

Zanesville Adventist School

Student Handbook

2023-2024

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The Zanesville Adventist School was established to provide a Christ-centered education for the children of the Zanesville Seventh-day Adventist Church and children of the community. The school has two classrooms, a library, an office, gymnasium and other attractive features to the educational program.

MISSION STATEMENT

To partner with parents in bringing up their children in accordance with God's plan, while working together to:

- **Provide** quality education in a family atmosphere
- **Promote** a Christ-centered life and the development of a Christ-like character
- **Protect** children by creating a Christian environment
- **Prepare** our students for a successful life in this world and for a future in heaven

PHILOSOPHY

Zanesville Adventist School operates on the belief that education “involves more than the pursuit of a certain course of study. It means more than preparing for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.”

—Ellen G. White, *Education*, p. 13

The Zanesville Adventist School and church believe that every member is responsible and morally obligated to provide and support Christian education. The church is the family of Jesus Christ, making every member part of that family. Therefore, the total membership is to assume responsibility for providing a Christian education for their children—the little brothers and sisters in the church family.

The Zanesville Adventist School and church also strongly recognizes The Great Commission that Jesus gave to his disciples: “Go, then to all peoples everywhere and make them my disciples” (Matthew 28:19) and believes in the active service we can provide for the local community and its children. As Jesus said, “Let the children come to me, and do not stop them, because the Kingdom of God belongs to such as these” (Mark 10:14). The school and church therefore believe that we have an obligation to provide good Christian education not only for our own members, but for any family that wishes a similar education for their child.

OBJECTIVES

It is the goal of the Zanesville Adventist school to provide quality education, consistent with Seventh-day Adventist standards and comparable to public education.

The Zanesville Adventist School will, with God's leading, provide students with an education that will meet spiritual, social, physical and mental needs of the child.

The school will:

Spiritual

- Help students to become familiar with the Bible and its teachings and encourage them to read and study it for their own personal information and guidance.
- Encourage students to accept Jesus Christ as their personal Savior and recognize God as the source of all life.
- Lead our students into a deeper and richer Christian experience and a better understanding of the plan of salvation.
- Help students develop Christian character traits such as kindness, teamwork and love.
- To the best of ability, and with God's strength, model the Christian character traits that we are seeking to develop in our students.

Social

- Provide a caring Christian environment with a family atmosphere.
- Encourage students to work cooperatively and harmoniously with one another and to discover the satisfaction of sharing responsibilities and ideas.
- Help students to understand other people, their needs and way of life, and to value and consider the opinions of others.
- Encourage students to use discernment in their daily lives, to make good choices and to stand up for principle.
- Prepare students to take their places as servants of God.

Physical

- Protect students by creating a safe and Christian environment.
- Teach the students to understand their own bodies and how to care for themselves.
- Teach and demonstrate healthful living practices.
- Offer a physical education program to help students develop and maintain good physical health.

Mental

- Teach students to be independent and effective learners.
- Teach students to become responsible for their own learning.
- Develop the capabilities of each student so that they can reach their highest possible competence in fundamental skills, understandings, and appreciation.

ADMISSION STANDARDS

Zanesville Adventist School is operated as a service for members of the Zanesville Seventh-day Adventist church. Other children are admitted, as room is available for them. It is the policy of Zanesville Adventist School to admit students regardless of race, color, religion, national and ethnic origins. All students have the right to the privileges, programs and activities offered by the school. In order for Zanesville Adventist School to maintain the ideals and objectives established by the governing board and because it is a church-oriented institution, admission qualifications have been established. Only those students and their families who are in sympathy with the philosophy and objectives of Zanesville Adventist School and who will cheerfully endeavor to live in harmony with the principles of the school should apply for admission.

Zanesville Adventist School does not admit or retain individuals who engage in sexual misconduct, which includes non-marital sexual conduct or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of the Zanesville Adventist School and the Seventh-day Adventist Church.

Students of other religious faiths will be welcomed provided they will show respect for the beliefs of the Seventh-day Adventist Church and will maintain a reverent attitude during religious exercises.

Any identified physical problems should be addressed promptly so that the student's learning process will not be hindered. Complete medical examinations are required for all new students and students entering grades K, 4 and 7. It is required that immunization records be placed on file with the school. Failure to comply with this request will result in suspension from class attendance until the immunization records are on file at the school.

