



# ZEELAND CHRISTIAN SCHOOL

## Parent Reference Guide 2022-2023

**安稳: (安全. 全能. 堡垒. 永恒.)**

“他是我慈爱的神，是我的堡垒，我的据点，我的救主，我的盾牌，我投靠他”  
~ 诗篇 144:2

**S.E.G.U.R.O. (Santo. Eterno. Grande. Único. Redentor. Omnipotente.)**

"Él es mi Dios amoroso, mi amparo, mi más alto escondite, mi libertador, mi escudo, en quien me refugio." ~Salmos 144:2

**S.A.F.E. (Secure. Almighty. Fortress. Everlasting.)**

"He is my loving God and my fortress, my stronghold and my deliverer, my shield, in whom I take refuge."  
~ Psalm 144:2

**Telephone:** 616-772-2609

**General Email:** [zcsinfo@zcs.org](mailto:zcsinfo@zcs.org)

**Absentee Email:** [attendance@zcs.org](mailto:attendance@zcs.org)

**Absentee Phone:** 616-741-0051

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





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**ZCS Website ([www.zcs.org](http://www.zcs.org)):** In the top right-hand corner is a yellow box labeled "Parents." This tab is a great starting place to find additional information for many items listed in this document.



## 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 families 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** (vacation/illness/tardy/appointment)

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 at **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.

### **Academic Opportunities Outside of ZCS**

Opportunities that interfere with the academic school day must be approved by the school principal of the grade the child is entering. The principal or his/her delegate will determine recommendations in opportunities that require approval from the school. (Example: PATH program through Hope College)

### **All-School Chapel**

Monthly event for Young Fives thru 8th grade. 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.

ZCS requires a \$75 "Pay to Play" fee for each sport your child participates in at Zeeland Christian. If you are participating in a Co-op sport there is already a "Pay to Play" fee payable to Holland Christian, so an additional \$75 is not required to be paid to ZCS. Please send payments to the Zeeland Christian office along with your questionnaire or sports physical.

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.”

## Blackbaud Tuition Management

Payments for student tuition are handled through the online Blackbaud Tuition Management System. Through Blackbaud Tuition you have the option to pay annually, semi-annually, quarterly, or monthly, with your first payment for each new school year being due in July.

## 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 living in the Zeeland Public School system ([General Information](#)). Students need to submit a new transportation form every year, even if they do not plan to utilize busing. Forms can 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!

Daily School Day Schedule (start, recess, lunch, end times):

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

## Cell Phones/Personal Communication Devices

Students should not have their phones or other similar electronic devices out or on at any time during the school day or during Extended Care. We do this to minimize distractions during our day and reduce potential situations where there is a technology that we do not control on our school network and filters that may cause unwanted impacts on our students. If a staff member notices a device, they will take it and bring it to the administrator who will ask the office staff to call parents to pick it up at the parent or guardian's convenience.

Students may ask a teacher at any time in the day if they can use a classroom phone to dial their parents; teachers will do their best to assist a student in using a phone when they are not in the middle of teaching.

**Middle School Only:**

**We ALLOW personal communication devices to be used from 2:25 PM to 2:35 PM** (end of school to start of Power Hour) so that students can connect with parents or guardians. Students

may also ask a teacher at any time in the day if they can use a classroom phone to dial their parents; teachers will do their best to assist a student in using a phone when they are not in the middle of teaching.

## **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](mailto: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 616-772-2609 to make an appointment. You can also visit our web site at [www.zcs.org](http://www.zcs.org) or email us at [zcsinfo@zcs.org](mailto:zcsinfo@zcs.org).

**Continuous Enrollment** - see **Enrollment** section below for more information

## **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](#).

For families wishing to purchase ZCS logo apparel, orders are handled through GoodInk several times a year. Watch the Blue Note for when the online store is open for ordering.

## **Drills - Fire/Lockdown/Tornado**

According to the requirements set by the State of Michigan, we host 11 drills or practices throughout our school year. We conduct five fire drills, three tornado drills, and three lockdown drills. Our Support Services Teachers and our Leadership Team are aware of these drills prior to them happening. This allows

our teams to take the proper precautions and necessary preparations for students who may need specific support during these drills. The first drill date and time for each particular event are made known to the teachers. All teachers practice drill responses with their students prior to the first drill.

## 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.

Please see the details in [Car Line Protocols - Specifics For Parents](#).

## Enrollment Terms/Paperwork

Continuous Enrollment is utilized by ZCS, meaning each year students in Young Fives thru 7th grade are automatically enrolled into the next grade. Parents wishing to make changes to their child's enrollment for the upcoming school year must notify the Enrollment Coordinator, Head of School, or Principal by March 1st to avoid a penalty.

