they have returned or paid for lost materials.

Overdue books will be assessed \$.05 per day the book is out past the due date. Lost books must be paid for and will be billed on the family statement. Charges will be assessed when books are one month overdue for the total cost of the book. Overdue book fees must be paid before the student is allowed to check out additional library books.

Students are also responsible for the care of library books checked out to them. Any damages will be assessed and billed accordingly.

## OFF-CAMPUS TRIPS

### Field Trips

Field trips are valuable aids for learning, and attendance is required due to their educational purpose. In case of compelling circumstances, the Administrator may excuse a student. Students are expected to meet Personal Appearance Standards on field trips and submit a completed, signed permissions slip to the teacher prior to the field trip. All fees must be paid to the teacher as required.

Permissions slips will be required for each field trip and are required to be completed in its entirety so we may be able to care for your child in case of emergency. If we do not have a completed, signed permission slip, your child will not be able to participate in the field trip. They will be assigned classroom work to do at school. Verbal permissions are not allowed since we will not have current medical and contact information. Permissions slips may be faxed to the school office if completed in its entirety and signed by the parent/guardian.

Students should not bring large sums of cash or expensive cameras, devices, games, etc. on field trips. The school does not assume liability for any lost, stolen or damaged personal property.

All chaperones must be authorized in advance prior to attending a school-sponsored trip. They must have a current background check and must be fingerprinted via LiveScan at the volunteer's expense and then must be approved by the Administrator prior to the event. Chaperones should not bring additional children or siblings when attending a field trip.

Transportation to and from will be via ZCA approved transportation. Parents may transport only their own children. Students will be transported by pre-screened staff or volunteers. A copy of the Driver's License and DVM Report is required.

## POLICY FOR REPORTING SUSPECTED CHILD ABUSE

Zephyrhills Christian Academy is obligated by Florida law and for the protection of your child to report the reasonable suspicion of abuse. All staff at ZCA is trained in Standards of Ethical Conduct and Reporting of Misconduct including suspected Child Abuse, Abandonment or Neglect. When a teacher suspects abuse, abandonment or neglect, the issue is initially reported to and discussed with the Administrator and the appropriate action will be taken. Any suspected incidents of child abuse must be reported to the necessary authorities.

### Liability Protections

Any person, official or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action (F. S. 39.203)

## Resolving Misunderstandings By The Principle Of Matthew 18

Matthew 18 Principle of Love, Correction and Good Communication:

### Matthew 18:15-16

"Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. "

### Solving Interpersonal Problems

The Scriptures have a definite pattern to follow in the area of solving interpersonal problems. If a problem arises between a parent and teacher, parent and administrator, or parent and parent, it needs to be dealt with quickly and prayerfully with love, patience and forgiveness. Open communication and Christ-like relationships are two keys to developing a school that is positive, mature, and glorifying to God. This is the Matthew 18 Principle. It is the desire of Zephyrhills Christian Academy to maintain a good relationship with families through fair and considerate dealings.

Certain lines of authority are then delineated:

- Classroom problems should be handled primarily between parent and teacher or coach in a prayerful and discreet manner. If either party does not receive satisfaction, the next step should involve both parties and their supervisor. In the event this step is unsuccessful, contact with the Administrator is acceptable and fair.
- Problems with school policy or procedure should be taken up with the appropriate supervisor. If no solution is found, then all parties should bring the matter to the Administrator for consideration.
- Parent-to-parent problems should be solved amicably between the people involved, without the involvement of teachers, administration or other parents.
- If, as a parent, you find fault with a teacher, administrator, or another parent, please prayerfully consider how to deal with the situation. It is all too easy to fall prey to temptation and begin "gossip sessions" with others instead of dealing with the problem in the correct manner. This starts rumors and, instead of solving the problem, compounds it.

## SCHOOL STORE

The school store is your one-stop-shop for ZCA Warriors spirit wear and logoed uniforms. The school store is operated by designated personnel, please contact the office.

Online School Store: [1stplacespiritwear.com](http://1stplacespiritwear.com) and is available year-round. Once you login to the site you will choose the school's name.

# SCRIPTURE POLICY

## Monthly Scripture

Monthly Scripture for the year and general information regarding recital are posted on the ZCA website at [www.zcawarriors.us](http://www.zcawarriors.us). Students are required to recite the monthly scripture in the King James Version to their teacher by the end of the month. Students receive the scripture reference in class on the first day of the month and are required to recite this by memory to their teacher by the last day of the month that school is in session or by the date the teacher designates.

Students have ample time to work on this assignment on a daily basis during school. Students are encouraged to take this assignment home and work on their memory verses and say these to the teacher as early in the month as possible.

Remember, we are a Christian school and "hiding God's Word in our heart" is essential for spiritual growth.

## Scripture Not Recited on Time

If the monthly scripture is not said by the last day of the month that school is in session or by the date the teacher designates, the following actions will be taken.

Students Lose Their Year End Field Trip Privilege.

In the event the student has an excused absence the student is required to recite the scripture on the first day back to school. (See Scripture & Make-Up Work for Excused Absences.)

