



High School
&
Middle School
Student Handbook
2009-2010

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1 Philosophy

1.1 Mission Statement

Purpose

Heritage Christian Academy (HCA) 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.

Christian Education

Heritage Christian Academy believes that Christian education is based upon fundamental truth: God exists, is perfect and 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.

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.

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.

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.

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 broadest 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.

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.

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.

1.2 Secondary Focus

Partnership

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. (Deuteronomy 6:7) HCA offers students a Christian setting in which to develop physically, spiritually, intellectually, and socially so that they may prepare for the role in life that best serves God.

Academic Excellence and Pursuit of Spiritual Maturity

It is HCA's goal to partner with parents to produce true scholars with genuine character who are empowered to use their God-given abilities **READY TO CHANGE THE WORLD** around them for Christ. The Academy achieves this by maintaining clear priorities and high standards for the two pillars of **academic excellence** and **spiritual maturity** without compromising either one in favor of the other.

Character Development

The qualities of students, not just studies, are also a priority at Heritage. The administration identified ten character qualities that distinguish Heritage students. Among their many other fine traits, they are distinctly knowledgeable, joyful, servants, cultured, inquisitive, influential, passionate, brave, discerning, and diligent. Active character building programs begin in grade six for purposeful nurturing of these qualities, including our Manners Matter class, "2:52" Bible breakout and "the 12" discipleship program.

Teaching Biblically

Each teacher has demonstrated a call to guide students into not only a deeper understanding of their area of expertise but also a desire to guide students to scriptural self-confidence. In each class, as subject material allows, teachers strive to equip students with a Christian world view in order to equip them to graduate into the culture in which we live. In Bible classes, students continue to practice the discipline of scripture memory sixth grade through senior year.

1.3 Faculty

The Faculty of Heritage Christian Academy is comprised of dedicated Christian men and women who believe in the authority of scripture and in the value of a liberal education in strengthening a child in his or her Christian walk. We strive to hire teachers and staff who have a dynamic personal relationship with Jesus Christ, and who bring to their work a desire to care for and nurture the students of the Academy.

1.4 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 norm 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 adhere to Luther’s Small Catechism and the Augsburg Confession as faithful witnesses of the Word of God. These documents are available in the Academy Main Office for your information and are printed in the Ambassador Hymnal pages 80-104.

- * Declaration of Faith, Association of Free Lutheran Congregations
- ** Apostle’s 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)

1.5 Governance of the Academy

Heritage Christian Academy is governed by a 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 of the Academy, 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:

1. As has always been the practice of the Academy, concerns are handled by the Matthew 18 principle of approaching the appropriate party first (example, parent to teacher first, teacher to principal). A parent or student may speak to the teacher. Secondary students are encouraged to practice respectful self-advocacy as they mature.
2. A parent, student or teacher may speak with their respective principal. If a teacher has addressed an issue or grievance needing assistance beyond their scope of authority or that of their principal, the President has been designated to assist in resolutions.
3. The appointed administrator will fairly represent concerns to the Academy Board when that is needed. If necessary, the Academy Board will offer counsel on further action.
4. In turn, the appropriate administrator will fairly communicate the decisions and policies of the Academy Board to the parents, teachers, and students.

1.6 Membership

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.

2 Academics

2.1 Admissions

The goal of Heritage Christian Academy is to fill our student body with young men and women who have a genuine personal relationship with Jesus Christ, and who have the ability to be successful in our academic environment.

2.1.1 Qualifications

Current students at Heritage Christian Academy who are in good standing in academics, behavior, and financial obligation will be given first priority until February 1.

New applicants will be evaluated as to whether they meet the minimum qualifications to be successful at HCA based on the following criteria:

1. Completed application, **including all references**
2. An interview with the Admissions staff
3. An evaluation of the student's application, including a testimony of faith, a pastoral referral and a teacher referral
4. An evaluation of transcripts, records and recommendations
5. An assessment of any special educational needs that a student might have along with an assessment of the Academy's ability to meet those needs (see 2.1.3 below)

All qualified applicants will be considered for openings based upon the following criteria:

1. Children of Faculty, Staff and members of the Board of Trustees of Heritage Christian Academy
2. Students who have a sibling already enrolled at HCA
3. Children of members of Grace Free Lutheran Church
4. Children of HCA Alumni
5. Children of students of the Association Free Lutheran Theological Seminary and Bible College
6. An interview with the Principal
7. Previous academic history, transcripts, test scores and previous disciplinary history

2.1.2 Steps for Admission

1. Complete the application form and return it to the Admissions Office including a non-refundable registration processing fee of \$25.
2. Submit completed pastor and teacher referrals and most recent report card/standardized test scores.
Applications for enrollment are not given full consideration until all pieces of the application are returned.
3. Grades 1-12 applicants will submit the most current report card/transcript. In addition, HCA reserves the right to request test score results from nationally normed standardized tests (e.g., Iowa Test of Basic Skills, California Achievement Test, or Stanford Achievement Test).
4. After February 1, the Admissions Committee of HCA will review the information that has been submitted and evaluate prospective students.
5. Based on above criteria, prospective students and parents may be invited to interview with the Secondary School Principal. Parents and students will each have individual time to visit with their questions.
6. Each family will be notified in writing of their child's acceptance status. A student may be accepted on probationary status.

2.1.3 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.

2.1.4 Student Withdrawal

To withdraw a student from HCA, parents must contact the Admissions Office either by phone or written notice. If the withdrawal occurs during the school year, tuition must be paid through the end of the month in which the withdrawal occurs and an official request for Student Withdrawal form must be completed and returned to the Secondary School Registrar.

2.1.5 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. Contact the Secondary School Registrar to request 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.

2.1.6 Class Lists/Homerooms

Parent requests for individual teachers or placement of students in the same homeroom or section cannot be honored due to the extraordinary level of complexity in the scheduling process. If a legitimate concern needs to be addressed, we do, however, want to know about it. There may be alternative means to approaching issues at hand. Please contact the Director of Guidance.

2.1.7 Student with Special Needs

Admission

HCA desires to serve students with Special Needs; however, because of limited staff availability and limited funds, HCA caps enrollment of students with special needs at approximately 10% of the total enrollment.

All students presenting any type of academic or educational special needs, as determined by past school records and/or the evaluation/opinion/judgment of the HCA Secondary School Administration, will be considered under this section of our admissions policy, either in place of, or in addition to, our currently stated admissions policies in the preceding sections. Each student admission request will be evaluated on an individual family basis based upon the unique abilities of the individual student applying.

Applicants must submit records or written information that will help the Admissions Committee make an informed, accurate decision, including, but not limited to, the student's past record/report card, his/her attitude toward school, any psychological or academic testing, any individual educational plans or 504 plans previously or currently in use, and past teacher recommendations. A personal interview with the parents and student will occur once this information has been received and reviewed providing the reviewer determines that the admissions process should continue. HCA assumes that the application process is fair and honest with all appropriate information furnished. If for some reason it is discovered that this assumption was false, the admissions process will terminate at that time even if this discovery was not made until after the student has been officially accepted or the school year is in progress.

In applying for admission to HCA, parents of these students agree to have their student participate in our screening process by taking appropriate tests given by qualified HCA staff, (such as the WRAT 3 and/or the Slossen), if requested.

When records have been reviewed, additional testing has been completed (if necessary), and the interview has taken place, the Secondary School Administration will meet to determine if HCA is the setting where the student's need will best be served. Denial of admission would mean that HCA does not feel that it can best meet the student's need or that we do not have enough available staff to adequately follow through on what would be required to educate the student appropriately. If a student is accepted, a second meeting will occur with the parents, student, and appropriate school personnel for the purpose of creating a plan regarding the education of the student at HCA. This may include discussion of conditional admittance, behavioral/academic contract agreements, reward/consequence systems, etc. Admission is contingent upon the parents' agreement to support and participate in the programs required by HCA.

2.2 Attendance

One of the best ways that a school environment facilitates learning is by allowing for interaction among students and between students and their teachers. In order for this interaction to take place it is necessary for the student to regularly attend his/her classes.

2.2.1 Policy Overview

1. State law says that if a student is absent without lawful excuse on three or more days or any part of the school day, he/she is considered truant. Truancy is a violation of Minnesota state law (MN Stat. 260A).
2. **A student with two unexcused absences may expect the administration to evaluate their situation for follow up which may include an administrative detention.** (see 3.3.2 below). Every subsequent collection of two unexcused absences will also be reviewed by the administration.
3. **Classes missed because of school-sponsored or sanctioned events are considered excused absences.**
4. **Parents are encouraged to arrange their vacations to coincide with the vacation days in the school calendar.** Please be mindful that each time students are missing from class, students incur the hardship of catching up with curriculum, and our teachers have additional arrangements to work into their schedules. Illnesses, appointments and field trips already complicate the picture. When we can avoid a voluntary choice to add to our student and teacher “catch up” load, both will applaud us. In the case of family vacations that do cause absences from school, a prearranged absence request form must be turned in to the school office five working days in advance. This DOES NOT GUARANTEE the days missed will be an excused absence. The student’s academic and attendance record will be reviewed to determine if it will be an excused absence. Students with an overall GPA of 2.0 or lower of a “D+” or below in any class, will not receive an excused absence for a requested vacation. Vacation requests submitted fewer than five working days in advance may be unexcused.
5. **Doctor appointments should be scheduled during non-school hours if possible.** When there is a conflict, a written notice must be turned in to the school office stating the reason for the absence, date of appointment, and time the student is to be dismissed from class. This is to be brought to the school office before the start of the school day. The student will receive an arrival/departure permit from the school office allowing him/her to leave the building at the designated time. Students should show this arrival/departure permit to the teacher from whose class they are departing or arriving. Students will sign out at the school office before leaving school. They must also sign in if they return before the end of the school day. The same arrival/departure permit will allow them back into class.
6. **In the case of illness or emergencies, a parent must call the Secondary School Office directly before 9:30 a.m.**
7. In the case of chronic attendance problems, i.e., truancy, chronic tardiness, multiple unexcused absences, etc., the Administration will work directly with the student and their family to address appropriate behavioral plans and/or academic consequences.

2.2.2 Policy Definitions

In reference to attendance terminology, the following definitions shall be used:

1. **Absence**--the failure of a pupil to be present at school for a particular class period, an entire day, or a defined period of time.
2. **Day of Attendance** - a day of attendance is one in which a pupil is present for the full day under the guidance and direction of a teacher while school is in session.
3. **Attendance** - the presence of a pupil in school during a given length of time on days when school is in session. Attendance is taken during each class period. A student present for five or more periods is considered present for a full day. For the purpose of the Perfect Attendance Award, a student must have been present the entire year, missing a cumulative of only four or less class periods.
4. **Tardy** - students not in their assigned class and ready for class to begin by the time the tardy bell rings will be considered tardy. Each teacher will clearly convey to the students at the beginning of the year what “ready for class to begin” means.

5. **Excused Absence** - an acceptable absence from school or class for any of the following reasons which are recognized by the school as legitimate:
- Parent/doctor verified illness
 - Family emergencies
 - Medical/dental appointments
 - School directed or co-curricular activities
 - Pre-approved family vacations
 - Other (at the discretion of the Attendance Secretary)
- NOTE: A parental note or call of explanation does not automatically excuse an absence or a tardy.
6. **Unexcused Absence** - an absence for reasons that are not recognized by school authorities as legitimate. Examples of unacceptable reasons for absence and tardiness:
- Traffic
 - Visiting
 - Oversleeping
 - Shopping/Hair appointments, etc.
 - Family vacation (not pre-approved)
 - Leaving school during the regular school day without school approval
 - Babysitting
 - Work
 - Alarm didn't work
 - No call or note from parent/guardian verifying the absence

2.2.3 Attendance Codes

The codes listed below are used on the student attendance screens available to parents and students via PowerSchool.

Code	Description	Definition
Blank	Present	At school, on time
A	Absent	Not at school
C	Co-Curricular Absence	Not in class, but participating in a school-sponsored activity
U	Unexcused Absence	Not in class for reasons that are not recognized by school authorities as legitimate
L	Tardy-Excused	Late to class, but arrives with an excused pass
T	Tardy-Unexcused	Late to class or "not ready" for class (teacher clearly conveys definition to students at beginning of year)
V	Very Tardy-Unexcused	Late to class by more than 10 minutes without an excused pass

2.2.4 Make-Up Time

When a student is absent, he/she is still responsible for all the work missed. It is his/her responsibility to find out what assignments or tests were missed and make up the work as quickly as possible. Students are encouraged to have a pre-arranged home-work partner in their grade to collect assignments on their behalf. Students and parents may also choose to correspond with teachers by e-mail (accessible directly from their PowerSchool link).

1. Students who are absent for the following reasons shall be given a minimum of two instructional days to make up work missed (due or assigned) for each day's absence.
 - Parent/doctor verified illness
 - Family emergencies

"Make up" days begin upon a student's return to school, when they have access to their teachers. Secondary teachers are encouraged to set late policies suited to their subject material that have maximum late periods. Extensions beyond individual late policies must be requested, not assumed. For families struggling to balance work from extensive illnesses, additional assistance from the Guidance Office is available to set study plans.

2. Students who are absent for the following reasons may be expected to complete, upon return from an absence, all pre-announced tests or specific course projects upon the day of return.
 - Medical/dental appointments
 - School-directed activities
 - Pre-arranged family vacations

Students who are absent with unexcused absences may receive a zero on any pre-announced tests or quizzes and all homework due on the date of the absence will be considered late unless turned into the teacher in advance.

2.2.5 Excessive Absence

The quality of an Heritage Christian Academy education is defined not only by the curriculum selected but by the in-class instructional opportunity and the dynamic interaction with teachers and peers in the classroom. Students who are excessively absent are at risk of a compromised educational experience. If a student is missing from any individual class in excess of 25% of scheduled class time, whether that is for excused or unexcused absences, the administration may require the student to retake that course in order to receive credit for the term or terms in which they are enrolled. Parents are asked to use PowerSchool to watch their student's attendance records carefully to assist in accountability and are encouraged to be cautious in scheduling family trips during school days if students have chronic health needs that mandate lost time in class.

