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# Junior High & High School Handbook



**Member of the Association of Christian Schools International**  
**Member of the North Dakota High School Activities Association**  
**Approved by the State of North Dakota**

Dear Parents and Students:

Welcome to Hope Christian Academy! We Praise God that as Christian parents we have the alternative of Christian education in Dickinson, for we recognize Christ as the center of all learning. We recognize that it is in the home where all learning begins, specifically, the teaching of God and His Holy Word. Our school seeks to reinforce the Christian morals, values, and principles as Christian parents strive to teach at home.

It is our desire, through prayer and with God's blessings, to provide a quality Christian school consisting of: teachers who are a Christ-like example to our children, a sound academic curriculum in which God is included in all subject matter, an atmosphere where students can praise God daily, and a place where love and respect for one another in the family of God is encouraged.

It is also our desire to work closely with parents. We would value your talents, your cooperation, your input, and most of all your prayers.

Once again, we welcome your family to Hope Christian Academy for this school year. May the Lord bless you for your commitment to Christian education in Dickinson.

Sincerely in Christ,

Hope Christian Academy School Board

**Hope Christian Academy**

2891 5<sup>th</sup> Avenue West

Dickinson, ND 58601

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# Hope Christian Academy

## JR High School Student Handbook Table of Contents

<a href="#"><u>Staff</u></a>	4
<a href="#"><u>School Board</u></a>	4
<a href="#"><u>Mission Statement</u></a>	5
<a href="#"><u>Purpose</u></a>	5
<a href="#"><u>Statement of Philosophy</u></a>	6
<a href="#"><u>Objectives</u></a>	7
<a href="#"><u>History</u></a>	8
<a href="#"><u>Statement of Faith</u></a>	9
<a href="#"><u>Statement of Creation</u></a>	10
<a href="#"><u>Academic Information</u></a>	11-15
<a href="#"><u>Graduation</u></a>	14-16
<a href="#"><u>Tardy Policy</u></a>	16
<a href="#"><u>Attendance</u></a>	17-21
<a href="#"><u>Nondiscrimination Policy</u></a>	21
<a href="#"><u>Admission Policy</u></a>	21-22
<a href="#"><u>Code of Conduct</u></a>	22-23
<a href="#"><u>Sports and Academic</u></a>	24
<a href="#"><u>Dress Code</u></a>	23-24
<a href="#"><u>Medication Policy</u></a>	25
<a href="#"><u>Child Abuse Policy</u></a>	25
<a href="#"><u>Substance Abuse</u></a>	25-30
<a href="#"><u>HCA AUP Policy</u></a>	30-34
<a href="#"><u>Grievance Procedure</u></a>	34
<a href="#"><u>Policy on Allergies</u></a>	35-36
<a href="#"><u>Bullying Policy</u></a>	37-38

## Staff

<b>Administrator</b>	Mr. Shane Bradley
<b>Associate Administrator</b>	Mr. Cain Kolar
<b>Development Director</b>	Mrs. Debbie Dazell
<b>Administrative Assistant</b>	Mrs. Amy Czapiewski
<b>Financial Secretary</b>	Mrs. Carma Daley
<b>Math</b>	Mr. Cain Kolar
<b>English</b>	Ms. Georgia Rustad
<b>Science</b>	Mr. Austin Dvirnak
<b>Social Studies</b>	Mr. David Del Padre
<b>Physical Education</b>	Mr. Mike Montgomery
<b>Music</b>	Mrs. Beth Scammon

## School Board

<b>President</b>	Mr. Shane Klitzke
<b>Vice-President</b>	Mr. Loren Johnson
<b>Secretary</b>	Mr. Tom Irwin
<b>Treasurer</b>	Mr. Josh Hammond
<b>Member</b>	Mrs. Jo Marie Kadrmass
<b>Administrator</b>	Mr. Shane Bradley
<b>Advisory Member</b>	Pastor Ron Dazell
<b>Advisory Member</b>	Pastor Tim Privratsky

## Mission Statement

**“Students attending Hope Christian Academy are educated based on the foundation of God’s unchanging Word, equipping them for a Christian life of service and leadership.”**

Hope Christian Academy is primarily a mission to children of Christian families. Since our school is an extension of the Christian home, and since our calling is to help Christian parents disciple their children, we feel we cannot effectively help children from non-Christian homes. It is difficult for a child to integrate what he learns if his parents do not support what is taught at school. Therefore, it is important that one of the custodial parent(s) or legal guardian(s) must acknowledge Jesus Christ as personal Savior and Lord; understands and agrees to have their child taught Biblical truths and principles and is in agreement with the Statement of Faith.