## STUDENT DIGNITY POLICY

Zephyrhills Christian Academy intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristics or disability, robs the person of dignity and is not permitted.

### Teacher/Student

All student contact and communications must be handled in a professional and ethical manner to uphold an open means for communication and understanding. A teacher/student relationship which will allow for open communications is essential in the development of a child's education.

### Bullying or Harassment Policy

Zephyrhills Christian Academy does not condone or allow bullying or harassment of others, whether engaged in by students, employees or other family members who may be present. Any student who believes he or she has been subjected to bullying or harassment should report the incident, immediately, to a teacher, counselor or administrator. Each report will be given serious consideration and investigated thoroughly. Appropriate actions will be taken to eliminate such harassment.

Reports will be submitted to the Administrator of the school, to the Administration Office or to your immediate supervisor for the safety of the student as stated in FL Statutes Chapter 39 (Proceedings relating to children) and FL Statue Chapter 768 (Negligence). These statutes cover immunity from liability from such reports. It is required that all staff and administration complete training on these standards annually. Staff will sign a statement of acknowledgement and will be provided with information to retain in their personnel handbook.

All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

Please contact the Administrative Office or the Administrator of the school at any time for assistance in filing a concern and/or completing the necessary forms.

## STUDENT ATTENDANCE AT AFTER SCHOOL EVENTS

ZCA students are encouraged to participate and attend after-school events such as athletic events, and other events associated with the school.

For issues of safety and personal responsibility:

K4 — Fifth Grade students are to remain with their parents at these events.

Sixth — Twelfth Grades students are to remain physically present at the event and are not to wander the campus.

## DRIVING STUDENTS

- Students who drive to school must register their cars with the school office.
- All cars must be parked correctly in the parking areas.
- Students driving inappropriately on school property will lose their driving privilege.
- • After arrival on campus, cars may not be driven off campus until the student is officially checked out and leaving for the day or at the end of school.
- The speed limit should be at a safe limit for the safety of everyone on school property.
- No cell phones may be used while driving on campus.
- Students are not permitted to go to any cars during school hours unless they receive permission from their teacher and the school office is notified.
- Driving students must leave campus at the end of the school day unless involved in after school events (scheduled programs, sports, dramas, etc)
- No writing, pictures or symbols shall be displayed on any cars that promote a philosophy contrary to the philosophy of ZCA
- While on campus, music should remain at a considerate level.
- Consequences for not following the driving students' policies may result in revocation of driving privileges.

### Loss of Driving Privilege

Florida Statute 1003.26: The Florida Legislature has enacted F.S. 322.091 (1), which provides that minors (ages 14-18) satisfy school attendance requirements in order to apply for or maintain their driving privileges. The Administrator or designee will notify DHSMV of those students who accumulate 15 unexcused absences during a semester, along with their dates of birth, sex, and social security numbers for the purpose of maintaining the right to drive. If a student's name is sent to the DHSMV for lack of attendance, the student is in danger of having the current privilege to drive suspended, or for students who are under age 16, having their application for licensure denied.

## TELEPHONE MESSAGES

Calling your child at school should be reserved for emergencies or matters of extreme importance; however, a message can be communicated to your child by leaving it with the office and it will be delivered to the teacher to be passed to the student.

Students should not be instructed by the parents to call home if they pass a test. As we have a limited number of phone lines, please remember the phones are for emergencies only.

### Cell Phones

Students are not to use cell phones during school hours. They must be turned in to the teacher and may be retrieved after school, thus preventing the temptation to use them. Confiscated phones will not be returned to the student; parents must pick them up.

## TUTORING & EXTRA HELP

All teachers will make every reasonable effort to assist students when they encounter academic difficulties with daily classroom assignments. Students are instructed on how to receive help in the classroom. The teacher will spend one-on-one time with your child as the need arises and as they are made aware of a need. It is the student's responsibility to ask for help when needed.

### After School Tutors

After school tutors are available. Please contact your child's teacher directly or Mrs. Dionna Smith (principal) if you are in search of an after-school tutor for your child. After school tutors will be paid by the hour by the parent responsible of the child being tutored. Rates may vary based on the teacher. After school tutoring hours are from 3:00 p.m. – 4:30 p.m.

## VISITATION SECURITY

For the safety of our students and staff, Parents and visitors are not permitted to enter the school prior to signing in at the office of the school. In the interest of student safety and security, entry into the school after 8:00 a. m. each day will be through the central front door. All doors will remain locked from the outside.

Parents should not visit their child's classroom after school starts (8:00am). Items to be delivered to a student should be brought to the office instead of taking it directly to the classroom, unless prior arrangements have been made with the classroom teacher.

### Parents Visitation

Arrangements to visit the school and classrooms must be made through the Principal's office. Parents are welcome to have lunch with their student (please notice any space constraints in the lunch area) and must sign in with the school office.

### Prospective Students Visitation

Prospective students visiting the school must receive prior approval and schedule the visit in advance by calling the office. All student visitors will remain with their assigned ZCA peer/student or teacher at all times. Arrangements to visit the school may not be made through the classroom teacher.