2.2.6 Tardies/Punctuality

Arriving Late to Class

When a student fails to arrive on time to his or her assigned class, that student must always have a pass for entrance into class. All instances of tardiness without a pass will be unexcused. In two instances, a pass provides an excused tardy.

1. **Passes from faculty members or administration.** A student who, for a legitimate reason, is late to class may receive a pass from the faculty or administration member who caused or requested their tardiness. The tardy is then excused and does not accrue to the student. For example: a student who is asked to stay after class for a few minutes to discuss a homework assignment may receive an excused tardy pass from that teacher.
2. **Passes from the office.** Students who are late to class but have a legitimate reason for being late, such as a parent verified illness or appointment may obtain an excused pass from the Secondary School Office.

Students who need to visit the Nurse's Office or have a dire need to use the restroom should always report to class first to be recorded present and receive a hall pass.

Arriving Late in the Morning

When a student arrives late for the first hour of the day, he may bring a note from a parent if he wishes for the tardiness to be excused. However the reason for the tardiness must be valid in order for it to be excused. The mere possession of a note from home does not guarantee an excuse (see 2.2.2 above for examples of legitimate reasons for lateness).

Consequences of Excessive Tardiness

The accumulation of four unexcused tardies (and each subsequent collection of four unexcused tardies) may result in an administrative detention (see 3.3.2 below). A student who is tardy to a class by more than ten minutes will be considered exceedingly tardy. Each "VT" or very tardy will be tallied as two unexcused tardies.

2.2.7 Leaving School Early (Closed Campus)

Heritage Christian Academy is responsible for the well being of students during the school day. Because of this, Heritage Christian Academy has a closed campus policy. Once the school day begins students are not to leave campus without parental permission and permission from the Attendance Secretary, Dean of Students or the Principal. Students who leave with permission must sign out before leaving and sign in upon return. Permission will be given for medical or dental appointments, family emergencies, or other unavoidable needs for absence.

2.3 Curriculum

2.3.1 Middle School Curriculum

The Middle School sequence of classes is summarized in Appendix G. In addition, a complete course catalog, including course descriptions can be accessed in hard copy in the Secondary School Office or downloaded from the Heritage Christian Academy website at www.heritageweb.org.

2.3.2 High School Curriculum

The High School sequence of classes is summarized in Appendix G. In addition, a complete course catalog, including course descriptions, prerequisites, credits earned and service opportunities can be accessed in hard copy in the Secondary School Office or downloaded from the Heritage Christian Academy website at www.heritageweb.org.

2.3.3 Graduation Requirements

Heritage Christian Academy meets or exceeds state graduation standards in every discipline. Beginning in ninth grade, student's courses result in credits earned toward High School graduation. To graduate from HCA a minimum of forty-six credits must be earned between grades 9-12 in the five core, three enrichment and additional elective areas. Each student enrolled at HCA must attempt a minimum of twelve credits per year.

Eighth graders receive preparation for their transition to high school, including a group discussion about graduation requirements, the importance of transcript development and assistance from the guidance professionals in establishing their first high school schedules. Every high school student in grades 9-11 has the privilege of meeting with the Director of Guidance for an annual Graduation Standards Appointments to answer questions about course requirements, assess their progress towards graduation, and make plans for future coursework and the college application process.

Transfer students' transcripts will be evaluated using HCA standards for graduation. Standard practices will be used to translate credits. HCA makes every attempt to include all high school coursework for transfer. Due to the structure of HCA classes and schedules, students may, on occasion, need to repeat some material. Note also that students who transfer from HCA without having taken Health may be required to take Health before graduating from another institution.

2.3.4 Standardized Tests

Stanford Achievement Test

The Stanford Achievement Test is administered yearly to grades 6-11. This test aids parents and teachers in evaluating the aptitude of students in a variety of subjects.

2.3.5 Post Secondary Enrollment Option (PSEO)

Juniors and Seniors may be eligible to apply for PSEO. PSEO students enroll in Minnesota post-secondary institutions for simultaneous Secondary School credit and post-secondary credit. College tuition and books are supplied by the state. Students must notify their high school of their intent to participate in this program by March 30 of the school year prior to pursuing PSEO coursework. HCA students must have a 3.0 cumulative GPA to apply to take such college courses. Any exceptions would need the approval of the Principal. Students taking PSEO coursework as a distance learning opportunity should schedule PSEO study blocks into their course schedule. Students approved to pursue PSEO off campus must schedule their PSEO coursework around their HCA schedule. Students may not enroll in PSEO classes in place of or in conflict with a core academic class nor may they enroll in a PSEO class that corresponds closely with a course HCA offers in its curriculum. All PSEO class choices are subject to the approval of the Secondary School Administration. The Guidance Department provides support and supervision for all PSEO students.

Northwestern College's Center for Distance Learning serves as HCA's primary resource for PSEO coursework. Heritage has been recognized by Northwestern College as a model PSEO program and typically has close to fifty percent of the junior and senior class participating in college-level coursework. Students may also apply for approved courses through the University of Minnesota Distance Learning and potentially off-campus sites at other colleges. Although it is certainly not a requirement, students taking full advantage of the PSEO and AP options at Heritage may complete as much as one full year of college credit prior to graduation from HCA.

2.3.6 CLEP Testing

The Guidance Department provides support for especially junior and senior students interested in applying to take College level placement exams for potential college credit. The State Legislature of Minnesota has provided supplementary funding for high school students to take up to six exams, incurring only the administrative fee, which is typically around \$15.00 per test. For more information, call the Director of Guidance.

2.3.7 Final Exams

At the end of each semester time is set aside for finals. These exams may be cumulative at the teacher's discretion.

2.3.8 Study Halls

HCA does not offer "free periods" during the school day. Instead we require that students not enrolled in a class be enrolled in a study hall (or service opportunity). The study halls are supervised* study time, and are included in our school day to ease the homework load for the students. The following rules apply to study halls.

1. No more than five periods per week may be used as study halls.
2. Students who are not enrolled in a class must be in a study hall.
3. The study hall supervisor has the same authority as a teacher in a regular class.
4. Study halls shall be quiet.
5. Study hall attendance is mandatory, like any other class.

If a student desires more than five study halls in a week a parental approval form must be signed and approved by the Administration for each semester of the school year.

**Some study halls for older students may be more loosely supervised than others.*

2.3.9 Class Registration and Schedule Changes

In conjunction with their graduation standards appointments, High School students will be given guidance in choosing courses for the following school year. Registration for courses for the next school year will occur in the late spring or early summer, based on final schedule processing.

Students may make approved course enrollment changes up to and including the first week (five school days) of each academic semester provided the specific course or courses are not full. There are no withdrawals after the registration deadlines, after Add/Drop is completed or from a class that has a failing grade of F or an incomplete grade already registered as a part of the permanent record. Consideration of any request after the Add/Drop period is subject to the approval of the Administration. Students requesting schedule changes must see the Director of Guidance or Registrar to request an Add/Drop Form. Students may not submit requests to drop full-year courses at the semester break. Changes are not considered approved until the student receives a revised copy of their schedule. Until that time, the student should continue to attend courses listed on their original schedule.

2.3.10 HCA Grading Scale and Grade Point Equivalents (See Appendix F)

2.3.11 Incompletes/Withdrawals

Incomplete grades (I) may be given to students who, because of extenuating circumstances, failed to complete the required coursework before the end of the grading period. Examples of this include: serious injury/illness requiring a prolonged absence from school, death of an immediate family member, psychological problems, etc. Incomplete grades are not given to students who simply fail to complete work on time.

Incompletes granted due to extended absences must be completed within three weeks (21 days) of the last day of the school year in order to receive a final grade for the course in question. If the circumstances do not allow completion of coursework within that time frame, the (I) may stand on the student’s record and the student may be asked to repeat the course in order to earn credit.

Withdrawal from a course after the add/drop period will result in a grade of W (withdrawn). The potential credit will be reported on the transcript but the W grade will not be included in the grade point average calculation.

2.3.12 Failing Grades and Recovery Credit

If a student receives a failing grade for a course, they will receive no earned credit for that course and the failing grade (F) will negatively impact their grade point average. When the student chooses to retake a failed course and receives a passing (P) grade, the subject area credit will be recovered and shown as earned credit on their transcript. However, the record of the previous failure will remain on their transcript. Students with failing grades that significantly affect graduation progress may be retained at grade level unless recovery credit is completed over the summer months. The Director of Guidance can assist families in assessing graduation progress and providing assistance with recovery credit options.

2.3.13 Grade Weighting

To reward students for the pursuit of challenging coursework, an Advanced Grade Scale applies to certain courses. The letter grade is reported as earned but an additional value is added to the grade points which factor into the student’s cumulative grade point average.

Course Type	Weighting
HCA Advanced Placement (AP) Coursework	0.34
Post Secondary Enrollment Options (PSEO) Coursework	0.34

2.3.14 Honoring Achievement with an “H” – Lettering Policy

Students demonstrating giftedness in Academics, Fine Arts, and Athletics may qualify for the honor of a letter in their respective area of achievement by meeting established criteria through participation in HCA affiliated activities or earning accolades. The academician who earns high or highest honors consistently will naturally qualify for a letter by their senior year. Those who go above and beyond academic requirements in academic service roles or completion of honors level coursework may qualify prior to their senior year. The average student who demonstrates dedication in their Fine Arts specialty at HCA (Band, Choir, Orchestra, Theater Arts, or Visual Arts) would earn a letter by their junior or senior year. Students who excel in their area of specialty as demonstrated through commitment and achievement can potentially earn a letter prior to their senior year. Tracking of varsity athletes working toward qualification for athletic letters is handled automatically by the Athletic Office. Academic and Fine Arts Lettering is assessed via an application process. Student nomination forms include qualification details. Deadlines typically fall after grades are assigned Spring Semester. Seniors must apply prior to graduation.

2.3.15 Academic Honors

At the end of each semester HCA honors those students who have achieved excellence in their academic studies.

ROLL	GPA
Highest Honors:	3.8 or higher
High Honors:	3.6 – 3.799
Honors:	3.3 – 3.599
Merit:	3.0 – 3.299

2.3.16 Graduation Honors

At the time of graduation HCA will honor the two graduates with the highest cumulative GPA for their high school years (grade 9-12). The student with the highest GPA will be named Valedictorian, and the student with the second highest GPA will be named Salutatorian. In determining these recipients, GPA will be calculated through the third quarter of the senior year to the nearest thousandth of a point. The honorary roles of Valedictorian and Salutatorian are also representative of character traits HCA is striving for in its graduates. Therefore, in the unlikely event that multiple graduating seniors fall within a remarkably narrow margin, a review board would convene to consider additional criteria including participation in advanced coursework, AP, PSEO, course load, leadership, citizenship, and service to the HCA community. Honorees would be selected OR the review board may choose to reconsider the standard of two recipients.

HCA will also recognize those students whose cumulative GPA for their high school years falls into the following ranges:

Award	Cumulative GPA
Highest Honors:	3.8 or higher
High Honors:	3.6-3.799
Honors:	3.3-3.599

These graduation awards will be calculated and awarded based upon the student's GPA calculated to the nearest thousandth of a point through the third quarter of their senior year.

To be eligible for Valedictorian or Salutatorian a student must have met the following requirements:

1. Received greater than fifty percent of high school credits at HCA
or
2. Completed the final two full years of high school at HCA

2.3.17 Class Ranking

Heritage Christian Academy does not practice class ranking. The vast majority of our students are academic achievers performing at an impressive level within the context of a college preparatory curriculum. With our small class size and high level of academic performance, the process of ranking would not accurately reflect the achievements of a disproportionate number of our students. This is a commonly accepted practice for small, competitive, private schools like ours. All transcripts are accompanied by an official no rank statement explaining our policy and encouraging college admissions or scholarship officers who might use rank as a criteria for awards to contact our administration directly for details of a student's performance. To our knowledge, to-date, no HCA student has missed a scholarship award based on our choice of a no rank policy. Applicants may respond to ranking questions with the statement "HCA does not rank, policy statement accompanies transcript" or merely "N/A."

2.3.18 Academic Eligibility

In order to maintain eligibility for extra-curricular and athletic opportunities, students must maintain a GPA of 1.67 (C-) or higher with no failing grades. Lost eligibility will be restored during the next marking period (semester) if the student's GPA for that period is above 1.67 and the student has no failing grades for that term. Eligibility is checked at the midterm and at the end of each semester.

PSEO participation will be included in academic review for extra-curricular and athletic eligibility. Students participating in PSEO who do not yet have grade indications will be monitored according to successful completion of their approved study plan. "A" equivalency would be reaching 25% one quarter through the term, 50% half way through the term, and 75% at three fourths completion of the term without request for extensions. Reports from PSEO faculty and classroom management issues may also be taken into consideration.

2.3.19 Academic Restriction

Students who earn a failing grade in one or more subjects or falling remarkably below goal behaviors will be placed on academic restriction. In addition to failing grades, examples may include PSEO students failing to meet academic deadlines, or students on behavior plans failing to meet established standards. **Students on academic restriction will be ineligible for extra-curricular and athletic opportunities until the restriction is lifted.** The Administration, Athletics and Faculty will work with the student and family, to discuss how the student can improve his/her habits and succeed.

In the case that a failing grade is earned in one or more semesters of any of four core areas (Math, Science, Social Science, Language Arts), the student may be required to repeat coursework before being considered for advancement to the next grade level. Credit recovery opportunities are not guaranteed at HCA, although Guidance does provide support in locating area summer and on-line programs for credit recovery. The Administration retains the right to suspend re-enrollment if the student's ability to succeed at HCA is jeopardized by failure to master core subjects.

2.3.20 Human Performance & Wellness (HPW) Excuse Policy

If a student needs to be excused from HPW classes because of a minor illness or injury (cold, sprained ankle, etc.) the parent/guardian may, by written notice to the HPW teacher explaining the injury/illness, excuse the student from HPW for up to three days. A student may be excused in this manner twice (up to six days total) during the course of the school year. The third, and all subsequent excuses, will require a written excuse from a physician.

