# MT. ZION BIBLE SCHOOL
# STUDENT HANDBOOK

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**Mission Statement**

**To provide a quality primary and secondary education in a Christian environment from a Christian Holiness perspective, endeavoring to instill Godly principles and to build Christ-like character in all students, equipping them with Biblical truth to face an unbelieving world with conviction and courage.**

Updated Summer 2025

**Philosophy of Education**

Mt. Zion Bible School (MZBS) is committed to a Christian philosophy education. This means that every facet of the program is conditioned and directed by a Christ-centered Biblical perspective, which is outlined below:

- Ultimate reality is found beyond man in the triune God who created and now sustains all things.
- Man is morally depraved and is dependent upon and answerable to a holy God.
- The Bible, God's inerrant, authoritative revelation to man, is the essence of truth and is the integrating factor for the entire curriculum.
- The objective of Christian education is to glorify God through salvation, maturation, and service.
- The school is committed to the support of both the family and local church – two institutions God established.

**Expectations**

Deuteronomy 10:12-13

What doth the Lord thy God require of thee, but to fear the Lord thy God, to walk in all his ways, and to love Him, and to serve the Lord thy God with all thy heart and with all thy soul, to keep the commandments of the Lord and his statutes.

Hebrews 13:17
Obey them that have the rule over you and submit yourselves: for they watch for your souls, as they must give account.

II Timothy 2:15
Study to shew thyself approved unto God.

**Doctrinal Statement**

The theological position of MZBS is Wesleyan-Arminian.

We believe the Scriptures, both the Old and New Testaments, are the infallible, inerrant word of God; are a divine revelation; are the original autographs that were verbally inspired by the Holy Spirit; and are the supreme and final authority of faith and conduct.

We believe in one God eternally existing in three persons: God the Father, God the Son, and God the Holy Spirit.

We believe Jesus Christ is the eternal Son of God and was begotten by the Holy Spirit, was born of a virgin, and is truly God and truly man.

We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven in that glorified body, in His present life there for us as High Priest, in that "blessed hope" the personal and imminent return of our Lord and Savior Jesus Christ for His Church, and in His "glorious appearing" with His Church to build His earthly kingdom.

We believe the Holy Spirit is a person, is coequal with God in all His attributes, and sent by the Lord Jesus Christ from the Father to convict the world of sin and to regenerate, indwell, guide, teach, and empower the believer to live in victory over sin.

We believe man was created in the image of God, but in the sin of the first Adam, the whole race fell and became depraved in nature, sinful in conduct, separated from Christ, and is spiritually dead and lost.

We believe salvation is by faith in the atoning sacrifice of Jesus Christ.

We believe regeneration is the act of the Holy Spirit whereby the penitent, trusting sinner is renewed in nature, changed in conduct, and brought into the family of God.

We believe entire sanctification is a second work of divine grace, after regeneration, wrought in the heart of the fully yielded, trusting child of God whereby the heart becomes purified by faith and filled with the Holy Spirit.

We believe there will be a resurrection of the dead, both saved and unsaved. The saved will be resurrected to eternal bliss in the presence of God and the unsaved to everlasting damnation.

We believe the Church consists of all those who truly believe in Jesus Christ, believe the Church is the Body and Bride of Christ, and believe its mission is to witness for Christ among all nations.

We believe in the reality and personality of Satan, a subtle being who ultimately will be cast into the lake of fire.

We believe in a consistent Christian life, abstaining from worldly practices, separating ourselves from the world in dress and demeanor, providing things honest in the sight of all men, and doing those things that are pleasing in God's sight.

**Spiritual Emphasis and Goals**

MZBS students will….

- Be introduced to academic instruction in an atmosphere conducive to learning and growing, and nurturing their physical, emotional, social, and spiritual well-being.
- Cultivate an understanding of a variety of worldviews as a foundation to discover the superiority of the Christian worldview.
- Demonstrate the heart of a servant and value biblical knowledge and faith.
- Develop socially to respect and respond with integrity to all staff and faculty members, as well as other students.
- Contribute to the community and practice wholesome interpersonal relationships.

**Ethical Standards**

Higher standards are expected of students attending a Christian school than of a public school. Students at Mt. Zion Bible School are expected to abide by the policies stated in this handbook in a respectful and submissive manner. Any failure to do so will result in disciplinary action.

Parents, by enrolling your child at MZBS, you are requesting our assistance in his or her educational training. Therefore, we expect respectful cooperation from you in helping to enforce the policies stated in this handbook. We thank you in advance for your assistance.

We also remind you that MZBS is an interdenominational school. Therefore, there will be various views held throughout the MZBS Family. We ask that you be respectful of the opinions of others.

**School-In-Session Times**

The school day begins at 8:15 a.m. and ends at 3:24 p.m.

**Administrative Office Hours**

Monday - Friday 8:00 a.m. to 4:00 p.m. with a 30-minute lunch break at 12:15 p.m.
There are various times that the Administrator or a Faculty member may not be available due to other obligations.

**Student Drop-Off and Pick-Up**

It is the responsibility of parents to ensure that their children arrive on time and are picked up immediately after school. Students may arrive at 8:00 a.m. Upon arrival, students may put their personal belongings in their assigned locker and sit in the library until morning assembly is completed and then be released to class. Upon dismissal at 3:24 p.m., students will be supervised at the main entrance outside or inside in inclement weather.

**Loitering After School**

Students are expected to leave campus in a timely fashion at the end of the school day. The school cannot provide safe and guaranteed supervision after school hours. Parents will be notified immediately.

**School Transportation**

The school provides bus transportation in designated rural areas for a nominal fee. It is important that students follow safety procedures while riding in all types of school-provided transportation. Each driver is in charge and is responsible to refer all student disciplinary issues to the administrator or principal. Discipline may result for a student:

- Making excessive noise, disrupting, or lacking courtesy.
- Deliberately delaying loading or unloading.
- Throwing items in or out of the bus.
- Refusing to stay seated.
- Not always wearing his or her seatbelt.
- Displaying any other lack of cooperation with the driver.

**Permission notes are required** from parent/guardian of both children if a child is going home with another child after school.

**Cell Phones or Related Devices**

- All such devices including phone watches must be submitted to the front office at the beginning of the day and picked up at the close of the same day. A student's cell or watch phone privilege may be temporarily or permanently revoked if it creates a distraction or disturbance. Any form of media that is contrary to Christian character is prohibited.

**Lockers**

Each student is assigned a locker and is personally responsible for his or her locker contents. Honor the locker regulations listed below:

- Lockers must be kept clean and neat.
- No items are to be stored on top of the lockers.
- No one is to open or remove contents of another student's locker.
- Students cannot put padlocks on their lockers.
- Lockers are the property of the school and may be inspected at any time to ensure they are being used properly.

**Lunchroom**

- Each student brings his or her own lunch.
- A designated refrigerator is provided for students' drinks and food.
- Microwaves are available under supervision.
- Proper table etiquette is to be observed.
- Excessive noise is prohibited.
- Sitting on tables and/or leaning back in chairs is prohibited.
- Each student is responsible for cleaning up his own mess.

**Student Health**

It is essential for the livelihood of all students, teachers, staff members, and administrators to maintain a healthy environment at MZBS. Students and families must honor the health regulations listed below:

- A permission form must be completed to be kept on file for administering medications to any student. All medication needed during the school day must remain in the administrative office and administered by the school nurse, or someone appointed by the principal or administrator. Permission forms are available in the school office.
- No students with a contagious illness should attend school; a seriously ill student will be sent home.
- Parents are responsible for all medical costs involved with student health.
- Parental permission slips are required for school field trips, some classes, and activities – these will be issued from the administrative office.

**Each school day begins with repeating three pledges, corporate prayer, and devotional:**

- The Pledge of Allegiance
- The Pledge to the Christian flag
- The Pledge to the Bible
- Prayer is to be more than a formal opening. We seek to make it a time of communion that helps bring every student and staff member into God's presence.
- Devotionals are based on character traits & values portrayed by Jesus Christ.

**Attendance**

It is the philosophy of MZBS that regular attendance is extremely important. Students who miss more than nine days in one semester have missed over 10 percent of class time. Except for extreme cases, MZBS considers this highly unusual, unacceptable, and unnecessary. Each student is expected to be present with minimal absences and tardies.

The school office must be notified the morning of an absence or tardiness.

Excused absences include personal illness, medical appointment, or death in the family. The principal or administrator reserves the right to determine if any other absences are to be excused.

A note from the parent or guardian stating the reason for the absence is necessary upon the student's return to school.

MZBS is committed to working for the interest of families. Please notify the school office at least one week prior to parent sponsored trips. Upon the principal's approval, the student may obtain work assignments from their teacher(s) to be completed during absenteeism. Make-up work must be completed as the teacher requires.

**Tardies**

Students are considered tardy if they are not in their assigned seats for the morning general assembly.

Excused tardies include emergency situations, extenuating circumstances, or special pre-arrangement.

If the tardy occurs during first period, the student must bring a note from a parent/guardian, explaining the reason for the tardiness. A tardy student must report to the administrative office before going to class.

***The following situations will result in a student's unexcused absence or tardiness*:**

- Students who fail to present a note from a parent to the administrative office
- Students who are asked to leave class because of disruptive behavior or failure to cooperate with teachers
- Students who leave any class without permission

**School Cancellation**

MZBS anticipates the cancellation of school several times throughout the school year due to inclement weather. All cancellation decisions will be made as early as possible. A group text will be sent out via cell phones, and school cancellation messages are reported to station KKOZ in Ava and to the Springfield Broadcast Council, which reaches many participating broadcasters including KTTS 94.7 FM, KSGF 1260 AM, and KWFC 89.1 FM.

Any parent/guardian that believes it to be difficult or unsafe to get their children to school on time or not at all due to the weather should contact the school office, principal, or administrator.

**Care of School Property**

Many dedicated, sacrificial dollars have provided MZBS with the school buildings, furniture, and equipment students, staff members, teachers, and administrators use each day. Please exercise care while on or using all school property. Those who damage, deface, or lose school property must pay for the loss or damage, even if it is unintentional.

**Chapel**

Students are required to attend chapel services and exhibit reverence to God. While attending chapel, students must be quiet, worshipful, respectful, and attentive. Students are expected to bring their Bibles.

**Library**

To enhance student learning, the library contains reference books, magazines, and required reading books that coordinate with the A.C.E. curriculum. Library computers may be used only at approved times for approved purposes. There is a check-out sheet to write the student's name and date. Due date for returning books and/or materials is three weeks from check out date. The fine for overdue books is $.10 cents per day until returned or the price of the replacement of the book.

**Weapons Policy**

No student will possess, handle, or transmit any firearm or weapon on the school vans or school property. Firearms include pistols, rifles, shotguns, or any other such devices, as well as any form of ammunition. Other weapons include brass knuckles, knives, mace, pepper spray, or any other object used to cause injury or harm. Fireworks are not permitted.

**Student Interaction**

Social relationships develop skills of communication, social courtesy, understanding, and spiritual accountability. Interaction should be kept primarily in a group setting. No pairing off while on campus during the school day or a school function.

**Discipline**

Discipline that becomes necessary beyond what is required in the classroom is administered by the administrator and/or principal. Student discipline may involve (1) parent-teacher conferences, (2) after-school detentions, (3) extra assignments, (4) loss of privileges such as recess, (5) supervised in-school suspensions, (6) expulsions, or (7) other disciplinary actions at the administrator's discretion.

**Campus-School Conduct/Classroom Behavior/Discipline**

*Classroom Conduct:*

- Stay in your seat unless you have permission to be out of it.
- Keep your eyes on your work in your own office.
- Do not communicate with other students without permission.

*Restroom/Hallway Pass:*

- Individual class teachers will monitor these requests as they deem necessary.
- Do not loiter in the restrooms or hallways.

*Playground/Recess/Physical Education Conduct:*

- Be kind one to another.
- Do unto others as you would have them do unto you.
- Cooperate in organized games.
- Fighting will not be tolerated whatever the reason - Disciplinary action will be taken.
- No bullying.

**General Conduct Guidelines**

Mt. Zion Bible School seeks to provide not only a quality education for every student but also to cultivate Christian character. While the primary responsibility of character building lies with the parents, we realize that MZBS has been entrusted to share that responsibility. We endeavor to do so by rewarding good behavior and correcting poor behavior. The full cooperation of parents and students attending Mt. Zion Bible School is therefore always expected. Lack of such cooperation will lead to student discipline or dismissal.

Disciplinary measures can be separated into three main categories: detention, suspension, and expulsion. The protocol of reception and notification of detention is as follows: Upon the first violation, the student will be verbally reprimanded. The second offense will result in the same, with the inclusion of parent notification and signature. Detention will be given in response to the third offense. Parents will be notified, and a signature is received. All offenses will be documented and placed in the student's file. Administration reserves the right to give instant detention for intermediate offenses, the nature of which will be determined on a case-by-case basis. Parents will be notified immediately. A student will be sent to a separate area where they will be monitored closely and may be asked to perform various menial tasks.

Suspension (required absence from school for disciplinary reasons) and expulsion (dismissal of a student from school) will be reserved for violations of an extreme nature. The principal and administration shall make decisions on an individual basis regarding suspensions and expulsions. If a student or parent feels that discipline has been unfairly administered, they have the right to appeal through the proper channels. The following steps should be taken: 1. First, meet with the principal and voice the complaint. 2. If the conflict is not resolved, the appeal may be taken to the administration.

# Academic Information

**Accelerated Christian Education Program**

The Accelerated Christian Education Program (A.C.E.) is the curriculum of MZBS. It is designed to allow each student to work on his or her own level of achievement, which may vary from subject to subject.

The curriculum includes five major subjects: mathematics, English, social studies, science, and word building (traditionally called spelling). Each subject contains 144 PACEs, beginning with Level 1 (1st grade) and ending with Level 12 (12th grade).

Each grade level consists of 12 PACEs per subject. Normally, students will complete 65-75 PACEs in one academic year; however, this can vary according to the student's ability and motivation. Students are encouraged to do their best and proceed as they are capable.

Before beginning the program, each student participates in diagnostic testing. Each student's score is aligned with the correct PACE level in which to begin. Scores below a certain number, which vary from student to student, may indicate that certain students before proceeding must complete gap PACEs. Gap PACEs are PACEs that must be taken prior to other coursework to meet the requirements of the tested subject. If a student shows improvement in gap PACEs, then he or she may retake the diagnostic test to increase the PACE level.

Parents, guardians, supervisors, and teachers of all students should pay careful attention that students complete approximately the same number of PACEs in each subject, after they complete their gap PACEs.

**A.C.E. Character Building Objectives**

The 60-character traits seen in Jesus Christ, the world's foremost example of how man should live, are included in the PACEs. These character traits are used throughout each level of the curriculum. They are presented in poems, songs, role-modeling cartoons, and activities. In each PACE, students are also required to learn a Bible verse that teaches the corresponding character quality.

**Lower Learning Center (LLC)**

The course of study offered is prescribed by the state of Missouri with additional courses required by MZBS under the A.C.E. curriculum.

**Upper Learning Center (ULC)**

To fulfill the A.C.E. curriculum, upper learning center students must complete a planned educational course of study, consisting of four years of high school attendance with a minimum of 24 credits. All course work must be completed before a student is eligible to graduate. For more specific course work required of college bound students, please contact the principal.

**Weighted courses** prepare upper learning center students for college. Weighted courses include Algebra I (grades 9-10), Algebra II, Geometry, Chemistry, Biology II, Physics, Spanish, Accounting, and Contemporary Events. For more specific course work required of college bound students, please contact the principal.

**Correspondence courses** for upper learning center students enrolled at MZBS must secure permission before enrolling in outside correspondence courses.

**College-bound students**: To better prepare for college, upper learning center students and parents should reference the catalogs or websites of prospective schools to verify entrance requirements, such as minimum GPA, ACT/SAT scores, etc. For more information, please contact the principal.

**Graduation with Honors**: The honors of valedictorian and salutatorian are awarded each year to seniors with the highest and the second highest GPA. To be eligible, a student must maintain a GPA of 3.0, complete 25 credits including two credits of science, math, and a foreign language in addition to other course of study requirements; attend MZBS for a minimum of two high school years, one of which must be the senior year, and not to be under disciplinary action (at the discretion of the administrator). For more information regarding honor students, please contact the principal.

**Homework** is essential or fundamental as a part of our curriculum. We encourage and deem it necessary that all students stay current on daily goals and assignments. The purpose of homework is to enable a student to master given material, to be proficient in understanding a particular concept, do research assignments, and/or complete the assigned pages of their PACEs. When a student has an excused absence, assigned homework will be given under the teacher's discretion. Typically, students are not assigned homework unless they are behind in their PACEs. Parents' cooperation in seeing that homework assignments are completed is critical to the student's success.

**Class Load**: Upper learning center students are required to carry a minimum of five (5) units of credit each year except during their senior year. Units of credit for Senior year will be evaluated.

**Electives and Extra Curricular:** Music and Physical Education classes are established courses. New courses may be implemented as arise.

**PACE Requirements**: Each quarter students should complete three (3) PACEs in each subject. Twelve (12) PACEs in each subject are equal to one level (grade) of work.

PACE numbers:

| | |
|---|---|
| 1001-1012 | First Level |
| 1013-1024 | Second Level |
| 1025-1036 | Third Level |
| 1037-1048 | Fourth Level |
| 1049-1060 | Fifth Level |
| 1061-1072 | Sixth Level |
| 1073-1084 | Seventh Level |
| 1085-1096 | Eighth Level |

High School PACE numbers are 1097 and above, equaling one (1) credit.

Each PACE completed will be listed on a Progress Report mailed out quarterly.

**Grading System**

| | | |
|---|---|---|
| 98-100 = A+ | 96-97 = A | 94-45 = A- |
| 92-93 = B+ | 90-91 = B | 88-89 = B- |
| 86-87 = C+ | 83-85 = C | 80-82 = C- |

**Honor Roll**

After each quarter, grades are totaled and an honor roll is published, recognizing students in the following categories:

*"A" honor roll is overall average of 94 – 100.*

*"B" honor roll is overall average of 88 – 93.*

Students must complete three (3) PACEs in each subject before being eligible for the honor roll.

# STUDENT INFORMATION

**Dress Code**:
To have a well-groomed and modest appearance among our students, MZBS has adopted a student dress code. MZBS believes that there is value in modest and gender distinction clothing. It promotes a positive and wholesome self-image. A uniform dress code helps to promote equality and consistency among peers and to uphold our standard of modesty. Selected girl and boy apparel styles and colors are to be worn during scheduled school hours and school-related functions, whether on or off campus. See specific guidelines below. The rotation of the uniform color to be worn on specific days will be announced.
All students must honor the MZBS dress specifications as follows:

- Skin-tight, form-fitting, flimsy, see-through, clothing is NOT permitted
- Shorts of any type are NOT permitted.
- Sleeves must always be below the elbows except when engaged in manual labor or during P.E. In such cases, sleeves may be rolled just above the elbows.
- The wearing of ornamental jewelry (such as necklaces, bracelets, finger rings, nose rings, or earrings) is NOT permitted. Emergency medical information is permitted.
- No form of makeup, nail polish, mascara, eye shadow, eyeliner, lipstick/lip color, or rouge/blush are permitted.
- Girls' hair must be kept clean. Girls must not cut their hair during the school year, wear extreme hair coloring, or wear extreme hairstyles.
- Boys' hair must be kept clean and neatly trimmed.
- Unapproved writing or print on any clothing is NOT permitted.
- Students must remove all headwear (such as caps or hats) while inside any building.
- Students must wear closed toe and closed-heeled shoes.

Girls:
Long sleeve or ¾ sleeve uniform color polo shirts with uniform color below-the-knee full or A-line skirts when sitting or standing. Girls may wear leggings under their skirts. Leggings need to match skirts. No printed leggings.

Boys:
Long sleeve or ¾ sleeve uniform color polo shirts with regular fitting blue jeans. No skinny jeans, no faded jeans, no jeans with holes, or cuts in the material.

MZBS athletic style shirts may be worn on field trips. Girls may wear approved athletic skirts and boys may wear approved athletic pants.

## Student/Parent Activities

Student and parent involvement in activities, fundraisers, and seasonal programs is encouraged and promoted by MZBS.

*Specific activities may include but are not limited to:*

- Annual August Camp Meeting Week – During this week Lower Learning Center students attend morning Special Children's Sessions (like a VBS) in the main chapel on campus. Upper Learning Center students attend morning sessions in the auditorium for Bible teaching and songs. These take place at 10:30 a.m. each morning of this week in lieu of regular scheduled chapel services. Lunch will be provided without charge each day of that week for all staff and students.
- A School Service is held on the last Sunday of the designated week at 2:00 p.m. in the afternoon. This is an informative session. The students are asked to be present that afternoon to sing the school song.
- Seasonal programs are held during the academic year. Students typically perform during these programs, and participation is part of their music grade.
  First or Second Saturday of November – Harvest Home Fundraiser
  December – Christmas Program
  March/April – Easter Program
- Other activities may include banquets, Christmas parades, field trips, holiday parties, spirit days, school picnics, awards ceremonies, and graduations.

*Parent-Teacher Fellowship (PTF)*

MZBS encourages parent support and involvement in the education of their children. For parents who wish to become involved, the MZBS P.T.F. meets about five (5) times throughout the school year. Notices are sent home with students regarding meeting dates and times. Students may participate in these sessions as well.

## School Pride and Spirit

Practicing strong school pride and spirit means many things. Here are some ways you can contribute to school spirit and pride:

- Show loyalty to all functions of the school.
- Keep spiritual, scholastic, activity, and personal standards high.
- Address all school personnel in a respectful manner using suitable titles.
- Practice courtesy to teachers, administration, staff, and adults, fellow students, and visitors.
- Respond cheerfully and willingly when asked by any member of the faculty or staff to participate in any school activity.
- Be a good sport. Whether you win or lose, be fair, kind, courteous, and generous.

**School Colors – Blue and White  Mascot – Clipper Ship  Team Sports Name – Commodores**

## School Song

**© copyright 1979 - Written by Clyde Gouge and Donna Sue Gouge Haynes**

**We'll Conquer**

Hear our happy voices as we're singing
in the army of our Lord.
Hear the joyful hallelujahs ringing
for our hearts are one accord.
We'll stand the test, we'll give our best;
we're ready for tomorrow.
Never yield to pain or sorrow
Till we triumph thru God's word.

*Chorus:*
We'll conquer, yes, we'll conquer
for our Captain in the sky.
We'll conquer, yes, we'll conquer,
for we dare to do or die.
Bugles sounding, faith abounding,
Tho' the hosts of evil press.
When Christ is leading, there's no retreating
at our school, MZBS!

**FINANCIAL INFORMATION SCHOOL BILL**

A suitable payment plan must be established with the business office prior to enrollment. Failure to maintain financial responsibilities will result in the dismissal of the student. A student will not be permitted to return to or graduate from MZBS unless their bill is dealt with properly.

**Mt. Zion Bible School Inc. shall not be liable for any medical expenses incurred as a result of incidents occurring on school premises.**