

DAUGHTER OF ZION JUNIOR ACADEMY



STUDENT AND PARENT HANDBOOK

2018-2019

Daughter of Zion Junior Academy

"Teaching Christian Standards, Developing Academic Excellence"

We are so pleased that you have agreed to be a part of our DOZJA family. We know that you will enjoy the time with us and we hope that you will continue to make us a part of your family.

“Teaching Christian Standards and Developing Academic Excellence” is our motto and an expression of our goals and ideas. DOZJA students and parents can help us to live up to these ideals by maintaining Biblical principles, contributing to a healthy social environment and by stretching your academic abilities to their limits.

The need for a solid foundation in education cannot be overstated. In conjunction with the home and the church, the school represents that dimension of the great triangle that comprises the basic education unit of society. DOZJA recognizes each students’ needs for a wholesome blend of education that would ensure proper development of the spiritual, mental, physical and social traits. Your academic career here can and will be challenging and rewarding.

Adventist education mission – “Higher than the highest human thought can reach is God’s ideal for His children. Godliness – godlikeness – is the goal to be reached. Before the student, there is opened a path of continual progress, an object to achieve and a standard to attain that includes everything good, pure, and noble.”

Daughter of Zion Junior Academy is accredited with the North American Division Commission on Accreditation, the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, the National Council for Private School Accreditation and the Commission on International and Trans-Regional Accreditation. The State of Florida and the United States Department of Education recognizes these organizations as well.

This school handbook is designed to provide essential facts about DOZJA. The information in this handbook is subject to change by the action of the Daughter of Zion Junior Academy School Board. Notice of changes will be provided. Students, parents and guardians are held responsible for all regulations contained in the school handbook and for all written and publicly announced regulations made hereafter.

MISSION STATEMENT

Daughter of Zion Junior Academy is committed to educating through personal commitment to teaching, nurturing, and modeling Christ. Our teachers dedicate themselves to challenging each student to develop spiritual, physical, academic and social excellence.

OUR VALUES AND GUIDING PRINCIPLES

We are dedicated to:

- Creating a safe place that welcomes everyone,
- Working together as a community of home, school and church to uphold Adventist Christian education,
- Providing balanced, dynamic learning experiences,
- Fostering friendships for now and eternity,
- Developing servant leadership in each person,
- Providing academic excellence that generates critical thinking,
- Teaching and inspiring Christ like behavior,
- The Adventist EDGE initiative through ongoing professional growth,
- A spiritual atmosphere that gives glory to God.

PHILOSOPHY OF EDUCATION

The philosophy of education at Daughter of Zion Junior Academy is to provide a sound Christ-centered, uniquely Seventh-day Adventist education in which the student is taught to cherish the practical teachings of the Bible, maintaining at the same time a high degree of academic excellence.

We believe that our school should not only prepare our youth to be leaders in our church and in our society, but also to be heirs in the world to come. To provide such an education, this school recognizes that the parent's role is very important in the development of the students.

DAUGHTER OF ZION JUNIOR ACADEMY OBJECTIVES

In harmony with our philosophy of developing the whole person, our objectives are as follows:

SPIRITUAL

1. To reflect the image of Christ in daily living.
2. To prepare the student for service to God and man.
3. To develop the student qualities needed for leadership on various levels of responsibility.
4. To encourage the student to interpret world events in the light of Biblical Prophecy.
5. To encourage habits of spiritual reading and study.
6. To acquaint the student with a knowledge of Seventh-day Adventist doctrines.

PHYSICAL

1. To help students understand and practice the principles of healthful living and to recognize that physical fitness is the foundation for any achievement of life.
2. To encourage students to consume products that will contribute to their well-being and to practice temperance and moderation in all aspects of their lives.
3. To impress upon the student's mind the importance of sportsmanship.

SOCIAL

1. To train each student in the duties and responsibilities of citizenship.
2. To encourage good manners, tastes and judgment in social decisions.
3. To encourage the student to develop a pleasant Christian personality.
4. To teach students to regard others as worthy of respect, infinite value and to accept others as friends regardless of social origin, which also includes respect to teachers and others that are in a position of authority.

MENTAL

1. To develop within the student a quest for knowledge and a desire to arrive at the highest degree of excellence in accordance with his/her ability.
2. To develop and train minds to view with understanding and with historical perspective the religious, social, scientific, racial and economic forces which shape contemporary life.
3. To stimulate thought and culture by intellectual contact with the greatest thinkers of our own and former times and to foster an appreciation for the best in literature, nature and the fine arts.

NONDISCRIMINATION POLICY

It is the policy of the Seventh-day Adventist church in all of its church operated schools and on all levels in the North American Division, to admit students of any race or nationality to all rights, privileges, programs, and activities at its schools. The Seventh-day Adventist Church makes no discrimination on the basis of race or nationality in the administration of educational policies, applications for admission, scholarship programs and athletic or extra-curricular programs. In order to ensure the best educational environment, prospective students are screened through testing, recommendation forms, and staff evaluations. The criteria include student conduct, motivation, scholastics, and parental support.

ADMISSION

This school is open to all persons who possess a good moral character and demonstrate both reverence and a willingness to wholeheartedly observe all regulations of the school. Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who is accepted at Daughter of Zion Junior Academy thereby pledges to uphold Christian standards in speech and actions, in and out of school.

ADMISSION REQUIREMENTS

A) School Entrance

1. To be eligible for Pre-Kindergarten, the child must be three (3) or four (4) years old on or before September 1.
2. To be eligible for Kindergarten, the child must be five (5) years old on or before September 1, but not older than five (5 years) and nine (9) months.
3. To be eligible for the first grade, the child must be six (6) years old on or before September 1.
4. All Pre-school and Kindergarten students must be toilet trained.
5. Requests for exceptions to these policies must be given to the principal and submitted to the Education Department of the Southeastern Conference for an evaluation of both scholastic capabilities and developmental maturity. The student will be accepted only by written permission from the Southeastern Conference Education Department.

