

Elementary Student Handbook



2011 - 2012

Heritage Christian Academy



“The Spirit itself bears witness with our spirit, that we are the children of God: and if children, then heirs; heirs of God and joint heirs with Christ.”

Romans 8:16

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THE PHILOSOPHY OF THE SCHOOL

I. MISSION STATEMENT

A. PURPOSE

Heritage Christian Academy is a school dedicated to the principle of providing a broad liberal arts education for Christian students in a secular world. We strive through academics to prepare our students with knowledge of the world around them, their faith, and the Bible. In providing our students with a quality Christian education, it is our hope that when they are tested by the world they not only are unshaken in their faith, but they also present a clear and uncompromising witness of the saving work of Jesus Christ.

B. CHRISTIAN EDUCATION

Heritage Christian Academy believes that Christian education is based upon fundamental truth. God exists, is perfect, and is good. Mankind through sin has fallen short of His perfection and is in need of salvation. God has provided salvation through the death and resurrection of His Son, Jesus Christ. It is only by understanding and acknowledging this truth which is the key to the human condition that students can start to understand the world around them. All instruction at HCA is given in light of this truth. All teachers at HCA affirm this truth and hold a worldview that presupposes it.

C. PERSONAL CONDUCT

We believe that personal behavioral morality at the most basic level is the means by which people enjoy relational harmony. At its best it can be evidence to the outside world of the Holy Spirit's presence in the body of Christ. Students at HCA should expect to study and learn in an environment requiring a high standard of personal conduct. This includes, but is not limited to, obedience to the Law, obedience to the rules of the Academy, and obedience to an academic code of ethics.

D. PARENTAL PARTNERSHIP

Heritage Christian Academy believes that our role as educators is in partnership with parents who have the primary responsibility in the education of their children; we are caretakers of a trust that has been placed in us. As such, we place a high value on ensuring parents are informed and in encouraging their active involvement in the academic lives of their children.

E. LIBERAL ARTS FOUNDATION

Heritage Christian Academy seeks to provide its students with a firm foundation in the liberal arts. It is our belief that an education is a means to achieving a richer, fuller, and more thoughtful life than would otherwise

have been available. Therefore, the subjects we offer our students will direct them toward that goal. We seek to give our students a broad introduction to Western Culture, the arts, math, and science.

F. PREPARATION FOR HIGHER EDUCATION

Heritage Christian Academy seeks to prepare its students for higher education. While we strive to offer our students the best and most broad education that we can in the time allotted us, HCA understands that secondary school is likely to be the mid-point of an academic journey. It is our hope that all of our students will pursue education above and beyond what we offer. To make that education as rewarding as possible, we seek to ensure that by graduation students are as prepared as they can be for the challenges of post secondary education.

G. ACADEMIC EXCELLENCE

In keeping with our chosen role as a preparatory Christian school, Heritage Christian Academy will provide its students with a challenging environment. One of the best assets we can give our students is the experience of having earned academic success. Therefore, we will engage our students at a level that will lead them to discover the strength of their own minds.

H. DEVELOPING THE WHOLE STUDENT

Heritage Christian Academy believes that academic life is only part of what is needed in the development of its students. Therefore, HCA offers sports, Christian service, clubs, and other extra curricular programs in order to facilitate students having a well-rounded social, spiritual, and emotional life. While academics are the core of what we have chosen as our mission, we recognize that a school environment offers unique opportunities for social interaction and instruction to enrich students' lives.

II. ELEMENTARY FOCUS

A. PURPOSE

We purpose to provide an excellent growth environment fixed upon biblical truths in which young lives are nurtured to esteem the values of glorifying God in spirit, body, and mind.

Heritage Christian Academy is an extension of the Christian home and an arm of Grace Free Lutheran Church. The school is another means by which to permeate all of life with the truth of God. (Deut. 6:7) HCA offers children a Christian setting in which to develop physically, spiritually, intellectually, and socially so that from the early years they may prepare for the role in life that best serves God.

The Bible is the foundation for the entire functioning of the school. "The Lord gives wisdom; from His mouth come knowledge and understanding." (Proverbs 2:6)

The Heritage Christian Academy staff is dedicated to the education of our students. We strive to promote a Christ-centered, quality learning environment that will foster intellectual and spiritual development and promote positive interaction among our students. In addition, we believe that all persons in our school have the right to a safe, respectful, and productive learning environment.

The maintenance of this quality educational climate requires expectations, behavioral guidelines, and consequences that shall be in effect on school grounds during school hours and at all school-sponsored activities.

