



ZEELAND CHRISTIAN SCHOOL

Parent/Student Handbook

受造有因

彼得前书4章10节: 各人要照所得的恩赐彼此服事, 作神百般恩赐的好管家。

Creados con propósito

1 Pedro 4:10 (NVI) Cada uno ponga al servicio de los demás el don que haya recibido, administrando fielmente la gracia de Dios en sus diversas formas.

Created For A Purpose

1 Peter 4:10 "Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms."

Telephone: 772-2609

Absentee Email: attendance@zcs.org

Absentee Phone: 741-0051

ZCS Website: www.zcs.org





Note From Our Head Of School

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



Life Together

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

Society members are defined as families with children attending Zeeland Christian School.

Communication

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.

ZCS 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 The 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 A 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.

Extreme Behavior and Safety Response

There are certain situations that place self or others in a severe safety risk or violate laws that ZCS is required to take immediate action on, which may include disciplinary action even up to an expulsion if the school board deems it necessary. Examples of this may include, but are not limited to, possession of a dangerous weapon, committing arson or a violent crime, substance abuse, and harassment or bullying as described in the next section.

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 Conduct by the Head of School:

- A person who believes he or she has been subject to harassment or bullying by

the head of school should report the allegations to his or her immediate supervisor who, in turn, must report the alleged activity directly to the president of the ZCS Board of Trustees.

- The president or designee will conduct a prompt and appropriate investigation into the alleged harassment or bullying and will report the investigation's conclusions to the Executive Committee of the Board.
- Recommendations for any disciplinary action against the head of school will be made by the Executive Committee subject to review and approval by the Board of Trustees.
- A written summary of the complaint and subsequent action will be completed by the board president and kept on file.

Reporting to Law Enforcement:

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

Confidentiality:

- Student communicable disease related information is protected health information. Even if a family/student acknowledges and publicly discloses a positive test or other health information, school staff and officials must not participate in discussions or acknowledge a positive test or knowledge of the subject matter.)

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



General Information and Procedures

Absentee Reporting

Whenever your student is going to be absent or late to school, please notify the school office. To notify the office, you may email attendance@zcs.org or leave a message on the attendance line **616-741-0051**. When reporting your absence, please list your student's name, grade, and teacher.

All students arriving late or leaving early must sign in/out through the main office.

All-School Chapel

Monthly event for Young Fives thru 8th grade that parents, grandparents, and families are invited to attend as we all gather to worship our Lord and Savior. Elementary students also have grade level worship times held once a month and middle school students have weekly chapel or small groups.

Athletics

The Zeeland Christian School Middle School 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.

Other sports-related information including physical forms and a calendar of events can be found on the [Athletics Page](#) on our website.

Batons

Each student receives a baton in kindergarten. These are batons of spiritual growth and encouragement passed to each student from their teachers. Teachers share comments each school year, passing back batons to their students at year end. Parents are invited to add a note of their own over the summer each year. Students then pass their batons to their new teachers the following school year. At the end of

8th grade, students receive their baton one last time as a journal and keepsake of their spiritual journey at ZCS.

Behavior Management Strategies

We want all of our students to behave with Christ-like AMOR (Acceptance, Mindfulness, Ownership, and Respect). We have amazing students at ZCS and we want to be vigilant in acknowledging the positive behaviors that are happening all the time. We want our efforts to be focused on the behavior that we expect from students, because the behaviors we're most attentive to are the behaviors we'll see more of in the future. We believe that behaviors need to be taught and retaught, and we strive for clarity for students and unity among our staff.



This Chinese character means “love” and “amor” is the Spanish word for “love.”

Blue Note

[Weekly school newsletter](#), sent by email on Wednesdays as our way of keeping you up to date with what's going on at ZCS. Before the days of electronic sharing, this newsletter was printed on blue paper--hence its name! Fun fact: Print versions are still printed on blue paper.

Building Security

Doors are open during drop-off times only. During school hours all doors will be locked. To enter school you will need to come through the main doors (Door C by the front canopy) and be buzzed into the office. There you will need to sign in through our electronic visitor management system.

If you are dropping off forgotten lunches, books, etc., the office staff will make sure your student receives the item. If you are picking up a child for an appointment, the office staff will call down to the child's room to have them meet you in the office.

Bus Transportation

Busing is provided for students in the Zeeland Public School system ([General Information](#)). Students need to submit a new transportation form every year. Forms are mailed with the OPTS enrollment forms in the spring. They can also be found on the ZPS General Information page linked above.

ZPS no longer sends postcards with bus route information. Parents can access their child's bus number and stop time via the Transportation Tab in Infinite Campus.