If a student needs to be excused from HPW for more than three consecutive days the student must obtain a written excuse from a physician and submit it to the Principal. If the number of missed days becomes excessive the student may be required to make up the course.

Students suffering from serious injuries and long-term illnesses need specific, written instructions from a doctor to return to physical activity. If that instruction is not present on their original documentation, it must be provided before the student is readmitted to HPW course participation.

2.4 Guidance and Counseling Services

Guidance and counseling services are approached from a Christian perspective and available to all students. In addition to services provided as part of school curriculum and programming, individual appointments may be scheduled. Passes are required if meetings with guidance staff are scheduled during class time.

Services available to students include:

1. Opportunities to evaluate aptitudes, interests, values, and personality traits in relation to career exploration and post-secondary educational planning.
2. Information and preparation for college entrance testing, the post-secondary application process, and financing a post-secondary education.
3. Assistance with transfer credits, scheduling and tracking progress toward graduation.
4. Assistance in improving learning techniques and study habits.
5. Prayer support and counseling for personal needs.
6. Referrals to academic and personal support services outside HCA when needed.

A more complete listing of guidance services is available upon request from the Secondary School Office.

Guidance and counseling support is provided by a team of HCA staff based on expertise in administration, college and career planning, special needs, and personal guidance. The members of the guidance and counseling staff are not licensed clinicians.

2.5 Learning Resource Center

Teachers and students in Kindergarten through 12th grade receive assistance with special learning needs through the Learning Resource Center (LRC). Students may be assisted through one-on-one or group instruction, assistance in the classroom; computer assisted instruction or opportunities for taking tests at an alternative location. 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, as well as for advanced learners. The LRC also provides support for parents or guardians of students with special needs. A specialist works with Elementary and Secondary School Teachers to recommend classroom accommodations, consult on learning needs and behavioral concerns, and offer classroom observations and counsel on meeting stated goals on IEP and 504 plans. An LRC Handbook is available for specific details regarding guidelines, policies, and descriptions of services.

2.6 Computer Lab and Library Computers

HCA provides computers for its students in a Computer Lab, designated classrooms, and in the HCA Library which they may use for research, writing and other assignments. HCA also provides a PSEO Computer Lab for the use of students pursuing college level coursework through HCA's PSEO program. Use of HCA computers is a privilege that may be revoked if abused.

The following rules are posted by all student-use computers and apply for the use of school computers whether in the Computer Lab, Library or elsewhere.

1. Computers in the Library are for school related work and projects only.
2. Any use of the Internet should be specific to a legitimate academic purpose. Any websites visited should be free of vulgar or obscene materials, either written or depicted. Idle web surfing is not allowed.
3. The use of any program should be for a legitimate academic purpose. If a student is not receiving instruction on the use of a program, or does not have a legitimate purpose specific to a class, he/she should not use that program.
4. Printers and scanners should only be used for a legitimate academic purpose specific to a class. Printers and scanners are not for private use.

Violation of the above rules will result in disciplinary action. Internet access at HCA is filtered and monitored.

2.6.1 Library Computers

Students who wish to use a computer during study hall periods will be able to request a pass to the Library. Students using computers for anything other than legitimate school work will be asked to return to their study hall. **The Library computers are also available for student use after school until 3:30 p.m., Monday through Friday.**

2.6.2 Computer Lab

Computer classes and core class requests for use of the Computer Lab is high. Therefore, the Computer Lab is reserved for class use.

2.6.3 Transporting Technology

Students planning to work on word processing tasks both at school and at home are encouraged to consider purchasing a personal USB drive in order to transport their documents. Students do not have access to e-mail from their student accounts at school. Therefore, e-mailing a document to themselves at home is not an option.

2.6.4 Data Storage for Class Purposes

All students are offered, and may be required, to use the student file server for storage of class data for selected courses. Files saved to local computers and to the file server are periodically reviewed by school officials. These areas of storage are reserved for class-specific files. No programs should ever be saved to a local computer or the file server. Questionable content may be removed at the IT Manager's discretion without warning or explanation. Files will only be retained for the duration of the school year. Students may be asked to remove large files from the file server mid-year if they are no longer needed because of a change in schedule. The student file server is backed up nightly. If files are lost due to server equipment failure, those files will be restored in the process of the hardware replacement. HCA takes no responsibility to restore files for any other reason.

2.6.5 Social Networking Policy

Using school computers for social networking is an infraction of computer policy. This would include both accessing social networking sites and using school computers for social e-mail. HCA administration and staff protects students' time at school to focus on academic tasks in order that we maximize students' academic focus and productivity during school hours, which, we hope, in turn protects their social time after school as well. We do believe our young men and women should have fun. It is our desire that choices about computer rules help establish respect for the boundaries.

3 Behavior

3.1 Summary

Just as HCA's expectations of behavior are built around respect for others, when discipline is necessary, the manner of delivery will seek to be respectful of the parties involved. The administration believes that behavior that requires a discussion or a consequence also offers an opportunity to listen and a teachable moment. Every obstacle can become an opportunity to grow in spiritual maturity when laid before the Lord.

It is the goal of Heritage Christian Academy to promote a quality learning environment that is safe and productive. The Administration and teachers practice classroom management according to Christian principles as set forth in the Bible. Situations that require disciplinary action will be approached positively through Scripture, admonitions and prayer.

Good discipline begins in the home. If a student has persistent problems at school, parents shall be notified. This is a signal to parents to take action at home to partner with the teacher in keeping the classroom focused on academic instruction instead of social or behavioral distractions.

It is important to clarify that while the Academy administration does not actively seek student violations occurring off campus, as a member of the HCA community, a student's behavior beyond our walls continues to impact our whole community. Therefore, if a questionable behavior is brought to the attention of the administration, there is an obligation to investigate carefully, and when necessary, hold students accountable for the standard of behavior appropriate for an Academy student. This would include behavior on social outings, pictures posted or statements made on social networking sites, content of text messages, and the like. As our students grow in spiritual maturity, we ask that they continue to remember Philippians 2:3-4. If students "Do nothing out of selfish ambition or vain conceit" and "in humility value others above yourselves, not looking to your own interests but each of you to the interests of others", it is unlikely that there will be need for intervention. If there is, as Christian educators, the Academy administration will consider it their privilege to carefully guide student through a disciplinary issue.

3.2 Social Concerns for Parents

The Academy administration considers it a privilege to help parents navigate through the adolescent years. Parents may ask the administration to partner with them in approaching social concerns as well as academic needs. Parents can be assured that every effort is made to maintain professionalism in confidentiality for sensitive concerns.

Students and parents should also be aware that HCA enjoys the company of families with a variety of opinions on how to respond to the culture around us. Some items listed as behavioral offenses may be seen as good humor in one family and degradation in another (example: pranking). The administration seeks a conservative position that is respectful of the breadth in our community and asks students and parents to take this into consideration as they plan activities and participate in electronic correspondence.

3.3 Discipline Policies and Guidelines

3.3.1 Discipline Process

Maintaining good discipline within a school is necessary to a productive learning environment. Therefore, the Administration and teachers at HCA will do their best to lovingly encourage student responsibility and accountability. There is not a standard sequence of procedures for discipline of questionable behavior. The administration recognizes that every situation is different and often requires the discretionary judgment of the administrators involved. It is implied by acceptance of enrollment at HCA that parents will trust the judgment and accept and support the disciplinary decisions of the Administration. However, included is a list of possible disciplinary consequences warranted by individual circumstances.

General Practices for Unacceptable Behavior

A teacher or staff member who observes the behavior will speak with the student and seek understanding of the nature of the offense, why the behavior is unacceptable and how he/she can take responsibility for a solution. Any observed behavior by a student that exceeds the scope of a teacher's classroom management plan will be referred to the Dean of Students. The Dean of Students, at this time, may also meet with the student to discuss the behavior and/or may assign a detention to be served after school.

The Principal or Dean of Students may meet privately with the student to evaluate referred problems and to work with a student in improving his or her accountability. After this meeting, the Principal or Dean of Students may communicate with the student's parent(s) in writing or by phone, explaining the problem and how the student is being held accountable. The Principal or Dean of Students at this time may choose to assign a detention to be served after school or more serious consequences if the situation warrants.

If an offense is of a severe nature or is repeated, action may include one or more of the following:

1. The Principal or Dean of Students will meet with the student to evaluate the behavior, and the student's progress toward correcting it.
2. The Principal or Dean of Students may arrange a meeting of the parent(s) and student with an administrator. The purpose of this meeting will be to discuss how the student can take responsibility for behavior that needs to be changed to avoid causing a problem for others and to avoid further consequences. At this meeting, the parent and the student will be reminded that the next offense will result in a review by the Principal for more significant action.
3. The Principal may review the discipline reports and documents and make a determination whether the student will be suspended, expelled or excluded. The basis for this decision will be the nature of the offenses, the attitude of the student and how his or her behavior is affecting the educational and behavioral environment of the school.

3.3.2 Terms Explained

Disciplinary Detention

Purpose: To serve as the consequence for inappropriate behavior in hopes of bringing about a repentant heart and a correct change in behavior.

Procedure:

1. Only the Principal, or a member of the Administration acting on her behalf, will issue disciplinary detentions.
2. A teacher, staff person, or administrator may forward a recommendation for disciplinary detention to the Principal for disruptive behavior or for incidents that involve lack of respect toward a teacher, staff member, other students, or the school.
3. When a disciplinary detention is issued a copy of the detention notice will be mailed home. This notice must be signed and returned the following day.
4. Disciplinary detentions will be carried out on weekdays from 3:05 to 3:50 p.m. (sharp!) or at other times determined by the school administration. A student who reports to detention late will have one minute added to the total length of the detention for every minute they are late. For example: a student who arrives to a detention at 3:05 will serve a 48-minute detention and be dismissed at 3:53 p.m.
5. If a student is more than 10 minutes late to a detention they will be required to serve a 45-minute detention on another date, as well as serving an administrative detention.
6. Students will use the time to complete a written assignment explaining the reason that he/she needs to improve his/her behavior or students may be required to perform a service appropriate to the offense for which they are being punished.
7. Students found to be in non-compliance with the detention procedure will have a parental contact made by a Dean of Students or the Principal. Further consequences may be applied.

8. A detention takes precedence over all other school activities, including sports and other extracurricular commitments. The only exception would be an emergency verified by a note or phone call from a parent or guardian.
9. Whenever possible, disciplinary detentions are directly supervised by a Dean of Students and served in a separate location than administrative detentions.
10. Accumulation of three disciplinary detentions in a semester will result in a mandatory parental meeting with the Principal.

Administrative Detention

Purpose: To serve as a disincentive for behavior that hinders the smooth functioning of HCA or that hampers the creation of an orderly, productive academic environment.

Procedure:

1. Administrative detentions are issued by the Principal or Dean of Students for failure to comply with school rules.
2. When an administrative detention is issued, a copy of the detention notice will be mailed home notifying the student and parents of the date the detention will be served. This notice must be signed and returned the following day.
3. Administrative detentions will be carried out on weekdays from 3:05 to 3:40 p.m. (sharp!) or at other times determined by the school administration and are generally supervised by a faculty member.
4. A student who reports to detention late will have one minute added to the total length of the detention for every minute they are late.
5. Students will sit quietly for the entire detention or be asked to perform cleaning duties around the school building as directed by the Administration. Administrative detentions will not provide an opportunity to do homework.

Suspension

Suspension may be given for major offenses. Students receiving a suspension will not be allowed to attend school for a designated period. During that period the classes missed will be treated as unexcused absences. A parent conference will be required before the student is readmitted.

Expulsion

Expulsion means an action taken by Heritage Christian Academy to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.

When a student's attitude or behavior is not in accordance with school policies or principles, and school personnel are not able to help him/her correct the behavior, the parents will be asked to remove their child from the school.

In the case of more major offenses that threaten the sanctity, management, and safety of the spiritual and academic setting of HCA, the Administration may decide that immediate expulsion is necessary. Whenever a student is expelled for disciplinary reasons, the student and parents will be required to meet with the Principal before they will be allowed to re-enroll. It is also important to note that, depending upon the nature of the offense and the attitude of the student, exclusion may also be considered.

Expulsion from school is at the sole discretion of the Administration, which may utilize specific task force committees. Parents may appeal expulsions to the Board of Trustees.

Exclusion

Exclusion means an action taken by Heritage Christian Academy to prevent enrollment or re-enrollment of a pupil for a period that shall extend beyond the school year. Exclusion may also be appealed to the Board of Trustees.

3.3.3 Teacher and Parent Responsibilities

Teacher

The teacher has authority to maintain order in the classroom. Each teacher develops and executes an individual classroom management plan. Parents may be contacted by the teacher should a student become uncooperative in correcting improper behavior.

Parents

1. Scripture says, “Children, be obedient to your parents in all things, for this is well pleasing to the Lord.” (Colossians 3:20)
2. The Law in Minnesota states, in the school setting, teachers and the Administration act “in loco parentis”. That is, in the place of the parent.
3. Heritage Christian Academy’s Mission statement says: “Our role as educators is in partnership with parents who have the primary responsibility in the education of their children.”
4. Parents who enroll their children at HCA have implicitly empowered the Academy to act in their stead in school related disciplinary matters. Parents are expected to support the authority of the HCA Administration and faculty as long as their children are enrolled.

3.3.4 Specific Major Offenses

Major offenses are considered beyond the scope of a teachers’ routine classroom management plan and will automatically be brought to the attention of the Dean of Students for prayer and consideration and referral to the Principal when necessary.

1. Cheating:

This includes, but is not limited to:

- Copying another person’s homework.
- Allowing another student to copy your work.
- Looking at another person’s test.
- Writing answers on desk, yourself or papers to use during a test.
- Violating the rules of a take home exam.
- Plagiarism.
- Falsely representing someone else’s work, ideas, answers or solutions as your own.