B. GOALS AND OBJECTIVES

1. To operate HCA on a Christian philosophy of education by:
 - a. providing Christian teachers who are called to guide students into a deeper understanding of God and His universe.
 - b. guiding the students to assurance of salvation in Christ, scriptural self-confidence, and security in the love of God.
 - c. encouraging students to have a servant spirit toward one another and to be submissive to authority.
2. To achieve excellence in academics by:
 - a. providing dedicated, qualified, and certified Christian teachers.
 - b. using high quality textbooks, supplementary materials, and field experiences.
 - c. teaching self-discipline and good study habits.
3. To teach students the Word of God by:
 - a. teaching biblically.
 - b. memorizing Scripture.
 - c. training students for Christian life and service through devotional studies.

III STATEMENT OF FAITH

We accept and believe in the Holy Bible as the complete written Word of God given and preserved to us by the Holy Spirit for our salvation and instruction.

We endorse the statement of the Word as found in the United Testimony on Faith and Life and quote here the following: "We bear witness that the Bible is our only authentic and infallible source of God's revelation to us and all men, and that it is the only inerrant and completely adequate source and arm of Christian doctrine and life. We hold that the Bible, as a whole and in all its parts, is the Word of God under all circumstances regardless of man's attitude toward it."*

We believe in God the Father Almighty, Maker of Heaven and Earth. And in Jesus Christ, his only Son, our Lord; who was conceived by the Holy Spirit; born of the Virgin Mary; suffered under Pontius Pilate; was crucified, dead and buried; He descended into hell; the third day He rose again from the dead; He ascended into heaven, and sits on the right hand of God the Father Almighty; from thence He shall come to judge the living and the dead. We believe in the Holy Spirit; the holy Christian church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting.**

We believe that Luther's Small Catechism and the Augsburg Confession are a true exposition of the Holy Scriptures and therefore are faithful witnesses of the Word of God. These documents are available at the Academy office for your information and are printed in the Ambassador Hymnal pages 80-104.

*Declaration of Faith, Association of Free Lutheran Congregations

**Apostles' Creed

The foundational Christian doctrines are taught in Bible classes in all grades of Heritage Christian Academy.

1. **We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant, Word of God. (II Timothy 3:15, II Peter 1:21)
2. **We believe** there is one God, eternally existent in three persons – Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. **We believe** in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His Resurrection (John 11:25, I Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory. (Acts 1:11, Revelation 19:11)

4. **We believe** that all have sinned and fall short of the glory of God, and that each person must be regenerated by the Holy Spirit for salvation. Each person is justified on the single ground of faith in the shed blood of Christ. It is only by God's grace and through faith alone that a person is saved. (John 3:16-19, 5:24; Romans 3:23, 5:8,9; Ephesians 2:8-10; Titus 3:5)
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28,29)
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12, 13; Galatians 3:26-28)
7. **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13, 14; I Corinthians 3:16, 6:19,20; Ephesians 4:30, 5:18)

IV. ACSI STATEMENT OF MISSION

Heritage Christian Academy is a member of the Association of Christian Schools International. ACSI is an organization of biblically based Christian schools and colleges. Its mission is to provide leadership, programs, and services in order to bring about excellence in these schools to the glory of God.

V. THE GOVERNMENT OF THE SCHOOL

Heritage Christian Academy is governed by the Board of Trustees whose responsibility is to ensure that the Academy operates in accordance with its Mission Statement, in obedience to biblical principles and by the leading of the Holy Spirit through prayer.

The Board of Trustees entrusts the spiritual and academic leadership and day-to-day administration of the Academy to the President assisted by the Elementary and Secondary School Principals.

In order to maintain a healthy government of the school, the HCA Board has established a procedure for parents to communicate concerns and recommendations regarding the Academy:

- A. The parent or student may speak to the teacher.
- B. The parent, student, or teacher may speak with the Elementary School Principal who will bring matters to the President of the Academy if needed.

- C. The President or Elementary School Principal will fairly represent concerns to the Academy Board.
- D. In turn, the President or Elementary School Principal will fairly communicate the decisions and policies of the Academy Board to the parents, teachers, and students.

ADMISSION POLICY

I. PARENT RESPONSIBILITIES

- A. Parents will sign an application form stating that they support the statement of faith of Heritage Christian Academy and the school's academic and discipline policies.
- B. Parents' signatures shall be recognized as a commitment of honor to
 - 1. meet all financial obligations.
 - 2. speak well of the school and staff to others in accordance with Matthew 18:15-17 and Galatians 6:1 and bring concerns directly to the teachers or Elementary School Principal rather than to others.
 - 3. attends all evening programs in which their son or daughter are participants, including the Awards Ceremony at the conclusion of the school year.
 - 4. attend Parent-Teacher Conferences in fall and spring.
- C. Parents will be aware:
 - 1. the family must be interviewed before their son or daughter is accepted for enrollment.
 - 2. prospective Kindergarten students must be five years old by August 31 of the school year.
 - 3. prospective Kindergarten Development students must be four years old by August 31 of the school year.

