



# STUDENT AND PARENT HANDBOOK

This document is meant to provide guidance on organizational policies, internal processes, and standard operating procedures.

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Dear Parents and Students,

The faculty and staff of ZOË LIVE Creative Arts Academy join us in welcoming you and your child to our school!

It is our aim to provide a loving, safe, intellectually stimulating, and emotionally nurturing environment in which students will achieve their highest academic potential while developing a sense of personal growth and social responsibility. As you read this handbook, we hope you will gain a clear picture of the efforts we are making to provide a quality educational experience for each student.

We recognize that parents and guardians are an integral part of their children's education, and we value the partnership that we have with each family. We welcome a close relationship with our parent body and hope you will take an active interest in ZOË LIVE Creative Arts Academy. Together, we can provide our students with the best possible education and prepare them to be successful in whatever path they choose to follow.

Feel free to contact us for clarification of any item in the handbook or any other questions you may have. We want to be of assistance to you.

Sincerely,

Lerel Frederick, Jr., Founder & Executive  
Director

Christa Anderson, Administration & Finance  
Officer

Today's Date: \_\_\_\_\_

Student Name (print): \_\_\_\_\_

*I have read and understand the contents of the ZOË LIVE Creative Arts Academy Student and Parent Handbook.*

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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## WHY AND HOW WE OPERATE

At ZOË LIVE Creative Arts Academy the principles are simple: to **EDUCATE**, to **MOTIVATE**, and to **EMPOWER** the next generation to reach their potential. We strive for excellence in education and believe music is a vital part of a well-rounded educational experience. We also aim to motivate through faith-based learning and the arts and will provide students with the resources to empower them in their respective lives and throughout the community at large. In order to do this, we enforce necessary policies.

We believe that music and the arts are powerful tools God has given us to respond to Him and have seen our students benefit firsthand from these tools. It's not about performance, it's about discovering our purpose.

In 1 Peter 3, the apostle gives clear direction for how we ought to live as Christians. He says, "Instead, you must worship Christ as Lord of your life. And if someone asks about your Christian hope, always be ready to explain it." (1Pet 3:15, NLT) In a world where our faith runs contrary to society, the arts are often both a resource and a refuge; opening our minds and filling the gaps where words fail. Our students will be saturated with an experiential learning style that looks first to God for understanding and then is resourced to respond in meaningful worship.

## SCHOOL LEADERSHIP AND TEACHING STAFF

Executive Director/Head of School: Lerel Frederick, Jr.

- Responsible for the operations of the entire school unit and is the final authority on all matters relating to school personnel, financial affairs, instruction, activities, discipline, and procedures.
- School concerns that have already been addressed with the students' Instructor and/or Lead Instructor.
- Contact: [lfrederick@zoelive.com](mailto:lfrederick@zoelive.com)

Administration & Finance Officer: Christa Anderson

- Questions about scholarships and student accounts.
- Contact: [canderson@zoelive.com](mailto:canderson@zoelive.com)

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Campus Director: Candice Russell

- Questions about enrollment, student behavior, school calendar and daily schedules, student services, student records, teacher concerns (if they have not been worked out after you met with the Instructor).
- Contact: [crussell@zoelive.com](mailto:crussell@zoelive.com)

Academic Director/G6-G12 Instructor: Stephanie Porter

- Questions about curriculum, academic services, and student academic progress (if they have not been worked out after you met with the Instructor).
- Contact: [sporter@zoelive.com](mailto:sporter@zoelive.com)

K4/K5-G1 Instructor: Grace Potts

- Contact: [gpotts@zoelive.com](mailto:gpotts@zoelive.com)

G2 Instructor: Stacey Peterkin

- Contact: [speterkin@zoelive.com](mailto:speterkin@zoelive.com)

G3-G5 Instructor: Alex Frederick

- Contact: [afrederick@zoelive.com](mailto:afrederick@zoelive.com)

## ADMISSIONS

### Required Documents for Enrollment

Any student enrolling or already enrolled at ZOE LIVE Creative Arts Academy should