## WITHDRAWAL PROCESS

If, due to unforeseen circumstances, you find that you must withdraw your child from ZCA, please adhere to the following steps:

To withdraw during the school year

- When possible, at least thirty (30) days before the student's last day of school, contact the Office. The withdrawal process does not begin until you contact the office. The Withdrawal Form will be used to make preparations for your child's departure and to notify students on the waiting list so they may enroll.
- On your child's last day in school:
- The student should return all textbooks, Paces, Resource Books, library books, sports uniforms, etc. to the office and to have the Withdrawal Form completed.
  - • The parent should come to the office at the end of the day and clear any outstanding balance on your child's account. (This may include: tuition, curriculum fees, repeat pace fees, sports fees, etc.)

Your child is not officially withdrawn from ZCA until a Withdrawal Form is completed and signed and/or a Request for Record form has been received by the office. All library books, text books and financial accounts are required to be cleared.

If your child is completing the current year, but is not registered for the following year, no Withdrawal Form is needed.

It is the parents' responsibility to clear all financial accounts with Office at the end of the current year.

# SECTION III

## ACADEMIC INFORMATION

# ATTENDANCE

## Attendance Policy

All students are expected to be in their class on time every day. School starts at 8:00 a. m. If a child is late they will be admitted to the school through the main entrance to be admitted to class. The teacher will take attendance at the beginning of the class and students not in their seats will be marked tardy or absent.

School attendance and active participation in class are extremely important to learning, success, maintaining academic balance and making good grades. Students must attend school on a regular basis. The procedure for reporting an absence is outlined in the section titled "To Report An Absence".

After students arrive on school property, they may not leave school property until the proper dismissal time unless they have signed out and received a dismissal pass from the teacher and office. A note from the parent is required for early dismissal. Verbal dismissal may be considered by the school office if the staff member knows the parent.

Students that are 18 years of age and wish to sign themselves out must have court documents on file with the school office stating that they are emancipated and no longer living at home.

Students who are on scholarship must abide by scholarship attendance guidelines. Any exceptions must be approved in writing by the scholarship program.

\* \* \* \* \*Zephyrhills Christian Academy Attendance Policy Revision 7/6/2023

Unexcused absences-Seven (7) days per semester. After missing seven (7) days the student will be placed on probation for the remainder of the semester. If the student is written up three (3) times during the probation period for attendance violations, the student will be released from Zephyrhills Christian Academy. Write ups come from the homeroom teacher to administration to make the final decision. Appeals for dismissal will go before the School Board. Only one appeal per school year per student will be heard. Unexcused absences reset at the end of every semester.

## Absences and Academic Responsibilities

An excused absence is defined as a personal illness (documented by parent explanation or doctor's note), doctor or dental appointments (documented by note from the doctor), serious illness or death in the immediate family, or court appearance. Please note: All of the above absences, even though excused, will count towards the total absences. All other absences will be considered unexcused.

The following are acceptable reasons for a student's absences and will be documented accordingly upon a note from the parent/guardian:

- Illness of student. If a child sees a doctor for the illness, please submit a doctor 's note so that it does not count against loss of privilege.
- Major illness in the immediate family of the student (immediate family is determined as parents, siblings, grandparents, aunts, uncles, legal guardians, or members of one's household). Please send in a doctor 's note documenting the illness so that it will not count towards loss of privilege.
- Death in the immediate family of the student
- Religious holiday of the student's faith
- Religious institutes,
- . conferences or workshops, provided that the Administrator approves the absence in advance.
- Absences for trips or other parental requests as judged appropriate for the student by the Administrator, provided that the requests are made in advance.
- Subpoena or forced absence by any law enforcement agency, provided that the student is not under immediate suspension from school. A copy of the subpoena or court summons must be presented to the Administrator so that the absence will not count towards loss of privilege

For purposes of attendance, school-related activities would not be counted as absences from class (such as Student Convention, Sports Tournaments, etc).

## To Report an Absence

Parents should call the school office the morning of the absence to notify the school of a student's absence and the reason for the absence and send the appropriate note on the first day of a student's return to school. The school shall require written explanations from parents/guardians when students are absent for it to be an excused absence. Types of appropriate notes include parent notes, doctor notes, or court paperwork.

Parent notes regarding absences will be marked as excused; however, they WILL count towards loss of privilege. In order for an absence to not count towards loss of privilege, please follow the following rules of thumb:

- If a child sees a doctor for the illness, please submit a doctor's note so that it does not count against loss of privilege.
- If a family member is ill, please send in a doctor's note documenting the illness of the family member so that it will not count against loss of privilege. • If a student must attend court, please submit the subpoena or court documentation regarding the absence so that it will not count against loss of privilege.

All other absences from school shall be considered unexcused. Failure to provide requested documentation in a timely manner will result in unexcused absences.

All absences (excused and unexcused) will be considered for the purpose of scholarship reporting.

## Required Notification for Extended Absences

Because of the importance of maintaining the integrity of the academic day, parents must submit a Planned Absence Form for approval to the Administrator prior to the date(s) in question for any time of absence. The teacher may assign work to keep the student on academic balance.