B) Admission and Registration

1. Complete an enrollment application - registration application is a binding contract.
2. Current medical forms: Florida law requires that all children entering a school in the state of Florida should be immunized for the following: DPT, Polio, MMR (measles, mumps, rubella), Hepatitis B, and Haemophilus Influenza. A Florida certificate of immunization signed by a doctor is required. TB testing, as part of the school health examination, is required.
3. Proof of date of birth - Birth Certificate.
4. Full transcript of all credits and/or grades as well as the latest aptitude test results and/or standard achievement results earned in current or previous school(s). *Transcripts must be mailed in by previous school(s)*. No application is complete without full transcripts and test scores.
5. Personal reference letters are required for all new students in grades 6-8 describing his/her class performance and/or behavior. (Ex: must be by pastor, mentor, or teacher, etc.).
6. Registration fee and first month's tuition is required upon admittance.

FINANCES

It is the objective of Daughter of Zion Junior Academy to operate the school and each of its departments as efficiently and economically as possible so that we may offer Christian education to our youth at the lowest possible cost.

REGISTRATION/ APPLICATION FEE

An annual application and registration fee is charged to each applicant at the rate set by the School Board of Daughter of Zion Junior Academy. The account for the previous year's expenses at Daughter of Zion Junior Academy must be at zero balance before the student is permitted to enroll for the new school year. Should the applicant's account not be at zero balance, the previous year's balance will be added in

addition to the current charges for the new school year. No student will be registered if there is an outstanding balance on his/her account from the previous year without prior arrangements made by the Principal and the School Finance Committee. **Note: Application fees are non-refundable.**

TUITION FEE

The following items are included in the registration/tuition fee:

- Textbook rental
- Student Accident Insurance
- General Overhead Costs

TUITION DISCOUNT

When two or more children in one family are enrolled at Daughter of Zion Junior Academy, a tuition discount of **10%** is taken off the second child's tuition and **5%** off each child's tuition enrolled thereafter. Tuition discounts may vary from year to year and will be set by the school board.

SCHOOL BOARD POLICY ON TUITION

The following procedures will be implemented:

1. Tuition payments are due on the first day of each month. After the fifth business day and thereafter, each account will be assessed a **\$30.00** late fee. If fees have not been paid by the last day of the month, your child will not be able to return to school until all fees are current.
2. **After two (2) checks are returned for insufficient funds, the school will no longer accept checks as a payment for tuition. There will be a returned check fee of \$30 added to your account.** Cash, money order, cashier check or credit card payments only will be acceptable payment methods.
3. End of the year report cards, transcripts and yearbooks are held until accounts are paid.
4. Overdue accounts will not be allowed to take semester exams or final exams until the account is paid in full.
5. Your child will not be allowed to attend classes in the event your account is delinquent 30 days after notice is served.

You are strongly encouraged to pay your financial obligations on time. If you are having a legitimate hardship, immediately contact the principal to make appropriate payment arrangements.

TRANSCRIPTS

Each student is eligible for one free transcript upon written request. For each additional copy, a \$2.00 charge will be applied. A written request for a transcript is required. It should include the following information.

1. Full Name of student at DOZJA.
2. Year of attendance or year of graduation.
3. Complete mailing address of where the transcript needs to be sent.

*There is an additional \$1.00 charge to send the transcript via fax. All official copies will be sent directly to the school. No transcript will be given to a school, parent or student nor forwarded to another school until the student's financial obligations to Daughter of Zion Junior Academy have been met.

SCHOOL AND ACADEMIC HOURS

School starts at 8:00 A.M and dismisses at 3:00 P.M. Monday through Thursday. Dismissal on Friday is at 2:00 P.M. The Principal must approve any variation to these times. Students may not leave the school grounds before dismissal time and must remain on campus while waiting for transportation.

It is important that each student meet the required academic hours for each subject area. Therefore, parents are encouraged not to collect their child(ren) without prior written notification as it will have an

adverse effect on grades.

ATTENDANCE POLICY

The law requires regular school attendance. The only excuse for absences from school is the student's sickness or death in the immediate family. Written excuses from a parent or guardian are required for all absences.

Students at Daughter of Zion Junior Academy are to be present and on time for all classes, activities, and appointments. Regular attendance develops patterns of behavior essential to professional and personal success in life. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

Numerous studies link attendance with student achievement, therefore increased student attendance will result in improved student achievement. Given this research, we believe that by improving student attendance, the following will occur:

- Improved student attitude,
- Improved student achievement,
- Improved teacher productivity, which creates an environment conducive to teaching and learning.

ABSENCES

A student absent more than twenty percent of school days (including excused absences) in any period may forfeit the grade for that period (Code 1837). Parents and guardians are encouraged to schedule their children's appointments before or after school hours. Parents and guardians are encouraged to notify the school by 8:30 a.m. if the student will be absent. The school may seek to verify a child's absence or tardiness with the parents or guardian.

Procedure to have absences/tardies recorded as excused:

If a student has been absent/tardy, to excuse those absences/tardies, he/she must bring a valid written note upon return to school giving the reason for absence and signed by the student's parent or guardian. If a signed note is not received, the absence/tardy will be recorded as unexcused.

Tardy Procedures:

School begins at 8:00 a.m. Students not in the gymnasium by 8:05 a.m. will be counted absent/tardy. Any student coming in the school after 8:00 a.m. must be signed in by a parent at the school office and receive a late pass to be admitted into class.

Within any quarter, if a student reaches:

- Five unexcused tardies – a letter to alert parents will be sent by administration
- Six unexcused tardies – a meeting with the principal, teacher, and parents will be scheduled
- Ten unexcused tardies – parents will be required to come before the DOZJA School Board with a plan of action.

Excused Absences or Tardies:

The following reasons for student absences, tardiness, an early departure shall be considered by this policy to be excused:

- Personal illness, doctor/dentist, physical therapy and/or hospital appointment
- Extended illness (three consecutive days or more) or chronic health condition as documented by a physician's note. (All medical excuses written by the doctor shall be submitted within **24 hours** of the student's return to school in order to be considered as an excused absence. Otherwise, they will remain unexcused absences).
- Family illness
- Death in immediate family
- In-school disciplinary actions
- Religious observance (holidays only)
- Required court appearance with note from court

- Military obligations
- School-sponsored trips, activities, or athletic events
- Take your child to work day

Examples of unexcused absences/tardies include, but are not limited to:

- Overslept
- Missed my ride
- Running late or traffic
- Family vacation
- Getting your hair and nails done
- An appointment
- Being in the school building, but not in class
- Shopping
- Going home during school day to pick up items (e.g. homework, uniform, lunches)

Notification of Excessive Absences:

The state of Florida requires that every student in the state between the ages of six and sixteen years attend school. The Compulsory Attendance Law requires that the school notify parents of excessive absences under the following conditions:

1. After the third unlawful absence, the principal and his/her designee shall notify the parent/guardian within a period of three school days.
2. After six unexcused absences, the principal shall notify the parent/guardian of the student's excessive number of unlawful absences from school. The notification to the parent shall be by mail and shall state that the parent/guardian may be in violation of the Florida Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the attendance policies (Section 1003.21 Florida Statutes).
3. If a student has ten accumulated unlawful absences in a school term, the student's parent/guardian shall be notified by certified mail of the student's excessive number of unlawful absences. If the principal determines that the parent/guardian has not made a good effort to comply with the law, he/she will notify the proper authorities.