Consequences:

The student will be spoken to privately about the offense and an automatic zero will be given. The teacher or Principal will contact the parents. Incidents will be logged and repeated offenses may include parent contact or appointments and discussion of whether the student should remain at the Academy. In the case of gross or flagrant violations, the Principal may, at her sole discretion, apply more serious consequences than those outlined above including suspension, expulsion, or exclusion.

2. Fighting:

Violence is not tolerated at Heritage Christian Academy. Students, when in conflict, should always look for peaceful ways to resolve the problem. Fighting is defined as confrontations involving close physical contact including wrestling, shoving, fist fights, or verbal assaults/challenges intended to provoke a physical response.

Consequences: any one or combination of the following:

- Detention
- Counseling
- Suspension
- Expulsion
- Exclusion

3. Other Offenses (On/Off Campus):

- Harassment
- Use or possession of a weapon on school grounds
- Immorality
- Possession, arranging sales, taking, or being under the influence of alcoholic beverages or non-prescription drugs
- Smoking
- Gambling
- Stealing
- Vandalism
- Computer violations at school
- Misuse of computers or electronics in a way that harms the Academy, HCA staff, or students
- Pranking directed to students, HCA employees or their families
- Repeated violations of school rules

Consequences:

- a. See Harassment Policy
- b. See Weapons Policy
- c. See Illegal & Illicit Substance Policy & Procedure
- d. Detention/suspension/expulsion/exclusion

3.4 Other School Rules

3.4.1 Improper Displays of Affection

Public physical displays of affection are not permitted at school or during school activities. Students shall refrain from physical closeness, handholding, romantic embraces, kisses, etc. Students should demonstrate respect for individual personal space in their social interaction.

3.4.2 Gum Chewing

Gum chewing is permitted during the school day providing it is not disruptive to the teacher, classroom, or subject instructed and used gum is disposed of properly. Students may be asked by a staff member to dispose of gum that is improperly used or used in a classroom that does not permit gum. Students who must be asked to dispose of gum may receive an administrative detention for repeat offenses.

3.4.3 Department

Lockers are to be kept clean and orderly.

Hallways are to be kept neat and clear of clutter.

Students are to clean up after themselves during lunch and at the end of each class period.

4 General Information

4.1 What to Wear – Secondary School Dress Code

Heritage Christian Academy is 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 and exhibiting a school spirit that honors our Lord Jesus Christ. The way a student dresses reflects the respect he or she has toward the Academy, their peers and those placed in authority. In keeping with this philosophy, students are asked to exercise discretion in their clothing choices for school days and school functions.

The overall goal of the dress code policy is to encourage HCA students towards NEATNESS and MODESTY. Working toward these goals through a dress code rather than a uniform system intentionally leaves students a greater measure of individual choice. However, dress codes also leave room for student interpretation in choices of attire and staff interpretation in the enforcement of guidelines. HCA policy attempts to be very clear about appropriate boundaries. However, there may be gray areas. **As a general rule, an outfit a parent or student questions at home is generally best left at home.**

4.1.1 Young Men and Women Grades 6-12

1. **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). Students may also have opportunities to win additional jeans days in friendly competition or to purchase them in support of special support opportunities (such as the Mission Trip). Cargos, khakis, corduroys and slacks are examples of good every-day options. Frayed, torn or ripped pants, noticeably worn or faded pants, excessively baggy or tight pants, and drawstring or elastic waist pants are outside dress code. Wind and sweat pants are reserved for home and athletic wear.
2. **Shirts.** HCA long- and short-sleeved spiritwear may be worn at any time with the exception of current-year sports team warm ups and jerseys (see the Other Guidelines section for HPW and information on coaches' endorsements on game day athletic wear). Other athletic styled and logo t-shirts are reserved for home or athletic wear.
3. **Sweaters and Sweatshirts.** Young men and women may wear neat sweaters, track jackets and hoodies. HCA sweatshirts may be worn at any time. Athletic fleece is permitted for hoodies along with popular fabrics such as polar fleece, french terry, jersey knits, and neat thermal knits.
4. **Screen Prints and Logos.** Neat knits with screen-printed designs are permitted except for images with words, negative themes, or pop culture icons. Please use discretion. Logos other than HCA are reserved for home or athletic wear. Visible name brand logos that are three inches or smaller are permitted.
5. **Shorts.** All of September and all of May are approved as shorts days at students' discretion (every day unless indicated otherwise by the Administration to accommodate special events or exceptions). At other times when the weather is expected to be exceptionally warm, the Administration may declare additional shorts days. For both young men and women, shorts should be mid-thigh or longer. Jean shorts are permitted on Casual Fridays.
6. **Hair.** Natural colors are acceptable, including blonding for both men and women. Extreme styles or colorings may require adjustments.
7. **Hats and sunglasses** are for outdoor wear only.
8. **Camouflage** is for home or athletic wear only.
9. **Fragrances.** Please be considerate of those who are affected by strong smells and suffer from fragrance induced allergies by refraining from wearing bold fragrances at school.

4.1.2 Young Men

1. **Pants.** Young men should wear pants that are clean and in good condition. Belts are not required providing that pants are well-fitting and underwear is not exposed.
2. **Shirts.** Shirts may be worn untucked (unless indicated otherwise by the Administration to accommodate special events or exceptions). Neat Henley shirts or dressy knits with neatly bound necklines without collars are acceptable dress code attire. A-shirts and tanks are reserved for home only.
3. **Underwear** should always be completely covered.

4. **Hair.** Hair may be styled to the student's preference as long as hair is trimmed at or above the eyebrows in the front and to collar-length or above in the back. Eyes must be clearly visible. Students whose hair is unkempt will be asked to get a haircut. All male students must be clean-shaven.
5. **Jewelry.** Jewelry will be modest and in good taste. Any adornments requiring piercings must be removed for school attire.

4.1.3 Young Women

1. **Pants.** Young women should wear pants which are clean and in good condition. When a skirt or tunic dress meets dress code length, leggings are an acceptable addition. Careful selection of pants that are appropriately modest when seated, as well as when standing, is important. There should be no skin exposed on the lower back when ladies are seated. Pants (gauchos, capris or otherwise) are defined as falling several inches below the kneecap to just above the floor. Bermudas (knee length shorts) are reserved for shorts days.
2. **Dresses and skirts.** Ladies may wear dresses and skirts that extend to the top of the knee or below. Revealing slits should be avoided. Denim skirts, jumpers and dresses are appropriate.
3. **Tops.** In keeping with modesty, young women may choose tops that are not form fitting and are loose fitting enough that the outline of undergarments is not accentuated. Shirt length should insure that no matter what posture is assumed, skin is not exposed in the abdomen or lower back. Strappy tanks, off-the-shoulder styles and over-exposed necklines are not acceptable. Sleeveless shirts are permitted if the shoulder width is at least two inches and the top meets other modesty criteria.
4. **Sheer Fabrics.** Garments that are sheer or lacy must have a layer underneath that meets all dress code standards. A student may be requested to cover or replace an item of clothing that is inappropriate. Undergarments should never be exposed.
5. **Cosmetics** used sparingly that present a conservative look are appropriate.
6. **Jewelry.** Jewelry will be modest and in good taste. Pierced jewelry should be limited to ears only. Any other jewelry requiring piercing must be removed for school attire.

4.1.4 Other Guidelines

Just For Fun Days...

HCA Administration will provide students with dress down days on occasion, designated as extra jeans days, spirit days, or special occasion theme days. Students will receive notice via homeroom announcements and the HCA website. **Dress code applies for the rest of a student's attire unless specifically noted.**

HPW Dress Code 6-12...

1. **Pants/Shorts.** Athletic shorts must be a modest length, mid-thigh or longer. Jean shorts, boxers, cut-offs, cargo shorts and short shorts are not appropriate for HPW classes. Windpants or sweatpants are appropriate.
2. **Tops.** Long-sleeved shirts, sweatshirts or t-shirts are appropriate. T-shirts must be athletic, loose fitting and a length that no matter what the activity, skin is not exposed on the abdomen or back. Sleeveless or tank tops are not appropriate for HPW. HCA athletic jerseys and practice jerseys are reserved for team wear only.
3. **Shoes.** Socks and athletic shoes must be worn. No hard-soled shoes are permitted. Students are encouraged to have a "gym only" pair of shoes to insure preparedness and to protect the gym floor.
4. **Jewelry.** As a precaution against injury, no unnecessary jewelry should be worn in class.

Students must be in full, appropriate HPW dress code to participate in class.

Athletic Teams...

At their coaches' discretion, Athletic teams may wear their team warm ups (shirts, jerseys or wind suits) together as a team on game days as an incentive to their fans to come and cheer them on. **Athletes are requested to reserve their non-dress code warm ups and jerseys for sanctioned team days only.**

Field Trips and Special Occasions...

Regular HCA dress code attire applies during all field trips unless a specific exception is made and announced prior to the field trip. Students participating in special programs will be notified if specific attire is required. Examples include musical concerts or contests, Recognition Ceremony, High School Formal, Graduation, etc.

4.1.5 Respecting Dress Code

Students should come to school in dress code attire. Noncompliance may result in a dress code citation when noted by a staff member any time school is in session. Following the third citation and all subsequent citations, a student is eligible for an administrative detention. Citations function much like three strikes and an out with only outs to follow. Students receiving a citation will be notified verbally or in writing by the HCA staff member issuing the citation. For issues of modesty, staff members will make a concerted effort to notify students in a discrete manner and seek a way to correct the situation in a way that minimizes missed class time. Whenever possible, young ladies with modesty citations will be provided with a plain, classic style shirt to wear over their outfit instead of waiting for the delivery of new items from home.

Consistent problems following dress code guidelines may result in alternate action by the administration. Should an individual student have dress code questions, they should consult the Administration. Mrs. Butler welcomes your questions and comments on dress code at 763-463-2235. Thank you!

4.2 Buses for HCA Sponsored Field Trips, Ministry Trips and Athletic Events

4.2.1 Rules

1. General transportation rules apply (see below).
2. No cleats allowed on the bus.
3. No dressing or undressing on the bus.
4. Throwing of equipment on the bus is not allowed.
5. Students are not to board a bus unless a chaperone is at the bus.
6. Students who ride a bus are to come home on that same bus unless a parent has given the driver, coach, or chaperone permission for the student to return with the parent or another school parent (as designated in writing by the student's parent(s)).
7. Teachers, coaches, and chaperones will ride the bus to and from trips. The chaperones will be responsible for all students who ride.
8. No iPods, CD players, MP3 players, radios, headphones, or other similar devices, or they will be confiscated. Cell phones are not to be used and must remain out of sight.
9. For all overnight events, a parental permission form will be required for students to participate.

4.2.2 Consequences

If any of the above rules are disrespected, the bus driver has the authority to deny or restrict the student's riding privileges. A student who is excluded from riding one particular bus is also excluded from riding all other buses used for HCA field trips, ministry trips and athletic events.

4.2.3 General Transportation Rules

Expectations related to buses used for school events:

1. The bus driver is in full charge of the bus and riders at all times. Students are responsible to the driver while riding the bus just as they are responsible to teachers while in attendance at school.
2. It is dangerous for students to move about the bus while it is in motion. Students must not change seats while the bus is in motion or scuffle while on the bus.
3. Any distractions to the driver jeopardize the safety of every student on the vehicle. Students must not carry on conversations with the driver or otherwise divert the driver's attention.
4. Students have a responsibility to keep the bus clean. They should do their part to keep the floor clear of wastepaper and trash and to keep the upholstery and interior finish of the vehicle in excellent condition.
5. Students should not at any time extend their arms or head out of the bus windows.
6. Loading and unloading of buses shall be done in an orderly manner:
 - Students must wait on the curb until the bus comes to a complete stop and the driver indicates to the student that it is safe to enter or cross the street.
 - When unloading, students should wait until the vehicle comes to a complete stop before getting out of their seats. Where it is necessary for students to cross the road, the student should cross at least ten feet in front of the bus and again take extra caution, waiting for the driver to indicate it is safe to cross.
7. Students are not to eat food, chew gum, or drink pop on the bus.

8. The use of tobacco, alcohol, drugs, or of dirty, profane, vulgar, or abusive language while riding the bus will result in the child's forfeiture of future riding privileges, and may result in further disciplinary actions by the school.
9. Any damage done to the bus should be reported to the driver immediately.
10. For incidents involving damages to a bus (including, but not limited to a broken window, damage to seats or writing on seats, etc.) the student and parents involved shall pay for the cost of such damages.
11. Bus transportation for field trips is considered part of the school day, and all HCA rules apply.

4.3 Expectations Related to Cars

4.3.1 Student Drivers

A student may drive to school and park in the designated area on school grounds during school hours provided the student:

1. Has possession of a valid driver's license.
2. Has submitted a signed Student Parking Application/Driver Permission Form to the Secondary School Office.
3. Understands that personal cars parked on school grounds are subject to search for reasonable suspicion of items or substances that violate school rules or state law.
4. Assumes liability for damage to property on the school grounds.
5. Does not go to the parking lot during the school day without a pass from the office.
6. Drives carefully at all times.
7. Does not transport other students during the school day.
8. Understands that all rules will apply equally to students who reach eighteen years of age prior to graduation.
9. Understands that student drivers whose driving threatens or appears to threaten the safety of pedestrians or other drivers will have their parking permit revoked.

4.3.2 Where to Park

Student drivers should park in the parking lot along Vicksburg Lane in the open parking areas. When those parking spaces are full, additional parking is available for students in the lower west parking lot (adjacent to Bass Lake Road). Students are not allowed to park in spaces designated for staff, visitors, or Grace Free Lutheran Church. Visitors should park in the lower lot in order to visit the Main Office upon entry for a visitor pass.

4.3.3 Driver Permission Form

Students who drive to school must have a completed Student Parking Application/Driver Permission Form, signed by their parents. Forms are available in the Secondary School Office.