“No Busing” Dates can be found on the [school calendar](#).

Calendars and Schedules

[ZCS Google Calendar:](#)

Access the ZCS google calendar and add to your personal google calendar!

ZCS Daily Schedule:

[2021-2022 Daily Schedule For Middle School and Elementary](#)

Contacting Your Child's Teacher

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.

Contacting The Head Of School or Principals

Our Head of School, Tim McAboy, Tim Paauw, our Middle School Principal, and Betsy Koop, our Elementary Principal, 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 or email us at zcsinfo@zcs.org.

Counseling Services

We are blessed to be able to provide short term counseling services to students at Zeeland Christian. At the request of parents and/or teachers, a counselor will see students for 3-4 sessions during the school day and then make recommendations if any further support might be helpful. Our school counselor is also available to support families who are involved in adoption or foster care. ZCS also has a full time social worker available to families.

Dress Code

The guidelines are very simple: moderation and appropriateness; no hats/caps inside. Some popular styles do not comply with these guidelines so please be thoughtful when buying school clothes. For specific steps on how concerns with student clothing choices will be handled, see the linked document: [ZCS Dress Code Procedure](#)

Drop-Off and Pick-Up Protocols

With only minimal exceptions, all students not riding the bus should be dropped off or picked up at their assigned door. If, occasionally, you need to enter the building at drop-off, please come through the main office to sign in.

Please see our [Drop-Off and Pick-Up Plan](#) for maps and details.

Extra Notes:

- There is a bike rack in the front of the school for bikers. Elementary students should place their bikes in the rack in the front of the school. Middle school students may use the rack in the front of the school or behind the school.
- Students who walk home should leave out the front entrance, Door C.
- Please be aware of our neighbors and be conscious not to block their driveways with your vehicle during drop-off and pickup times. Please also extend grace to other parents and drivers in the pickup line as you wait and pick up your child/ren. This drop-off and pickup process is key in ensuring the safety of all students at the beginning and end of each school day.

Events During a Typical School Year

- Middle School Camps: Each year middle school students attend 1-2 camps that are specially designed to move them forward in their personal and communal development.
- Pumpkin Fest Parade: Preschool students are invited to ride on a float during the parade for the Zeeland Pumpkin Fest on the first Saturday in October.
- Grandparent/Grandfriend Day: This is a big deal! Scheduled for the first Friday in November for Y5-8th grade (preschool Grandparents Day usually happens earlier the same week). Grandparents/grandfriends are invited to come to a special chapel and visit their student's classrooms.
- Jingle Jog: Fundraiser for our sister school in the Philippines the week before Christmas break. As part of gym class, K-5 students dress up in Christmas attire to run for 12 minutes at a designated time. Students are invited to get monetary sponsors and parents are invited to run, too.
- Family Ski Days at Caberfae: ZCS families and friends go to Caberfae twice a winter. Students have fun skiing and spending time with their friends. There is a potluck, so you don't even need to be concerned about buying food. This is a great opportunity to ski and enjoy fellowship at really amazing rates! Watch for dates announced via the Blue Note in December.
- Unified Basketball Game: Unified teams combine middle school students of all abilities in a game of high energy that is a highlight for all who attend.
- 8th grade play: Performance held in the ZCS gym in November.
- 7th Grade Car Wash: Each spring our 7th graders bless communities in both Zeeland and the Philippines by taking pledges and holding a Totally Free Car Wash downtown Zeeland.
- Market Day: In the spring, 4th grade students work in teams to develop marketing plans, create items and sell them at this event. Students in 1st-5th grade may bring up to \$5 to purchase items during the sale. All funds raised support our sister school in the Philippines.

- Fun Night: Fundraiser event hosted by the 8th grade on an evening in May. Dinner and games available. All are invited to attend.
- Memorial Day Parade: Students in K-2nd grade walk with their class in the Zeeland parade on Memorial Day.

Extended Care

Extended Care is offered for students in threeschool-5th grade. Childcare hours are available between 7:00 am-6:00 pm. Please register with or direct questions to Heather Mulder at extendedcare@zcs.org. Find more information [HERE](#).

Extracurricular Activities

We have a number of programs that are set up for our students. This is a summary and not an exhaustive list.