II. APPLICATION

A. CURRENT STUDENTS

The re-enrollment deadline for returning students will be February 1. Payment of the re-enrollment fee by this deadline ensures enrollment for the coming school year. Non-payment of the re-enrollment fee will result in the removal of the student from enrollment at HCA. In addition to payment of this fee, acceptance of current students is based upon the following criteria:

- 1. Academic standing
- 2. Behavior
- 3. Financial obligations met

Enrollment for Kindergarten Development and Kindergarten students *who are siblings of current students* will take place in May one year and three months prior to the desired enrollment date. The Admissions Office will notify all current families by mail in order to give an opportunity for

enrollment of these students. The firm deadline for enrollment in the Kindergarten Development and Kindergarten classes will be May 15.

Assessments for both Kindergarten Development and Kindergarten will take place in March for the students with summer birthdays.

B. NEW STUDENTS

Application and registration information for prospective students are available *no sooner than June 1st* one year prior to the desired enrollment date. Applicants will be notified by the Admissions Office of available space and the interview process. If an applicant is not placed within a class in a given year, he must re-apply each year that he wishes to be considered for enrollment.

C. ADMISSIONS CRITERIA

All qualified applicants will be considered based upon the following criteria.

1. Children of faculty, staff, and members of the Board of Trustees of Heritage Christian Academy.
2. Students who already have a sibling enrolled at HCA.
3. Children of students of the Association Free Lutheran Seminary.
4. An interview with the Elementary School Principal.
5. Previous academic history, transcripts, test scores, and disciplinary record.

D. STEPS FOR ADMISSION

1. Complete the application form and return it to the Admissions Office including a non-refundable registration fee of \$25.
2. Submit pastor and teacher references and the applicant's most recent report card.
3. Submit the most recent results of a nationally normed standardized test (e.g. Iowa Test of Basic Skills, California Achievement Test, and Stanford Achievement Test).
4. After February 1, the submitted information will be reviewed. The parents will be asked to interview with the Elementary School Principal. Each family will be notified in writing of their child's acceptance status. A student may be accepted on probationary status

III. NON DISCRIMINATION POLICY

Heritage Christian Academy does not discriminate in the administration of its educational policies, athletic activities, or other school activities based on race, color, and national or ethnic origin.

IV. STUDENT WITHDRAWAL

To withdraw a student from HCA, contact the Admissions Office either by phone or written notice. If the withdrawal occurs during the school year, the tuition for the year in which the student withdraws will be pro-rated according to the number of days the student was registered. Enrollment fees will not be refunded except in the case of out-of-area relocation.

V. RELEASE OF RECORDS

According to the Student Privacy Act, students or parents are allowed access to student cumulative records and may obtain a copy of these files. To obtain a student's records:

1. Complete a Release of Records form.
2. All financial obligations must be met before records will be released.
3. The office requires at least three working days to prepare these files and will give notification when they are ready for review or release.

VI. CLASS LISTS

Every student's class placement is important and deserves careful consideration. Division of the students into classes will be prepared by classroom teachers, specialists, learning support staff and the Elementary School Principal's prayerful discretion.

All classes will be balanced with regards to academic ability, behavior, gender, learning styles, and number of students.

Finalized class lists will be available on Power School to parents with the teachers' summer letters and school supply lists during the summer months.

VII. LEARNING RESOURCE CENTER

Teachers and students in Kindergarten Development through 12th grade receive assistance with special learning needs through the Learning Resource Center. Students may be assisted through one-on-one or group instruction, assistance in the classroom, computer assisted instruction, or an alternative site for student testing. Services are based on a collaborative team decision-making approach to determine what is most appropriate for individual student needs. Teachers may access materials and information pertaining to special learning needs and disability areas. The LRC also provides support for parents of students with special needs. A specialist works with the Elementary and

Secondary School Teachers to recommend classroom accommodations, consult on learning needs and behavior concerns, and offers classroom observations and counsel on meeting requirements for IEPs and 504 plans. Please refer to the LRC handbook for more in-depth details regarding guidelines, policies, and descriptions of services.

ATTENDANCE POLICY

I. SCHOOL DAYS AND HOURS

The elementary school day begins at 8:05 a.m., although students should arrive no later than 7:55 a.m. in order to be organized to begin their school day. Because of teacher preparation, staff devotions or prayer, no classroom supervision is provided until 7:55 a.m.

Students who arrive later than 8:05 a.m. will be marked tardy except in the case of bad weather conditions. An accumulation of tardies will result in a conference with parents.

The elementary grades dismiss at 2:45 p.m. All children who have not been picked up by 3:10 p.m. will be escorted to the carpool entry to wait for their parent. It is essential that all children are picked up by 3:15 p.m. At 3:30 p.m., children who are not picked up will be sent to Kids Connect, and a fee will be billed to the parents.

II. ABSENCES

When KD or Kindergarten children are going to be absent, please call the school by 9:30 a.m. For all other grades phone calls are only needed to inform a teacher when homework will be picked up or sent home with another student. Please allow sufficient time for work to be prepared.