## Loss of Privilege

If a student exceeds five (5) unexcused absences within a calendar month, or seven (7) unexcused absences within a semester, the student may lose the privilege of participating in extracurricular activities open to "only" students. These may include but are not limited to field trips, dances, special events, club activities, and participation in athletics (practices and games), until the end of the following grading period/quarter. In addition, a student who drives on campus will have that privilege revoked until the end of the following grading period/quarter. If this occurs during the fourth quarter of the school year, the privileges will be lost for the first quarter of the following school year. The Administrator may review extenuating circumstances brought forth by the parent/guardian. The Administrator's decision is final.

### Scripture & Make-Up Work for Excused Absences

Only excused absences guarantee students the right to make up work assigned and say the Scripture at full credit. The student is responsible for asking the teacher for any required assignments or Scripture that may have been due on the day(s) of the excused absence. Work due to be turned in on the day of the excused absence must be turned in upon returning to school and will be given full credit.

Annual Standardized Tests cannot be made up. Partially completed tests will not receive full grading results and will be reflected as "Did Not Attempt".

The Administrator shall have the authority to modify these conditions with a confirmed hardship. The Administrator's decision is final.

## Tardiness

It must be understood that punctuality is important to the effective management of any institution. It is also important for the individual to develop the habit of being punctual for this will surely carry over into the time when the student enters the work force.

Tardiness to school presents barriers to successful achievement and does not promote punctuality. School starts promptly at 8:00 a.m., students are encouraged to be on time every day. Tardy problems, we feel, can only be solved with the cooperation of parents. Our plan emphasizes this cooperation and support.

\* \*Continued abuse of school attendance/tardy regulations may result in dismissal.

All tardies are unexcused unless the student brings in a written and signed note from his/her parent at the day/time of tardy with the appropriate reason indicated. Tardy notes will not be accepted at a later date. Recording of all absences and tardiness are handled by the teacher and will be reflected on the report card.

If students arrive from a doctor's appointment or any other extenuating situation, they must check in through the classroom. Please bring a written doctor's note.

Excessive tardiness may cause students to fall behind in their classwork, may affect scholarship requirements and/or promotion to the next grade level. Homework and/or Summer School may be required to keep students on academic balance.

Absences are reported to the Scholarship Agencies in accordance with their guidelines. All absences, excused or unexcused, are reported as an absence.

\* \* \* \*Zephyrhills Christian Academy Tardy Policy Revision 7/6/2023

Unexcused tardies-Ten (10) days per semester. If a student is not present in his/her homeroom class at 8 am, they are considered tardy. After ten (10) unexcused tardies the student will be placed on probation for the remainder of the semester. If the student is written up three (3) times during the probation period for tardy violations, the student will be released from Zephyrhills Christian Academy. Write ups (must detail date and time) come from the homeroom teacher to administration to make the final decision. Appeals for dismissal will go before the School Board. Only one appeal per school year per student will be heard. Unexcused tardies reset at the end of every semester.

## Early Dismissal

All students must have written permission to leave campus for any reason during the school day. A note from the parent must be brought to the teacher at the beginning of school to notify him/her of early dismissal. If a student wishes to go home due to illness, the school office will evaluate the student's condition and communicate with a parent, prior to a student going home. He/she must check out through the school office. Whenever a student is dismissed from school, he/she must check out upon departure through the school office.

## Truancy

Missing school without the parent's knowledge/permission or leaving school property during any part of the school day without permission from the school office is considered skipping school and will be handled accordingly. This includes all classes and chapels.

## Out of School Suspension

An out-of-school suspension is counted as an unexcused absence. Students are not permitted to be on campus or to participate in any school activities while serving out-of-school suspension. This includes field trips, class parties, athletic practices, games, rehearsals, programs or any extra-curricular activities.

## Extra-Curricular Activity Eligibility Policy

The academic ineligibility of a student for extra-curricular activities is determined by the teacher, coach or Administrator. Students must maintain 2.0 or higher GPA to be considered for eligibility.

During periods of ineligibility a student may not ride the team bus, participate in any contests, sit on the bench or appear in uniform for any contest in which the team is participating.

## Grading Policy

The primary purpose in preparing grade reports for parents is to give, as far as humanly possible, an objective and timely appraisal of a child's progress. For most subjects, grades are based upon the Pace Test Score. The overall grade will be determined by averaging the Pace Test Scores according to the appropriate weights. These categories and weighting are valuable but must be consistent within grade level and/or subject areas. Questions should be addressed to the Academic Advisor regarding this crucial issue.

## Grading Scale

Lower, Middle, and Upper School use the same grading scale with the following numeric equivalents for letter grades:

<u>Letter Grade</u>	<u>Numeric Score</u>	<u>GPA</u>
	90 - 100	4
	80 - 89	3
Transfer in Grades Only:		
c	70 - 79	2
	60 - 69	1
	Below 59	

For Upper School students, grades and a grade point average (G.P.A.) will be recorded on the transcripts. The G.P.A. is cumulative. All course grades are included in the G.P.A.

Incoming High School Transcripts will be reviewed, and placement will be determined upon ZCA diagnostic test results, credits earned and overall grade performance.