Students should be in good academic standing at their previous school. New students may be tested to determine grade placement and appropriateness for enrollment. All new students are on probation for a nine-week period. Zanesville Adventist School provides the best education possible for all of its students; however, Zanesville Adventist School does not have the facilities or the staff to handle certain special education needs. Children entering kindergarten must be five years of age on or before September 30 and first graders must be six years of age on or before September 30.

CURRICULUM

Religious instruction is an integral part of the curriculum of every grade.

Although the curriculum followed by Zanesville Adventist School incorporates the requirements of the Ohio State Department of Education and the General Conference of Seventh-day Adventists, the belief in God, as well as Biblical principles and values, permeates the entire curriculum.

LIBRARY

The library is available to students. There are also libraries in each classroom. All are well stocked with books and DVDs along with current reference materials. Library holdings are added to annually by a regularly budgeted amount.

ATTENDANCE

The school calendar is provided to parents at the beginning of the school year. Parents are expected to ensure that their children attend school regularly and on time. All students are encouraged to schedule non emergencies (dental appointment, doctor appointments, etc.) outside of school hours.

A student may legally be excused from school for:

- Illness (personal or family). If it is more than 3 consecutive days, it should be verified by seeing a physician and a doctor's note handed in to the school.
- Death of a relative.
- Observance of a religious holiday.
- A doctor or dental appointment. These should be avoided during the school day if possible.
- Absences due to a student's placement in foster care or change of foster care placement or any court proceedings related to their foster care status.
- Absences due to a student being homeless.
- Emergencies or sets of circumstances which, in the judgment of the principal, constitutes a good and sufficient cause for absence.

Absences for reasons other than the ones listed above will be considered unexcused.

A student entering school after the first 60 minutes, but before lunch, will be recorded as half-day absent.

A student dismissed after lunch, and prior to the last 60 minutes of the school day, will be recorded as half-day absent.

Parents must provide an acceptable written or verbal explanation to the school in order for the absence to be excused.

When a student is absent, parents are required to contact the school by 8:30 a.m. on the day of the absence. If a student is absent and the parent has not contacted the school by 9:00 a.m., the school will call the student's parent. This is a child safety procedure.

Parents are encouraged to contact the teacher and make arrangements to pick up assignments immediately after school has been dismissed.

HOURS

School hours are 8:30 a.m. to 3:20 p.m. Monday through Thursday. Friday's hours are 8:30 a.m. to 2:30 p.m. Students should not arrive at the school more than 20 minutes prior to the school's starting time. If students must come before 8:10 a.m. they will be allowed to enter the building and will be supervised beginning at 8:00 a.m. Students may not sit or wander in the halls. All students must be picked up no later than 3:50 p.m. Monday through Thursday and 3:00 p.m. on Friday. All students should leave the school as soon as they are dismissed. Regular attendance and promptness in meeting appointments is necessary for satisfactory schoolwork and proper child training. School doors remain locked at all times for the safety of the children. Those wishing to enter must ring the doorbell.

Parents can help the teachers by cooperating with the following requests:

1. Have the child arrive at school early enough so that he can be in his seat and ready for morning worship at 8:30 a.m. A child is considered tardy if he is not in his proper place at this time.
2. Arrange for dental and medical appointments outside of school hours except in cases of emergencies and unless the health of the child would otherwise be impaired.
3. Attempt to give the child sufficient rest each night. Sufficient rest is one of the greatest aids to learning.
4. If at any time it is necessary to have the child absent or tardy, please write a note of explanation to the teacher. Such a note of explanation does not necessarily excuse the child.
5. Observe carefully the dates listed in the school calendar for the beginning and ending of vacation periods.

FIELD TRIPS

Field trips can be a wonderful tool to enhance a student's learning. At Zanesville Adventist School all classes go on field trips throughout the year. The field trips are often coordinated with the material the students are learning in their classroom. All field trips require signed permission slips from the parents. Without this, the child will not be able to participate. The cost of the field trip depends on the class's destination. Field trips should be paid for in advance of the trip. All students are able to participate in field trips regardless of their ability to pay.