Following an absence the student *must* bring a written excuse when returning to school. Appointments with dentists, doctors, etc. should be made outside of school hours or during the last half hour of the day rather than during the core of the school day. Please notify the teacher by note. A parent should report to the office and sign the child out before picking up the child.

When parents plan to remove a child for a family trip, the Elementary School Principal and teacher should be notified at least a week in advance. Please fill out the Pre-arranged Absence Form available in the Main Office.

- A. No refunds are made for tuition because of absence.
- B. When a student is absent, he is still responsible for all the work missed. It is his responsibility to find out what assignments or tests were missed, and this work should be made up within a week of the student's return to school (one day for each day's absence). *Scripture and poetry memorization are not included in this since memorization is done on a monthly basis.* Exceptions for prolonged absences may be arranged with the teachers.

III. SCHOOL PROGRAMS

Attendance at Academy evening programs and the Awards Ceremony is required of all students. The signature on HCA applications indicates the parents' commitment to abide by this policy.

CURRICULUM

Heritage Christian Academy teaches from a Christian perspective. Degreed or certified teachers and staff of the school are encouraged to take advantage of opportunities for spiritual and professional growth.

I. GRADE REPORTING

The school year is divided into four equal reporting periods (nine weeks each). Report cards are given out at conferences and at the end of the first and third quarters. Report cards are sent home with students at the end of the second quarter. Final quarter report cards are mailed home in June. Parents should examine report cards closely.

II. MIDQUARTER REPORTS

Mid-quarters will be issued the middle of each quarter for 73% C- or below. There will be follow up communication between the teacher and parents in regards to improving the grade.

III. PARENT/TEACHER CONFERENCES

Good communication between home and school is invaluable. Two conferences will be scheduled during the school year to discuss the progress of each student. The first one is at the end of the first quarter, and the second one is at the end of the third quarter. Parents are asked to make conference days a priority rather than planning other family activities or vacations during these dates. Attendance is expected of all families.

IV. TESTING

The Stanford Achievement Test (SAT) and the Otis Lennon School Ability Test (OLSAT) are administered each year. These scores are shared at fall Parent-Teacher Conferences and placed in each student's cumulative record folder.

V. GRADE SYSTEM

100 - 96 A
95 - 92 A-

91 - 89 B+
88 - 86 B
85 - 83 B-

82 - 79 C+
78 - 74 C
73 - 70 C-

69 - 67 D+
66 - 63 D
62 - 60 D-

VI. MUSIC

Music is an integral part of Heritage Christian Academy.

A. Elementary School Opportunities

1. Classroom music instruction
-theory
-singing (emphasizing practical application of music theory)
2. Grades 1 - 5 are involved in choirs which are a part of the general music program. The choirs perform at functions throughout the school year.
3. Grade 5 performs a musical.
4. Elementary Orchestra is available for Grades 3 and up.
5. Elementary Band is available for Grade 5.
6. Private or small group lessons support both the orchestra and band programs.

All students are given the opportunity for musical expression in the classroom and chapel service.

VII. DRESS GUIDELINES FOR PHYSICAL EDUCATION

KD - 4th Grade: School dress is appropriate. Girls who wear dresses need to bring shorts to wear underneath their dress or skirt.

Grade 5 students have an alternative dress code: Shirts should be plain t-shirts without pictures and writing on them. Emblems (3 inches maximum) will be allowed. Shorts need to be of modest length. Spandex may only be worn underneath regular shorts. The shorts should have at least a 5-inch inseam.

All students must wear a quality, non-marking athletic shoe. No black or gray soles are permitted. This extra pair of gym shoes is required for the preservation of the gym floor. Students without proper shoes will not participate in gym.

Students will not be excused from phy. ed. for minor ailments. Students with physical limitations may be excused from participation with a note from the parent or physician.

VIII. LIBRARY POLICY

Elementary classes will be visiting the library twice each month. Students will be taught how to care for a book, how to find a book in the library using the Dewey Decimal System and how to check out books.

Library materials are available for circulation. A cataloging system has been set up for checking out books from the library. Students should not remove ANY books from the library without first checking them out.

- Students may have up to five books checked out at a time.
- Books are checked out for two weeks.
- Books whose due dates fall on non-school days will be due the next day school is in session.
- Books may be renewed one time.
- If a student has two overdue books, he may not check out any additional books until at least one book has been returned.
- Any checked out books lost or missing at the end of the school year will be charged to the family account in the amount of the replacement cost of the book.

The library will generally be available for student use only when a library supervisor is present. The library is supervised from 9:30-3:30, Mon.-Fri. Elementary students may use the library independently after school. Parents are welcome to use the library with the child.