EARLY OR REGULAR DISMISSAL

Pupils will be released only to authorized parents/guardians. Early dismissal will be granted for the reasons allowable for legal absences. Please sign the early dismissal sheet in the school office before removing your child from the school. Regular dismissal is 3:00 p.m. Monday-Thursday, and 2:00 p.m. on Friday. All students will be directed to the gymnasium for after care services by their teacher. Parents may sign out their children from the gymnasium.

AFTER SCHOOL CARE PROGRAM

At the end of the day, students will be directed to the gymnasium for after school care from their classrooms at 3:30 p.m., Monday-Thursday, and 2:30 on Friday. After Care services are provided by Monday-Thursday, 3:30-5:30 p.m. and from 2:30-4:00 p.m. on Friday. Payment is acceptable in cash, check or money order, and from Family Central Services.

INCLEMENT WEATHER

School closing information will be broadcast over public media outlets. In the event evacuation is necessary, students will be transported to a safe approved locale. All students will be secured. We will notify all parents to arrange pick up. Make sure you communicate with the school office for detailed information.

COMMUNICATION

DOZJA NEWSLETTER will be the official newsletter and means of communication. It will be sent home on a weekly basis. Please encourage your children to bring a copy home so you may be aware of current and upcoming meetings, activities and events at school. Our email address is dozja444@gmail.com. Our website address is www.dozja.org.

BREAKFAST/LUNCHESES

As a part of the National School Lunch Program, our school provides all students with a healthful, nutritious breakfast and lunch each day. This is a paid program funded by the government so that all students can excel academically, physically and socially.

No food is to be eaten in the halls, library, or parking lot area. Breakfast is served at 7:30 a.m. Please bring your child to school on time so that they can be ready to learn. Lunches are to be eaten in designated areas only and at lunchtime only. Because the school advocates the benefits of a healthful diet, we consequently prohibit the use of unclean meats as stated in Leviticus 11. These include ham, pork, bacon, shellfish, etc. It is requested that students do not bring drinks containing caffeine, such as coffee, tea, and any carbonated drink that lists caffeine as an ingredient. We also encourage parents to minimize products that contain large amounts of sugar.

GUM POLICY

Gum chewing is not allowed on the school premises at any time. Non-compliance will result as follows: first offense – send note home to parents; second offense – send note home to parents; third offense - \$3 charge must be paid before the student returns to class the next day. After the third ticket is issued, the fee goes to \$10, and the student will have to pay before entering the classroom the next day. A parent-teacher conference will also be scheduled.

DISPENSING MEDICATION

The principal or office staff will be responsible for administering medication to students and storing all medication in a reasonably secure location. All medications must be brought to the office in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage and the time for each dose. Any student who must have medication administered during school hours will file with the principal of the school the medication authorization form, signed by the parents or legal guardians of the student. The medication will be administered only in accordance with the written instructions from the child's physician. The parents or guardian will authorize the staff member administering the medication to correspond directly with the child's physician in the event the staff member deems it appropriate or necessary. Any time a student is taken off a permanent medication that affects the student's health during the school day, DOZJA should be notified in writing from the physician. The office will maintain a medical log for each student specifying the name of the student, the name of the medication, the date, time and amount of each dosage and any reaction by the student to the medication. Non-prescription medications such as aspirin, cough medications, over-the-counter allergy medications will not be administered to students by the office staff. All inhalers are to be registered with the office and kept in an agreed upon location to be used as needed.

FIRST AID

A first aid center is available in the office for students who are injured at school. Students **MUST** report all injuries, no matter how minor, to the staff member who is supervising them at the time. The school cannot be responsible for unreported injuries. If a child becomes ill during the school day, the parents will be requested to come and pick up the child. A child who is ill should remain at home for the good of the child and his/her classmates. A doctor's note is required before the child can return to school.

INSURANCE

Accident insurance is provided by the Southeastern Conference for each child and is paid for in the initial

registration fee. Claims are to be filled out by the teacher/supervisor, and then by the parent before given to the hospital or doctor as the insurance company dictates. See the office for the forms. Nationwide Insurance is the student insurance company with coverage of up to \$25,000 per accident. This is a secondary insurance policy, paid after your family medical has paid. This policy is in effect when the student is on the school and church grounds during regular hours, traveling directly to and from home for regular school sessions or participating in an activity solely sponsored and supervised by school authorities.

Should a student be injured under these conditions, he or she must file a report with the school principal within 24 hours from the time of the accident.

ILLNESSES

The school will inform the parents of any illness that is reported or observed that may need care or observation at home. However, no student will be sent home unless a responsible adult can pick them up. Any child who has a contagious disease or who is suspected of having a contagious disease should be kept at home and should not return to school until they receive written notification from their doctor. (This may include temperatures 101° F, nausea and vomiting, diarrhea, etc.) Any open wounds must be covered with a bandage.

ASBESTOS STATEMENT

The main building, which is currently in use by Daughter of Zion Junior Academy, is, according to the building contractor, free of asbestos containing building material.

FIELD TRIPS/CLASS TRIPS

Field and class trips are an integral part of the educational experience at DOZJA. Students are required to participate in these trips. For some trips, a fee is assessed. DOZJA will endeavor to keep costs to a minimum and will give as much advance notice as possible. DOZJA Standards of Conduct and Dress will be observed during these trips and the DOZJA t-shirt and/or uniform is required for all field trips.

Prior to participating in a trip, the faculty must have written permission from the student's parent(s) or guardian(s) on the form provided by DOZJA.

ELECTRONICS/CELLULAR PHONES

NO CELL PHONES are permitted while in the classroom. **NO EXCEPTIONS!** Students must turn their cell phones off and place on the teacher's desk in the classroom upon arrival. Students are allowed to use the school phone for emergencies only.