4.4 Times and Places

4.4.1 Secondary School Regular Bell Schedule (M, T, W, F)

<u>Period</u>	<u>Time</u>
1 st	8:00 a.m. – 8:50 a.m.
2nd (Homeroom)	8:54 a.m. – 9:54 a.m.
3rd	9:58 a.m. – 10:48 a.m.
4th (including Lunch)	10:52 a.m. – 12:13 p.m.
5th	12:17 p.m. – 1:07 p.m.
6th	1:11 p.m. – 2:01 p.m.
7th	2:05 p.m. – 2:55 p.m.

4.4.2 Secondary School Chapel and Activity Bell Schedule (Thursdays)

<u>Period</u>	<u>Time</u>
1st	8:00 a.m. – 8:40 a.m.
2nd (Homeroom)	8:44 a.m. – 9:24 a.m.
3a (6-8 Chapel)	9:28 a.m. – 10:07 a.m.
3b (9-12 Chapel)	10:11 a.m. – 10:50 a.m.
4th (including Lunch)	10:54 a.m. – 12:04 p.m.
5th	12:08 p.m. – 12:48 p.m.
6th	12:52 p.m. – 1:32 p.m.
7th	1:36 p.m. – 2:16 p.m.
Activity	2:20 p.m. – 2:55 p.m.

4.4.3 Lunch

Lunches will be held during a portion of fourth period at separate times for Middle School and High School.

M, T, W, F

<u>Period</u>	<u>Time</u>
4a (HS Lunch)	10:52 a.m. – 11:23 a.m.
4b (MS Lunch)	11:42 a.m. – 12:13 p.m.

Thursdays

<u>Period</u>	<u>Time</u>
4a (HS Lunch)	10:54 a.m. – 11:24 a.m.
4b (MS Lunch)	11:34 a.m. – 12:04 p.m.

4.4.4 Places to Come and Go

Student Driver Carpools

Student drivers and their passengers should arrive and depart from the school building using the upper level entrances on the north side of the building. Student drivers are asked to use great care when entering and exiting the parking lot because of the presence of younger children.

Parent Driven Carpools with Only Secondary School Students

Students arriving and departing school in carpools containing only students in grades 6 and higher may use the upper level entrance as a pick-up and drop-off point. Cars may enter the upper area from either the Bass Lake Road or Vicksburg Lane entrances. NO U-TURNS are permitted, and drivers must continue out through the opposite exit point from where they entered. Drivers waiting for students to meet them after school are asked to pull as far forward as possible to prevent the line of cars from backing up on to either Bass Lake Road or Vicksburg Lane. Do not stop and wait for students in the designated fire lane immediately in front of the upper level entrance doors.

Parent Driven Carpools with Secondary and Elementary School Students

Carpools containing both Secondary and Elementary school students must pick-up and drop-off using the lower level south entrance. Cars should enter the parking lot from westbound Nottingham Parkway. Elementary School students will dismiss first and can load and leave immediately. Families with both Secondary and Elementary students should arrive closer to 3:00 p.m. to avoid long waits in the “hold and load” zone.

Field Trip Busing

Buses will drop-off and pick-up students in the bus-loading zone in the lower level parking lot.

4.4.5 Places to Be or NOT to Be

During the school day, due to security and emergency procedures, Secondary School students are not permitted outside the building unless a staff member is present. When outside, all Secondary School students and staff should avoid areas immediately in front of Elementary classroom windows and the athletic fields without permission from the Athletic Department. Secondary School students are also not to be in the lower floor hallways unless they are traveling to or from a class on that floor or are traveling to or from the Main Office with a pass. High School students exiting classrooms on the upper level to go to lunch may use the Atrium stairs but are asked to use care when approaching the Elementary hallway. Middle School students exiting classrooms on the upper level to go to lunch are encouraged to use the exit by the Secondary School Office to avoid adding to traffic congestion with Elementary students.

Library

Students who wish to use the Library for study or research should obtain a pass from the teacher or study hall supervisor they are responsible to. Students who are not in class must either be in the Library or in their designated study hall room. **The Atrium is not a sanctioned study hall space.** PSEO students must be in the PSEO Lab unless they are meeting with their PSEO supervisor.

Library guidelines for students are:

1. **The library will generally be available for student use only when a library supervisor is present.**
2. **Students should follow these basic rules while using the library for study:**
 - **QUIET STUDY ONLY, no group work. 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.**
 - **All students entering or leaving the library are responsible for SIGNING “IN AND OUT”.**
3. **Students should always report to study hall/class for attendance and then ask permission before leaving for the library.** Students issued passes from study halls or classes should show their pass to the library supervisor as they arrive. Library passes are for the **library only**...not other places such as another classroom, the computer lab, the hallway, the atrium, lockers, etc.
4. **There are eight computer terminals designated for student use in the library and one teacher preparation (in addition to the Reference Desk) for staff use only. The computer terminals are for school-related projects only** and are networked to the Reference Desk printer. Students should ask the Library Supervisor for any printouts they have sent to the printer. Computers are on a first-come, first-serve basis. If additional students are waiting, students may be asked to limit their time.
5. **The copy machine in the library is for student use for school-related projects only.** If a teacher asks students or teaching assistants to copy large quantities for classroom use, you may be given permission to use the large machine in the Secondary School Office. Unless you have been given permission to use the office machine, please use the library copier. *Students are asked, on their honor, not to use the copier for personal use.* Let the Library Supervisor or the Secondary School Office know if paper supplies, toner or service are needed.
6. **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.

4.4.6 Students and Security

As HCA works to be a safe and secure environment, students should make every effort to cooperate with the administration to avoid allowing strangers or potential intruders access into the building. Students need to have a keen awareness that ALL daytime visitor traffic for school business is to be filtered through the Main Office where traffic is logged and visitors and volunteers receive a badge for identification. Secondary students should never open the Bass Lake Road entrance when it is locked during the day. During after school hours, if the doors are locked, they should not open the doors for someone unknown to them personally. The Grace Free Lutheran Church Secretary is responsible to monitor the Bass Lake Road entrance during business hours for Church visitors only. Students may notify the church secretary if they feel an individual outside is waiting for attention. However, signage on the door clearly directs school visitors to the lower entrance. We appreciate your cooperation in keeping the Heritage community safe.

4.4.7 Information Sources for Snow Days or Other Closing Announcements

The Everbridge(3N) system will be the primary means to notify parents of school closings along with postings on the school website (www.heritageweb.org). Announcements will also be made on WCCO 830 A.M., Channel 11, Channel 5, Channel 4 and Channel 9. This information is also available by calling the main number **(763.463.2200) 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 student(s) when weather conditions necessitate an early school closing.

4.5 Other Important Information

4.5.1 Chapel

Chapel is held weekly for both middle school and high school students. It is a time for students to gather together for worship, prayer and listening to the preaching of God's Word. Chapel time for Middle School students is immediately before third period, for High School students it is immediately after 3rd period. Attendance is required. Students should bring their Bibles each week and will receive instruction when Ambassador hymnals are needed.

4.5.2 Programs and Ceremonies

Students are required to attend all evening programs and ceremonies in which they are participants, and other events as indicated by the Administration. This includes the end of year Secondary Recognition Night Ceremony and Secondary School Orientation Night.

4.5.3 Locker Policy

1. Lockers are assigned at Orientation.
2. Locks must be purchased from HCA for hallway lockers. Students may select their own combination lock for athletic lockers.
3. Keyed locks are not permitted on school lockers.
4. Keep your locker combination to yourself.
5. Avoid keeping valuables in your locker.
6. Lockers must be locked during the day and at the end of school each day.
7. Report any need for locker repair to the Secondary School Office immediately.
8. Decorations must be in keeping with school philosophy. The school reserves the right to remove items on or inside lockers that are considered inappropriate. **Students may not write directly on lockers with dry erase markers or any other writing instruments.**
9. Students are responsible to thoroughly empty and clean their lockers during the last week of school.

School lockers are the property of Heritage Christian Academy. State law allows school officials to inspect lockers for any reason, at any time, without notice, without a student's consent, and without a search warrant. State law also allows searches of a student's 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 rules.

Heritage Christian Academy does not carry insurance to cover loss or theft of student owned items from lockers or classrooms. Therefore, students leave valuable items such as jewelry, musical instruments, or laptop computers in lockers or classrooms at their own risk. Heritage Christian Academy does not assume liability for lost or stolen items.

4.5.4 Signs, Posters and Other Displays

Any sign, poster or announcement that a student or parent wishes to have displayed at HCA must have the prior approval of the Administration. Please bring items to the Secondary School Office for Administrative review before posting. You are advised to refrain from making copies in advance in the event that additions or changes are requested.

4.5.5 Textbooks and Supplies

Each student's family is expected to provide the required consumable supplies (i.e., paper, pencils, notebooks). A suggested supply list is available on the Heritage website, which details some of the students' needs before the start of each school year. Books will be provided by the school.

4.5.6 Passes

Any student in the hallways while class is in session is required to have a pass in his/her possession. A student without a pass will be sent back to class.

4.5.7 Telephone Use

Students may use a personal cell phone before or after school. A phone available for student use is located in the school atrium on the upper level for additional phone use between classes or during lunch hour. In consideration of others, please limit calls to no more than three minutes. Students are still responsible to be on time to class. Students are strongly encouraged to make all necessary arrangements for sports events, rides home, etc. before they come to school. Except in cases of emergency, students are not allowed to leave class to make or answer a phone call.

4.5.8 Phones, Pagers and Other Toys

Students are encouraged to leave electronic devices such as iPods, electronic games, PDA's, radios, tape players, CD players, MP3 players, pagers, 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. Skateboards are not allowed on school grounds. The administration recommends keeping electronics secured in a locker for the duration of the school day.

Student misuse of electronics at school is disruptive to the educational process. Students are not allowed to have phones, pagers, or other toys in view or in use during the school day. Students are also not allowed to use calculators, PDAs (Palm type devices), or computers to play games during the school day. This applies to the hours between 8:00 a.m. and 2:55 p.m., including all out-of-class events such as lunch and field trip opportunities. If these items are seen, heard or evidence of their use during the school day is encountered, the consequences are as follows:

1. Electronics will be confiscated and brought to the Secondary School Office Reception Desk.
2. Parents will be notified by the Secondary School Office and students will be fined \$20.00, payable with the next billing cycle to HCA for misuse of electronics at school. Parents will be encouraged to have their student be responsible to them for the fine whenever possible.
3. Students may report to the Secondary School Office to recover their possessions at the end of the school day. At the discretion of the administration, a meeting with an administrator may be required prior to the return of the item in question.

4.5.9 Secondary School Student Identification and Lunch ID Cards

Secondary School picture identification cards for student in grades 6-12 are equipped with a bar code system which allows them to also serve as access cards for students' lunch accounts. Students using the hot lunch service should bring their ID cards with them to lunch. The serving staff will scan the bar code, deducting the proper amount from the student's account. Because locating student account numbers by hand delays the lunch service for others, students who forget their ID cards will still be served but will simply be asked to wait at the end of the line for their turn.

Student ID cards may also be used to check out materials in the library using the same bar code system at the circulation desk. In the event a student loses their HCA student picture ID card, they will report the loss to their homeroom teacher. After a week if the ID has not turned up, homeroom teachers will submit requests for replacements and a \$5.00 fee will be assessed to the student's account.

4.5.10 Visitors

All visitors to and school business for Heritage Christian Academy during school hours are directed to use the lower parking lot entrance (Nottingham) during after the school day begins and until the final bell. During school hours the building is locked for the security of our staff and students. Everyone entering, including volunteers, is required to sign in at the school office and obtain a visitor badge. This is a safety measure for our HCA students and their families.

Maintaining Building Security

Parent volunteers and students are NOT to let other guests or strangers into the building. This is for YOUR SECURITY. Please direct questions at the Bass Lake Road entrance to Grace Free Lutheran's church secretary who monitors their security camera. Signage clearly directs school visitors to the lower entrance.

Prospective Academy Students

Prospective students should use the following guidelines:

1. All visiting students and/or their parents must have toured the school prior to the day of the visit.
2. Arrange visits with the admissions staff at least twenty-four hours in advance. Visits are approved only as classroom space permits.
3. Prospective students are generally permitted to visit for no more than one-half of a day.

Social Visitors

People visiting students for social reasons are not permitted at Heritage Christian Academy while school is in session. This includes siblings, friends from out of town, former Academy students, etc. The Academy welcomes social visitors after school and encourages participation in school events and sports. Our ongoing relationships with our graduates and friends of the Academy are important to us, and we encourage them to visit the website to review the calendar for our sporting events, concerts and open houses.

4.5.11 Service Opportunities

For Students

Heritage students are strongly encouraged to make a personal and positive contribution to their school environment by sharing their gifts and talents in service. Opportunities are available for students to serve as Educational Assistants, Library Assistants, Office Assistants, Student Assistants, Teaching Assistants, Peer Tutors and Mentors. These positions can be an excellent way to enhance a college application and assist in the smooth operation of HCA. Students interested should contact the Secondary School Office for an application when registering for classes or during the Add/Drop period. Applications will be screened by the Administration.

Parent Volunteers

Parent volunteers make an important contribution to the life of our school. A variety of opportunities are available to parents who wish to be involved. Interested parents may call the Main Office for information. Ambassador Parents are assigned to each grade level to assist in coordinating other parents for volunteer service.

Expectations

Volunteers are reminded that we are a secure building during the school day. Volunteers and visitors use only the lower entrance. Volunteers may park in designated visitor spaces in the lower parking area and sign in at the Main Office desk for an identification badge. Our security needs also require that volunteers not provide entry for others at the upper entry. Please allow only the church secretary to monitor the Bass Lake Road entrance.

Volunteers are asked to uphold the standards of Heritage Christian Academy and set a good example of behavior while they are serving during the school day or at school events. This includes dressing in a manner appropriate to the school environment. Volunteers should meet or exceed the dress standards set for students while serving at the Academy.

4.6 Communication

Parent teacher communication is crucial to the learning process. The Academy provides the following means by which a parent can become informed or discuss their student's progress. Parents are asked at all times to follow the scriptural principle of Matthew 18 and address perceived concerns in a classroom directly with the teacher first, rather than discussing the issue with others.