Students should follow these basic rules while using the library for study:

- QUIET STUDY ONLY, no talking. If the library supervisor can hear a conversation, it is too loud, and you may be asked to leave the library. Students whose library privileges are revoked for any reason will have them revoked for a minimum of TWO WEEKS.
- NO FOOD OR BEVERAGES, except water.

PHYSICAL HEALTH

I. HEALTH SERVICES

Heritage Christian Academy has a health service program available to students during school hours. This service is provided by a registered nurse who treats minor injuries, administers medication, and provides assistance to students who become ill while at school.

II. IMMUNIZATION REQUIREMENTS

Minnesota Statute 121A.15 requires each student enrolled in school to have documentation of state required immunizations. Therefore, Heritage Christian Academy is required to have a record of immunizations before students are allowed to attend class. Students for whom immunizations are contrary to the conscientiously held beliefs of their parents may receive an exemption. The Legal Exemption to Minnesota School Immunization Law section on the Public Immunization Record must be signed by a parent and notarized every school year in order to receive this exemption.

III. STUDENTS WITH SPECIAL NEEDS

All medical concerns need to be directed to the nurse. An Individual Health Plan is required to be on file in the health office for students with medical needs to assure correct medication administration and necessary safety precautions.

Health concerns include:

- Short-term needs due to injury or surgery

- Long-term disabilities or illness

- Chronic health conditions

- Students using medication (prescription and non-prescription)

- Any health condition including food allergies that may result in an emergency

IV. MEDICATIONS AT SCHOOL

Parents are responsible to notify the school nurse of any medication administration that may be required during the school day. A Medication Administration Consent form signed by the parent and prescribing health professional must be on file in the health office before medication can be administered.

Prescription medication must be in an appropriately labeled pharmacy container. The dosage listed on the pharmacy label must agree with the dosage requested by the parent and prescribing health professional. A newly-signed Medication Administration Consent form must document dosage changes. An oral request or incomplete permission letter must be transferred to the required form in two school days for medication to be administered.

Nonprescription medication must be in the original container and labeled with the student's name and dosage. A Medication Administration Consent form signed by the parent and prescribing health professional must accompany the medication. Medication may not be "borrowed" from another student's bottle when supply for a student has run out.

V. INJURIES AT SCHOOL

All injuries will be reported to the nurse for evaluation. Students will be treated using Red Cross First Aid procedures. Parents will be notified of any potential serious injury or if follow-up care is recommended.

VI. ILLNESS AT SCHOOL

For the health and protection of all at Heritage Christian Academy, students should not be sent to school if exhibiting one or more of the following symptoms:

- Temperature of 100 degrees or more in the past 24 hours
- Diarrhea or stomach flu within the past 24 hours
- Communicable skin rash

A student with an illness requiring treatment with antibiotics may not return to school until 24 hours of medication has been taken.

Students are allowed to rest in the health office for a limited amount of time if they are not feeling well. Students will be sent home with the following symptoms:

- Temperature of 100 degrees or higher
- Generalized undiagnosed rash
- Apparent flu (vomiting, diarrhea)
- Injuries needing medical consultation
- Symptoms of pink eye (students may return 24 hours after beginning eye drops)

Parents are expected to pick up a student who becomes ill at school within one hour of receiving a call from the health office.

Notices will be sent home or posted on PowerSchool when a contagious illness is reported in a class to alert parents of their student's potential exposure and facilitate early identification of future cases.

VII. STUDENT PHYSICALS AND HEALTH SCREENINGS

Physicals are recommended for students entering Kindergarten and 4th grade.

Vision and hearing screening is done in the fall:

Vision: 1st, 3rd and 5th grade

Hearing: 1st, 3rd, and 5th grade

Color Vision: 1st grade boys

VIII. ALLERGIES

LATEX BALLOONS are not permitted in the building. Mylar balloons are allowed.

IX. PET POLICY

Due to the number of students who have allergies or asthma, pets are not permitted in the building. If your child desires to bring a pet for Show-and-Tell, the visit must coincide with recess and be arranged beforehand with the classroom teacher.

X. VENDING MACHINE POLICY

The vending machines are off limits to the elementary students during the school day. Elementary students may use the vending machines when given specific permission by a teacher.

DRESS GUIDELINES

Heritage Christian Academy is an educational institution dedicated to training young men and women to become self-disciplined members of the body of Christ. Each student and staff member shares the responsibility of developing a school spirit that honors our Lord Jesus Christ.

In keeping with the philosophy, students and parents are asked to display wisdom in their choices of proper attire for school days and school functions. The school staff relies heavily upon the discretion and loving cooperation of parents as they guide their children to observe school dress guidelines. At Heritage Christian Academy dress standards emphasize neatness, modesty, and concern for others. Teachers are familiar with these guidelines and will lovingly enforce them. Regarding individual dress code questions, the final decision will be made of the discretion of the school administration.