Electronic equipment, including voice recorders, CD and MP3 players are not allowed on the school campus – **NO EXCEPTIONS!** Any electronic equipment found on school grounds will be confiscated.

SECURITY MEASURES

For the protection of all students, we are a closed campus during the school day. This means that the front doors will be locked during the day, and visitors/parents in the school must make arrangements with the administration in advance of the visit.

Visitors and parents are expected to sign in at the front office, receive a Visitor's Pass, and follow all campus rules and regulations. This includes our Electronics Policy and Cell Phone Usage Rules (cell phones may simply be kept out of sight; all other rules stand as stated in the Electronics Policy).

In an effort to keep classroom disruptions to a minimum, we ask that parents do not enter a classroom unless they have received permission and received their Visitor pass from the main office building.

During drop off and pick up times:

1. Parents are welcome to use the foyer and/or gymnasium in the morning between 7:30 and 8:30 a.m., and from 2:30 and 3:30 p.m. in the afternoon (for pick up/drop off, meeting with a staff member). Please do not enter the hallway or wait outside classroom doors. Other than these stated times, parents will need to receive a Visitor's Pass from the office.

2. Young children not yet of school age should not be in the classrooms during school hours and must be under direct adult supervision whenever on the campus. Students from other schools are not allowed to attend classes at DOZJA without approval from the principal.

VEHICLE POLICY

For security, the parking lot must be cleared of vehicles during the school day unless registered with the office. We ask that parents not loiter on school property or parking lot during school hours. Safety of our students is priority. After 8:00 a.m., please come in to sign your child in. If you do not come in to do so, your child will not enter class until you do so. We need to confirm that you or an authorized person is bringing the child to school.

Please make certain you do not block someone in, park in undesignated areas or leave your child to enter the building alone. We will not be responsible for any damages and/or parking tickets you may incur.

ASSEMBLY AND DEVOTION

As stated in our philosophy, the Bible is respected as the inspired Word of God. Consequently, our students are required to study the Bible as part of the daily curriculum.

In keeping with these policies, devotional exercises, and religious assemblies are held at designated periods. All students are required to attend. Books, supplies, or coats are not to be taken unless instructed otherwise. Students are to walk quietly and immediately as instructed, and to find a seat quickly. No one is expected to leave until dismissal.

CURRICULUM

Religious instruction is an integral part of the curriculum for pre-kindergarten – grade 8 and scholastic standards are fundamental in the education of the students. The daily challenge is to provide the best teaching tools and methods to enrich the lives of the students that attend Daughter of Zion Junior Academy.

Recognizing that children do not learn and develop at the same rate, all efforts will be made to provide individual instruction as much as possible. However, it is vital for parents to work alongside the teachers in providing the means (i.e. tutoring, testing, etc.) by which students can receive the best results. DOZJA offers a state approved curriculum and is supervised and accredited through the North American Division Commission on Accreditation and the Southern Union Conference Department of Education of Seventh-day Adventists. The following subjects *are* covered in the Adventist Edge Curriculum: *Bible, Mathematics, Language Arts (Reading, Handwriting and Spelling) Science, Social Studies, Music, Art, Physical Education, Practical Arts and Computer Technology.*

Note: Special Education classes for students with mental, physical or social handicaps are presently not being offered.

A detailed curriculum including standards can be obtained via our website at www.dozja.org on the “Curriculum” page via the Adventist Edge link.

ACADEMIC PROMOTION

- Students must maintain a “C” average in grades 3-8 or its equivalent in all core subjects to be promoted to the next grade.
- An exception to this rule will only be made when in counsel with the parent, teacher, academic committee and principal, it has been proven that repeating a grade would be of absolutely no benefit to the child in question.

GRADING SCALE FOR GRADES K-2

98 - 100 = E+	90 - 94 = E-	75 - 84 = S	69 - 0 = N
95 - 97 = E	85 - 89 = S+	70 - 74 = S-	

E	Doing very well	N	More progress needed
S	Making acceptable progress	NG	No grade given

GRADING SCALE FOR GRADES 3-8

97 - 100 = A	87 - 89 = B+	77 - 79 = C+	67 - 69 = D+
94 - 96 = A	84 - 86 = B	74 - 76 = C	64 - 66 = D
90 - 93 = A-	80 - 83 = B-	70 - 73 = C-	60 - 63 = D-
59 - 0 = F			

A	Superior	B	Above average	C	Average
D	Below average	F	Unsatisfactory	I	Incomplete

To make the Honor Roll List, a student must have an “A” or “B”. To make the special Honor Roll List/Principal’s List a student must have earned straight “A’s”.

WITHDRAWALS

The required procedures for withdrawing students from Daughter of Zion Junior Academy are as follows:

- Return all school-owned books and/or property.
- Pay all outstanding accounts prior to the release of any records.
- Exit interview with the Principal.

Parents are reminded that the registration application is a binding contract.

LIBRARY/MEDIA CENTER

All students will have access to the library to check out books and do research. Damaged or lost books are the responsibility of the student and his/her family. The library is upgraded each year by the ANGEL (Adventist Network of General Educational Libraries) program, a library service sponsored by the Southern Union Conference. The fee for any lost book is \$10 for paperbacks and \$20 for hardback books. The cost of replacing it will be charged to the student’s school statement.

TEXTBOOKS/NOOKS/TABLETS

All textbooks/Nooks/Tablets remain the property of DOZJA. Students are responsible for the proper care of all textbooks. Damaged books will be evaluated and students charged accordingly. Lost books will be replaced by the parent/student at cost. If the book is found, the full price will be refunded minus a \$10 handling fee. Nooks are available at this time for students in Grades 6-8. Students have the option of purchasing their Nook at the end of the school year. Please inquire with the teacher if you are interested.

FINE ARTS

DOZJA students receive instruction in art and music classes. All students are required to participate in both classes in order to receive a grade. Academic credit can be obtained for music class by participating in outreach ministries, school programs and church programs. A calendar for church programs will list dates and times for advanced scheduling and planning.

SCHOLASTIC REPORTS/REPORT CARDS

The school year consists of a minimum of 180 days beginning in the month August and ending in May. Grade reports are issued four times a year and are issued on a nine-week cycle. Grade reports should be examined fully by parents in the areas of scholarship and conduct. Parents are advised to refer to the school’s calendars for the dates report cards are to be distributed.