Whenever appropriate, students are encouraged to speak to teachers directly about their concerns as a first step. As we prepare our young men and women for their futures, the ability to speak directly and respectfully to those in authority is an important skill. All of our teachers have students' best interest at heart and desire to serve their needs.

Following discussion with the teacher, if a parent feels an issue needs further attention, they are encouraged to contact the Secondary School Principal for a phone conference or to request an appointment. Confidentiality is strongly encouraged. Students are also welcome to ask the Principal for an appointment.

4.6.1 Primary Means of Communication

HCA Website

The HCA website (www.heritageweb.org) is the primary means HCA uses to communicate important information to parents. Parents are urged to check the website regularly. By using your PowerSchool log-in, you can access all private information about HCA activities and events.

In PowerSchool, parents can also sign-up to have the Daily Bulletin's next three-week calendar automatically e-mailed to you. This is strongly encouraged.

Everbridge (formerly 3N or National Notification Network)

HCA's mass notification system keeps parents and students informed about important events at HCA. This system provides parents with the ability to customize the means by which they are contacted, both for emergencies and for more routine announcements.

4.6.2 Where to Call

Any time a parent has a concern about his/her student, he/she is encouraged to call the Secondary School Office. The parent should ask to speak with the appropriate teacher or, if the nature of the concern is not classroom related, to the Principal. **Parents are asked to respect the teachers personal time and not to call them at their homes.**

4.6.3 E-mail

Every teacher at HCA has an e-mail address. Parents who prefer to e-mail may access teachers directly via their link on PowerSchool. Select the blue teacher's name to go directly to his/her e-mail at Heritage.

4.6.4 Parent - Teacher Conferences

Fall Conferences

Early in the school year two days are set aside in which teachers are available for daytime and evening conferences. Secondary School conferences are open house style on the first day and by appointment with the teacher the second day for parents' convenience in meeting with as many teachers as possible. Details of the event are published in advance via the HCA website. We strongly encourage all parents to make use of this time to meet their child's teachers and learn how the student can live up to his/her potential for academic excellence.

Spring Conferences

Late in the year time is again set aside for parents and teachers to meet to review students' continued progress.

Meetings by Appointment

Parents, at any time, may call a teacher via the Secondary School Office if there is a concern that they wish to address. The teacher will set up a time for the parent to come in and discuss the student's progress. Teachers are also readily available by e-mail.

4.6.5 PowerSchool Student Information System

PowerSchool is HCA's information management system. It allows parents as well as students an increased level of access to information about their students' academic progress. Each parent /student will be given a username and password that will allow them to log on to the PowerSchool website and access up to date information on student grades, assignment scores, missing work, and upcoming assignments. E-mail links to teachers, lunch account balances and attendance records are among the highlights. Parents and students are encouraged to make extensive use of this system.

Grade Reporting in PowerSchool

Teachers will make every effort to keep the information reported in PowerSchool up to date. To achieve that goal, teachers will seek to adhere to the following timetable when reporting grades.

Assignment Category+	Length of Assignment	Reporting timeframe	Types of assignments that might fit this category
Homework	Fewer than 5 school days	Fewer than 5 school days	Worksheets, lab work, reading
Projects	Greater than 5 school days	Fewer than 3 school weeks	Paper, presentation
Tests	Immediate	Fewer than 5 school days	Tests, exams, quiz

Teacher Parent Communication

Teachers will strive to respond to a parent within one school day, when the parent has initiated contact with the teacher either via an e-mail or voice message.

Teacher initiated contact with a parent regarding the performance of a student is governed by the philosophy that the primary responsibility in remaining abreast of a student's progress lays with the parent. The teacher is responsible to ensure that a parent is notified in a timely manner when a student's academic performance becomes uncharacteristically substandard.

"Uncharacteristically substandard" is a subjective assessment, and it will vary from student to student. However, parents of middle school students should expect to be notified when their child's grade falls below a "C-." Parents of High School students should expect to be notified when their child's quarter grade falls below a "D-."

Grading Terms

In order to help parents and students track progress accurately, consistent grading terms are used when a letter grade is unavailable.

In order to help parents and students track progress accurately, consistent grading terms are used when a grade is unavailable.

Exempt = an assignment for which a student is exempt that is not factored into their grade.

0 (zero) = an assignment that either earned a score of zero or a missing or late assignment that is factored into the student's cumulative course grade. Teachers have the option to enter a comment indicating the reason for this entry. Suggested comments:

1. Past due assignment with no further opportunity for credit
2. Late or missing assignment. See teacher for restrictions on available credit. (When the assignment becomes past due, you must remember to change your comment.)
3. Earned score of zero (will be implied if no comment is entered)

4.6.6 Homework Assignment Books (HAB)

Daily assignment booklets are an invaluable tool for the student that enables them to accurately and promptly complete assignments. In sixth through eighth grade, HABs will be checked daily for both a parent/guardian signature and accurate recording of assignments. Every third unsigned or incompletely filled out HAB will result in an administrative detention.

Eighth grade students who achieve Honor or Merit Roll status in the first semester will have the HAB requirement waived for the remainder of the year.

High school students are strongly encouraged to monitor their assignments and tests using a personal planner.

4.7 Eating at School

4.7.1 Food Choices

Lunch is eaten in the designated eating spaces during fourth period. A catered hot lunch is served Monday - Friday for a fee. If a student desires hot lunch, he/she should make payment for the lunches in advance to a PowerLunch fund for pay-as-you-go meals. Parents and students can monitor their PowerLunch fund balance via the PowerSchool information system. A student who does not choose to take hot lunch is responsible for providing his or her own meal.

Milk is also available for purchase Monday – Friday. The fee should be paid at the beginning of each semester separate from the PowerLunch system.

4.7.2 School Rules in the Eating Spaces

Lunch time is a great time for students to enjoy fellowship with one another and free time at school. High school students are allowed to schedule the time as they see fit, as long as they eat only in the lunch area and remain within the areas of the campus that are set aside for student use (see 4.4.5 above). Middle school students are required to remain in the eating area until 8 minutes prior to the start of class.

4.7.3 Vending Machines

Vending machines are available for student use in the lower level atrium during the lunch and non-class hours.

4.7.4 Food in Classrooms

Food and beverages (excluding water) are not permitted in any classrooms (including study halls) unless a teacher has given a specific exception for a particular day.

4.8 After School Activities

An extra-curricular activity is any school-related activity requiring time outside of class for its performance. The following standard shall be expected of all students who represent Heritage Christian Academy in such activities as athletics, cheerleading, music, clubs, etc. It is important that students, faculty and the public see in each student an example of Christian living in the following:

4.8.1 Commitment

When a student begins an extra-curricular activity he/she makes a commitment to the coach and the team, the director and the troupe, or the conductor and the band/choir. This commitment is to be taken seriously and followed.

4.8.2 Lettering

A wholehearted investment of oneself provides an intrinsic reward. A “letter,” however, provides a public recognition of an individual’s achievement in an activity or pursuit. An established lettering policy for HCA High School Varsity Athletics is available by contacting the Athletic Department. Applications for letters in Academics and Fine Arts are available in the Secondary School Office in the Spring. See details about lettering under section 2 with the honors information.

4.8.3 Conduct

This includes respect for and cooperation with coaches, teachers, directors and others in both behavior and attitude and being a good example in student relationships.

4.8.4 Dress

Students are expected to abide by the school dress code at all school programs and ceremonies and to dress in a modest manner for all other school events.

4.8.5 Academics

To participate in extra-curricular activities a student must maintain good standing in academics. (See 2.3.17 above)

4.8.6 Attendance

Students must be in attendance for the full school day in order to participate in any extra-curricular activities that day. If students attend a morning practice or rehearsal, they will be expected to complete the school day. For the purpose of athletic participation a student must arrive in class before the end of first period to be considered present for the full day.

4.8.7 Items Not Allowed

CD players, iPods, MP3players, radios, headphones, and other similar devices are not to be used on the bus to and from these activities or during rehearsals and practices.

4.8.8 Overnight Events

Students participating in overnight events must submit a completed Parental Permission Form in order to participate. Families with more than one student participant must submit a form for each student. Overnight events might include but are not limited to: athletic tournaments, fine arts competitions, mission trips and educational trips. Forms will be provided by trip leaders.

4.9 Athletics

Our athletic philosophy is “Honor God with your best effort and attitude.” HCA has been blessed with coaches who understand the nature of competitive Christian athletics and what it takes to balance faith and the desire to win. The emphasis is on “training for success and character development.” A student who practices and plays as hard as she/he can on a daily basis will be successful, no matter the outcome. HCA coaches are to provide spiritual guidance throughout the season through devotionals, Bible studies and personal conversation. It is HCA’s objective to fully integrate spiritual and physical growth and development.

4.9.1 Sports Offered

	Fall	Winter	Spring
Boys	Soccer Football** Cross-Country – High School Cross-Country Running Club – Middle School	Basketball Hockey***	Baseball* Golf Tennis (Boys)** Track**
Girls	Soccer Volleyball Cross-Country – High School Cross-Country Running Club – Middle School Swimming****	Basketball Cheerleading Hockey*** Gymnastics****	Softball Golf Track**

- * Cooperative with Providence Academy – HCA is host team
- ** Cooperative with Providence Academy – Providence is host team
- *** Boys-Cooperative with Providence; Girls-Cooperative with St. Michael/Albertville
- **** Cooperative with Osseo

4.9.2 Affiliation

HCA competes in the Minnesota Christian Athletic Association for high school sports and is a member of the Minnesota State High School League. The MCAA is largely comprised of metro-area Christian high schools, ranging in size from 100 to 300 students. It is a highly competitive league, given the size of each school. The middle school competes in the Northern Suburban Parochial School League. The NSPSL provides our middle school athletes with the opportunity to play against other parochial schools in the northern metro area.

4.9.3 HCA Sports Fee

Parents of students who participate in the Secondary School athletic program will be billed for each sport in which they participate. Each sport for middle school will be billed at \$125 and each high school sport will be billed at \$150. Cooperative fees vary from year to year and are billed on an annual basis.

4.9.4 Student Athletes

1. Athletes should attend all practices and games. If a student must be absent, he or she should notify his/her coach as soon as possible. Students must be in school for seven periods to participate in any sports activities that day.
2. Athletes should be on time for all practices and games. It is imperative on game days that the team is ready to leave before the scheduled departure.
3. Student athletes are expected to take exceptional care of all HCA uniforms and equipment. HCA provides high quality uniforms and equipment that are passed down from year to year.
4. Students must maintain an overall HCA grade average of at least 1.67 (C-) to participate in athletic and extra-curricular events. The grade status is based upon midterm and end of semester grades. A failing grade may result in ineligibility until the grade is improved by the student. (See 2.3.17 above)
5. Student Athletes should display a Christ-like attitude at all times. Student athletes are always representing their Lord and HCA, whether on the field or in the classroom. Athletes are expected to maintain the highest standard of respect and sportsmanship.
6. The captain for each team is responsible for organizing a gift to the coach(es) at the end of the season.

4.9.5 Parent Participation

1. Parents should be the best fans they can be and attend as many games as possible. They should cheer enthusiastically in a Christ-like manner, understanding that they are setting an example for their student. Parents should refrain from coaching from the bleachers or stands.
2. It is the responsibility of the parent to support the coach and team publicly at all times. This includes refraining from yelling criticism from the stands or talking negatively about the coach to other parents. If parents have concerns, they should feel free to meet privately with the coach first and then, if resolution has not been established, meet with the Athletic Director.
3. All driving for HCA high school games must be coordinated by parents. Because of the distances of travel for these games, each high school family will need to help with driving to away games each season. Our transportation options are currently limited. If a parent is unable to drive, they will be asked to provide gas money for these games. Each season, a parent is asked to volunteer and serve to coordinate all driving for parents/students. Your support is appreciated.
4. If transportation for your student is being supplied by others, please be very considerate and have arrangements made with your student for picking them up so that coaches and drivers do not have to wait at the school.
5. Parents of all participating athletes should plan to work the concession stand at least twice per season. Scheduling is handled through the HCA Athletic Booster Club. Parents will be given the option to pick their dates to work concessions; after the first two weeks of the season, anyone who is not signed up to work will be assigned dates. It is the parent's responsibility to find a replacement in the event they are unable to fulfill their assignment. Significant income has been generated for our athletic program during past years through our concession stands.
6. Parents should help their student to be present at all practices and games. If he/she must be absent, please notify the coach as soon as possible. If you are unable to reach your student's coach, please contact the Athletic Department and leave a message for the coach, which will be placed in their athletic mailbox to be retrieved.
7. Expectation sheets for coaches are available from the Athletic Department.

4.9.6 Sports Schedules

All HCA High School and Middle School sports schedules are accessible electronically on the MCAA website (www.mcaaconference.org). Directions for printing schedules and all other Athletic information is accessible under Athletics on the HCA website (www.heritageweb.org).

4.9.7 Uniforms

All participating athletes are responsible to the Athletic Department for returning sports uniforms in a timely manner. If uniforms are not returned, parents/students are notified by letter, and final grade reports are held until the missing item(s) are received.

5 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.

5.1 Immunization Requirements

Minnesota Statute 121A.15 requires every student enrolled in school to have documentation of state required immunizations. Heritage Christian Academy is required to have a record of immunization before students are allowed to attend class. Students for whom immunization is contrary to 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 year the student attends school to receive this exemption.

5.2 Students with Special Medical Needs

All medical concerns need to be directed to the school 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 may include:

1. Short-term needs due to injury or surgery
2. Long-term disabilities or illness
3. Chronic health conditions
4. Students using medication (prescription and non-prescription)
5. Any health condition including food allergies that may result in an emergency

5.3 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 signed by the parent and prescribing health professional must be on file in the Health Office before medication can be administered.

Prescription medication is to 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 new signed Medication Administration Consent form must document dosage changes. An oral request or incomplete permission letter must be converted 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.

Secondary School students may self-administer nonprescription pain relievers, inhalers and emergency medication after the school nurse has received a Self-Administration of Medication Authorization completed by the prescribing health professional and parent. Parents will be contacted when students are observed self-administering unauthorized medications. Any medication used inappropriately can result in the suspension of privilege.

