

# Zeeland Christian School

Telephone: 772-2609 • Absentee Line: 741-0051

Website: [www.zcs.org](http://www.zcs.org)



2019-2020  
Parent Handbook

Dear Parents and Friends of Zeeland Christian School,

Welcome to Zeeland Christian School! For over 100 years, ZCS has sought to fulfill our calling to Love God, Love Kids, and Love Learning. The story of ZCS is **a story of parents, teachers, and the church working together to raise our children to love and follow Christ**. It is a story of graduates living a life of service to others. It is also a story still being written by our many great families and students.

Considering the influence, relationships, and academic preparation that encompass the education experience, choosing a school for your children is one of the most important decisions you will make as a parent. We believe raising our children works best when the home, church, and school work together. **We count it as a true privilege to link arms with parents as they work to raise their family in a way that honors God.**

At Zeeland Christian School, over 140 faculty and staff teach our children to be good stewards of the gifts God has given them and live a life in service to Him and others. The greatest testimony of the good work being done at Zeeland Christian School is in the lives of our graduates. **I'm excited for your child to be forever changed by their interactions with a student in our Inclusion Program or by their exposure to the blending and valuing of multiple languages and cultures. This is a special and unique place.**

Our 1,000 students from all over West Michigan are exposed to a challenging and nurturing environment. Students are provided with numerous opportunities to exercise their gifts academically, spiritually, socially, and physically.

Thank you for your investment in Zeeland Christian School.

Tim McAboy  
Head of School

# HOW TO COMMUNICATE CONCERNS

Communication is a vital part of any organization, but it is especially important in a school system that is dealing with the most precious thing in the world, our children. Communication between parents and the school system is vital. As a Christian school, we have a wonderful model that is presented to us in Matthew 18:15-20. Basically, what this model says is that if you have a concern about something or with someone, go to the person that you have the concern with first, sit down with him or her in Christian love, and discuss the concern.

From our experience here at Zeeland Christian, most problems are solved in this way. If that doesn't work, then you bring a witness and try to solve the problem with that person. In the case of a school system, that person would be the school administrator. Please don't ever hesitate to involve the administrator in a situation that you feel has not been resolved to your satisfaction. The next step would be to go to one of the Board committees, most likely the Education Committee. The final step would be to appear before the entire Board with your concern.

As a staff at Zeeland Christian, we dedicate ourselves to educating children to the honor and glory of God. We do that in partnership with the parents and value their comments and concerns. Good communication helps us work together in Christian love.

## Zeeland Christian School PARENT HANDBOOK

**Zeeland Christian School** is a preschool through middle school facility of over 1,000 students. Our curriculum takes the best in recent curriculum studies and adapts it to the needs of this school system. Our program includes physical education, vocal and instrumental music, art, foreign language, and computers. Our Christian beliefs and teachings are at the heart of everything we teach and all our dealings with students.

**Society members** are defined as families with children attending Zeeland Christian School, grandparents, ZCS graduates, and those who are regular financial and prayer supporters of ZCS.

**ZCS Life Together Covenant** Zeeland Christian School believes that expectations for living in community are important as we seek to fulfill our mission. Certain responsibilities and expectations are important to assure God-honoring community life. By choosing to be a part of the Zeeland Christian community, we expect that each person will take upon themselves the responsibilities and expectations outlined in **the following covenant**.

### **Zeeland Christian School Life Together Covenant**

Zeeland Christian School believes that expectations for living in a community are important as we seek to fulfill our mission. Certain responsibilities and expectations are important to assure God-honoring community life. By choosing to be a part of the Zeeland Christian community, we expect that each person will take upon themselves the responsibilities and expectations outlined in this covenant.