A 4-point scale includes the "D" grades, which are not used for students in the Accelerated Christian Education Curriculum. Each student must achieve a passing grade, or the PACE level must be repeated until a passing grade is achieved.

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## Passing Grade:

Levels 1001-1036	90% or better
Levels 1037-1144	80% or better

Students performing above grade level (1/2 year or more) must attain at passing grade of 90% or better to ensure understanding of the material.

### Students Working at an Accelerated Level:

Students that are performing above their grade level must receive a 90% grade or better to ensure understanding of the material presented. If not achieved, then the student must repeat the level for a passing grade of 90% or better.

### Dual Enrollment Opportunities

Junior and Senior students have the opportunity to Dual Enroll with a college in which ZCA has a current Dual Enrollment Articulation Agreement. Students must meet all the college requirements and testing requirements. All courses must be approved by the Academic Advisor before enrolling in the course.

All Dual Enrollment fees are the responsibility of the family.

## HOMEWORK

The purpose of homework is to complete daily assignments begun in the class. If the student has work that he/she did not finish during the school day, it automatically becomes homework. The student will bring home a Homework Slip indicating the homework that needs to be completed before returning to school the following day. Parents should check on completed homework to be certain it is done and sign the Homework Slip to be returned to the teacher the following school day. Homework is not to be done by parents. Consequences will result if Homework is not completed and Homework Slips are not signed and returned the following day or the Paces are not returned to school the next day. Students will call home for their books to be brought to school or the missing books will automatically be considered as Homework Incomplete and consequences may apply.

\* \*Homework is still required to be completed if a student does not provide a Homework Slip to the parent/guardian.

### Homework Incomplete (HWI)

When homework is not completed when students return to school the following day the following consequences will apply:

- 1 day of any one HWI - may result in warning
- 2 consecutive days of any one HWI's — 20-minute after school detention
- 2 subjects of HWI's on the same day — 20-minute after school detention
- 3 subjects of HWI's on the same day — 45-minute after school detention
- 4 subjects of HWI's on the same day — Student is sent home and all homework must be completed before the student is allowed back in the classroom

Consistent HWI's may result in required parent meeting, loss of privilege, suspension, and/or expulsion.

Consecutive HWI's in the same subject may follow the above consequences.

After having a study day, not attempting or completing tests on the required day may result in repeating the Pace.

## Academic Probation

Students must complete a year's worth of work to be promoted or for high school students to earn credits. In the event a student is not performing to attain this goal, they may be placed on Academic Probation. The student will be given an Academic Contract that will cover the concerns and their requirements to succeed academically. This contract is effect for the remainder of the school year and dismissal may be a result if a student does not improve academically.

## Honor Roll

The Honor Roll is based on the grades, academic balance, completion of required classroom work for advancement, behavior, etc. for that academic school year; cumulative GPA is not considered for Honor Roll.

## Music Policy

Man is endowed by God to appreciate and create music. The great composers exemplify this God-given creativity. Much of the music of the current pop culture lies in sharp contrast and is characterized by rebellion against authority and denigration of most things held sacred. Since music is such a powerful medium, ZCA strongly encourages each parent to become familiar with the musical tastes of their children. Listen to your child's music together and discuss its message. Today, many genres of music can be found that promote a healthy alternative to the world's standards.

Non-Christian music is not allowed at school at any time. All music played at a school event must be approved by the Administrator.

## PARENT/TEACHER CONFERENCE

If you wish to confer with a teacher about your student's work, please arrange in advance for a conference time. Please contact the teacher whenever you have questions or concerns, using the Parent Portal through Praxischools.com.

The purpose of the parent-teacher conference is for the parent and teacher to get together to solve a problem. Sometimes the problem is about work done poorly or not at all. Sometimes it is a lack of parental understanding of expectations. Including the student and mentor, if applicable, may be helpful. There are also conferences where parents simply want to talk to teachers, or vice-versa.

# PERSONAL APPEARANCE STANDARDS

## Mandatory Dress Code

ALL SCHOOL UNIFORMS ARE AVAILABLE AT: the school store operated through the main office. Items that do not have the school logo (dress pants, dress shorts, skirts, skorts or jumpers) may be purchased where you desire; the girls skirts, skorts and jumpers must be knee length and an A-line style or below the knee; girls shorts must be knee length or longer. No form fitting attire will be allowed in the classroom. School uniforms are approved daily; any violations must be dealt with promptly. Parents may bring the appropriate uniform for the student to remain in school, or the student must be picked up.

**Students MUST come dressed in uniform every day.** Jeans are not uniform clothing and are not allowed in the learning center. Uniform changes for special events are approved by the classroom supervisor (field trips, spirit day, etc.). The teacher will let the students know of the special event dress code. On P.E. days, students should wear their P.E. uniforms to school.

NOTE: It is the parent's responsibility to make sure the child is dressed in the proper uniform daily. Students that are not in an approved uniform will be sent home or you will need to bring them the proper uniform for them to remain in school. If your child is not picked up on the day of the violation, they will be suspended the following school day and will not be admitted to class until violation is resolved.

APPROVED UNIFORM: All uniform items are available in the school store.