- Elementary:
 - 5th Grade Band: 5th grade students come in before school on various days depending on the instrument they play. The 5th/6th grade band will march in the Memorial Day parade.
 - Running Club: For 3rd-5th grade students. This group meets 2x/week in the spring to train for the ZCS Zip 5K, held annually in May
 - Spelling Bee: For 5th-8th grade students.
- Middle School:
 - 8th Grade Play: Students have an opportunity to use their theatrical gifts and put God on display on the ZCS stage.
 - Athletics: Our bodies are a gift and students have an opportunity to pursue physical health through a multitude of athletic opportunities. Some sports are played in cooperation with Holland Christian: football, tennis, cross country, soccer, volleyball, basketball, competitive cheer, swimming and track.
 - Calling All Colors: 6th-8th grade students may choose to participate in this group with the purpose of increasing respect and appreciation for ethnic and cultural diversity through age appropriate discussions and activities. CAC provides a space to explore issues of race, discrimination, and stereotyping through a Christ-centered lens and in collaboration with other area schools. Students develop an action plan to create greater appreciation for diversity at ZCS.
 - Music: Music is a gift and we want all students at ZCMS to experience it. Students have two performing options (band and choir). The 7th/8th grade band will march in the Pumpkin Fest Parade, two Tulip Time parades and Zeeland's Memorial Day parade.
 - Robotics: Offered to 7th and 8th graders as a joint activity with Holland Christian Middle School.
 - Ski Club: When the snow flies, students have the opportunity to participate in Ski Club. Students can ride the ski bus for an additional fee.
 - Spelling Bee: For 5th-8th grade students.

- Worship Team: Student-led worship is rich, meaningful, and imperfect. When students lead, the ZCS community is blessed.

Family Groups

Beginning in 1st grade, students are assigned to a family group they will stay with throughout their time at ZCS. These groups include a few students from each grade level, 1st-8th, who gather to study the Bible and work on projects together several times each year.

Field Trip Driving Guidelines

- Every **parent/grandparent/family friend who drives** for a field trip must:
 - Each **driver** must complete the [Field Trip Driver Guideline Form](#) at the time of the field trip and give back to the teacher.
 - Each **driver** will need to give the office these two pieces of information (once per year unless either needs updating due to expiration)
 - Photocopy of their **driver's license**
 - Photocopy of proof of auto insurance (example: **Insurance Declarations page** - proves insurance coverage and gives liability limits)
 - Each **driver AND chaperone** (even if not driving) **MUST** sign-in at the office using the visitor sign-in system before heading to the classroom for the field trip.

Facebook

Request to join the ZCS Parent Facebook Group [HERE](#).

Request to join the ZCS Early Childhood (3's-K) Parent Group [HERE](#).

Frequently Asked Questions

FAQs can be found [HERE](#).

Grading

Zeeland Christian Elementary:

We use a standards based report card:

1- Not Yet, 2 – Developing, or 3 – Got It.

On many assignments that come home you will see a 1, 1+, 2, 2+, or 3. Think of these numbers in terms of “not yet”, “developing” or “got it”.

Zeeland Christian Middle School:

97-100=A	93-96=A-	90-92=B+	86-89=B	82-85=B-	79-81=C+
75-78=C	71-74=C-	68-70=D+	64-67=D	60-63=D-	0-59=E

Health Services

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.

Hot Lunch

Click [HERE](#) to access menus, pay hot lunch balances, and access forms to apply for Free/Reduced lunches. If you do not have a hot lunch account email foodservice@zps.org and they will assist in setting up your account. Accommodations for food allergies are taken into consideration on an individual classroom basis.

You will need your student's id# for the account set up. If you do not know your student's id#, please contact the school office.

Infinite Campus/Report Cards/Student Information

The Infinite Campus Parent Portal, in conjunction with Zeeland Public schools, allows Young 5s-8th grade parents to view their own child's school records for the current school year, anywhere, anytime through a secure web browser.

[Link to Infinite Campus](#)

New families: Fill out of the [acceptable use policy](#) and return to zcsinfo@zcs.org. Once this form is filled out the school office will be able to provide login information

Existing families: If you have misplaced/lost your username/password, please email leisen@zps.org to have your password reset.

MAP Growth

MAP stands for Measures of Academic Performance and is developed by the Northwest Evaluation Association (NWEA). Each 2nd - 8th grade child takes a MAP growth assessment in early fall, mid-winter and late spring. MAP® Growth™ measures what students know and informs what they're ready to learn next. These reports are shared with parents twice a year.

Middle School Small Groups

Every middle schooler is placed in a small group with other 6th-8th graders, and together they have a Bible study and discussion time on a regular basis throughout the year.

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).

Parents' Club Report & Calendar

Find the Parents' Club Financial Report and Calendar of Events [HERE](#).

Parent Points

Zeeland Christian School organizes several fundraisers throughout the year to help offset the cost of tuition. We use a point system to distribute the workload and refer to it as "parent points". Families are required to work 10 points throughout the year or donate \$250 to ZCS.

Find the Parent Points sign-up for 2021-2022 [HERE](#).