1. Completed JupiterEd Application
2. Step Up for Students Award ID (if utilizing the scholarship)
3. Payment Plan Agreement (if doing Direct Pay)
4. Tuition and Fee Acknowledgment Form
5. Transcripts from previous school(s) (if transferring from another school)
6. Report Card for the current year (if transferring from another school)
7. Immunization Record
8. Health Entry Form

It is the responsibility of the parent to provide the necessary documents to Administration before the student's first day of school. If, at any point in time, Administration notices any missing

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required document(s), parents/guardians must submit the requested documentation in a timely manner.

## **FINANCIAL POLICY**

It is the responsibility of the parent/guardian to pay their tuition and additional fees according to the agreed-upon schedule. ZLCAA utilizes an online system, available to parents and guardians, to accept credit cards and/or automatic payment plans to help families budget their payments. Enrollment into ZLCAA indicates an agreement with the Financial Agreement Form. All questions or concerns should be addressed to the Administration and Finance Officer.

### **Scholarships**

To aid families in need of assistance paying their tuition, ZLCAA accepts the three Step Up for Students Scholarships:

1. Florida Tax Credit (FTC)
2. Family Em (FES-EO)
3. Family Empowerment Schola for Unique Abilities (FES-UA - Formerly the Gardiner and McKay Scholarship)

To apply for the Step Up for Students Scholarship program, go to:

<https://www.stepupforstudents.org/scholarships/logins/>

## **ATTENDANCE**

Attendance at ZLCAA satisfies the compulsory school attendance law by having your child maintain regular attendance during the school term of either 180 actual school days or a minimum of 170 actual school days and the hourly equivalent of 180 actual school days.

### **Absences**

A student is considered absent when they are unable to attend school. If a parent/guardian expects a student to be absent, they must notify their teacher and Administration via JupiterEd by 9 AM. If a student has 5 days of unexcused absences in a quarter (9 weeks), the parent(s)/guardian(s) will be contacted by Administration to discuss the matter. Florida law requires us to enforce regular school attendance. Unexcused absences are defined as not having acceptable documentation for absences.

### **Tardiness**

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Students not in their classrooms by 8:30 AM will be marked tardy on the attendance record. If a student is late, we request that the parent/guardian does not accompany the student into the classroom, as this creates an additional disruption. More than 5 times tardy in a nine-week grading period is regarded as excessive and will be addressed by Administration.

Help your child learn the importance of promptness by having him/her to school by 8:30 AM. Being “only” ten minutes late each day is the same as missing one full week of school. Students who are perpetually late often feel frustrated and “behind” in accomplishing the day’s work, and this can cause distractions for others. Individual tardiness may delay the start of class for all students, depriving others of meaningful instructional time. Students want to be present when school commences, but they need your help.

### Early Release

Appointments (dental, medical, etc.) should, if at all possible, be scheduled at the end of the school day or during vacation periods. If the need arises for appointments during school hours, please inform the school by phone or note as to the pickup time. Excessive early release is not acceptable. It is important that students are to be in attendance in all of their classes and completing their schoolwork for the day.

### Special Release

Should the need arise for a student to be released to anyone other than a parent or guardian, it is imperative that the school be notified as to the name of the designated person. Students will only be released to a person who is named on the student emergency card, in SmartCare, on JupiterEd or whose name is given to Administration or the student’s Instructor by phone or written note. Identification will be required.

## ACADEMICS

An important aspect of the total instructional function is the process of student evaluation. Testing and other evaluative activities serve as an indicator of a student’s strengths and/or weaknesses.

### Grading Scale

Grades are calculated on a percentage basis.