One-Page Tuition Sheet (OPTS) is generated mid-March each year and must be signed. This is a confirmation of your agreement to pay tuition while your child is enrolled at ZCS.

SchoolAdmin is the enrollment system used to submit yearly required paperwork. A parent account must be maintained by one adult to oversee the information for each child in their household.

Sliding Scale Tuition allows parents with more children to pay a lower percent of the cost of education per child.

## 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. The 7th/8th grade band will march in the Pumpkin Fest Parade.
- Grandparent/Grandfriend Day: This is a big deal! Scheduled for a half day in the fall, grandparents/grandfriends are invited to come to a special chapel as well as visit their student's classrooms.
- 8th Grade Play/Musical: Students have an opportunity to use their theatrical gifts and put God on display on the ZCS stage in the fall.
- 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.
- 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.

- 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.
- Spelling Bee: For 5th-8th grade students.
- Robotics: Offered to 7th and 8th graders as a joint activity with Holland Christian Middle School.
- 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.
- 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
- Memorial Day Parade: Students in K-2nd grade walk with their class in the Zeeland parade on Memorial Day. The ZCS bands also participate.

## 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 staff at [extendedcare@zcs.org](mailto:extendedcare@zcs.org). Find more information [HERE](#).

## 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. The 1st-5th grade family group members end the year with a Family Games day, which include outdoor events for each of the Family Groups.

## Fidgets

Fidgets have become very popular. At times they can benefit students, at other times they move from a tool to a disruptive toy within the classroom setting. If your child benefits from fidgets, please connect with your child's teacher to discuss their use during the school day.

## Field Trips

- Y5-8th Grade Field Trips - Each classroom teacher will communicate the field trips for the school year. Field trips happen both on and off-site a number of times throughout the school year.
- Students will be transported for off-site field trips by parent volunteers (organized by classroom teacher or parent liaison) or by bus.

- Students remain at school before and after all field trips unless noted otherwise by classroom teacher.

## Field Trip Driving Guidelines

- 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.

## Google Classroom:

3rd grade through 8th grade teachers will communicate through Google Classroom with their full class. This platform allows teachers and students to record videos and share assignments digitally.

## 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.

Medical Forms: Please review the various forms necessary for students who will need to take medicine at school OR for students who suffer from seizures, allergies, migraines, and/or asthma. Please print, complete, and submit to the school nurse at Rams Fest or before school begins. You can find all the forms on this [Parent Page](#) under **School Forms** towards the bottom.

## Hot Lunch

Hot lunch is provided daily for our staff and students by Holland Christian Schools. The food is prepared right in our kitchen and served fresh to our students daily. SendMoneytoSchool.com is the system used to manage hot lunch accounts and charges.

- Free/Reduced Hot Lunch: You may apply for Free/Reduced Lunch Benefits today. Please go directly to [familyportal.cloud](https://familyportal.cloud) where you will quickly and easily be able to apply for Free and Reduced Lunch Benefits online, by selecting **Holland Christian School district**. One application per family for Free/Reduced benefits must be submitted each school year. Please be assured that this information will remain confidential. If you need an application mailed to you, please contact [slambers@hollandchristian.org](mailto:slambers@hollandchristian.org)
- The cost for hot lunch is **\$3.00** per student. Thursday is Pizza Day and an extra slice is offered \$1.50 for grades 3-8.
- Hot lunch orders must be in by 8:00 a.m. for middle school students and by 9:00 a.m. for elementary students. *\*If your student will be late to school, please make sure to call the school office and submit your child's hot lunch order before the cut-off time.*
- Menus can be found on the Parents page on our website [HERE](#).
- Deposits into [SendMoneytoSchool.com](https://SendMoneytoSchool.com) changed to a NEW Family Portal, on July 1, 2022. If you have used this online deposit service in the past, you will need to re-enroll your students. The district name is Holland Christian School.
  - Current lunch balances for grades K-7 will roll over when you re-enroll.
  - It is important for you to know your student's account number to set up your account. To find your student's account number, please go to the Infinite Campus site and look on the 'Today' tab.
  - Sendmoneytoschool only takes credit cards to make a deposit. There is no service fee for online deposits before October 1, 2022.
  - You may always drop off deposits at your school office.
  - You do not have to sign up for SendMoneytoSchool.com to get hot lunch.

## 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:** Need to fill out the [acceptable use policy](#) and return to [zcsinfo@zcs.org](mailto: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](mailto:leisen@zps.org) to have your password reset.