Parents are required to come to the scheduled conferences with teachers after the first, second and third marking periods. It is imperative that parents meet all of their scheduled appointments/conferences. In addition to the scheduled conferences, a mandatory monthly curriculum review meeting will be held.

Progress reports are issued at the end of the first four and a-half (4 ½) weeks in each nine week period to inform parents and students of any concerns on strengths and weaknesses in particular subject areas.

GRADUATION

In order to graduate from the eighth grade and receive a diploma, a student must successfully complete all class courses **with a “C” average.**

A graduation fee of **\$200.00** will be charged to each member of the graduating class and must be paid by in graduation exercises if he/she has a balance on his/her account.

KINDERGARTEN ROUND UP

Kindergarten Round Up is a preview of our Kindergarten and programs for prospective new students and their parents. It is held in the spring of each year. Information on curriculum, finances and other school programs will be included.

EXTRA-CURRICULAR ACTIVITIES

The curriculum of Daughter of Zion Junior Academy includes activities such as:

Chapel services	Local Spelling Bee – Grades 3-8
Community guests	Outreach opportunities
Field trips	School parties and social events
Spring banquet	Student Council (TBD)
Fund raising activities	Volunteer service programs
Involvement in worship services	School Weeks of Prayer-Fall/Spring
Drama team	

Performance Expectations

Be respectful of:

1. Religious beliefs
2. Teachers and Staff
3. Students
4. Parents
5. Community friends and other people

Be Responsible by:

1. Attending all rehearsals
2. Participating and displaying good conduct during rehearsals and performances
3. Completing and returning homework (practice and written)
4. Cleaning up and putting away classroom/library items when finished
5. Weekly rehearsals

Be Ready to Learn by:

1. Being attentive and respectful at all times
2. Being in your seat and ready to participate
3. Being ready to play at all times
4. Community friends and other people

Any deviation in following these expectations will result in an inability to participate in extra-curricular activities and possibly field or class trips.

ACHIEVEMENT TESTS

Standardized tests are given annually to all students in Grades 3 through 8 in the fall and spring of the current school year. It is important that all students be in school during this time as tests are used to help assess the strengths and weaknesses of the individual students. A report of the results will be given to parents as soon as the test results are known.

HOMEWORK

Homework is given to accomplish the following purposes: (1) drill of essential material, (2) practice of material to be mastered, (3) as remedial activity, (4) for learning through special projects, reports, and compositions. Homework is to be done outside school hours. As a general rule, progressively more homework is assigned beyond the sixth grade. Usually, normal class assignments in Grades 1-6 are designed to be completed during the regular school day if a student makes economic use of time. Upper grade students need to do readings in religion, English, and science. Additional research and experimentation will be given as deemed necessary. Parents can help with homework by providing a wholesome atmosphere free from undue strain, pressure, and distractions. Independent work habits should be encouraged in the early years. Students are urged to prepare their work neatly, accurately, and punctually. Parents are encouraged to assist their children in developing organizational skills, such as using an assignment book and calendar, writing reminder notes, and designating specific places for items to be transported to and from school. The responsibility of completing homework and turning it in when it is due is a major factor in the training of personal management. It can adversely affect the student's current grade status.

RETENTION

The teachers of Daughter of Zion Junior Academy are committed to working with each student individually, as much as possible, to ensure that the student understands and masters new concepts as they are presented. Due to the diversity of cognitive abilities and learning styles, however, some students are slower than others in their academic progress. When students fall behind one grade level or more, a meeting may be called to discuss possible home and/or school interventions. If, after various interventions are tried, the student continues to lag behind academically, it may be necessary to retain the student. This decision is made by consensus of the classroom teacher(s), the parents, and the principal.

The following will be considered for retention:

- students in first grade who have not mastered minimum reading or math requirements
- students who have accumulated excessive absences
- students who have demonstrated a decided lack of effort and have failing grades.

In certain instances where a student demonstrates severe deficits academically, emotionally, and/or behaviorally, it may be recommended that the parents arrange for a psycho-educational assessment by a certified school psychologist at the local public school district to determine if there are serious physical, learning, emotional and/or behavioral disabilities which may affect the student's ability to learn.

KINDERGARTEN

Seventh-day Adventist kindergartens are developmental by design and encourage children to progress at their own pace. Progress reports are designed to report each student's progress on the skills that are being encouraged.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be scheduled at the end of the first three quarters. **This parent/teacher conference is required. If parents miss the scheduled conference, they must reschedule this time with the teacher within 7 school days. Students will not be allowed to attend classes following this 7 day period unless the conference is held.**

Additional conferences can be scheduled at the request of the teacher or parent. Do not request appointments with the teacher before or during school hours.

GPA REWARDS

Using the letter grades from each quarter, a GPA can be established for each student in grades 3-8. Students who maintain a 3.00 GPA will be placed on the **Honor Roll**, and those achieving a 3.50 GPA will be placed on the **Principal's List**. A GPA of 2.0 (C average) with no D's or F's must be maintained in order to practice and be a member of extra-curricular groups. Eligibility for these activities will be monitored at each term and mid-term.

DISCIPLINE

Self-government is the object of discipline. The school, as an extension of the home, will endeavor to build upon the discipline that is already set forth by the home. We ask that parents assist us by supporting the efforts of the staff on behalf of all the students. Each staff member, by virtue of his or her authority, will be granted the privilege of establishing and enforcing basic rules and regulations of the operation of the classroom in accordance with the philosophy and objectives of Daughter of Zion Junior Academy and the policies of the Southeastern Conference Department of Education.

PRINCIPLES OF CHRISTIAN BEHAVIOR

Secular school activities are suspended before sundown on Friday evening until after sundown on Saturday (Sabbath) evening. DOZJA encourages students and faculty to live by Christian principles. The following is not permitted: use of profane, obscene, and abusive language or gestures; threatening or fighting; possession of obscene material; inappropriate physical contact; and insubordination or disrespect shown to teachers, staff members, or other supervisors.

STANDARDS OF CONDUCT

Reverence for God, Respect for humanity, and Responsibility for one's actions are the three R's of a student's conduct at Daughter of Zion Junior Academy. Conduct in the classroom should contribute to the learning environment, not detract from it. A parent whose child engages in consistent disruption of classroom routine and/or instructional procedures and cannot be encouraged to gain self-control will be notified and appropriate action will be taken.