A	90 - 100	Excellent Achievement
B	80 - 89	Above Average Achievement

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C	70 - 79	Average Achievement
D	60 - 69	Below Average Achievement
F	Below 60	Failing
E		Excellent
S		Satisfactory
NI		Needs Improvement

It is our goal at ZLCAA to help each of our students achieve at a level commensurate with his/her potential. This can best be assured when there is a continuing dialogue among student, teacher, parent, and administration. At the first indication of either an academic or adjustment concern, the Instructor will communicate with the administration and the parent. Should this occur, the school will meet to discuss potential solutions and interventions (i.e. diagnostic testing, counseling, tutoring, etc). **NOTE:** *Tutoring is not included with tuition, however, arrangements can be discussed with the administration if financial concerns will act as a barrier for your child to receive the proper intervention.*

## Report Cards

Report Cards are issued to all students, from Kindergarten to High School, on a nine-week basis. These reports are to be signed by the parent and returned to the classroom Instructor by the deadline on the report.

## Conferences

ZLCAA believes that open communication with its parents is essential for the success of our students and our school. In addition to the various progress reports, two conferences are scheduled at the beginning and end of the year for Kindergarten through middle school. If the need for an additional conference should ever arise, please contact the Instructor or Administration.

It is our goal at ZLCAA to help each of our students achieve at a level commensurate with his/her potential. This can best be assured when there is a continuing dialogue among student, instructor, parent, and administration. At the first indication of either an academic, behavioral, or adjustment concern, the Instructor will communicate with Administration and the parent. Should this occur, the school may discuss the possibility of a thorough diagnostic evaluation with the parent.

Psychological testing, diagnostic evaluations and private tutoring are not included with tuition.



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## Homework

Homework will be assigned as our staff feels it is a necessary and valid part of our program. It is important to set aside time and a place, so your student can focus on their homework. We recommend that students grades 2-8 have an agenda where their assignments can be recorded, in addition to their Monday memos and Jupiter Ed accounts. Checking their agenda, Monday Memos, and Jupiter Ed account, and their homework will reinforce good study habits.

## Makeup Work

It is the responsibility of elementary, middle, and high school students to obtain all work from teachers that was missed because of an absence. All tests, projects, and work assigned must be made up. Parents/Guardians may pick up assignments, but we ask that you please contact your student's Instructor ahead of time to give them adequate time to gather the work. All work, given to students going on a planned vacation, is due the day of their return.

## Achievement Testing

The Iowa Assessments, a national achievement test, will be given to each kindergarten, elementary, middle, and high school student in the spring of each school year. Scores of these standardized tests will be shared with parents at the end-of-the-year conferences.

The Iowa Assessments is a group-administered achievement test for grades K-12 which measures a student's knowledge in subject areas that students have learned in school – reading, language arts, mathematics, science and social studies. You can learn more about the test at [www.abeka.com/blog/standardized-testing/#gref](http://www.abeka.com/blog/standardized-testing/#gref)

## Textbooks

All textbooks purchased by ZLCAA will be the property of the school and merely loaned to the student while pursuing the courses of study. A parent/guardian or other persons having charge of the student will be held liable for any loss, destruction, unnecessary damage or failure to return such books when directed and will be required to pay for such.

## Student Use of School Technology

ZOË LIVE Creative Arts Academy authorizes its students to use technology owned or otherwise provided by ZOË LIVE as necessary to fulfill the requirements of their position. The use of ZOË LIVE technology is a privilege permitted at ZOË LIVE's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and the Use of

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Technology Agreement. ZOË LIVE reserves the right to suspend access at any time, without notice, for any reason.

ZOË LIVE expects all students to use technology responsibly in order to avoid potential problems and liability. ZOË LIVE may place reasonable restrictions on the sites, material, and/or information that students may access through the system and technology.

## **STUDENT CONDUCT, BEHAVIOR CONCERNS, AND DISCIPLINE**

### **Our Philosophy and Expectations**

Students are expected to be courteous and orderly at all times while on campus or on a school-sponsored field trip.

At ZLCAA, the fundamental expectation for student behavior is that of respect:

1. Respect/Reverance for God
2. Respect for the environment
3. Respect for authority
4. Respect for one's peers
5. Respect for one's self

Unacceptable behavior consists of:

1. The use of conduct which is disruptive to learning, teaching or the effective functioning of the school.
2. The use of disrespectful, violent, or inappropriate language or behavior.
3. The exhibition of limited self-control, which could possibly lead to self-injury or the injury of others.