## **Biblical Responsibilities**

### **RESPONSIBILITIES FOR LOVING GOD, OTHERS, AND SELF**

Zeeland Christian School believes we glorify God by loving and obeying Him. Because we are commanded to love one another, relationships and behaviors which reflect such love confirm our commitment to glorifying Him. (Matthew 22:36-40; John 15:11-14; Romans 15:5-6) Galatians 5:13-14 reminds us that while we were called to be free, our freedom is best used when we serve one another in love. (Romans 14:1-23; 1 Corinthians 8:1-13, 10:23-33)

Living in community with other Christians is a privilege and an expression of God's will and grace. Great value is placed on the quality of relationships in our community. We acknowledge that we are living in a community and are accountable to one another.

All people are created in the image of God with the ability to love God with heart, soul, mind, and strength. The commandment to love our neighbor as ourselves reminds us to serve others while at the same time recognizing our own need for care and support. (Psalm 139:13-14; Mark 12:29-31; 1 Corinthians 6:19)

### **RESPONSIBILITIES FOR COMMUNITY**

Scripture gives us guidance on how to live in community with those around us in a God-honoring way. This guidance is established on the basis that since God first loved us, we ought to demonstrate love toward one another (1 John 3:11, 16, 18; 4:7-21). The fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control) are specific attributes that the Holy Spirit makes available to us as we live in community with each other (Galatians 5:22-24).

We have identified the following practices as ways to continue to grow together as a school community.

- **Building Up One Another:** We expect each member of the community to strive to maintain relationships that support, encourage and build up one another. (Romans 15:1-2)
- **Making Allowance for One Another:** Difficulties in relationships do occur. In such cases we are to respond with compassion, kindness, humility, gentleness, and patience, making allowance for each other and forgiving one another. (Colossians 3:12-13)
- **Caring for One Another:** We are responsible to come alongside those experiencing grief, discouragement, illness, tragedy, or other personal trials. (Galatians 6:2)
- **Respecting One Another:** Because of our God-given value, each member of the community is expected to be sensitive to the image of God created in every person. Therefore, discrimination against others on the basis of race, national origin, age, gender or disability is not acceptable. (Colossians 3:11-14; 1 John 3:14-18)
- **Speaking the Truth in Love:** Our community can be strengthened by speaking the truth to each other with love. Problems in relationships and behavior can be resolved by approaching one another with an appropriate spirit. (Ephesians 4:11-15)

### **WORKING TOWARDS HEALTHY COMMUNITY WITH FORGIVENESS AND LOVE**

Difficulties in relationships do occur. The role of the school will be to work towards healthy community reconciliation in all situations. Our ministry is to both the offended and offender. Healing broken relationships is necessary for a healthy community. When relationships have been harmed, regardless of the reason, individuals are expected to seek forgiveness, forgive one another, and, when appropriate, restore relationships. (Matthew 5:23-24; 18:15-17)

We have identified the following practices as ways to seek reconciliation between individuals in the Zeeland Christian community:

- Clear/Open/Direct Communication: We will communicate directly with the person with whom there has been a conflict. This commitment will lead to a strong partnership between students, families, and staff based on working directly with people. (Matthew 18; Ephesians 4:11-15)
- Accountability: We will encourage and support each other to pursue reconciliation in a way that honors the uniqueness of each person and each situation.
- Seeking Help: We will involve Zeeland Christian support staff or community resources to work towards health and/or reconciliation for all involved in each unique situation.

## HARASSMENT AND OTHER EXTREME BEHAVIOR IN COMMUNITY

One of the tasks of a Christian school is to assist students in understanding who they are as image bearers of Christ and how this understanding impacts all of life's relationships. Zeeland Christian School is committed to an environment of respect and dignity for its students and employees, an environment that is free from all forms of harassment and any other improper communication or action that implies that one person is less valued than another (Ephesians 4:29; Proverbs 17:9). ZCS strictly prohibits harassment, including sexual harassment and bullying, both in school and out of school.

For purposes of this policy, harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a person's educational, physical or emotional well-being. Harassment also includes activities such as stalking, name-calling, taunting, and other disruptive behaviors.