I. GENERAL GUIDELINES FOR BOTH BOYS AND GIRLS

A. PANTS

Neat blue jeans are permitted on both *casual Fridays* (every week unless indicated otherwise by the administration to accommodate special events or exceptions) and on special dress-down days (as announced by the administration). Cargos, khakis, corduroys and slacks are examples of good every-day options. Capri pants are acceptable. Frayed, torn or ripped pants, noticeably worn or faded pants, excessively baggy or tight pants, wind or sweatpants, and drawstring pants are outside dress code guidelines.

B. SHIRTS

HCA long and short-sleeved spirit wear may be worn at any time. All shirts can be worn untucked (unless otherwise indicated by the administration or teachers to accommodate special events or exceptions).

C. SWEATERS AND SWEATSHIRTS

Boys and girls may wear neat sweaters, jackets, and hoodies if it does not have a screen print or logo. HCA sweatshirts may be worn at any time.

D. SCREEN PRINTS AND LOGOS

Logo shirts are not acceptable unless it is a designated day. A logo shirt is defined as a shirt with a descriptive word or statement, geographic locations, vacation destinations, trendy names (princess, angel, etc.). Christian slogans, Scripture verses, name brands (GAP, Tommy Hilfiger, Old Navy), or pictures which fill the space across the front or back of the shirt. The exceptions are small name brands (3 inches maximum) and HCA shirts.

E. SHORTS

All of September and all of May are approved as shorts days at students' discretion. At other times when the weather is expected to be exceptionally warm, the administration may declare additional short days. When choosing shorts, be sure they are of modest length. For both boys and girls, shorts should have a length that falls at least at mid-thigh. Jean shorts are permitted on *casual Fridays*.

F. OUTDOOR WEAR

Hats, sunglasses, hoods, coats, and camouflage are for outdoor wear only.

G. SCHOOL PROGRAMS

Girls are required to wear skirts or dresses. Girls may not wear gauchos to programs. Boys are to wear shirts tucked into neat and belted pants.

II. GUIDELINES SPECIFICALLY FOR BOYS

A. HAIR

At Heritage Christian Academy our guidelines for boys' hair length is neat and of modest length. Hair may be styled to the student's preference. Bangs need to be above the eyebrow, and hair should be shirt collar length or above in the back. Eyes must be clearly visible. Students whose hair is too long will be asked to get a haircut.

B. JEWELRY

Jewelry will be modest and in good taste.

III. GUIDELINES SPECIFICALLY FOR GIRLS

A. PANTS

Girls should be careful to select pants that are appropriately modest when seated as well as when standing. There should be no skin exposed on the lower back when ladies are seated. When a skirt or dress meets dress code length, leggings are an acceptable addition.

B. DRESSES

Girls may wear dresses and skirts that extend to the top of the knee or below.

C. TOPS

In keeping with modest, shirt length should insure that no matter what posture is assumed, skin is not exposed in the abdomen or lower back. Strappy tanks and off-the-shoulder styles are not acceptable.

D. COSMETICS

Girls in the elementary grades should refrain from the use of cosmetics.

DISCIPLINE

Good discipline is necessary for the welfare of each student and for the success of the school. The Elementary School Principal and teachers should make and enforce classroom regulations according to Christian principles as set forth in the Bible. Situations that require disciplinary action will be approached positively through scriptural admonitions and prayer.

Good discipline begins in the home. If a child has problems at school, parents shall be notified. This is a signal to parents to take extra action at home so that the teacher's time is not consumed with behavioral problems but with academic instruction.

The Love and Logic approach to discipline is used throughout the Elementary School. This plan is based upon the principle that each individual is personally responsible for his behavior. Rules are simple and clear. Appropriate behavior will be reinforced by praise and rewards. Inappropriate behavior has necessary consequences, usually a temporary loss of privileges.

A student who shows behavioral problems, an uncooperative spirit, poor sportsmanship, failing grades, or a lack of faithfulness in daily school work will meet with the teacher and their parents. Teachers and parents will work closely together in order to help the student succeed, but it is recognized that the burden of responsibility rests upon the student. Behaviors such as these must show improvement in order for the student to remain at HCA.

I. WORK PERFORMANCE POLICIES

- A. Students are expected to complete their own work. Obedience to this academic code of honor is expected. Teachers and parents are encouraged to teach their children to avoid:
- Copying another person's homework
 - Allowing another student to copy their work
 - Looking at another person's test
 - Writing answers on a desk, oneself, or papers to use during a test
1. If the Work Performance Policy is violated, the student will be spoken to privately and an automatic zero will be given. Parents will be telephoned.
 2. If the offense is repeated, parents may be asked to come to the school to help resolve the situation which will include an in-school suspension.
 3. A pattern of dishonesty will result in expulsion.

B. LATE WORK AND REDUCED GRADE POLICY

Students should recognize the importance of completing work on time. The single biggest reason for students nation-wide to fail or receive low grades is not completing work on time. This is an area in which parents may assist their students in planning work completion. We recommend that each student work on his or her homework at a designated time each night. Parents may help by assisting their students with quiet areas for homework which do not include distractions such as video games or television.