Students are asked to refrain from bringing the following items to school:

- | | |
|---------------------------------|---|
| a. Toys (without prior consent) | e. Magazines, comic books (without prior consent) |
| b. Game or trading cards | f. Skate boards, skate shoes, etc. |
| c. Chewing gum (\$3.00 + fine) | g. Items that may cause disruption |
| d. Fireworks | |

Running is not permitted in the building, and quietness should be maintained so that other classes are not disturbed.

ELECTRONICS POLICY

The following electronic items should be left at home and are not allowed on school grounds (including the before and after school care programs):

- Game Boys or any other electronic game device
- IPODS, MP3 Players, CD Players or any other music device
- Personal DVD players
- Pagers
- Cameras
- Any other electronic item that a staff member considers disruptive

All staff members have the right to confiscate any electronic item. Any confiscated items will be returned to a parent. If there is a legitimate need to have one of the items listed above at school, this will need to be approved by administration prior to bringing the item onto school grounds.

COMPUTER USE AGREEMENT

All families must obtain an *Acceptable Use Policy* from the office, read it, sign it, and return it before the student is allowed to use any technology on the school grounds.

STUDENT DISCIPLINE & CORPORAL PUNISHMENT

Purpose:

Discipline is designed to be redemptive, remedial, and corrective rather than punitive.

Disciplinary Authority:

The principal is responsible for establishing disciplinary procedures. All members of the school staff share in the responsibility for supervision of student conduct. The individual staff members handle minor irregularities. Repeated offenses or major infractions of school rules are to be handled by the principal/school board.

Corporal Punishment of Students:

Corporal punishment is defined in Florida Statutes 228,041 (28) as the moderate use of physical force or contact by a teacher or principal as may be necessary to maintain discipline or to enforce school rules.

THIS SCHOOL DOES NOT PARTICIPATE IN THIS TYPE OF PUNISHMENT.

Suspension of Students:

A student may be suspended for repeated offences when other interventions have not been effective. Evidence of prior corrective measures and parent notification should be on file in the student's folder. In the case of a serious overt act violating school regulations, the principal may suspend a student from school although there has been no prior deviant behavior. A suspension should be effective until the parents appear at the school to discuss the conditions for re-admission. The suspension period will not ordinarily exceed three class days. A teacher may temporarily suspend a student from class. Suspension from school should be made by the principal.

Withdrawal from School:

Following the withdrawal of any student who is required by state law to be enrolled in school, the school principal is to notify the attendance officer of the local public school district.

DISCIPLINARY LEVELS

As DOZJA classifies different levels of infractions, the maturity and awareness of the student is also taken into consideration. Most discipline problems are resolved in an atmosphere of mutual respect and cooperation in the classroom.

The First level includes minor misbehaviors which interfere with orderly classroom procedures or orderly operation of the school. At this point, the student has already been given a verbal warning that has gone unheeded, and the student is counseled with privately. A written notice is placed in the teacher's anecdotal file.

The Second level includes misbehaviors, the frequency or seriousness of which tends to disrupt the learning climate of the school. These generally, but not always, represent a repetition of level I misbehavior. A behavior contract worksheet addressing the problem will be assigned for the student to fill out under teacher or office staff supervision. Then the student will be required to place a call to the parent, explaining the situation, and propose a mutually agreed plan to solve the problem. The child then will either be allowed back to the classroom or placed in isolation to finish his/her assignments for the day, an in-school suspension. This behavior contract will need to be examined at home, signed by the parent, and returned before the student can re-enter the classroom the next day. This contract is filed under Student Records.

The Third level includes acts directed against persons or property and behavior that causes constant disruption.

Problems in any of the following areas can result in immediate suspension:

1. Sexual harassment or implications of a sexual nature, including the use of words, gestures or pictures.
2. Public displays of romantic affection (PDA).
3. Disparaging name-calling.

4. Play fighting, or demonstration of “martial arts” moves.
5. Experimenting or dealing with the occult, astrology, or psychic phenomena.
6. Dishonesty, including theft, willful deception regarding violation of school regulations, cheating, plagiarism, and gambling.
7. Skipping class or chronic tardiness to class.
8. Critical or poor attitude toward school or staff.
9. Undermining the religious ideals of the school.
10. Willful destruction of any school or church property or any vandalism. This includes excessive wear, tear, and neglect of textbooks. Replacement expense will be the student’s responsibility.
11. Bringing any audio or visual players, I-pads, any electronic games that create a distraction unless cleared with the teacher. This applies to AM and PM care as well as all field trips.
12. Being a nuisance to the community and bringing reproach upon the school.
13. Committing a breach of conduct outside the school, which has an adverse effect on the reputation of the school.

Infractions that appertain to the aforementioned levels will be accompanied by demerit(s) corresponding to the level. Level one infractions will be accompanied by 1 demerit and accordingly. Each suspension is accompanied by 3 demerits being recorded on the students record. Three demerits for a level 1 infraction will lead to a suspension. Two level two infractions will also lead to a suspension.

Problems in the following areas **will** result in the student’s immediate suspension:

1. Exhibition of violence (punching, kicking, choking, scratching, etc.)
2. The use or possession of any illegal drug (including alcohol or tobacco).
3. Possession on school grounds of a weapon or article capable of doing bodily harm or having the appearance of being able to do so.
4. Using profane or inappropriate language.
5. Willful disrespect to, disobedience of, or humiliation of any staff member or school volunteer.
6. Willful disrespect to, or humiliation of, any fellow student.

The preceding lists are not to be considered all-inclusive. The student will be sent home for a one to three-day suspension. School assignments may not be made up. A conference must be held before the student may re-enter the classroom.

Suspension is considered the last resort in focusing the attention of the student on a change of behavior. Such a change must be effected for continued enrollment at Daughter of Zion Junior Academy. After two suspensions, the DOZJA School Board is notified of the status of the student’s behavior. Upon the third incident, the student will be asked to come before the school board or to withdraw immediately.

Re-admission to DOZJA the following year will be at the discretion of the School Board in consultation with the student, parents and principal.

ZERO TOLERANCE POLICY

Please note that all information received by the school administration and/or staff regarding a student(s) who threatens (even casually or in jest) a teacher, staff member, or another student with personal injury or death, or who threatens major property damage, will be treated in a serious manner by the school administration, school board, and the Southeastern Conference Education Office.