Sexual harassment includes but is not limited to, making submission to sexual advances or requests for sexual favors a condition for student status, student progress, or social reputation; sexual talk or gossip; or unwanted and unwelcome behavior of a sexual nature that interferes with the right to receive an equal educational opportunity.

Bullying is also a form of harassment. For purposes of this policy, bullying is defined as the repeated intimidation or emotional abuse of others by the infliction of harm to the person (or the person's property), whether the harm is real or threatened, as transmitted verbally, in writing, or electronically (i.e., cyberbullying), either inside or outside of school.

## REPORTING AND INVESTIGATING HARASSING BEHAVIOR

Reporting Conduct by a Student:

- A person who believes he or she has witnessed or been subject to harassment or bullying by a student should report the allegations to a teacher, counselor, or principal/director.
- If the person reports the matter to a staff member other than the principal/director, the staff member must notify the appropriate principal/director within twenty-four hours after receiving the report.
- The principal/director will conduct a prompt and appropriate investigation. If deemed necessary for the health of the individuals, there may be a period of time when those involved need to be separated in the process of resolution. This may even include time off of school, or learning done in a different area of the building.
- Any student whom the principal/director determines violated this policy will

- be subject to corrective action and discipline.
- The principal/director will notify the involved parents or guardians of the incident and any discipline applied to the student(s) involved.
- A written summary of the complaint and subsequent action will be completed and kept on file.

Reporting Conduct by a Faculty or Staff Member:

- A person who believes he or she has witnessed or been subject to harassment or bullying by a faculty or staff member should report the allegations to a teacher, counselor, principal, director, or head of school.
- If the person reports the matter to a faculty or staff member other than the head of school, the faculty or staff member must notify the head of school within twenty-four hours after receiving the report.
- The head of school will conduct a prompt and appropriate investigation. The board president will conduct the investigation if the allegation involves the head of school.
- If the head of school determines that the staff member is in violation of this policy, the matter will be brought to the attention of the executive committee of the board. The faculty or staff member may be subject to corrective action and discipline.
- A written summary of the complaint and subsequent action will be completed and kept on file.

Reporting to Law Enforcement:

If required by law, ZCS shall notify law enforcement officials of incidents of bullying and harassment.

Portions of the ZCS Life Together Covenant were inspired by Taylor University's Life Together Covenant and are used by permission.

## School Times

### Elementary Schedule:

8:40	prep bell
8:45	start of school
10:10-10:25	K-2 morning recess
10:25-10:40	3-5 morning recess
11:55	K-2 lunch (no bell)
12:00	3-5 lunch
12:20-12:45	K-5 lunch recess
1:55-2:10	K-2 afternoon recess
2:10-2:25	3-5 afternoon recess
3:17	prep bell
3:22	bus dismissal
3:30	walker dismissal

### Middle School Schedule:

7:35	start of school
9:45-9:55	T/Th morning recess
10:00-10:10	M/W/F morning recess
11:15-11:25	T/Th lunch
11:25-11:45	T/Th recess
11:40-11:50	M/W/F lunch
11:50-12:10	M/W/F recess
2:25	bus dismissal

\*\*\*For safety purposes, children who walk to school are dismissed as soon as the buses have left the school grounds

### School Delays/Cancellations

- Zeeland Christian operates on the same schedule as Zeeland Public Schools when there are delays and cancellations.
- Tune into local radio or TV stations for updates. Sign-up for text alerts by visiting the local stations online.
- Delays:
  - When school is delayed for two hours, it means that all buses will run two hours later than scheduled. School start times will be exactly two hours later as well.
  - **Hot lunch** will be provided as scheduled on delay days.
  - **Morning Preschool** - No School on delay days.
  - **Morning Young Fives** - No School on delay days.
  - **Morning Only Kindergarten** - No School on delay days.
  - **Before School Care** is available on delay days for students who were already scheduled for that morning. (Before School Care is not available for students not on the schedule for that morning.)

**Half Days** – Throughout the year occasional half days may be scheduled (i.e. Tulip Time). Elementary students are dismissed at 11:50 and middle school at 10:50. There may be times when our half-day schedule does not coincide with Zeeland Public School and transportation will be an issue. Please watch the [Blue Note](#) for important information regarding busing.

## **Severe Weather**

- Zeeland Christian has a weather radio that notifies us immediately when a storm watch or warning has been issued.
- In the event of a tornado watch, children will remain in school with the weather monitored continually.
- In the event of a tornado warning the children will seek immediate shelter in the school in assigned areas until the warning expires.
- Parents are allowed to pick up children at any time but students will not be dismissed on their own.
- In winter, wind chills are taken into consideration and staff will make the decision on how long students go outside.

**Bus transportation** is provided to our students by Zeeland Public Schools. This includes transporting high school students to Holland Christian High School. Questions should be directed to the ZPS Transportation Department at 748-3425.

**Pick up/drop off** – Parents who drive their children to school may either use the drop off zone in front of the school or park on the street or in the west parking lot and walk their child(ren) into school.

- Drop-off zone is for dropping-off only. Do not park in the drop-off zone.
- Do not use the bus drives to pick up or drop off your students.

## **Student Absence/Tardy/Vacations and Sign Out Policy**

- Parents are requested to call the Absentee Line (741-0051) or email [attendance@zcs.org](mailto:attendance@zcs.org) to report the students who will be absent or late and the reason for the event. When there is no voicemail or email regarding an absence, the office will make a call to your home or work to confirm why a student is not in school. Please let the office know if your family is taking a scheduled vacation.
- Elementary calls should be received before 9:00 a.m
- Middle school calls before 8:00 a.m.
- Every child must sign in and sign out in the front office whenever coming or going from school before or after regular start and end bells.

**Vaccine Preventable Diseases** - The school will follow the recommended protocol (including timelines) as set by the Ottawa County Health Department for dealing with the following:

1. Removal of any underimmunized child who seems to show symptoms of a disease that is vaccine preventable.
2. Removal of any underimmunized child if there is a confirmed case of a vaccine preventable disease in the school.
3. Removal of any staff member diagnosed with a vaccine preventable disease in the school.

Underimmunized Children are those who are not up to date on the state recommended vaccinations including those children whose parents have chosen to sign a waiver declining the recommended vaccinations for their children.

**Dress Code** - The guidelines are very simple: moderation and appropriateness. Some popular styles do not comply with these guidelines so please be thoughtful when buying school clothes.



## Hot Lunch

- Hot lunch is provided by Zeeland Public Schools.
- All checks should be written to [Zeeland Public School](#).
- Hot lunch envelopes are available in the office. One envelope can be used for each family, listing student names, grades, and the amount of money to be credited to each individual account. Drop off the lunch envelopes in the green “Lunch Envelope” box on the counter in the office.
- Please call ZPS Food Service at 748-3128 if you have questions about your account. You can also add funds to an account using a credit card by going to <https://meals.zps.org/Login.aspx>.
- You will need your student’s ID number to set up an account. These are available from ZCS office staff.

**Hot Lunch Menu** - The link for a monthly menu can be accessed on our Blue Note or at [zps.org](http://zps.org).

## Support Services-Coordinated by Stacy Deters

- The **Resource Room** program serves many of our students in both elementary and middle school. The staff works to meet the needs of students either through direct intervention and/or resourcing classroom teachers.
- The **Reading Support** program The Reading Support program for early intervention provides first grade students with reading support when needed. It is intentional one-on-one literacy support that helps students determine what strategies can benefit and guide literacy learning.
- **Inclusive Education** is a vital part of our culture here at Zeeland Christian as we desire to be a fully inclusive community for students of all abilities. Zeeland Christian has truly been blessed by this program which works to meet the physical, emotional, social, and academic needs of all students.
- **Psychological Educational Services** can be arranged if determined beneficial by the team and are administered by All Belong.
- A **counselor** is available to our students two days per week. She also provides support for students or families who are involved in adoption or foster care.
- A **speech pathologist** is on site to work with preschool and elementary students who meet qualifications for this service.

**Health Services** are provided by the Ottawa County Health Department.

- Vision screening for students in grades 1, 3, 5, and 7,
- Hearing screening for students in grades K, 2, and 4.

**Extracurricular activities** – We have a number of programs that are set up for our students. Some of the examples of these programs are Destination Imagination, Spelling Bee, and Geography Bee.

The **ZCMS athletic program** is an extension of our overall middle school philosophy. The focus of athletics centers on the needs and development of our middle school students spiritually, relationally, and physically. The athletic program allows for a maximum level of student participation in seventh grade, and works as a springboard into high school in eighth grade providing the opportunity for development of basic athletic skills. Both boys and girls have the opportunity to participate in cross-country, tennis, swimming and diving, track, basketball, and soccer. Baseball, football, and lacrosse are offered for boys and softball, volleyball, and competitive cheer for girls. Some sports are offered directly by ZCS and some sports are offered through a co-op with Holland Christian. Joel Nagelkirk is our athletic director.

**Voice Mail/E-Mail** – All teachers and some assistants at ZCS have voice mail. During school hours, calls to teachers are routed through the main switchboard or go directly to voicemail if the teacher has chosen to give out her/his direct number. After school hours, a menu is available.

E-mail is an easy and efficient way to contact staff members. These addresses are based on the basic format of first initial and last name @zcs.org. For example: Tim McAboy = tmcaboy@zcs.org.

**Bus Passes** – Bus passes are not available from teachers or the ZCS office. An arrangement for students to ride buses other than their own requires permission from Zeeland Transportation at 748-3425.

**PaperGator** – The Paper Gator is in the back parking lot. Supporters are welcome to place newspapers, catalogs, magazines, junk mail, phone books, and office or school paper in the container. Please, no plastic, metal, trash, glass, or cardboard (includes cereal boxes).

**Tuition Reduction Incentive Program (TRIP)** – TRIP is a program that provides current and future families of Zeeland Christian School an opportunity to reduce their tuition. Through the TRIP program, gift/merchandise certificates are purchased from participating businesses at a discount. These certificates are sold at face value to families who participate in the program. The discount, or credit, that is earned by TRIP is passed on to the families registered to participate in the program in the form of tuition credit. Families may sign-up for TRIP online at on the [PARENTS](#) page. Any TRIP updates or changes are published in the [Blue Note](#) in the “TRIP News” section.

**On-line Report Cards and Student Information** – Parents can view student progress on-line using Infinite Campus. It is necessary to set up this procedure through the school office. Once you are set up, your account will show you information on all your enrolled children. Middle School students also have access to the on-line report card through their own account.

**Where can I get more information or information specific to my situation?** Our Head of School, Tim McAboy, would be glad to schedule time to talk with you. Please contact the office at 772-2609 to make an appointment. You can also visit our web site at [www.zcs.org](http://www.zcs.org) or e-mail us at [zcsinfo@zcs.org](mailto:zcsinfo@zcs.org).

**ZCS Google Calendar:** Access the ZCS google calendar and add to your personal google calendar!

# Zeeland Christian School

## Enrollment Statistics

Grade	2017-2018	2018-2019	2019-2020
Threeschool	88	83	72
Preschool	183	171	167
Young Fives	14	21	31
Kindergarten	83	101	89
First Grade	82	85	100
Second Grade	103	81	84
Third Grade	94	105	82
Fourth Grade	84	96	108
Fifth Grade	83	80	95
Sixth Grade	80	85	80
Seventh Grade	86	78	84
Eighth Grade	67	85	78
School/Home Collaborative	16	15	16
<b>Totals</b>	<b>1,063</b>	<b>1,086</b>	<b>1,086</b>

# Zeeland Christian School

## Voluntary Enrichment and Extension Activities

The following is a list of voluntary enrichment and extension activities that are available to Zeeland Christian School students during the school year.