Our goal is to successfully guide students toward the One who uniquely chose and qualified them for an appointed task. For it is when we embrace our identity in Him that we have victory over the noise and distractions of this world. Proverbs 13:24 tells us, "Those who spare the rod of discipline hate their children. Those who love their children care enough to discipline them." (NLT) The truths of Scripture can seem harsh in today's world, our adherence to Scripture comes from a place of love and obedience—it is in the child's best interest that we maintain boundaries of correction.

In accordance with state law, no teacher at ZLCAA is authorized to use any physical form of corporal discipline (i.e., spank, smack the back of a child's hand) without written parental authorization. Furthermore, no form of corporal punishment is authorized in response to poor

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grades. Discipline is reserved solely for the purposes of classroom management: it is intended to prevent disruptive, disrespectful, or violent behavior. When it comes to changing a student's attitude or motivation, we seek first what His word tells us.

Furthermore, we are committed to:

- Never correcting for the purpose of humiliation or disparaging a student
- Being consistent in our correction because we know this builds trust
- Maintaining boundaries that aren't about limiting—they're about providing a safe space for students to learn
- Being available for students to discuss and share their feelings because communication is a two-way street

We want to partner with our parents/guardians, therefore, we will discuss with you your parental approach so that we can bridge your methods with the ZLCAA method. This includes, but is not limited to, a signed agreement at the beginning of the year. In this agreement, we can reach an understanding that is made known to the teacher and direct supervisor.

## General Disciplinary Procedures

Disciplinary procedures are as follows:

1. Teacher conferences with the student
2. Referral given (Principal conferences with student)
3. Notification to parents
4. Detention
5. Conference with the parent, teacher, and administration
6. Suspension
7. Expulsion

Based on the seriousness of the behavioral issue, school leadership may suspend or expel a student indefinitely, pending investigation. Based on the investigation and meetings with involved parties, Administration will make a final determination on the student's enrollment status. If a student is involved in repeated offenses, we maintain the right to remove him/her from the school.

## Specific Behavior Concerns

### Fighting and Bullying

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The degree to which a school is able to accomplish its primary aim of education is often determined by the style of student behavior exhibited in the school. The character of student behavior is most often determined by the parent/guardian's and the school's expectations of the students.

**Fighting** will not be tolerated at ZOE LIVE Creative Arts Academy. Any student involved in fighting is subject to suspension, probation, or expulsion from school.

If any student is found fighting, the following steps will be taken:

- First Occurrence - 1-Week Suspension
- Second Occurrence - 2-Week Suspension
- Third Occurrence - Under Administrative Review for Expulsion

ZOE LIVE Creative Arts Academy is committed to providing a school environment that is safe, healthy, caring, and respectful for all. **Harassment and bullying** will not be tolerated. Any inappropriate verbal or written conduct, or gesture directed at another student or staff member is prohibited. Bullying includes cyberbullying. The misuse of digital technology usually carries over to the school environment. Parents/guardians must closely monitor all social networks and digital interactions that the students use. All students witnessing or becoming the subject of harassment or bullying have the responsibility to report these activities to a staff member or an administrator.

Any student to have violated this policy is subject to appropriate disciplinary action. The action will be unique to the individual incident and will vary in method depending on the nature of the incident.

In order to support a quality, learning environment, the students at ZOE LIVE Creative Arts Academy must be aware that certain materials are not to be brought onto the campus or on a school-sponsored field trip. These materials include:

1. Any illegal drugs or alcoholic beverages
2. Any dangerous items that could threaten the safety of oneself or another
3. Any sexually inappropriate materials

## Threats

All members of the ZLCAA community, including students, parents/guardians, staff, and faculty, are responsible for reporting any alleged threats of violence, including verbal, written, or electronic messages, that they become aware of to the designated school authority. The school will maintain confidentiality to the extent possible while investigating such reports.