DRESS CODE

1. Grubbiness in appearance, such as the wearing of cutoffs, or torn or ill-kept clothing, is not acceptable for general school wear.
2. All shirts must have sleeves. Tank and cropped tops, fishnet football jerseys, undershirts or shirts with inappropriate lettering or pictures are not acceptable. Clothing that is sheer or has a low neckline is not acceptable.
3. Dresses and skirts should fit modestly and reach approximately to the knee when standing and should be modest when seated. Pants and shorts should fit modestly.
4. Hair must be neat and well groomed. Extreme hairstyles for either boys or girls are not acceptable. Head coverings will not be worn in the classrooms.
5. Sensible footwear is required. High-heeled shoes, flip-flops or Crocs should not be worn. Boots may be worn in the wintertime to and from school, but a change of shoes will be required for the classroom. Sandals are acceptable during the summertime, but a change of shoes will be required for P.E. and recess.
6. Makeup that appears conspicuous and unnatural is not to be used.
7. Colored nail polish and fake nails are not to be worn.
8. Girls are permitted to wear items in their hair, such as barrettes, ponytails, and scrunchies, as long as the items are not a distraction to others. However, hair ties and scrunchies are not to be worn on the wrist.
9. Ornamental jewelry (such as rings, bracelets, necklaces and earrings) is not acceptable.
10. When questions arise, the principal will determine acceptable dress.

BEHAVIORAL GUIDELINES

The goal of the discipline at Zanesville Adventist School is to instill self-discipline and responsibility within the child. Through a variety of methods, the school attempts to achieve this goal. Students at Zanesville Adventist School are expected to know that proper order and discipline are necessary for good work in school. Students are to show respect for duty, order, morality, personal honor, and the rights of others as is expected of any good citizen. It is the hope of the board and faculty that the students and Zanesville Adventist School will, of their own will, conduct themselves as good citizens. Such conduct would include Christian kindness and courtesy toward all, a positive attitude toward Zanesville Adventist School and the principles for which it stands, and a deep commitment to do one's best in every task.

Special privileges are contrary to good school spirit and good sportsmanship. Any practice or attitude that tends to nullify a Christian atmosphere or defeat the purpose of the school will not be permitted. Whenever, in the judgment of the faculty, a student's connection with the school is no longer profitable to the student or to other students, the student may be asked to sever connection with the school although no overt act has been committed.

FOR VIOLATION OF ANY ONE OF THE FOLLOWING BASIC BEHAVIOR STANDARDS AT SCHOOL OR ON ANY SCHOOL RELATED ACTIVITY, A STUDENT IS LIABLE FOR IMMEDIATE SUSPENSION AND/OR DISMISSAL:

1. Continual violation of any school regulation or insubordination toward school personnel.
2. Fighting, intentionally causing damage to personal property or school property.
3. The use or possession of alcoholic beverages, tobacco, drugs or narcotics.
4. Theft, breaking into locked areas, cheating or any form of dishonesty.
5. Entering or leaving the school by any means other than the regular entrances.
6. Leaving the school property without permission.
7. The possession or use of a firearm, knife, slingshot, other weapon or explosive device.
8. The use of profane or indecent language.
9. The Seventh-day Adventist Church upholds high standards in reading materials and recordings. Those items not in accordance with these standards, as determined by the administration, are not appropriate in school.
10. Sexual harassment.

For participation in any off-campus activity that affects behavior and/or attitude while at school, a student is also liable for immediate suspension and/or dismissal.

Each student is expected to follow all the regulations of the school, written or announced, and to give prompt attention to the directions of the school personnel. Regulations adopted and announced by the faculty during the school year are as binding as those printed in the handbook.

By enrolling a student at Zanesville Adventist School, parents automatically agree to pay all damage and/or replacement expenses when property belonging to the school, personnel or other students is damaged either through carelessness or intentional destruction.

HARASSMENT

Policy

It is the policy of the Zanesville Adventist School to strive for a learning environment that is free from sexual, racial, and religious harassment for students and staff. This policy will be enforced before, during, and after school hours on all school property, including school functions and events held at other locations. Sexual, racial, and religious harassment are subject to the General Conference of Seventh-day Adventist policies and applicable state and federal statutes. The Zanesville Adventist School Board will act to investigate all complaints and take appropriate action. Harassment includes but is not limited to the following: subjecting students to derogatory remarks, insults, slurs, jokes, or tricks based on race, ethnicity, or gender.