Boys Pants or Cargo Shorts: KHAKI

Girls Skirts, Skorts and Jumpers: (Knee-length and A-Line) KHAKI

Girls Shorts (KNEE LENGTH or LONGER): KHAKI

Girls Pants: KHAKI

Polo Shirts: NAVY BLUE (HAS LOGO)

P. E. T-Shirt: GRAY (HAS LOGO)

P. E. Shorts: NAVY BLUE (HAS LOGO)

WINTER WEAR: Street jackets, flannel shirts, etc. are not allowed in the learning center.

SHOES: Flat soles closed heel & toe (sneakers are fine, no flip flops, sandals, slides, crocs, slippers, etc.)

## MISCELLANEOUS

### HAIR:

Girl's hair must be neat and off the face. Color should not be changed to unnatural colors: pink, burgundy, yellow, green etc. Style: Neat styles, no wild-fad hair styles. Highlights are acceptable but must be kept natural looking.

Boy's hair must be neat. Hair must be an acceptable hair style. Color should not be unnatural colors: pink, burgundy, yellow, green etc. Highlights are acceptable but must be kept natural looking. Male students can have facial hair but must be kept well-groomed.

### JEWELRY:

No body piercing, tattoos, gauged ears, removable teeth-plates (grills, golds, etc) aren't allowed. Appropriate jewelry is allowed. Boy's are not allowed to wear earrings in school or at school sponsored events. If a boy pierces his ears against school policy, they will have to remove the earring at school. No exceptions.

### Violation of Dress Code

It is the parent's responsibility to make sure the child is dressed in the proper uniform daily. Students that are not in approved uniform will be sent home or you will need to bring them proper uniform for them to remain in school. If your child is not picked up on the day of the violation, they will be suspended the following school day and will not be admitted to class until violation is resolved.

After the initial orientation and the philosophy, as addressed in the classroom orientation has been communicated, and a student chooses not to dress in keeping with the standards of dress, the student will be sent home. If a student comes to school out of uniform (wrong shoes, shirts or bottoms, inappropriate hair cut or style, etc.) they must call home for the correct uniform to be brought to them or be sent home. Parents must come pick their child up as soon as possible.

## REPORT CARDS

Report cards are issued four times a year. Report cards are sent home via the Parent Portal through the Praxischool.com site.

### Mid-quarter progress reports

A mid-quarter progress report will be sent home each quarter by your child's teacher.

## Course Credits — Ninth through Twelfth Grades

Students taking courses for credit at ZCA must observe the following guidelines:

- All core courses, including Math, English, Social Studies, Science, Word Building, and Bible
- In extenuating circumstances, students may obtain prior permission in order to take a course for credit during summer school if the Administrator finds it would benefit the student's academic plan and if the student meets established criteria decided upon by the administration. (Courses must be approved to ZCA standards and documentation of the credit for the course must be sent to the office.)
- A student will be retained in the current grade level until required credits have been earned to advance to the next level.

### Defining Credits

High school work is measured in 'credits'. In a nutshell, credits are awarded when the necessary content is completed with mastery and the appropriate number of hours has been put into the course.

- The Florida course descriptions as outlined on CPALMS and/or ZCA requirements and policies determine course content.
- A full credit takes approximately 150 hours to complete (12 Paces passed with an 80% or higher when using the ACE Curriculum) and
- A half credit, roughly 75 hours (6 Paces passed with an 80% or higher when using the ACE Curriculum).

Students may not take any courses through summer school or correspondence work in order to avoid taking certain classes at ZCA without prior approval of the Administrator. The only exceptions would be for students who have been home-schooled or that transfer from other schools and who are missing credits needed for graduation.

Please refer to the ZCA High School Sponsor for course offerings and pre-requisites.

### Middle School Students Taking High School Courses

Students in the Eighth-grade level have the opportunity to take High School classes based upon their Academic levels. Students have the opportunity to excel, if they progress to high school level courses, they will begin to earn the appropriate credits.

The class will be documented and included on the students' High School transcript and credit will be issued for the class upon completion and maintaining the required 80% minimum scores or higher (Grades of 90% or higher requirements may apply). The student will have the benefit of advancing into higher levels of academic curriculum during their high school experience, as well as providing opportunities for course expansion and college preparation.

### Senior Course Requirements (including Dual Enrollment Options)

Since the senior year is the final opportunity for college preparation, Zephyrhills Christian Academy encourages rigorous and comprehensive participation in all areas of the academic curriculum. Students are NOT allowed to replace credits needed to graduate from ZCA with credits from another institution, if the course is offered at ZCA. Any additional courses taken for credit require approval by the Administrator.

- Seniors are required to take a minimum of six (6) courses and attend chapels.
- Any job responsibilities must be considered secondary to the student's education. Tuition is not discounted for students taking less than the maximum load.

### Drop/Add Policy

- Dropping or adding an elective class is only permitted during the first five days of a semester. Students must have Academic Advisor and parental permission to change elective courses. • Required academic courses cannot be dropped.