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ZLCAA will conduct an immediate and thorough investigation of any alleged threat of violence. The investigation will include interviewing the individual who made the alleged threat, as well as any witnesses or individuals who may have knowledge of the alleged threat.

Based on the results of the investigation, ZLCAA may implement safety measures to ensure the safety of students, staff, and faculty, as well as the school community. Safety measures may include increased security, changes to the school schedule, or temporary suspension or expulsion of the individual who made the alleged threat.

ZLCAA will ensure that all individuals involved in an alleged threat receive due process, which includes notice of the allegations, an opportunity to respond, and a fair and impartial hearing. ZLCAA will follow all applicable laws and regulations regarding due process.

ZLCAA will provide counseling and support services to any student, staff, or faculty member who may be affected by an alleged threat. These services may include counseling, support groups, or referrals to outside agencies.

ZLCAA will engage in ongoing prevention and education efforts to promote a safe and healthy school environment. Prevention efforts may include programs and activities designed to promote conflict resolution, positive communication, and respect for others.

ZLCAA will cooperate with law enforcement authorities as needed to investigate and respond to alleged threats of violence. The school will follow all applicable laws and regulations regarding the sharing of information with law enforcement authorities.

## Uniforms and Dress Code

There is a correlation between a child's appearance, the way he or she feels about himself or herself, and the way he or she behaves.

Uniforms are required for all K-12 students. Students not adhering to dress code rules and schedules will receive a demerit.

- All official ZOË LIVE uniform items (polos, button-ups, ties, etc.) are to be purchased from [French Toast](#) and have the school emblem.
  - French Toast Online Store (School Code: QS5MCGY):  
<https://www.frenchtoast.com/schoolbox/schools/Zoe-Live-Creative-Arts-Academy-QS5MCGY>

- Exception: New or returning students who are waiting on their uniform items to be delivered. We will allow for a 6 week grace period to acquire necessary uniforms before any verbal warnings or violations are given.
- We require that all students follow the uniform schedule shown below.
  - Monday, Tuesday, and Thursday: Navy polo with ZLCAA logo and khaki uniform bottoms.
  - Wednesday (Chapel Day): Light blue button-up/blouse with navy uniform bottom and boys wear plaid tie.
  - Friday (Casual Friday): Black ZLCAA t-shirt and jeans

Monday	Tuesday	Wednesday "Chapel Day"	Thursday	Friday "Casual Friday"
Navy Blue Polo Khaki Pants	Navy Blue Polo Khaki Pants	Light Blue Button-up Shirt Navy Blue or Plaid Bottoms (Pants, skirt or jumper) Tie	Navy Blue Polo Khaki Pants	ZLCAA T-shirt Appropriate bottoms of choice

- Shoelaces must be closed securely at all times. Please have laces that will stay securely tied.
- Shirts must be tucked in.
- Shorts and pants are to be belted in grades 2-8. All skirts, shorts, and pants must be buttoned and fit securely at the waist. Belts are to be navy, brown, khaki, or black.
- Skirts and shorts should pass the "fingertip test".
- Socks are to be worn at all times.
- Caps or any type of hats, including hoodies, are not to be worn in classrooms.
- Regular uniform and athletic wear must always be clean and fit properly. Torn and stained clothing should be replaced.
- On cold days, navy, black, or gray sweatpants and sweatshirts may be worn for outdoor play and enrichment activities, but are NOT to be worn in place of the regular uniform. Long pants are acceptable for classroom wear.
- Shoes worn with the uniform should be either an athletic shoe or a flat, closed, rubber-soled shoe (no sandals, crocs, cowboy boots, dress flats or heels).
- Jewelry should be worn in good taste. Any loose jewelry (i.e. hoops or dangle earrings) need to be removed for outdoor time and physical activities to prevent injury.

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We recommend that any removable articles of clothing (coats, sweaters, workout clothes) be plainly marked with your child's name on their clothing tag.