## Purpose

The purpose of Hope Christian Academy is to teach that the Lord Jesus Christ is preeminent in all of life, including education. This comprehensive principle underlies every aspect of academic study, each activity, and all of school life. (Colossians 1:16-18, Romans 11:36, John 1:3) There is a clear, critical difference between the Biblical and secular viewpoints on a subject. Even though the facts of knowledge are identical for both, the Christian school teaches that no subject can be taught in the totality of its truth when the Creator is denied or ignored. Knowledge is purified by sound academic education and a wholesome activity program which are integrated with the Biblical viewpoint.

Parents are primarily responsible for the education of their children, yet parents and teachers are partners in the education of the students. Children are to be taught at home, as well as at school, with the consciousness that all truth is God's truth, including history, mathematics, science, physical education, music, and the arts, and that Jesus is to be central in all learning and living.

## Statement of Philosophy

Our philosophy of education is derived from the Bible and grows out of the following convictions:

- God is. He is Sovereign and He is personal.
- Christ is the creator and the sustainer of the universe.
- Man is the direct creation of God.

- Man is made in the image of God, although that image is marred because of sin as a result of the fall.
- God has placed man at the top of creation and has told him to subdue the earth and its creatures.
- God gives different abilities to each student. In addition, spiritual gifts are bestowed upon salvation. Man is born a sinner, but is redeemable.
- Christ died for our sins, was buried, and rose again on the third day.
- Salvation is an act of God received through faith in Jesus Christ, not merited by works.
- Reality/truth is knowable through God's general revelation in creation and through His specific revelation, the Bible, which is the Word of God.
- There is not truth apart from the person or actions of God.
- All truth is God's truth, without division into sacred and secular.
- Jesus Christ is the truth and the source of all truth, for in Him are hidden all the treasures of wisdom and knowledge.
- The Holy Spirit teaches the truth, convicts of sin, and magnifies Christ.
- The determination of what is morally right or wrong is the prerogative of God alone in His Word.
- Life has a purpose.
- Man is to live his life as a response to his Creator and Savior, enjoying Him and endeavoring to please Him.
- The eternal state of man, heaven or hell, is determined by whether or not a person receives Christ by faith.
- Parents are responsible for the education of their children in the home, in the school, and in the church. The home is the center and is never replaced by the school.
- To be God-honoring, education must present clearly and forthrightly the above philosophical concepts at every age and at every grade level.

## Objectives

- Students are encouraged to receive Jesus Christ as their personal Savior. Then they are encouraged to pursue an ever-deepening commitment to walk close to Him throughout their lives. By being in fellowship with Christ, they come to understand God's will and ways for their lives.
- The Bible is presented as the only authoritative Word of God.

Students are taught how to study it for themselves. Bible is taught in devotions, through curriculum, in chapels and in everyday contact with the students.

- Biblical standards of morality and ethics are taught as absolute truth, not as relative truth.
- Living justly, loving mercy, and walking humbly with God are presented as life-long objectives for each student.
- Care for the souls and welfare of others is earnestly presented.
- Students are taught to pray and encouraged to practice in personal devotional times and with a group (church or school).
- Each student is encouraged to exercise all his/her abilities while participating in activities.
- The knowledge, skills, and learning techniques necessary for higher education and for occupational competence are taught.
- Students are taught to think for themselves and to stand up for their convictions under pressure.
- Communication skills, creativity, and an appreciation for fine arts are developed.
- True values are revealed in the Word of God and not in reasoning apart from His word.
- Students are taught to work independently and cooperatively.
- Students are encouraged to be involved in wholesome life-long physical and mental recreation.
- Emphasis is placed upon our American heritage and upon the current problems facing our country and the world.
- Civic responsibilities are presented and encouraged.
- Biblical concepts of the family are stressed for the present and for the future when students marry and establish their own homes.
- Students are shown how to relate to non-Christians and to Christians who hold differing views.
- The place of the local church and personal commitment to it are emphasized.
- Students are shown how to live as Christians in this present world, being in the world but not of the world.