The policy for late work is as follows:

1. One day late: Reduction of 10%. (For example: An "A or 100%" project/homework is now a "B+ or 90%")
2. Two days late: Reduction of an additional 10% (For example an "A or 100%" project/homework is now a "C or 80%" grade.)
3. Three days late: Reduction of another additional 10%. (For example: An "A or 100%" project/homework is now a "C- or 70%" grade.)

In the case of excused absences, the policy goes into effect when the grace days are exceeded.

The Elementary School Principal must authorize any exception to the above policy.

II. ITEMS NOT PERMITTED

A. THE FOLLOWING ITEMS ARE NOT PERMITTED AT SCHOOL.

- Weapons and "look-alikes"
- Lighters
- Matches
- Electronics
- Skateboards, roller blades, scooters, wheelies
- Soda pop except for designated special events

B. THE FOLLOWING ACTIVITIES ARE NOT PERMITTED AT SCHOOL.

- Gum chewing
- The trading or selling of cards, such as, baseball cards, Yu-Gi-Oh, Pokemon, etc.

C. PHONES, PERSONAL ELECTRONIC DEVICES, AND OTHER TOYS

Students are encouraged to leave electronic devices such as iPods, electronic games, PDA's radios, tape players, CD players, MP3 players,

paggers, laser pointers or similar items at home. Cell phones may be brought to school, but they must be turned off, kept securely out of sight and not used for the duration of the school day.

III. RECESS SUPERVISION GUIDELINES

A. WINTER RECESS

It is necessary to dress appropriately for the weather. When snow or muddy conditions exist, students will be required to wear boots for outdoor play. Snow pants are required through third grade. Older students are encouraged to wear snow pants if they are involved in active play in the snow. *Please label all clothing items.*

B. COLD WEATHER POLICY

When the temperature or wind chill factor is below zero, the students will stay indoors for recess. If the gym is open it may be considered as an option on these days. The upper elementary grades may consider a five to ten minute recess dependent upon willing supervision and proper dress.

C. PLAYGROUND EQUIPMENT GUIDELINES

1. No climbing up the slides.
2. No throwing rocks onto the slide.
3. One person on the slide at a time.
4. Don't block the bottom of the slide.
5. No ball tag over the play system.
6. No pushing and tackling activities (i.e. Tackle Football, King on the Mountain).
7. Stay in clearly visible areas.
8. Stay out of all landscaped areas.
9. Stay away from the classroom windows.

IV. TELEPHONE USAGE

Students are allowed to make outgoing emergency calls from school telephones or the main office after obtaining permission from their teacher.

V. LOCKERS AND LOCKS

A. Lockers are assigned to students in Grade 5. Students will be held responsible for any damage to their locker during the school year. Students should:

1. Keep their locker locked.
2. Do not share locker combination with someone else.
3. Report locker repair to the classroom teacher immediately who will

- report it to the custodial engineer.
 - 4. Avoid keeping valuables in lockers.
 - 5. Locker decorations must be in keeping with school philosophy. The school reserves the right to ask or remove inappropriate items on or inside the lockers.
- B. Minnesota law allows school officials to inspect lockers for any reason, at any time, without notice, without student consent and without a search warrant. It allows searches of students' personal possessions within a locker when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school policies. The classroom teacher will keep a master list of all locker combinations.

VI. SCHOOL VISITORS

All visitors to Heritage Christian Academy during school hours are required to check in at the Main Office where further directions will be given. Visitors *must* wear an identification badge.

PARENT COMMUNICATIONS

I. ADMINISTRATION TO PARENTS

The school administration will convey urgent messages to families through a web based notification system. Parents will be able to choose the means of notification. (home phone, cell, or e-mail) The school will also inform parents of school news through an orientation meeting and newsletters throughout the school year.

A. POWER SCHOOL ACCESS

Another important tool to access ongoing school information is PowerSchool. You can log in by going to our website at <http://powerschool.heritageweb.org>.

II. PARENTS TO PRINCIPAL

Parents are invited to share their concerns with the Elementary School Principal after they have shared their concerns with the teacher in accordance with Matthew 18:15-16.

III. PARENTS TO TEACHERS

Parents may contact teachers either by telephone (763-463-2200) or e-mail. The teachers will respond at their earliest convenience.

Parents are asked to avoid calling teachers at home. Good communication is based upon mutual respect. Parents are asked to speak well of the Academy to others. If a concern arises, parents are asked to obey the scriptural principle of contacting the teacher or Elementary School Principal directly rather than discussing this concern with others.

IV. TEACHERS TO PARENTS

Teachers will endeavor to maintain close communications with parents by means of phone calls, newsletters, and report cards. Parent-Teacher Conferences are planned each fall and spring. More frequent phone calls will be made when a child's situation warrants them or when parents indicate special concerns to the teacher.