## Language Immersion

ZCS offers total immersion programs in both Spanish and Mandarin Chinese. Students enrolled in these programs receive all of their classroom instruction in their target language through 2nd grade. Students in every grade participate in a World Language Class (Spanish or Mandarin) several times each week.

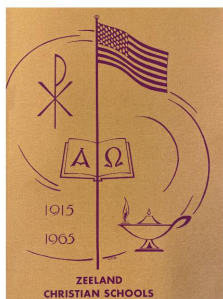
## Locations

- Central Ave (Main Site)
- Drenthe Preschool: Since 2005, we have had preschool classes at Drenthe CRC.
- Creation Ridge Preschool: Held at RidgePoint Community Church since 2020.

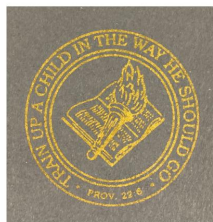
## Logo

Our current logo intentionally has three flame sections to represent the Father, Son, and Holy Spirit, and has a circle encompassing the flame to represent the all-encompassing love of Christ and the inclusion of every student. This fresh and vibrant look reminds us that there is a fire that burns in the hearts and minds of every student, educator, and faculty member at ZCS, driving us to be more innovative, more inclusive, and more servant-hearted with every action we take. We pray that this God-given fire burns bright in every member of our school community.

### Zeeland Christian School Logos



1965



1980



2008



2020

## Lost And Found

We have three locations where lost and forgotten items are stored. Parents are welcome to check into the office and search the lost and found locations at any point during the school year. These items are typically donated to a mission at the end of each semester. A notification goes out in the Blue Note before the items are donated giving parents a chance to do one last search for missing items.

**Preschool** - Items are kept on the bench in the commons for about a week and then brought to the elementary lost and found.

**Elementary** - Items are kept in a small room next to the boys bathrooms down the 3rd grade hallway.

**Middle School** - Items are kept on a wire rack just inside the door of Project Room #93.

## 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.

## Mission, Beliefs, and Values

Can be found at [www.zcs.org/mission-beliefs-values](http://www.zcs.org/mission-beliefs-values).

## Moms In Prayer

Led by an organization called Moms in Prayer, this is a weekly time where moms can pray over their children and the staff surrounding them. We have had a group at ZCS for over 30 years and this year may be the year God is calling you to join! Learn more about when groups meet [here](#).

## One Page Tuition Sheet (OPTS) - see **Enrollment** section above for more information

## PaperGator

The Paper Gator is in the back parking lot and is a fundraiser for the school. 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 (including cereal boxes).

## Parent Partners

The vision for starting Parent Partners is to have a strong community of parents to assist in providing a high-quality christian educational experience. How do we do that? By having parents partnering with the school to make ZCS a place where families feel welcomed and teachers feel supported.

Parent Partners' overarching mission is to support teachers and provide opportunities for parents (and grandparents!) to be involved in their kids' educational environment by assisting teachers, and building relationships with other parents (and grandparents!).

## Parent Liaison

Each classroom has one to two parent volunteers who act as liaisons for that particular class. These liaisons help coordinate teacher gifts and plan several parent gatherings throughout the year. Parent Partners will oversee and support the Parent Liaisons.

## Partnerships

**All Belong:** All Belong, formerly the Christian Learning Center, helped begin inclusive education at ZCS 35 years ago. All Belong advises ZCS, along with other churches and schools, on ways to best meet the needs of all students. You'll often see All Belong representatives on tours of ZCS with other school leaders who are seeking to learn more about our student support services.

**Grace Community Christian School:** Our [sister school](#) in the Philippines. The relationship between Zeeland Christian School and Grace Community Christian School began in 1999 and has grown through the years. Our connection now includes student trips, teacher prayer partners, classroom student connections, fundraisers (preschool coin collection, Jingle Jog, 4th grade Market Day, and 7th grade Car Wash), and student sponsorship opportunities.

**Holland Christian Schools:** We are committed to a strong relationship with Holland Christian Schools. We share resources including technology and athletics, and collaborate where applicable in board and administration efforts, curriculum and teaching. The ZCS sliding tuition scale applies to students enrolled at Holland Christian High School.