PBL (Project Based Learning)

Students at all grade levels work to develop deep content knowledge as well as critical thinking, collaboration, creativity and communication skills through this approach to learning. A real-world problem or complex question is taken on by students over an extended period of time, culminating in a public product or presentation for a real audience.

Power Hour

Middle school after school supervision is available for students who need to stay after school. After school, each student attending Power Hour will check him/herself into one of the Power Hour activity rooms using the Brightwheel attendance app. For more information on Power Hour and Brightwheel, please reach out to your child's teacher.

Report Cards

Printed report cards will be sent home four times a year at the end of each quarter. Parents of middle school students may access the IC Parent Portal at any time to check on assignments and progress.

School Delays/Cancellations

- Zeeland Christian operates on the same schedule as Zeeland Public Schools when there are weather delays and cancellations.
- Sign up for [Z For Me emails](#) from Zeeland Public Schools. They send out emails with delays and cancellations.
- Tune into local radio or TV stations for updates.
- 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.)

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.

Society Report

[Society Meeting Report - April 2021](#)

Spiritual Journals

Beginning in kindergarten, students make three journal entries each year expressing spiritual growth during that school year. The completed journals are presented to students at their 8th grade banquet, highlighting each student's personal walk with our Lord during their school career at ZCS.

Standards of Student Behavior

Each person at ZCS deserves to feel safe and included within our school community. Below are protocols and expectations that help ensure we do our best to live with care for each other, and help ensure that learning happens at its best.

- A school is a public building as are many other buildings children enter. Therefore, what they learn here will carry over. Two important rules exist in our society:
 - We should not interfere with what another person is expected to do or is trying to do (unless, of course, we are in a position of authority and something wrong is being done).
 - We may not destroy public property or someone else's private property.
- We as teachers must remember that this respect is often earned and not to be forced upon our students. We should handle all situations with gentle and calm voice, and demonstrate Love & Logic by using enforceable statements, here are some examples:

- We should insist on each student showing proper courtesy to: every other student, staff, and person at all times by reminding them in appropriate teachable moments like, “We only respond to requests that begin with the word please” or “At ZCS each student deserves to feel safe, what behaviour might you be doing or phrase might you have forgotten that would help them feel safe right now?”
- Our students must also understand that they are a witness to visitors in our building walking at all times in an orderly manner, avoiding shouting indoors, taking care of trash, and removing snow and grass from shoes before coming inside.
- Students must show respect for all adults in the building, not only their teacher.
- Elementary teachers should walk their students to and from all specials. If the teacher is not there to pick up the students, they should not be released until the teacher arrives. (Exception for split specials.) Please be on time for specials as our specials teachers have tight schedules.
- Classrooms should be controlled environments where learning can take place by all involved. Obviously, each teacher feels comfortable in a different type of environment. However, be sensitive to the needs of all your children when setting the tone for the environment of your classroom. This tone must be set early in the year.
- Students should dress respectfully. For example: T-shirts with inappropriate slogans or pictures are not to be worn at school. Shorts may be worn any time parents think it is appropriate. If you have concerns, please check with me.
- Students are expected to develop responsible habits in regard to school property, rules, schedules, and their work. You are guiding them in developing this responsibility. This includes keeping the rooms and halls neat. Lead by example. Be sure that your room and the hall outside your room are kept neat. All teachers should have students pick up paper and straighten out desks at the end of the day.
- Shoes must be worn in school at all times. The health department says no bare feet or stocking feet. Hats should not be worn unless you have a hat day. Teachers should monitor this in all students, regardless of whose student.
- No gum at any time on school property except if used in accommodation plans for our Support Services program. This includes sports events and practices. Coaches are responsible to enforce this rule.
- Lockers and hallways outside of classrooms should be picked-up at the end of the day to show respect for our building and those who take care of it.
- Students who arrive early must wait by the classroom.

Student Absence/Tardy/Vacations and Sign Out Policy

- Parents are requested to call the Absentee Line (616-741-0051) or email 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.

Support Services

Stacy Deters, Director

- 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 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.
- **Counselors** are available to our students. They provide support for students and/or families.
- A **speech pathologist** is on site to work with preschool and elementary students who meet qualifications for this service.

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 on the [PARENTS](#) page. Any TRIP updates or changes are published in the [Blue Note](#) in the “TRIP News” section.

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.

*This does not currently include COVID-19

*This does include:

DTP, DTaP, Tdap (Diphtheria, Tetanus, Pertussis)

Polio

MMR (Measles, Mumps, Rubella)

Hepatitis B

Varicella (Chicken Pox)

PCV13 (Pneumococcal disease)

Hib (Influenza type b)

3. 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.