**"An education in which Jesus Christ is central will  
affect the entire course of a student's life."**

**Roy W. Lowrie, Jr.**

## History

HCA has grown out of a conviction that children of Christian parents should have a school available that

acknowledges and honors Biblical truth. Our roots were originally the Happy Day Kindergarten, founded in January 1981. Grades one through three were established in 1981 with the school meeting in a private home.

In 1983, construction was completed on rooms at the Evangelical Bible Church and grades four- five were added with expansion through grade six for the 1983 school year. Expanding the school through junior high was accomplished in 1994. Expansion into a high school began in 2012 and we graduated our first senior class in the spring of 2016.

In 2016 we moved into our brand new building expansion. The expansion included a gymnasium, library, computer lab, and classrooms for every grade.

HCA has always emphasized phonics, reading, and vocabulary as essential for successful school performance. Our teachers are chosen to be good, Christian role models.

Although sponsored by and housed in the Evangelical Bible Church, the school's intent is to offer an educational opportunity to families of ALL Christian denominations. The school is served by a board representative of its constituents, affording opportunity and input into the education process by people from outside the EBC congregation.



## Statement of Faith

1. We believe the Bible, in the original writings, is the inerrant Word of God given for reproof, correction, and training in righteousness. (II Tim. 3:16)
2. We believe in one God, eternally existent in three Persons: God the Father, God the Son, and God the Holy Spirit. (Gen. 1:26, Deut. 6:4, Matt. 28:19, John 15:26)
3. We believe in the deity of Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His ascension to the right hand of the Father, and in His personal, visible return in power and glory at the end of the age. (Ps. 2:7-8, Is. 7:14, Matt. 11:26, Heb. 4:14, John 4:10, Heb. 9:12, Acts 1:3, Matt. 24:27, Acts 1:9-11, Matt. 26:31-34)
4. We believe that salvation is a gift of God's grace and is received by personal faith in the Lord Jesus Christ, totally apart from human merit or works. This salvation is evidenced by Christ-like character, righteous living, and good works as the believer submits to the indwelling Holy Spirit, in obedience to the Word of God. (Gal. 5:22-23, Eph. 2:8-9, I Tim. 1:5, II Tim. 1:9, James 1:21-27)
5. We believe in the present ministry of the Holy Spirit by which men are regenerated and granted life and grace to live godly lives in this present evil world. (Titus 3:5, Gal. 5:22-25)
6. We believe that Satan exists today as the enemy of God and the accuser of God's people. He persistently seeks to counterfeit the works and truth of God. (Is. 14:12-14, Ezek. 28:12-17, Acts 2:18, Eph. 6:10-13, Rev. 12:1-17, 19:17-21)
7. We believe in the personal return of the Lord Jesus Christ. We believe in the bodily resurrection of all the dead- the saved to eternal life, dwelling forever with Christ; the unsaved to everlasting judgment and condemnation. (Matt.24:29-30, Acts 15:11, Rev. 20:1-6)
8. We believe that the true church is a spiritual unity made up of all believers. The church is the body of Christ, irrespective of denominational or organizational affiliation. We believe this body of believers was chosen in Christ before the foundation of the world.

We neither support nor endorse the World or National Council of Churches, or any world, national, regional, or local organizations which give Christian recognition to non-believers or advocate a multi-faith union. (Eph. 1:3-4, Col. 1:18, John 17:20-24, Matt. 28:18-20, I Cor. 12:13, Eph. 2:11-22, 4:11-16, Col. 1:28, Heb. 10:23-25)

\*\* Hope Christian Academy will not encourage or discourage any particular denominational doctrines other than those which have been established in our Statement of Faith.