When it is confirmed that any such action was intended or have taken place, the student(s) will be immediately removed from the school until further notice by the school board and/or conference education office.

Please also note that all information received by the school administration and/or staff regarding threats made by parent(s) to a teacher, staff member, or student will be treated in an equally serious manner by

the school administration up to suspension or expulsion of the child(ren) whose parent (s) made the threat and the notifying of the relevant authorities.

Please note that any student who brings a weapon on the school campus will be immediately removed from the school until further notice by the school board and/or conference education office.

A “weapon” is defined as any gun, stun-gun, firearm, bomb, smoke bomb, explosive, or incendiary device, poison gas, Mace, pepper spray or knife with a blade exceeding three (3) inches in length. “Weapon” also includes any device that is either designed by its manufacturer or redesigned and/or altered by another for use as a weapon. “Weapon” also includes any device in a student’s possession while at school, on school property or at a school sponsored function that the student intends to use as a weapon for the infliction of permanent or temporary bodily harm or harm to property.

Additional definition:

1. Any object, device, or instrument having the appearance of a weapon.
2. Weapons listed above which are broken or non-functional.
3. Look-alike guns, toy guns, and any object that is a facsimile of a real weapon.
4. Articles designed for other purposes (e.g., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), intended or used to inflict bodily harm and/or intimidate.

ANTI-BULLYING POLICY

DOZJA’s anti-bullying policy specifically prohibits bullying of or by any student, employee, or parent with consequences for those acts that meet the definition of bullying as outlined below:

“Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, or destruction of property.”

The overall goal of this initiative is the protection of students and their increased feelings of safety and belonging. This policy requires teachers and staff to utilize a variety of prevention and intervention activities and includes tools and resources that create environments of safety and respect and expectations of appropriate behavior.

When it is confirmed that any such action was intended or have taken place, the student(s) will be immediately removed from the school until further notice by the school board.

STUDENT SEXUAL HARASSMENT

Daughter of Zion Junior Academy is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported to school authorities.

Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or conduct which includes spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes and gestures. Sexual harassment occurs when the offensive behavior or material creates an uncomfortable school environment. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is sexual harassment.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the students shall report the incident to any classroom teacher. If the harassment comes from an adult, the student shall report directly to the principal, the school board chairman or any teacher.

LIABILITY PROTECTION

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

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

INTERPRETATION AND SCHOOL POLICY

Should subjective interpretations of school policy be necessary, the teacher may make that interpretation. If that interpretation is questioned or disputed by a student, parent or guardian, the principal may give the interpretation. The school board reserves the right to make final interpretations of school policy and to edit policy when and where necessary. The school reserves the right to make clear any interpretation of policy written or implied and is not subject to legal interpretation of wording or intention.

PARENTS

This handbook is published under the authorization of the school board of Daughter of Zion Junior Academy. It contains policies and procedures of operation that are to serve as a guide in maintaining a close working relationship among parents, staff members, school board members, and students. The information provided herein will be reviewed and revised as necessary. The school board reserves the right to change and/or add to any policy or regulation contained in this book. As these changes are made, parents will be notified through the weekly school newsletter. We encourage parents to read carefully all regulations. Great responsibility rests upon our parents in carrying out the Christian principles upon which our school operates.

1. regular parent-teacher conferences
2. daily prayer and family worship
3. regular and punctual attendance
4. eight to ten hours of sleep every night
5. a good breakfast, part of a nutritionally sound diet
6. daily cleanliness of both body and clothes
7. proper dental care, eye care, and other efforts to minimize any physical defects
8. consistent responsibility for homework
9. a balanced schedule that minimizes TV, includes participation in school programs, promotes exercise, and other wholesome activities
10. positive attitude toward church and school

PARENT INVOLVEMENT

The administration, faculty, and staff will strive to maintain an atmosphere and guidelines for the students that will promote positive behavior. The teacher will be spiritually prepared and enthusiastic about classroom management. Therefore, it is imperative that parents cooperate and reinforce the same. Following are some suggestions:

1. Pray daily for teachers, administration, and the children.
2. Be positive about the school in front of the children.
3. Be encouragers; build one another up.
4. Do not gossip. Know the facts and support them.

5. Don't assume. If you don't understand something, ask the right people.
6. Be a team player.
7. Remember, your suggestions are important. Let us hear from you. School Administration does not read unsigned letters.
8. When there is a concern or suggestion, please take the following steps:
 - Pray and seek the will of God
 - Get all the facts (do not assume that your child or the person who gave you the information has given you all the facts)
 - Make an appointment to meet with the teacher to discuss your concerns. Then if you are not completely satisfied, the teacher and the administrator will meet together with you to address the situation. Please do not meet with or challenge the classroom teacher or assistant teacher without first making an appointment.
 - Your concerns are not everyone else's concerns. Therefore, do not involve others with concerns of your family.
 - We have an open door policy. Therefore, please be assured that we do care about your concerns and suggestions, and will treat these with integrity and fairness.
9. Remember to have a Christ-like character at all DOZJA activities on or off campus. Please be a part of the solution and not part of the problem.

DOZJA HOME AND SCHOOL COMMITTEE

Overview:

The Home and School Committee has an important mission to fill at DOZJA. We are responsible for planning and implementing programs and activities that support the needs of the students, families, and staff. All DOZJA parents/guardians are automatic members of the Home and School Committee and work in coordination with the DOZJA School Board. The committee will meet regularly each month during the school year. These meetings provide all parents and guardians an opportunity to discuss and recommend school activities and educational programs that impact the school. With the active involvement and support of all the parents and guardians we can ensure the continued success of DOZJA. Other successful schools have demonstrated that when all parents and guardians work together much more can be accomplished and school spirit grows!

The positive contributions made by the Home and School parents and guardians are readily observed by all the students. What better example for accountability and responsibility in action. The Home and School Committee will identify projects and activities that you can participate in or create. We want to ensure that everyone is involved, so that activities and projects are properly managed and that the time commitment is equally shared by all. This basic principle of "shared responsibility" is critical to our "mutual success". We value your talents and encourage you to use them where needed.

"Home and School is committed to all students reaching their full potential"

GRIEVANCE PROCEDURES

The common goal of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When, on occasion, problems arise between parents and teachers, the following conciliation procedures, based on Matthew 18 and I Corinthians 6 should be used for resolving the problem.