Types of harassment could be physical intimidation, racial degradation, or teasing regarding an individual's personal characteristics. Some examples of such unwelcome conduct include the following:

- a. Referring to another student as gay, or synonyms thereof
- b. Derogatory comments implying ability or lack thereof being related to gender, race or religion
- c. Derogatory notes, comments, epithets or jokes toward another gender, race or religion
- d. Comments about male or female body parts in a crude context
- e. Visually leering
- f. Displaying sexually suggestive objects, pictures or cartoons
- g. Physically touching another in a sexually suggestive way or in a private area
- h. Obscene gestures or hand signals
- i. Pressuring another person to perform or participate in sexual activity.

Procedures

Any student or staff person who believes he or she has experienced sexual, racial, or religious harassment by a student or employee of the Zanesville Adventist School or any unpaid instructor or volunteer, or any third person with knowledge or belief or conduct that may constitute harassment, should report the alleged acts immediately to the principal, a teacher, school board member, or pastor.

A verbal report in the presence of two authority figures will be required of a student reporting harassment. Students may receive guidance, advice, support and/or advocacy from school staff, including administrators, counselors, teachers, or other staff.

The privacy and data privacy rights of all persons involved will be respected in accordance with the appropriate statutes. Upon completion of the investigation, a representative of the education board of the Ohio Conference will meet with the complainant and discuss the outcome. There will be no retaliation against any person who reports harassment or participates in an investigation. The willful filing of a false report will be considered a violation of the student responsibility policy.

NOTE TO PARENTS

The success of the school depends largely upon the full cooperation between parents and teacher. It sometimes happens that students make complaints to their parents concerning school matters, especially when measures for discipline are involved. In such cases, parents are urged to withhold judgment until the teacher is contacted and an investigation of the matter is made. Following this plan can prevent unhappy consequences.

Parents should discuss policies, problems, or complaints with the teacher rather than with other parents or members of the community.

A parent who has a question regarding something at school should contact the teacher or school principal. If the issue is still not resolved, it should be referred to the Zanesville Adventist School Board chairperson.

PARENT-TEACHER CONCILIATION PROCEDURE

On occasion problems may arise between parents and teachers. The following conciliation process is the standard procedure throughout the Columbia Union. It is based on Matthew 18 and 1 Corinthians 6.

- Step One: The parents should first talk with the teacher involved and attempt to resolve the problem on an informal basis.
- Step Two: If the problem is not resolved, the parent then asks the school principal to help resolve the problem on an informal basis.
(This step would be skipped if the teacher were also the principal.)
- Step Three: If the problem is not resolved on the school level, the parent then contacts the school board chairman who will attempt to resolve the problem on an informal basis.
- Step Four: If the problem is still not resolved, the school board chairman will convene a formal meeting of either the school board's executive committee or full board depending on the procedures adopted by the school board for such situations. When such a meeting takes place, the conference superintendent of education must be informed of a potential problem.
- Step Five: If the school board does not resolve the problem, the parent then contacts the conference superintendent of education and explains the problem in writing. The superintendent of education attempts to resolve the problem by meeting with the parent, teacher, principal and school board chairman.

Step Six: If the parent is not satisfied with the results of the preceding step the matter shall be referred to the conference K-12 administrative body or its duly appointed committee which deals with such matters. Their decision shall be considered to be final.

FINANCIAL POLICIES

Zanesville Adventist School has four major sources of income: tuition, Ohio Conference of Seventh-day Adventist operating subsidy, Zanesville Seventh-day Adventist Church operation subsidies, and fund-raising projects. Before a student is enrolled, the parent or guardian must accept financial responsibility by signing a financial agreement.

Tuition and Fees

Tuition and fees may be paid by the year or in equal monthly payments, as billed. The first of the payments is paid prior to or at the beginning of the school year. The first tuition payment and registration fee must be paid before a student may enter class at the beginning of the year. Tuition payment is due on the first day of the month. It is considered late on the 10th day of the month.

Registration Fee

This fee includes textbooks, workbooks, art supplies and duplicated materials.

Refund

If a student withdraws during the first calendar week after registration, a full refund of tuition will be given. If a student withdraws during the second calendar week after registration, a 75 percent refund of the tuition will be given. Registration fees will not be refunded.

Returned Checks

There is a \$20.00 service charge applied to the account for any check returned by the bank. Occasionally it may be necessary to ask that future payments be made in the form of certified check, money order or cash.

Payments

The school will not be responsible for cash sent with students. It is recommended that all payments be made by check or money order.

Enrollment after School Begins

Students who enroll after the first month of school must pay the registration fee and the normal tuition charge for that month.

MISCELLANEOUS INFORMATION

Home and School Association

All parents of the school children are members of the Home and School Association, along with the staff of Zanesville Adventist School. This organization directly benefits all families through parent education meetings and fund-raising activities. Parents are invited to participate in these programs sponsored for the benefit of all students. The proceeds derived from these projects aid the school program by providing additional instructional materials and equipment.

Emergency Weather Policy

Zanesville Adventist School will respond to the same delays and closures as the Zanesville City Schools. Such reports may be heard on WHIZ Radio (1240AM – 102.5 FM) and WHIZ TV (check local listings). Should there be an early dismissal due to snow or other emergency weather, please have contingent plans made ahead of time and make sure your child knows what they are. It saves a lot of worry if your child knows ahead of time what is going to happen.

Cell Phone Policy

Students may bring a cell phone to school but only for use in an emergency and after school, once class has been dismissed. Students must have their cell phone switched off or “silenced” during the school day and must store them in their backpack. Student use of a cell phone during the school day is not permitted and will result in confiscation of the device. Parents will be contacted to claim the student’s cell phone. The student assumes all risks in bringing a cell phone onto school property.

Lost and Found

Lost and found items are periodically placed on display in hopes that their owner will claim them. Those items not claimed will be taken to a community service organization. To prevent loss, it is suggested that clothing and items of value be marked with the student’s name. Excessive amounts of money and expensive items should not be brought to school. The school cannot be responsible for items lost or stolen.

Gum, Candy and Food

No candy or other food is permitted at school except at lunchtime and other permitted occasions such as holiday parties. Gum is never permitted at school.

Recess

All students are required to participate in recess activities unless a parental note requesting exemption from these activities is presented to the teacher.

Toys and Electronic Devices

No electronic devices such as an iPad and handheld video games etc. should be brought to school unless directed by the teacher. All toys should remain at home. Pictures or posters not appropriate for the classroom are not permitted. Violations of this rule may lead to confiscation.

Visitors

Parents and school patrons are welcome to visit classes any time after the second week and before the last two weeks of the school year. Arrangements should be made with the principal prior to the visit. Please do not expect to have a private conference with a teacher during school hours. Conferences should be arranged after school. In general, the presence of student visitors is discouraged due to limited space and classroom interruption. Should a student visit be desired, prior approval from the principal must be obtained. Any adult who needs to contact a child for any reason should check first with the principal. A child is permitted to leave the building with an adult only when satisfactory arrangements are made with the principal. Children are not permitted to leave the school grounds at any time without satisfactory previous arrangements. The protection of school children today is a vital matter and one that demands strict obedience to the guidelines that the school recommends.

Lunch Time

Students are expected to eat their lunches in the fellowship room. All food is to be eaten in this room. Before a student is dismissed for the noon recess, the area around him or her should be clean. It is recommended that all food be prepared at home. The microwave will be available for re-heating but for safety reasons the stove will not be available. Lunches should conform to Seventh-day Adventist standards. Unclean meats, coffee, tea, caffeinated soft drinks, or other beverages of this type are not acceptable.

Emergency Evacuation Drills

One Emergency Evacuation Drill will be conducted during the first ten days of the new school year. An Emergency Evacuation Drill will take place once per month during the school year (for a total of nine drills per year). Tornado drills will be conducted once a month while school is in session during the tornado season (April-June). Three School Safety Drills will also be conducted during the school year. School Safety Drills are a subcategory within the general rapid dismissal category that specifically addresses evacuation when a sudden emergency is caused by an act of violence – such as an act of terrorism or a person possessing a deadly weapon or dangerous ordnance. Maps and procedures are posted.

School Buildings

Students are to conduct themselves at all times in a manner consistent with a refined home. Loud talking, running in the halls, scuffling anywhere in the building, or any conduct of a boisterous nature, is always out of order.

Playground

Students are to remain in the playground area during recesses or recreation periods. The woods, the homes next door, and the street are off limits. No student is to be in these off-limit areas unless accompanied by a teacher. Students are to respect one another and show Christian sportsmanship on the playground.

Gymnasium

No student is permitted in the gymnasium for any reason without adult supervision.

Student Insurance

Each student is covered by an accident policy that cares for reasonable medical bills resulting from an accident on school property or enroute to and from the school. This is a secondary insurance policy that takes care of the balance after the parents' policy pays. Additional coverage is available if you choose.