**MOSAIC Foster & Adoption Group:** ZCS School MOSAIC, started in 2019, actively works to connect, empower, and advocate for families who choose adoption, foster care, refugee care, kinship care, or participate in Safe Families, to develop supportive relationships while celebrating their unique backgrounds, experiences, cultures and races. The heart and intent of this group is to create a community for children and families, as well as to educate staff and those in the greater ZCS community on how best to support and love those who are from these types of families. Through this community we hope to: 1) serve students by making space for them to connect with others who understand their life journey; and 2) serve families by creating a safe place for expressing concerns, asking questions, sharing resources, and supporting each other through prayer. To learn more or to get connected, email [zcschoolmosaic@gmail.com](mailto:zcschoolmosaic@gmail.com).

**Ridge Point Community Church and Outdoor Discovery Center:** ZCS has partnerships with both Ridge Point Community Church and the Outdoor Discovery Center to run the Creation Ridge Preschool site. These are Spirit-led and natural partnerships that enhance Zeeland Christian Preschool.

**Zeeland Public Schools:** ZCS is very grateful for the friendly and collaborative partnership we have with ZPS. ZCS utilizes ZPS for busing as well as for support services such as speech, physical therapy, etc. We follow Zeeland Public Schools for delays and cancellations, with announcements made via email, news stations, and Facebook. ZPS also provides a school social worker to support students who have qualified for that service.

## 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

Supervision is available for middle school 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 Infinite Campus Parent Portal at any time to check on assignments and progress.

**SchoolAdmin** - see **Enrollment** section above for more information

## 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.

- During a severe weather event, parents are allowed to pick up children at any time but students will not be dismissed on their own.
- During the winter, wind chills are taken into consideration and staff will make the decision on how long students go outside.

**Sliding Scale Tuition** - see **Enrollment** section above for more information

## Social Media

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

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

Like Zeeland Christian on Facebook [HERE](#).

Follow @zeelandchristian on Instagram [HERE](#).

## Society Members/Report

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. An annual meeting for members is held each year in the spring.

[Society Meeting Report - April 2022](#)

## 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 graduation, 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.
- Teachers will remember that this respect is often earned and not to be forced upon the students. They should handle all situations with a gentle and calm voice, and demonstrate Love & Logic by using enforceable statements, here are some examples:
  - A teacher 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 behavior 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 to their teacher.
- Classrooms should be controlled environments where learning can take place by all involved.
- 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.
- Students are expected to develop responsible habits in regard to school property, rules, schedules, and their work. This includes keeping the rooms and halls 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 are allowed.
- Hats should not be worn unless you have a hat day.
- 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 for enforcing 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.
- Elementary students who arrive prior to the start of school at 8:40 must head straight outside to the playground upon arrival.

## Support Services

- 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 includes support for students through all grades with a specific early intervention program for first-grade students. This targeted program for first grade students involves intentional one-on-one literacy support and 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.

## Toys From Home

Toys from home are not permitted to be brought to elementary school unless there is a special circumstance in which the teacher states that it is allowed (ex. stuffed animals at school for comfy day, show and tell, etc.) or if the toy has been approved for use at school by the student's teacher.

## Treats For Classrooms (Birthdays/Celebrations)

If you would like to bring a treat for your child's class, please follow these guidelines:

- **Check with the teacher** to confirm a date/time.
- All treats must be **non-edible**.
- Bring enough treats for **all students**.

## Tuition Assistance

At ZCS the goal is for a family not to pay more than 15% of their income in tuition for their children to attend school each year. Tuition assistance is offered for families with children in Kindergarten thru 8th grade, up to 50% of a family's tuition cost. If a family also has a preschooler, that tuition number is also taken into account when awarding assistance. The application window for each school year is in March and is handled through the FACTS system.

## 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:

- Removal of any underimmunized\* child who seems to show symptoms of a disease that is vaccine preventable.
- 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)

- 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.

## **Volunteers:**

We welcome volunteers and ask that all volunteer inquiries begin with an email to [zcsinfo@zcs.org](mailto:zcsinfo@zcs.org) where the offer will be directed to the appropriate director for approval. Background checks will be required for all volunteers.

## **Week-at-a-Glance (WAAG):**

Teachers will provide a Week-at-aGlance document via their classroom blog each Friday. This document will communicate their plan for the upcoming week, especially in the event a students needs to pursue learning from home for a period of time.

## **Welcome Family**

Families who are new to the Zeeland area or new to Zeeland Christian are connected with a current ZCS family. This family serves as one more resource in answering questions and getting connected to the greater ZCS community. If you're interested in being a welcome family or being connected to a welcome family, please contact the Enrollment Coordinator.

## **ZCS Expand(ED) Summer Camps**

A variety of summer camp options offered by teachers at ZCS (i.e. tutoring, sports, language, etc). Information is released via the Blue Note around Spring Break.