5.4 Injuries at School

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

5.5 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:

1. Temperature of 100 degrees or more in the past twenty-four hours
2. Diarrhea or stomach flu within the past twenty-four hours
3. 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.

If a student needs medical attention at school, he/she should, with the exception of a life threatening emergency, ALWAYS go to class prior to proceeding to the Nurse's Office for care. Teachers are accountable to log the student's attendance status and provide a hall pass. If a student does not arrive in class, an unexcused absence is likely to result. Any students in compromised health (dizzy, faint, on crutches, head injury) should be accompanied by a classmate for safety or assistance with mobilization. The elevator is available for students unable to use the stairs. **Secondary students should always have a pass to come to the Nurse's Office.**

Students will be sent home with the following symptoms:

1. Temperature of 100 degrees or higher
2. Generalized undiagnosed rash
3. Apparent flu (vomiting, diarrhea)
4. Injuries needing medical consultation
5. Symptoms of pink eye (students may return twenty-four hours after beginning eye drops)

The difference between illness and exhaustion is often difficult for students to distinguish. Students will not be permitted to routinely visit the nurse's office for napping, as the beds need to be reserved for students with legitimate health needs. Parents are strongly encouraged to help monitor the amount of sleep their teens are receiving.

Students are allowed to rest in the Nurse's Office for a limited amount of time if they are not feeling well. If a Secondary School student needs to visit the nurse for more than thirty minutes to discern a health condition, a parent will be called to take them home. Parents are expected to pick up a student who becomes ill at school within one hour of receiving a call from the Health Office.

5.6 Long-Term Illness

Students experiencing long-term illnesses must have a doctor's written notice to be excused from HPW classes, and also to return to HPW classes. If their illness requires adjustments or accommodations to homework based on a temporary disability, a doctor's written educational recommendations should be submitted to the Director of Guidance and copied to the Learning Resource Center Manager in order to request accommodations. Parents and students should also be aware of the information about long term absences under attendance and incompletes under academics.

5.7 Student Physicals and Health Screening

Physicals are recommended for students entering seventh and tenth grades. Students participating in high school athletics are required to have a physical every three years using the Minnesota State High School League Sports Qualifying Physical Examination form. This form must be on file in the Health Office before a student can compete at the high school level.

5.8 Allergies

Latex balloons are not permitted in the building. Mylar balloons are allowed.

Pet policy: Because of the number of students who have allergies or asthma, pets are not permitted in the building.

6 Appendix A – Harassment Policy (Student)

Heritage Christian Academy is committed to providing a safe, positive, learning and working environment for everyone. Therefore, HCA prohibits any harassment related to another's race, gender, disability or church affiliation.

6.1 Definition of Harassment

1. Any unwelcome or offensive words or behavior related to race, sex, disability, ethnicity, or church affiliation.
2. Harassing behavior includes, but is not limited to:
 - Name calling
 - Jokes
 - Rumors
 - Pulling on clothing
 - Graffiti
 - Notes or cartoons
 - Unwelcome touching of a person or clothing
 - Offensive or graphic posters or book covers
 - Any words or actions that cause the recipient to feel uncomfortable or embarrassed

6.2 How to Report Harassment

If you believe you have been harassed, report the incident(s) to the Principal, the Guidance Counselor, or any other teacher or staff member with whom you feel comfortable confiding. It is HCA's goal to maintain confidentiality whenever possible, but HCA or its representatives may need to selectively disclose information to effectively investigate the harassment claim(s).

6.3 What Happens When Harassment is Reported

1. One of the members of the Administration will be responsible for investigating your claim(s) and, when needed, assembling a task force. He/she will:
 - Inform the Principal that an investigation is occurring.
 - Determine who may assist in finding the factual basis for the claim(s) such as participants, witnesses, etc.
 - Inform the parents of the victim and the parents of anyone else involved in the incident(s).
2. Each person identified in 'b' above may be requested to testify before the task force and answer questions from the task force. Parents will be invited to attend when their children are involved.
3. The task force will discuss the findings of the interviews and make a recommendation to the Principal.
4. The Principal will consider the recommendation of the task force, and determine and implement whatever action or retribution, if any, is appropriate.
5. Determination of findings may result in suspension, expulsion, or other disciplinary consequences.

6.4 Retribution (Consequences)

May include, but is not limited to:

1. Verbal warning/reprimand
2. An apology to the victim
3. A parent/student/school administration conference
4. Written warning/reprimand entered into student's file
5. Ineligibility for extra-curricular activities according to Minnesota High School League regulations
6. Community service
7. Referral for psychological assessment
8. Police involvement
9. Suspension
10. Expulsion
11. Exclusion
12. Other sanctions recommended by the task force and deemed appropriate by Heritage Christian Academy

6.5 Following the Investigation

1. It is the goal of HCA to protect the victim against retaliation, intimidation, or reprisal of any type.
2. Any party found to have engaged in harassment may appeal the decision of the Principal. The appeal process is as follows:
 - Call the office of HCA and request a meeting with the Board of Trustees.
 - Present your claim(s) and testimony to the Board at the appointed time.
 - The trustee who participated in the original task force will present the findings of the task force. (In the absence of this trustee, the Principal will present this information.)
 - The decision of the Board of Trustees is final.

7 Appendix B – Hazing Policy

7.1 Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of Heritage Christian Academy and are prohibited at all times.

7.2 General Statement of Policy

1. No student, teacher, administrator, volunteer, contractor or other employee of Heritage Christian Academy shall plan, direct, encourage, aid or engage in hazing.
2. No teacher, administrator, volunteer, contractor, or other employee of Heritage Christian Academy shall permit, condone or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behavior that occurs on or off school property and before, during or after school hours.
5. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
6. Heritage Christian Academy will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the Academy who is found to have violated this policy.

7.3 Definitions

1. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school policies or regulations.
2. Student organization means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the scope of this definition.

7.4 Reporting Procedures

1. Any person who believes s/he has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing, shall report the alleged acts immediately to the Principal.
2. Teachers, administrators, volunteers, contractors, and other employees of Heritage Christian Academy shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing, shall inform the Principal or the Guidance Counselor immediately.
3. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

7.5 Action by School

1. Upon receipt of a complaint or report of hazing, the Principal shall undertake or authorize an investigation.
2. Heritage Christian Academy may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
3. Upon completion of the investigation, Heritage Christian Academy will take appropriate action. Such action may include, but is not limited to:
 - Warning
 - Suspension
 - Expulsion
 - Exclusion
 - Transfer
 - Remediation
 - Termination
 - Discharge

7.6 Reprisal

Heritage Christian Academy will take appropriate action against any student, teacher administrator, volunteer, contractor or other employee of the Academy who retaliates against anyone who makes a good faith report of alleged hazing, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

7.7 Dissemination of Policy

This policy shall appear in Heritage Christian Academy Student Handbook and Heritage Christian Academy Teacher and Staff Handbook.

8 Appendix C – Illegal and Illicit Substance Policy

8.1 Purpose

To provide and maintain a healthy and safe environment through clear, consistent rules and consequences related to substance use.

8.2 Policy

1. No student shall use, possess, sell, distribute, or be under the influence of alcohol, other mood-altering chemicals (excluding over-the-counter, or prescribed pharmaceuticals), or tobacco on or off school grounds.
2. Tobacco, alcohol, and chemical offenses will be cumulative during a student's career at Heritage Christian Academy.
3. If a student is suspected of possessing any of these substances on his/her person or in his/her personal property, a search will be conducted.
4. A student who is suspected of using an illegal substance may be required to take a drug urinalysis exam by a certified medical facility approved by Heritage Christian Academy. This will be done at the expense of the parents/guardians.
5. Random drug testing may be conducted among athletic team members. This test will be conducted at the expense of the school.
6. Any student applying for admission after a drug or alcohol offense may be asked to submit to a drug and alcohol urinalysis exam before re-admission is considered.

8.3 Procedure

In the event of a Tobacco, Alcohol, or Drug Related Incident, care would be taken to treat each case with the respect due individuals. The designated administrator and disciplinary task force may adjust the disciplinary procedure at any time to meet the needs of the individual case at hand, which includes the right to accelerate the disciplinary process.

1. Tobacco – disciplinary procedure may include one or more of the following:
 - Suspension from school and all school related activities.
 - A comprehensive report on the harmful effects of tobacco turned in to the designated administrator before a re-admission conference.
 - Disciplinary Task Force convened to investigate and make recommendation.
 - A comprehensive report on “Why I should be given another Chance” to be turned in to the designated administrator.
 - Conference prior to readmission, including the student, parent and designated administrator.
 - Recommendation for further treatment.
 - Re-admit, expel or exclude.
2. Alcohol – disciplinary procedure may include one or more of the following:
 - Suspension from school and all school-related activities.
 - Discipline Task Force convened to investigate and make recommendation.
 - A five-page paper on the dangers of alcohol to be turned in to the designated administrator before the re-admittance conference.
 - Recommendation for an alcohol/drug use evaluation/assessment procedure. The student is required to follow the recommendation of the evaluation and provide a written report to the school. Failure to follow the recommendation will result in expulsion.
 - Conference for re-admission including student, parent, and the designated administrator.
 - Expulsion for the remainder of the school year.
 - Mandatory completion of an alcohol/drug use evaluation assessment program. The student is required to follow the recommendation of the assessment and provide a written report to the school before the Administration will consider whether to re-admit the student. Failure to follow the written recommendation will result in expulsion from HCA until this phase has been completed.

- Conference for re-admission the following year including student, parent and designated administrator.
- Re-admit or exclude.
- Recommend completion of a drug use treatment program.

3. Drugs – disciplinary procedure may include one or more of the following:

A drug includes any substance controlled by the Federal Code, State Statute or local government ordinance, includes: narcotics, stimulants, depressants, hallucinogens, marijuana, and its derivatives, inhalants, and solvents. (Medications prescribed by a physician and used according to his/her directions are not considered drugs for the purpose of this policy.)

- Discipline task force investigates and makes recommendation.
- Expulsion for the rest of the school year or longer depending upon the date of the occurrence.
- Recommendation for a drug use evaluation/assessment program. The student will be required to follow the recommendation of the assessment and provide a written report to the school before re-admission will be considered. Failure to follow the written recommendation of the assessment will result in exclusion from Heritage Christian Academy.
- Conference among the student, parents/guardian, and the designated administrator.
- The Administration decides whether to re-admit or exclude.
- Recommend completion of a drug use treatment program.

9 Appendix D – Weapons Policy

9.1 Purpose

To provide a physically safe, learning and working environment for students and staff at Heritage Christian Academy.

9.2 Policy

No staff, student, or visitor shall possess a weapon at any Heritage Christian Academy location before, during or after school hours.

9.3 Definitions

1. “Possession” refers to having a weapon on one’s person or in an area subject to one’s control (i.e. locker, car, book bag) on school property or at a school function.
2. “Heritage Christian Academy location” means the school buildings and surrounding property; any school owned vehicle, or at any school-approved or school-sponsored activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of Heritage Christian Academy. When riding rented buses, the same regulations apply.
3. Suspension, expulsion and exclusion are defined in 3.3.2 above.
4. “Weapons” are identified in three categories.
 - Category I: Any firearm, loaded or unloaded, including pellet gun or BB gun, found to be in possession of a student, whether or not it has been used. Any other articles commonly used as weapons or designed to inflict bodily harm and/or intimidate other persons that are actually used by the student. Examples include but are not limited to: knives (with blades greater than two inches in length); razor blades; razor blade knives or holders; x-acto knives; clubs; metal knuckles used in a threatening manner; numchucks; throwing stars; explosives, including fireworks (if illegal in Minnesota); stun guns; ammunition; chains; bows; crossbows; mace; tear gas; pepper gas; sling shots; wrist rockets; look-alike guns (except for obvious squirt guns either empty or filled with water); and other non-functioning guns that could be used to threaten others; or any flammable liquid or other device or instrument that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.
 - Category II: Articles commonly used as weapons or designed to inflict bodily harm and/or intimidate other persons that are in the possession of the student, but not used by the student. Examples include but are not limited to: knives; razor blades; razor blade knives or holders; clubs; metal knuckles; numchucks; throwing stars; explosives, including fireworks (if illegal in the state of Minnesota); stun guns; ammunition; chains; crossbows; mace; tear gas; pepper gas; sling shots; wrist rockets; look-alike guns (except for obvious squirt guns either empty or filled with water); and other non-functioning guns that could be used to threaten others.
 - Category III: Articles which are designed for other purposes but which are actually used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts; scissors; combs; pencils or pens; files, ball bats; lighters; compasses; letter openers and laser pointers.
5. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the Principal’s office shall not be considered to possess a weapon.

9.4 Sanctions

The Principal, or his/her designee, shall conduct a timely investigation into any incident allegedly involving the use of a weapon. If a weapon is found to have been involved, the following sanctions shall be imposed.

1. Category I offense:
 - Confiscate weapon(s).
 - Notify the local Police Department.
 - Notify parent or guardian.
 - Convene Disciplinary Task Force.
 - Initiate mandatory expulsion process.
 - Notify President of the Academy and Board of Trustees.

2. Category II offense:
 - Confiscate weapon(s).
 - Notify parents or guardian.
 - Suspend student for five days.
 - Convene discipline task force to investigate and recommend action.
 - Arrange a re-admittance conference if recommended, or
 - Initiate expulsion.
 - Notify President of the Academy and Board of Trustees.
3. Category III offense:
 - Confiscate weapon(s).
 - Notify parent or guardian.
 - Convene discipline task force to investigate and recommend action.
 - Suspend or expel student.
 - Notify President of the Academy and Board of Trustees.

9.5 Application

This policy shall apply to all staff, students, volunteers, contractors and visitors at Heritage Christian Academy.

9.6 Reporting

The Principal shall file reports of dangerous weapon incidents that occur at Heritage Christian Academy with the President of the Academy. All weapons violations with intent to do harm shall be reported to the local Police Department. The Board of Trustees shall be notified as to the outcome of each case.