An essential link in good communication at HCA is the HAB or Homework Assignment Book. We believe the HAB is such an important vehicle between

school and home communication that parents are asked to sign the child's HAB each day. When the test folders are sent home for parent viewing, they too must be signed and returned within three days. Please look for letters or announcements from the President or Elementary School Principal. These are sent home with the *youngest* child of each family.

V. SCHOOL COMMUNITY BULLETIN BOARD, NEWSLETTERS AND YEARBOOK

Notices, posters, and signs may be hung on the community bulletin board. Please date your postings. After sixty days the postings will be removed.

School news and students' activities are published in newsletters and the annual school yearbook.

If it is your preference not to allow your child's picture and name to be published in newsletters or yearbook, please notify the school office in writing before Sept. 15 of the school year.

VI. SCHOOL VISITS

- A. Parent visits should always be made by appointment with either the Elementary School Principal or the teacher. Please feel free to consult with the school staff regarding any problems or questions that concern your child. It is the desire of the Elementary School Principal and the faculty to be of service to both the parent and the student. Parents are requested to report to the office first. This is to be done for common courtesy and security reasons.

- B. STUDENT CLASSROOM VISITS should be made by definite appointment with the teacher and office at a convenient hour. Please call the Academy office two days in advance to arrange a classroom visit. This visit is limited to half the school day. Student visits are subject to class schedules, teacher and Elementary School Principal approval.

PARENT PARTNERS AND VOLUNTEERS

When parents enroll their children in a Christian school, a commitment to the school's success is expected. Volunteers provide a strong backbone of support to HCA.

Your time, talents, and spiritual gifts can impact a young student, even influence the next generation, our future leaders and our country. Volunteerism saves organizations and ministries hundreds of dollars each year; therefore, the Academy relies upon the volunteer help of many parents and friends. Many hands make work light (and save lots of money too!). As we desire to keep the cost of the Academy ministry as affordable as possible, we depend upon your help to accomplish this. When parents are involved in their child's school, they grow in their understanding and support of the needs of their child and of the Academy ministry.

We ask all parents to pray for our teachers and staff and to remember them in special ways during the year. They have been called by the Lord to serve in this ministry. We ask that you pray for them and look for ways to bless them as the Lord enables during the year. They are "servants worthy of their hire," and we thank God for them.

Academy families, grandparents, and special friends are usually the ones who care very strongly that this Christian school continues for many years to come. HCA counts upon our families and friends to pray for the school's future and to invest in the capital projects such as the construction of more classrooms, cafeteria, and land purchases. Every family is asked to sacrificially participate in fundraising efforts and to prayerfully enlist donors for this Christian ministry.

HCA urges every family to participate in the purchase of SCRIP to increase the income of the school and to volunteer some time to assist with school-sponsored fundraising events.

Our **Parent Volunteer Program** is the implementation of our board's commitment to excellence by involving each family's help in striving towards that goal.

Parental prayer support is vital to the school. "Moms in Touch" prayer groups meet weekly. Father's prayer groups and participation in WATCH D.O.G.S. are strongly encouraged.

I. VOLUNTEER OPPORTUNITIES

- A. Listed below are some opportunities for you to help our HCA ministry strive toward excellence.
- Adopt a new family
 - Child care for teachers/other volunteers
 - Classroom helpers
 - Classroom party helpers

- Coaching
- Collating
- Grading papers
- Help with musical art, costumes, etc.
- Help with soup labels, box tops, etc.
- Helpers for hot lunch
- Maintenance and building projects
- Office help
- Piano accompaniment
- Reading helpers
- Running the sound system
- Set up/take down for school programs
- Various committee workers
- WATCH D.O.G.S.

If you have any questions, please call or send a note to the school office.

B. VOLUNTEER GUIDELINES:

- Be prompt for each volunteer activity.
- Call the office or teacher if unable to fulfill an obligation.
- Follow the dress code of the staff and students for that particular event.
- Abide by all policies as set forth in the HCA Handbook.
- Bringing siblings of students to volunteer activities requires prior approval from the teacher.
- Realize that each volunteer opportunity is an opportunity for ministry.
- Show appreciation for the various talents and abilities of all involved.
- Know that the faculty and staff of HCA are grateful for your help.

SCHOOL CLOSING ANNOUNCEMENTS

The Everbridge system will be the means to notify parents of school closings along with postings on the school website (www.heritageweb.org) and on the PowerSchool Daily Bulletin (<http://powerschool.heritageweb.org>). This information is also available by calling the main number and pressing 7. It is essential that parents be alert to announcements regarding delayed starts or school closings so that students never arrive at school without teachers present. Parents are strongly urged to make arrangements with other parents for supervision of their son or daughter when weather conditions necessitate an early school closing.