## **PARENT RESPONSIBILITIES & INVOLVEMENT**

### **Drop-Off and Pick-Up Car Loop**

#### Arrival/Drop-Off

The purpose of this policy is to ensure all students arrive on time and are prepared to learn that day. All parents must drop off students between 8:00 AM and 8:25 AM. The exception to this policy are students who are receiving wraparound services through Learning Tree Academy.

For a student to receive breakfast service, they **MUST** arrive between 8:00 AM and 8:15 AM. If a child is repeatedly dropped off before 8 AM excessively early (before 7:45 AM) without any communication with Administration or their Instructor, an official meeting with Administration will be held.

#### Dismissal

The official end of school each day is 2:30 PM. Students are dismissed to the car loop for pick up only between 2:30 PM and 2:45 PM. Parents must make all dismissal changes in writing through Jupiter Ed to their Instructor by 12 PM the day of the change. Any permanent changes will need to be made by updating JupiterED, the Smart Care app, and a Transportation Form.

Students should be picked up between 2:30 PM and 2:45 PM each day unless officially enrolled in the aftercare program with Learning Tree Academy. Students not enrolled in aftercare must be picked up by 2:45 pm. We offer a 15-minute grace period; however, if a student is not picked up or enrolled in after-care by 3:00 PM, the parent/guardian will be either: charged \$1 per minute until the student is picked up or required to volunteer for one car loop session (or other school activity based on their schedule).

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## Extended Care

At this moment, ZLCAA does not offer extended (pre or after) care. Through our partnership with Learning Tree Academy, parents/guardians may be able to receive extended care. If you need assistance with pre or aftercare, please contact any of the following resources:

### **Learning Tree Academy**

Phone: (772) 464-2988

Email: [learningtreeacademy2808@yahoo.com](mailto:learningtreeacademy2808@yahoo.com)

### **Boys & Girls Club of St. Lucie**

Phone: (772) 242-1599

Website: [bgcofslc.org/](http://bgcofslc.org/)

Or stop by the office and speak with Ms. Nicole during business hours (Mon - Fri, 5 AM - 5:30 PM).

## Transportation

We are pleased to offer limited van transportation for pick-up and drop-off services for our students at ZLCAA. This service is available for those who require it, and to utilize it, you will need to contact the Administration office to complete the necessary paperwork.

The paperwork includes a permission slip and transportation form, which must be completed and submitted to the Administration office. This will help us ensure that your child is safely transported to and from school.

For transportation via a third-party, such as a babysitter or staff member, parents/guardians must also complete the "Authorized Pick Up" information form.

We understand the importance of providing safe and reliable transportation for our students, and we strive to make this service available to as many families as possible. We encourage you to take advantage of this service if it is needed; however, if we have reached capacity, we ask that you make necessary arrangements for your child.

## Volunteering

Throughout the school year, there will be various activities that will take place, such as field trips, classroom parties, and special events. These activities provide valuable experiences for our students, and we are always looking for ways to enhance their educational journey.

We encourage and recommend that our parents/guardians become more engaged in these activities by volunteering their time and talents. Your participation will not only benefit our students but will also strengthen our school community. Whether you have a specific skill or just a willingness to help out, we welcome all contributions.



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Volunteering can be a fun and rewarding way to get involved and make a difference. You can help chaperone field trips, assist with classroom parties, or even organize a special event. By doing so, you will be showing your support for our school and creating lasting memories for our students.

We understand that everyone has busy schedules, but even a small contribution of your time can make a big impact. If you are interested in volunteering, please contact our Administration and Finance Officer.

## **Progress Reports**

We require parents/guardians to sign the progress report and return it to their student's teacher within a week of receiving the report.

## **Notice of Non-Discrimination**

ZOË LIVE Creative Arts Academy does not discriminate on the basis of age, ancestry, citizenship status, color, disability, ethnicity, genetic information, gender, gender expression, gender identity, marital status, medical condition, national origin, political beliefs, pregnancy, race, religion, religious beliefs, sex, sexual orientation, or veteran status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.