10 Appendix E - Definitions

For the purposes of this handbook, the following definitions shall apply.

Principal

The Principal of Heritage Christian Academy Secondary School or his/her designee.

Administration

The Secondary School Principal, Dean of High School Students, Dean of Middle School Students, Director of Guidance, Athletic Director or their designee.

Parent

The Parent or Legal Guardian of a student under age eighteen or a student living at home. In the case of a student over age eighteen not living with a parent or legal guardian, the student his/herself.

Teacher

Teacher, assistant teacher, substitute teacher, study hall supervisor, club advisor, coach, bus driver or any other employee placed in direct authority over a student while school is in session or a student is involved in an activity or program sponsored by Heritage Christian Academy.

11 Appendix F - Grade Scales & Graduation Standards

11.1 Grade Scales

Percentage	Letter Grade	Standard	Advanced
		Value of the Letter Grade	
96 - 100%	A	4.00	4.34
92 - 95%	A-	3.67	4.01
89 - 91%	B+	3.33	3.67
86 - 88%	B	3.00	3.34
83 - 85%	B-	2.67	3.01
79 - 82%	C+	2.33	2.67
74 - 78%	C	2.00	2.34
70 - 73%	C-	1.67	2.01
67 - 69%	D+	1.33	1.67
63 - 66%	D	1.00	1.34
60 - 62%	D-	0.67	1.01
0 - 59%	F	0.00	0.00
0%	W (Withdrawn)	0.00	0.00

11.1.1 Calculation of Grade Point Averages (GPA)

All courses that receive credit and a letter grade will be included in the GPA calculation. This includes Human Performance and Wellness, Fine Arts and PSEO coursework.

The grade points earned for each course are calculated by multiplying the potential credits earned for the course and the value for the letter grade awarded for each completed semester of coursework. The cumulative Grade Point Average is calculated by dividing the total number of grade points earned by the total number of credits attempted.

The GPA is calculated at the close of each semester. Grade points affect the graduation GPA beginning in the first semester of ninth grade. GPA's for transfer students incorporate grades earned at previous institutions.

11.1.2 Rewards for Excellence and Achievement

In keeping with HCA's high standards, the student doing excellent work and those actively pursuing challenging coursework receive a grade point weighting that reflects their outstanding achievement. Coursework taught at the college level falls under the Advanced Grade Scale (which receives an additional weight of .34 per course). This includes PSEO (Post Secondary Enrollment Options), which earn college credit, and beginning with the graduating class of 2008, also includes AP (Advanced Placement) classes, which have the potential to earn college credit through testing. Transfer students with earned credits in IB (International Baccalaureate) or honors programs will receive an additional .15 for each course.

11.1.3 The Importance of Your GPA

The GPA serves as a summary score reflecting the level of academic achievement. While attending HCA, a student's GPA will be reviewed each quarter to monitor academic progress and academic eligibility for extra-curricular, co-curricular, and athletic opportunities. A minimum GPA of 1.67 with no failing grades must be maintained for eligibility. The GPA will also be an important factor in applying for post-secondary education opportunities as a measure of academic quality and potential.

11.2 Graduation Standards

11.2.1 Credit Guidelines

Credits will be awarded at the completion of each semester according to the following guidelines:

Number of times (or equivalent class periods) class meets each week	Credits earned per semester
Four* to five times (4x/5x)	1 full credit
Three times (3x)	.75 credit
Two times (2x)	.50 credit
One time (1x)	.25 credit

*Classes meeting 4x a week may have additional work to qualify for a full credit.

Total credits earned may include accepted transfer credits from another secondary school earned at the 9th grade level and above.

11.2.2 Graduation Requirements

In order to graduate from HCA, students will meet or exceed the three requirements below. *All three must be satisfied.*

1. **Baseline of 46 Total Credits.** Note: students normally graduate with an average of 55 credits.
2. **Minimum Credits for HCA Student Status: 12 per academic year.**
3. **Minimum Academic Subject Requirements (including minimum elective credits).**

Subject	Minimum Required Credits	Grades Offered
Language Arts	8 credits	9 th – 12 th
Social Studies	8 credits	9 th – 12 th
Science	6 credits	9 th – 12 th
Mathematics	6 credits	9 th – 12 th
Human Performance & Wellness (HPW) <i>Intro to HPW (Health) recommended for 9th or 10th grade</i>	1 credit	9 th – 12 th
Fine Arts (Performing or Visual)	2 credits	9 th – 12 th
Foreign Language: Students will be strongly encouraged to take at least four credits beginning with Spanish I in 9 th grade, or two full years of a foreign language to insure a wider selection of post-secondary opportunities.	2 credits	9 th – 12 th
Electives: Bible is housed here to avoid penalty for transfer students who have not taken Bible in previous 9-12th coursework. Students must take Bible every semester they are registered at HCA. Electives also include all other courses outside core academic subject areas as well as credits earned beyond minimum requirements in core subject areas.	13 elective credits	9 th – 12 th

Graduation standards are established and endorsed by the HCA Board and may be reviewed annually.

12 Appendix G - Sequence of Classes

12.1 Middle School

SUBJECT AREA	6th Grade	7th Grade	8th Grade
LANGUAGE ARTS	English 6th Grade	English 7th Grade	English 8th Grade
	<i>All courses include literature, composition, grammar, vocabulary development & spelling</i>		
SOCIAL STUDIES	Ancient History	World History	U.S. History
SCIENCE	Science 6th Grade	Life Science	Earth Science
MATHEMATICS	Math 6th Grade	Pre-Algebra	Algebra
BIBLE (Chapel meets weekly for all students)	Redemption - God's Grand Design	Conforming to the Image of Christ	Old Testament Character Studies
HPW / HEALTH (HPW = Human, Performance & Wellness)	Separate boys' and girls' HPW classes - emphasizing individual fitness, team sports, technical skill development and sportsmanship		
			Total Health (physical, social, mental and spiritual)
FINE ARTS: MUSIC	Choir, Band, Orchestra <i>All 6th - 8th grade students are in one of the music choices.</i>		
FINE ARTS: VISUAL	Art 6th Grade (Drawing, painting and color studies) <i>Core class</i>	Art 7th Grade (Artists, art history and related projects) <i>Core class</i>	Art 8th Grade (Sculpture, printmaking, ceramics and mosaics) <i>8th Grade Art is an elective.</i>
COMPUTERS	Keyboarding	Word Processing	
ENRICHMENT	2:52 (Character Development)	2:52 (Character Development)	The Twelve (Discipleship)
	Manners Matter		
ELECTIVES	Speech	Theater Arts	

ADDITIONAL NOTES:

New courses may be offered on a rotational schedule based upon availability of staff, minimum enrollment, and room space.

Electives listed represent the current options at Heritage Christian Academy.

Study Halls are available with a maximum of five per week.

12.2 High School

SUBJECT AREA	Graduation Requirements	9th Grade	10th Grade	11th Grade	12th Grade
LANGUAGE ARTS	8 Credits	Language Arts & Composition	World Literature, Speech & Composition	American Literature & Composition	British Literature & Advanced Composition
				AP English Literature and Composition	
SOCIAL STUDIES	8 Credits	World Geography & Civics	World History	American History	Government & Economics
				AP U.S. Gov't & Politics	
SCIENCE	6 Credits	Physical Science	Biology	Chemistry	Physics
				AP Environmental Science (meets 7 periods each week)	
MATHEMATICS	6 Credits	Geometry	Advanced Algebra or Intermediate Algebra (by recommendation)	Advanced Algebra or Trig./Analytical Geometry (Pre-Calculus)	Trig./Analytical Geometry (Pre-Calculus) or AP Calculus AB
BIBLE (Chapel meets weekly for all students)	1 Credit for every semester at HCA	New Testament - Gospel Harmony and Acts	Christ in the Old Testament	New Testament - Epistles	Christian Thought
FOREIGN LANGUAGE	2 Credits	Spanish I (recommended 9th grade)	Spanish I or II	Spanish I, II or III	Spanish I, II or III
HPW / HEALTH (HPW = Human, Performance & Wellness)	1 Credit	Intro to HPW (Health)	Intro to HPW (Health) or HPW Team Sports	HPW Team Sports or HPW Advanced Fitness	HPW Team Sports or HPW Advanced Fitness
FINE ARTS	2 Credits	HS Band, HS Choir, HS Orchestra, Ceramics, Drawing, HS Theater Arts, Painting, Photography and Sculpture			
ADDITIONAL ELECTIVES	13 credits	HTML, Office Suite & Statistics			
		Computer Aided Design (CAD), Creative Writing, Fitness Walking, Mystery Lit, Web Mastering and Yearbook			
		Anatomy and Physiology, Astronomy, Career and Life Planning, Independent Art Studio, Personal Finance and PSEO			
<i>Additional non-credited service opportunities include: Educational Assistant, Foreign Language Assistant, Library Assistant, Office Assistant, Student Assistant, Teaching Assistant, mentoring and tutoring options.</i>					

ADDITIONAL NOTES:

New courses may be offered on a rotational schedule based upon availability of staff, minimum enrollment, and room space.

Electives listed represent the current options at Heritage Christian Academy. All elective classes listed are credit bearing.

Weekly Chapel is an enrichment opportunity, not a class, and is not credit bearing.

Study Halls are available with a maximum of five per week. Study Halls do not earn credit toward graduation.

13 Heritage Christian Academy Directory

Board of Trustees

Dyrud, Samuel	Chairman
Johnson, Mitchell	Vice Chairman
Kuehl, Bruce	Treasurer
Westman, Renee	Secretary
Dreblow, Carter	
Dyrud, Peter (MD)	
Monseth, Francis (PhD)	
Westlake, Todd	

Executive Team

Pauli, David	President
Butler, Sarah	Secondary School Principal
Scott, Tonya	Elementary School Principal
Ramsier, Vickie	Director of Business & Finance

Administration

Farrant, Jim	High School Dean of Students/ Social Studies/AP
Frank Wallerius, Karen	Director of Guidance
Gatzke, Angie	Middle School Dean of Students/ Math/Career & Life Planning
Herman, Julie	Director of Community Relations
Laird, Chris	Athletic Director
Rolf, Mary-Ann	Learning Resource Center Manager

Staff

Amundson, Ronda	School Nurse
Coats, Doug	IT Manager/Bible & IT Instructor
Dallin, Karleen	Elementary School Registrar/ Admin Assistant/Receptionist
Danielson, Earlene	Kid's Connect/Custodial
Hanscome, Tina	Librarian
Hirte, Julie	Finance Assistant/Receptionist
Huston, Pam	Finance Assistant/Receptionist
Emerson, Luke	Custodial
Jacobson, Mary	President's Assistant/ Communications Specialist
Johnson, Ruth	Secondary School Registrar
McLellan, Dee	Athletic Department Admin Assistant
Morey, Chris	Secondary School Project Coordinator
Petersen, Kirstie	KD Teachers Aide
Remund, Larry	District 279 Guidance Counselor
Schockemoehl, Tom	District 279 Guidance Counselor
Smith, Derek	Head Custodian
Tisor, Jorden	Kid's Connect
Williams, Jeanne	Secondary Office Receptionist/ Lunch Cashier
Williams, Missy	Kid's Connect Lead/ Kindergarten Assistant

Faculty

Anderson, Sam	Band Director
Austin, Leah	Kindergarten: Full Time
Bengtson, Jennifer	Orchestra Director
Campion, Dan	Math/HPW
Dreblow, Cindy	Visual Arts
Duff, Becky	Math/HPW
Faatz, Faith	HPW: Kindergarten & Grades 1-3
Felix, Amy	1 st Grade
Freeberg, Philip	Science/Math/AP
Goettsche, Mary	3 rd Grade
Gregg, Liz	Choir Director
Hilk, Emily	English/Health
Hogetvedt, Jon	Bible/Science/History
Holguin, Luis	Spanish/HPW-KD & Grades 3-4
Hudson, Crystal	Kindergarten Development
Jacobson, Scott	Yearbook
Jankowski, Nancy	Elementary Art
Kopischke, Amanda	Kindergarten: Part Time
Kubly, Tiffany	3 rd Grade
Laird, Carin	English/AP
McGuire, Ashley	5 th Grade
Mellum, Christa	Chemistry/HPW-MS & HS
Mills, Jennifer	Volunteer Elementary Spanish
Mogck, Bridget	4 th Grade
Myers, Angela	English/Theater/Manners Matters
Pietsch, Judson	4 th Grade
Pluim, Anna	2 nd Grade
Propp, Steven	Bible/Social Studies/HPW
Richter, Joanna	1 st Grade
Stoner, Ben	HPW/Health/Science
Stoner, Mary	5 th Grade
Thompson, Dustin	Social Studies/Bible
Toney, Kelina	English/Speech/Science
Warneke, Ellen	Math/Bible
Westphal, Amanda	2 nd Grade
Wipf, Jason	Social Studies/Bible/Theater Arts
Zachay, Jackie	Science/AP

President Emeritus

Enderlein, Beverly

Foundation Board

Wetterstrom, Roy	Chairman
DeMorett, Don	Vice Chairman
Quirk, Matt	Secretary
Tripp, Julie	Treasurer
Galloway, Kirsten	
Kuehl, Bruce	
Moulton, Rick	
Parkhurst, Jim	
Rose, Melodie	
VerSteeg, Whitney	

*School lunches provided by Celebrations Catering
under the direction of Kathy Laurent*

14 Parent/Student Commitment Form 2009-2010

I hereby affirm that I have read and understood the contents of this handbook. I also affirm that I will, to the best of my ability, seek to abide by the expectations of Heritage Christian Academy as expressed in this handbook.

Parent Signature:

Print Name: _____

Sign: _____ Date: _____

Student Signature:

Print Name: _____

Sign: _____ Date: _____

<p>STUDENTS: Please turn in this completed form to your homeroom teacher on the first day of school. Students will not be allowed to continue their class schedule until parents and students affirm they have read and understood this handbook.</p>