Step 1.

The parent should first talk with the teacher and attempt to resolve the problem.

Step 2.

If the problem is not resolved, the parent should ask the principal to become involved.

Step 3.

If the problem still is not resolved, the parent may request that the school board chairperson work with the

administration to bring about a resolution.

Step 4.

If the problem still is not resolved, the parent may request a hearing with the school board.

Step 5.

If the problem still is not resolved, the parent may request the Conference Superintendent of Education to assist in bringing about resolution.

Step 6.

If the problem still is not resolved, the matter may be taken to the Southeastern Conference K-12 Board. The decision at this level shall be considered final.

CUSTODY OF CHILDREN

It is the policy of DOZJA to respect the rights of all parents as they relate to visiting a child or picking a child up from school. If the custody/visitation rights of a parent have been terminated by court order, it is the responsibility of the custodial parent to provide DOZJA with a copy of the court order. Additionally, DOZJA requests that parents not involve the faculty and staff in any custody proceedings.

PERSONAL PROPERTY DISCLAIMER

Daughter of Zion Junior Academy faculty and staff are not responsible for personal property brought to school. It is the student's responsibility to keep track of his/her property. Names should be placed inside all articles of clothing. Clothing collected during the school day will be placed in the principal's office. Unclaimed items will be sent to Goodwill after two weeks.

PERSONAL APPEARANCE POLICY

As a part of the education to be received at Daughter of Zion Junior Academy, the correct understanding and practical application of Biblical principles in the choice of clothing and appearance is intended to de-emphasize the love of self and preoccupation with conformity to changing fads.

While the choice of clothing and personal appearance is ultimately an individual matter, good sense and good taste require that certain standards be taken into consideration. The Bible gives six broad standards to serve as guidelines for the Christian in their overall appearance. They are:

- | | |
|-------------------|------------------|
| 1. Attractiveness | 4. Simplicity |
| 2. Modesty | 5. Neatness |
| 3. Cleanliness | 6. Healthfulness |

Any need to enforce these policies will be at the discretion of the administration.

Parental help in monitoring student dress BEFORE arrival at school is anticipated.

The school's uniform is mandatory. The official uniform is to be worn at all times unless special conditions, as stated by the school's administration through written correspondence, warrant the wearing of other designated apparel. All students not wearing the official uniform will be considered out of uniform. Students may dress down on Fridays only and must bring in \$1 to do so. Proceeds go towards eighth grade class trip.

School Uniform for Girls – Grades K-8 (Worn M, W & F)

Trousers	Khakis (long, comfortable, not tight)
Shirts	Navy blue polo shirts (must order school shirts)
Socks	Navy blue or black
Shoes	Solid black only (no colors allowed on shoes)
Sweater/Jacket	Navy blue only (no hood)
Pants/Slacks	Long navy blue (must be neatly fitting, not tight or baggie).
Belt	Black only (to be worn at all times)

School Uniform for Boys – Grades K-8 (Worn M, W, & F)

Pants	Khakis (comfortable – not tight)
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Shirts	Navy blue polo shirts (short or long sleeves – must be tucked in at all times)
Socks	Navy blue or black only
Shoes	Solid black (no colors allowed on shoes)
Sweater/Jacket	Navy blue only (no hood)
Belt	Black only (to be worn at all times)

Physical Education (Tuesdays & Thursdays) Boys and Girls – Grades K-8	
Solid Navy blue mesh gym shorts	Worn only for Physical Education (P.E.)
Gray school T-shirt	Worn for Physical Education (P.E.) and some field trips
Sneakers	Black or white
☐ <i>Shoes for physical education must be comfortable and safe</i>	

Concert Attire (Unless otherwise noted)

School Concert Attire for Girls – Grades K-8

Black Skirt	Long, No slits in the sides of the skirts
White Blouse	Peter-Pan Style (Long sleeves)
Scarf or other approved accessory	Assorted
Stockings/Tights	Black
Dress Shoes	Black

School Concert Attire for Boys – Grades K-8

Black Pants	Long
White Shirt	Long sleeves
Bow Tie	Red
Socks	Black
Dress Shoes	Black

THIS YEAR OUR CHAPEL ATTIRE WILL BE AN OXFORD WHITE SHIRT ACCOMPANIED BY OUR PLAID TIE. OUR LADIES WILL WEAR A GREEN PLAID AND A CROSS BOW TIE AND OUR GENTLEMEN WILL WEAR A LONG TIE. OUR UPPER GRADE STUDENTS (5-8) WILL WEAR A NAVY BLUE BLAZER AS PART OF THEIR CHAPEL/MONDAY ATTIRE.

Jewelry:

Earrings, rings, bracelets, necklaces, chains, bands, etc. **are not to be worn by students attending this school**, except for medical purposes. This policy also applies to all special occasions such as graduations, dinners, concerts, field and class trips, etc.

Make-up:

Lipstick, colored lip gloss, colored Chap Stick, fingernail polish, etc. are not to be worn.

Hairstyles:

Young ladies are to wear appropriate hairstyles. Unnatural-looking dyed hair, punk rock, spiked hair, dreadlocks, unnecessary decorations, etc., that are contrary to the standards of Daughter of Zion Junior Academy as determined by the administration, are not permissible.

Young men attending DOZJA must be neatly groomed at all times. Hair should be neatly cut, short enough so as not to be shaggy or bushy. Unnatural looking dyed hair or faddish cut hair (such as lines cut in the hair, chopped or shaved high on the head, tails, letters) as determined by the administration are not permitted.

Back Packs:

Only black or any plain color backpacks are allowed. No pictures or cartoon characters (examples: Barbie dolls, Spider Man, Harry Potter, Winnie the Pooh, Hello Kitty, etc.) are allowed.

Some of these items are sale promotions from various companies, and they do not promote Christian development.

Any noticeable deviations from the above description will not be acceptable.

Dress Code Violations

Students who attend school dressed inappropriately will be cited, and will be required to make the necessary changes before attending classes. Any tardiness or absence from class due to inappropriateness of dress will be unexcused.

NECESSARY CHANGES MAY OCCUR WITHOUT PRIOR NOTICE. ONCE CHANGES
HAVE BEEN MADE, NOTIFICATION WILL BE SENT OUT.

Please affix your signature after you have read:
