

Mount Zion Christian Academy

**3519 Fayetteville Street Durham,
North Carolina 27707**

“Educating for Everyday and Eternity”

**Pastor Donald Q. Fozard, Sr. & Elder Nora L. Fozard
Founders**



Residential Life Handbook

Introduction

The purpose of The Residential Life Policy and Procedure Handbook is to preserve order within the organization as stated in God's Word:

- I Corinthians 14:33 – “For God is not the author of confusion, but of peace, as in all churches of the saints.”
- I Corinthians 14:40 – “Let all things be done decently and in order.”

Mission Statement

Mount Zion Christian Academy is an evangelistic school, committed to the holistic development of the child in Christ- spiritually, academically, physically, socially, and mentally, in a balanced, safe, and disciplined environment.

Primary Purpose

The purpose of the Residential life program is to provide students who wish to attend Mount Zion Christian Academy with a comfortable and safe place to live while obtaining a quality Christian education.

Residential Director

The residential director is responsible for making sure adequate and competent staff is on site to maintain order, for the supervision of residential assistant(s), volunteers, and enforcing the policies and procedures set forth by the Mount Zion Christian Church Incorporation.

Room Assignment

Students are assigned by grade classification (9-12; post-graduate). The residential assistant designates room assignments, unless otherwise directed by the residential director.

New Residents

The residential director or assistant will orientate all new students within 24-hours of check-in.

Uniforms

All residential students are to adhere to the dress code policy indicated in the Mount Zion Christian Academy Parent/Student Handbook. Boarding students are required to wear their uniforms during school hours. Students must keep their uniforms clean and always pressed.

Appliances

Students are allowed to have the following appliances:

- Television
- Microwave
- Refrigerator
- Iron

To maintain a sanitary and healthy environment, students are required to keep refrigerators and microwaves clean. Failure to comply will result in the confiscation of these items. All appliances and amenities (game systems, audio players and other personal electronic devices) are considered “privilege” items, which may be confiscated for failure to comply with the policies and procedures of the Mount Zion Christian Academy Residential Handbook for a period of up to 72 hours.

Weapons

Mount Zion Christian Academy prohibits the possession of weapons on campus or school sponsored events. Violation of this rule will result in expulsion.

Drugs, Alcohol, and Tobacco Products

Mount Zion Christian Academy prohibits the use or possession of drugs, alcohol, or tobacco products on campus or school sponsored events. Violation of this rule may result in suspension or expulsion.

Drug Testing

Mount Zion Christian Academy strongly prohibits the use of controlled substances (drugs/alcohol). Any student suspected of drug use will be tested. A student who tests positive for drug use will be placed on probation for the remainder of the school year. If during that probationary period the student tests positive for drug use, that student will be expelled from Mount Zion Christian Academy. **(Parents/ Guardians will be responsible for payment of the cost of the test.)**

Notification Regarding Dining Hall Services/Closings for MZCA Boarding Students I

hereby acknowledge that MZCA does not provide evening and weekend meals on-campus for its boarding students. MZCA is in contract with North Carolina Central University (W.G. Pearson Dining Hall) for meal services. I understand that a separate meal plan must be purchased in both the fall (August/September) and spring (January) semesters. (Purchasing a meal plan is optional, but please be advised that should parents opt not to purchase a meal plan, they will be responsible for providing students with funding for meals. Please also note that when the university is closed for breaks there is no meal service available, so parents would be responsible for providing the students with funds for meals during university closings).

Acknowledgment of Notification Regarding Risk

I hereby acknowledge that I have been notified whether the activities involved in this activity are of 'high risk' to the participants.

Acknowledgment of Notification of Revocation of Meal Privileges

I hereby acknowledge that I have been notified that student meal privileges may be revoked, should they fail to adhere to policies and procedures as dictated by W.G. Pearson Dining Hall (NCCU) and MZCA. I also understand that payments for meal plans are non-refundable. If my student's meal privileges are revoked, I understand that it will be my responsibility to provide meals for my child at an additional cost for the duration of enrollment thereafter.

Indemnity and Waiver of Claim

I hereby agree to indemnify and hold harmless the school, its employees, volunteers, the school district, its governing board, the individual members thereof, and all other district officers, agents and employees from any liability, lawsuit, cost, expense, or claim of any type whatsoever (including legal fees) for any harm, injury, or death arising out of the above mentioned activity, as a condition of the student participating in the same.

Parent's Signature

_____/_____/_____

Date

Liberty (On/Off Campus)

Residential students are not allowed liberty during the week while school is in session (holidays and teacher's workdays excluded). Students are not allowed to leave campus without permission. If a student is to be away from the boarding facility overnight, the residential director or assistant must be notified by the parents/ guardians) in writing prior to the absence.