### Records Requests

Parents, students and legal agencies are required by the Family Educational Rights and Privacy Act (FERPA) to submit a Records Request Form for medical records, testing and evaluation reports, report cards and transcripts. Photocopies of the records will be issued within 5 days after the request has been received.

## Transcript Request

Transcripts will be available 3 school days after a written request is received.

\* \* \* \*Zephyrhills Christian Academy Transcript Request Revision 7/6/2023

Requests for high school transcripts will be fulfilled within 72 business hours for current high school students.

Requests for current or previous high school students transferring to another high school will be fulfilled within 72 business hours.

Requests for high school transcripts being sent to a college will be fulfilled within five (5) business days for current students.

Requests for high school transcripts being sent to a college will be fulfilled within five (5) business days for students that graduated from Zephyrhills Christian Academy in the previous two (2) years. For students that graduated or attended more than two (2) years ago a \$75per request fee will apply. The request will be fulfilled within seven (7) business days once the fee has been paid.

## Incomplete Courses

Work in any course that is incomplete at the end of the grading period will continue into the next grading period. High school credits will not be earned until the course is complete and the minimum score of 80% or higher is attained. Incomplete courses at the end of the school year are recommended to be completed in summer school to stay on academic balance.

## Summer School

Any student who fails to complete a full level in any subject is recommended to take summer school to complete the course and remain on academic balance.

## Academic Probation

Students may be placed on academic probation if the teacher and Administrator deem it necessary if a student is not on academic balance.

The parent will be notified and is required to sign the Academic Probation Contract if it is deemed necessary.

## College Board Testing

As a part of the testing procedures necessary for college admissions, ZCA encourages juniors and seniors to take the SAT or ACT Tests when offered. ZCA Code: 101-916

## Graduation Requirements

In order to graduate from ZCA, students must complete the required number of credits. The criteria listed below are for various diplomas offered. Please note that different colleges have different entrance requirements. It is the student's responsibility to determine his or her college or university entrance requirements.

ZCA does not accept any grade below a 70%. Transfer credit subjects that have a 70% or below grade will be reviewed and possibly repeated at ZCA prior to advancing to the next level.

Courses	Credits	
Math	4.5	Algebra I Geometry Algebra II and/or
		Algebra I, Liberal Arts Math, Accounting, Trig, Advanced Algebra w/Financial Applications, Personal Finance
English	4	Required to reach level 1132
Social Studies	3	Must include <u>World History &amp; American</u>
		<u>History, Government &amp; Economics</u>
Science	3	Must reach level 1120 – Must include
		Intro rate Science Biology Physical
		Science, Nutrition Science, Chemistry, Physics Earth & Space Science
		2 years of LAB
Health	0.50	
	1	
Fine Arts	1	Speech, Music, Chorus, Piano lessons,
		Vocal Lessons, Art
Foreign Language	2	In the same Language

Electives	8	Electives:
		4- Mandatory: Ety. Critical Thinking, 2 Bible Courses + 1 understanding world view
		Key
		3.5 — Choice: Any of the Fine Arts listed
		above not already taken
		Applied Math, Accounting, General Math
		On-the-Job Training
		Drivers Ed P. E.,
		Florida <u>History</u> ,
		Soul Winning, Team Sports Art,
		Music, Weightlifting
<u>Credits Required</u>	25	College Prep Diploma
Credits Required	24	Standard Diploma
Credits Required	24	Vocational Diploma

\*\*See High School Sponsor to determine levels that need to be attained for your Course of Study. These requirements are subject to change based upon the Department of Education requirements for graduation.

# RETENTION POLICY

## Kindergarten — Eighth Grade

ZCA strives to create an educational program and instructional strategies, which provide maximum opportunities for each student to progress successfully. It is recognized, however, that not all students will progress at the same rate and, therefore, retention may be recommended. If the decision to retain a student becomes necessary, it should be made early in his education. ZCA encourages parental involvement in your student's educational process. This ensures a better foundation of basic skills and provides that extra year of maturity and fundamentals needed to succeed in school.

Students are promoted or retained on the basis of his/her total preparedness to enter the next grade level and/or completion of the required Academic Levels. Ability, achievement (Pace levels), developmental maturity and physical and social factors are all considerations. There are 12 Paces to complete one grade level in core subjects.

Absenteeism will be considered of prime importance in the decision to retain borderline students. If a student has exceeded 19 days of absences for the school year, promotion to the next grade will be in jeopardy. (For further information, refer to the "Attendance" Section in the Student Handbook.)

## Ninth — Twelfth Grade

Typically, a student will be retained in the current grade if he/she has not earned the required credits for advancement in that academic year. There are 12 Paces to complete one credit in high school level core subjects.

Absenteeism will be considered of prime importance in the decision to retain borderline students. If a student has exceeded 19 days of absences for the school year, promotion to the next grade will be in jeopardy. (For further information, refer to "Attendance" in the Student Handbook.)

## SCORING VIOLATIONS

Scoring Violations are violations of classroom rules regarding scoring policies. Students are given specific classroom instructions on how to score their work in the Pace. Violations of these rules are taken as a serious nature because they represent a violation of Biblical Christian Character Traits, such as: Dishonesty, Lying, Responsibility, Integrity, Trustworthiness, etc.