### Language Arts/Social Studies

Young Author's Celebration – Y5-5th

Spelling Bee – 5th-8th

March is Reading Month – Y5-5th

Book-It – Y5-5th

Whitecaps Baseball Reading Incentive - Y5-5th

Geography Bee – 6th-8th

### Math

Robotics - Cooperative with Holland Christian Middle School 7-8

### Art

Zeeland Hospital Show – 3-8

Office Display – 4-5

### Performing Arts

Eighth Grade Play (March)

### Worship Team-

8th Grade Worship Team-by audition

**Music Education** – Cadet Band is an elective for students in fifth grade wishing to begin a band instrument. Cadet Band meets early mornings before the start of the elementary school day.

**Middle School Music** - In middle school, students have the option to choose one of three music elective classes:

1. **Choir** for grades 6-8 (for those interested in vocal performance). The choirs will perform at several concerts throughout the year.
2. **Band** for grades 6-8 (for those interested in continuing on a band instrument). In addition to the concerts, the band students march in several local parades.
3. **Music and Design in Culture (MDC)**- our newest (non-performing) music class explores music, design and technology that permeates and influences our everyday lives.
4. In addition, ZCS has recently begun a **string ensemble** for those middle school students who are already playing violin, viola, cello, or bass.

**Physical Activities**

Girls Running Club and Boys Running Club – 3-6

Intramurals – 5-8

100 Miler Club – 6-8

After school athletic program – 7-8

Track and field – boys and girls – 6-8

Basketball – boys and girls – 7-8

Soccer – boys and girls – 7-8

Volleyball – girls – 7-8

Baseball – boys – 7-8

Softball – girls – no team; can join recreation leagues

Cooperative programs with Holland Christian Middle – football, lacrosse, swimming, cross country, tennis – 7-8

There are no cuts for seventh grade teams or track and field. There are cuts for the combined seventh and eighth grade teams for baseball and softball. There are cuts for the eighth grade team.

**Athletic Director** – Joel Nagelkirk

**Other**

Destination Imagination – 4th grade and up depending on interest

Yearbook – eighth grade

**Zeeland Christian School**  
**Parents' Club**  
**Fiscal Year Ending June 30, 2019**

**\$65,774.63**

Beginning Balance, July 1, 2018

Fundraising Receipts:

3 on 3 Basketball	9,816.26
Auction	82,747.23
Box Tops for Education	3,188.50
Catering	2,394.51
HMI Picnic	920.00
Magazine/Gift Sale	6,179.84
Parent Club Dues	10,591.78
Pigs & Banket	5,124.49
Blueberry Prairie	1,041.98
ZCS Zip	4,796.92

Total Fundraising Receipts: **\$126,802.51**

Total Balance and Receipts **\$192,577.14**

Expenses:

Check to ZCS General Fund 5/21/19 \$135,000.00

Total Expenses: **\$135,000.00**

Ending Balance, June 30, 2019 **\$57,577.14**

Submitted by Jennifer Schafer, Volunteer Coordinator

# **Zeeland Christian School**

## **Parents' Club**

### **Calendar 2019-2020**

#### **SEPTEMBER**

Golf Outing

Nick and Sarah Terpstra, Jim and Kelli  
Huisenga, Claire Baumann

#### **OCTOBER**

Gift/Magazine Sale

Jennifer Schafer

#### **MARCH**

3-on-3 Basketball  
Tournament

Ted and Kristi Patrick, Nate and Lisa Karsten  
Gregg and Monica Vander Zwaag

#### **APRIL**

Auction

Chris and Laurie Wierda, Dan and Tonya Mannes,  
Steve and Kathy Langeland

#### **MAY**

ZCS Zip

Jennifer Schafer

#### **JUNE**

Herman Miller Picnic

Brenda Van Dyke

#### **ONGOING**

Baked Goods  
Hospitality

Allison Kruithof, Marcie Leegwater  
Mary Van Dam