Mount Zion Christian Academy Dormitory Rules & Regulations

1. Students are not allowed to leave campus without permission.
2. Students must sign-out with the residential director/assistant before going on liberty.
3. Students are to be in their rooms/dormitory by 12:00 A.M. Monday through Thursday and on Sunday.
4. All students are to attend scheduled classes daily.
5. Students must attend the weekly residential life meeting each Wednesday.
6. All students are required to attend Sunday school, Sunday morning worship service, and Wednesday night Bible study.
7. All rooms must be cleaned daily.
8. Students will maintain their personal hygiene daily.
9. Students are not to wear ear, tongue, or nose rings on campus at any time.

10. Fighting is not allowed. Violation of this rule will result in suspension.
11. Profanity is not allowed. Violation of this rule will result in suspension.
12. Horseplay is not allowed.
13. Students are not permitted to enter another student's room without their consent. Violation of this rule will result in suspension.
14. Residential students will respect each other and each other's property. Theft of school or others property will not be tolerated. Violation of this rule will result in expulsion.
15. Students are responsible for properly securing all personal items. Mount Zion Christian Academy, Mount Zion Christian Church, Inc., and its affiliates will not be responsible for lost, misplaced, or stolen items. Parents/guardians may purchase renter's insurance to cover the student's property.
16. Students are not to bring illicit materials on campus, (i.e., magazines, DVDs, or other electronic media, etc.). Mount Zion Christian Academy reserves the right to search and seize all prohibited materials. Items seized will only be returned to the parent/guardian.
17. Fornication (sex) is prohibited on the campus of Mount Zion Christian Church, Inc/Mount Zion Christian Academy. Violation of this rule will result in expulsion.
18. Students and residential staff must always stand an arm's length away from each other. No exceptions.
19. Students must be respectful to all Mount Zion Christian Academy representatives. Disrespect and insubordination will **not** be tolerated. Violation of this rule will result in suspension. Egregious disrespect to authority will result in expulsion.

Residential Assistant Responsibilities

1. Supervise residential students.
2. Enforce in-room/dormitory curfews.
3. Submit all disciplinary and medical reports to the residential director in writing within 24 hours.
4. Notify residential director immediately, if a student becomes ill.
5. Report all emergencies to the residential director.
6. Report maintenance issues to the residential director.
7. Submit daily attendance report to the Mount Zion Christian Academy administrative office Monday through Friday.
8. Transportation of residential students (dining facility, medical appointments, shopping for supplies as needed, etc.).

Demerit System

Mount Zion Christian Academy Residential Life has a demerit system. Each discipline report a student receives will be equivalent to one (1) demerit. A student will receive a suspension for every five (5) demerits he receives.

This does not include demerits received for actions that automatically constitute a suspension or expulsion. Any student who receives fifteen (15) demerits in a semester will be up for review by the Mount Zion Christian Academy administration for expulsion.

The following are actions for which a student will automatically be suspended:

1. Use of Profanity
2. Fighting/instigating a fight
3. Damage to school and personal property (**Parent/guardian will be responsible for the cost of repairs**)

The following are actions for which a student will automatically be expelled:

1. Theft of school or personal property
2. Possession of drugs or alcohol on campus or school sponsored activities
3. Possession of a weapon on campus or school sponsored activities
4. Egregious disrespect to authority (Residential Director/Assistant)
5. Physical confrontation with authority (Residential Director/Assistant)

Note: Suspensions may be given from one (1) to ten (15) days.

Disciplinary Procedures

Students who violate the policies and procedures of the Mount Zion Christian Academy Residential Handbook will be subject to the following courses of action:

1. Verbal Warning (Written Documentation)
2. Written Warning
3. Suspension/Probation
4. Expulsion

Disciplinary Hearing

Once a disciplinary report is submitted for a student, the student is allowed a hearing with the residential director and assistant. Upon the completion of the hearing, the director will determine what disciplinary action will be taken. All disciplinary reports and disciplinary actions will be documented and placed in the student's personal residential folder.

Grievance Hearing

Students are allowed to request a scheduled grievance hearing with the residential director and assistant to express any grievance they may have concerning residential life. Upon the completion of the hearing, the director will determine the validity of the grievance and what resolution, or action will be taken. All grievances and resolution actions will be documented and placed in the student's personal residential folder.

Addendum

This handbook states the rules, regulations, expectations, policies, and procedures for Mount Zion Christian Academy Residential Life as of the time it was written. Upon the approval of the Mount Zion Christian Church, Inc (Mount Zion Christian Academy) Board of Directors – the superintendent, principal, and others in authority over the academy, reserve the right to edit existing rules or add additional rules as necessary to ensure a safe, productive educational environment.