Students who have not properly scored will not have the opportunity to correct their test, regardless of the score which may result in repeating the PACE book.

## SEARCH AND SEIZURE

Students are prohibited from carrying lasers, beepers, cellular phones, knives, weapons, tobacco products or drugs (whether prescription or not) of any type.

The school reserves the right to search for illegal or unauthorized material. The school reserves the right to search for the student's person and/or belongings in the event the school suspects that he possesses an unauthorized item. The search may be conducted without the student's or the parent's permission. Enrollment of your child/children constitutes parental consent to such searches. If the Administration deems a search necessary, the search may include but not be limited to the following: a student's automobile, backpack, purse, pockets, gym bags, desk, and locker. The school may also search a student's person while taking extreme care to protect the student's Christian modesty and with proper supervision.

Authorized school personnel may conduct a reasonable search of a student, vehicle, and/or belongings when they have probable cause to believe that the student has an item in his/her possession, which may constitute a criminal offence under the laws of this state, or other items prohibited by school rules. The Administration of Zephyrhills Christian Academy reserves the exclusive right to conduct routine and random checks for illegal drugs anywhere on campus.

Any violations found will be handled accordingly and the proper authorities will be notified.

## STUDENT BEHAVIOR CODE

These rules, regulations and due process are designed to protect all members of the school. These rules are effective during the following places:

1. The school grounds, during and immediately before, or immediately after school hours.
2. Anytime a school group is using the school.
3. A school activity, function or event on or off school grounds.
4. While a passenger on any school owned vehicle.
5. While in After School Care.

Zephyrhills Christian Academy subscribes to a behavior management plan that rewards behavior exemplifying the mission of the school and at the same time initiates consequences for behavior considered inappropriate.

Public Law requires all school systems to report assaults involving firearms, aggravated battery, sexual offenses, carrying deadly weapons, activities regarding marijuana or other controlled substances be reported to local police and the District Attorney immediately.

### Anti-Violence Policy

It is the goal of ZCA to provide a safe environment for its students and faculty. All verbal or physical acts of violence will be taken seriously and reported to the proper authorities. ALL VERBAL THREATS WILL BE TAKEN AT FACE VALUE.

### Infractions

Students who have behavior problems are treated according to the level of conduct with any disciplinary action varying with the degree of severity of the infraction.

### Behavior Referral

The Behavior Referral Form will be completed as needed and posted as an incident on the Student's Parent Portal. This form is required to be signed by the parent before the student can return to the classroom.

### Extenuating, Mitigating or Aggravating Circumstances

The philosophy of Zephyrhills Christian Academy confers upon all staff the authority to consider extenuating, mitigating or aggravating circumstances, which may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate sanction to be used. Inappropriate conduct at Level II and III warrant investigation and counseling with teacher and other staff who have direct responsibility to the student.

### Use of Tobacco Products

The use of tobacco products is prohibited by students of Zephyrhills Christian Academy at any time on or off campus.

## Disciplinary Probation

### Causes:

- Receiving a suspension for any reason
- Inappropriate Conduct as indicated in the Student Behavior Code
- Assigned at the discretion of the Administrator because of prior disciplinary record (e.g. prior ZCA record, previous school)

### Results:

- A student on disciplinary probation is ineligible for extra-curricular activities for four weeks (20 school days) which includes any Student Convention, Sports Events, Field Trips, Senior Events or Projects.
- All disciplinary measures and records are cleared at the time probation is ended but is considered for future referrals for continued violations.
- If a student on probation commits a major violation, the student may be subject to expulsion.
- The term of a disciplinary probation will extend from its start until the end of the quarter and during the entire next quarter. The second quarter of the probationary period may, in some cases, be the first quarter of the next school year.

## Expulsions

### Grades PIC-12:

A student may be expelled by escalating the disciplinary levels. A student may also be expelled for a single "major" violation with the approval of the Administrator(s). Expulsion is never considered lightly, and its consequences are devastating, yet the responsibility for the safety and well-being of all students sometimes makes it necessary.

Zephyrhills Christian Academy considers many factors in reaching its decision to expel a student, including but not limited to, student discipline, conduct and attitude, Godly character, personal growth, attendance and tardy record, tuition payment record, and parental participation and support of the school in making decisions regarding students.

Any student who is dismissed for behavioral reasons from Zephyrhills Christian Academy, and who seeks re-admission in a subsequent school year, must be approved for re-admission by an appeals committee. This committee consists of the Administrator and guidance counselor. If re-admitted, the length of time of the student's probationary status shall be determined by the student's response to the school's shepherding care.

## STANDARDIZED TESTING

Achievement Tests are given annually to all students (grade levels may vary). The purpose of this test is to help parents recognize their student's strengths and weaknesses and to show how their student progresses and may compare to national rankings, It also helps us determine our national academic standing and provide our teachers with specific educational skill information on individual students. Parents will receive a formal printout of their child's scores for information and comparison to national norms. If a student is absent during the testing time, the test cannot be made up.

“For a just man falleth seven times, And riseth up again:  
But the wicked shall fall into mischief.”

Proverbs 24: 16