**"Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace." Ephesians 4:2-3 (NIV)**

## Statement of Creation

We affirm that Hope Christian Academy believes first and foremost what the Bible states about the creation of the world and man. This is a distinctive Christian world-view which is necessary and foundational for the basis of all subjects and has particular application to the disciplines of science. We believe that "by the word of the LORD the heavens were made, and by the breath of His mouth all their host...For He spoke, and it was done; He commanded, and it stood fast" (Psalm 33:6,9). We believe that man was created by an immediate and direct act of God and in His image (Genesis 1:26-28, 2:7, 5:1-2). We believe God and His Word and thus look to science to confirm the truths of Scripture. Because of this, we believe in a literal six-solar-day creation, a catastrophic world flood, and in a young earth.

We do not believe in evolutionary science because it is a theory that is unbiblical, unscientific, and is the basis of a devastating world-view. Evolution is one of the basic foundational premises of humanism, a deceptive theory that undergirds the wrong thinking of homosexuality, abortion, euthanasia, no personal responsibility, no absolutes- a scheme to escape the authority of God, and other godless philosophies of life.

# Pledges

The school day begins with recitation of the pledges below.

## AMERICAN FLAG

I pledge allegiance to the flag  
of the United States of America  
and to the Republic for which it stands,  
one nation under God, indivisible,  
with liberty and justice for all.

## CHRISTIAN FLAG

I pledge allegiance to the Christian Flag  
and to the Savior for whose kingdom it stands  
One Savior, crucified, risen, and coming again.  
To bring life and liberty to all who believe.

# Academic Information

## Bible Classes

Bible study is recognized to be of fundamental importance and is a requirement for all students at HCA. It provides a foundation for the other subjects being taught. A knowledge of the Bible is one of the greatest educational assets any person can have in addition to the moral and spiritual values resulting from such study.

## Grading Scale

92 - 100.....A  
83 - 91.....B  
73 - 82.....C  
60 - 72.....D  
59 and below.....F

All students will take courses in Bible, English, Math, History, and Science. We also offer courses in Spanish, Food Prep, Computers, Heath and PE.

To prepare students for college, HCA high school students have the option to take online classes as well as classes at Dickinson High School.

Band and sports are offered in conjunction with Dickinson Public Schools. All registration and fees for band and sports through Dickinson Public Schools must be taken care of through the Dickinson Public Schools Central Office.

## Curriculum:

**Math:** Saxon (Bob Jones is used for Pre-Calculus)

**English:** English workbook and novel studies

**History:** Various publishers

**Science:** A Beka

**Bible:** Various/A Beka

## ACADEMIC POLICIES AND PROCEDURES

“For this reason, since the day we heard about you, we have not stopped praying for you and asking God to fill you with the knowledge of his will through all spiritual wisdom and understanding. And we pray this in order that you may live a life worthy of the Lord and may please him in every way: bearing fruit in every good work, growing in the knowledge of God, being strengthened with all power according to his glorious might so that you may have great endurance and patience, and joyfully giving thanks to the Father, who has qualified you to share in the inheritance of the saints in the kingdom of light.”

-Colossians 1:9-10 NIV

## ACADEMIC PROBATION

A student whose quarter grade point average (GPA) falls below 1.5 will be placed on academic probation for the following quarter. If the student's GPA is raised to a minimum of 2.0 for the quarter while on probation, the student will be removed from probation at that time. If the student's GPA remains below 2.0 a committee of administrators and faculty will decide whether or not the student shall continue to be enrolled at HCA.

If a student is asked by the committee to withdraw, the parents

may submit a written request to the Board of Directors asking that their student be allowed to remain at HCA.

## **ACADEMIC SUPPORT**

All Junior High and High School students will have an opportunity time at the end of each day that provides accountability for work completion and instructor assistance for challenging work. Currently, the only students who will be allowed to skip opportunity time will be seniors, as long as they are not on academic probation.

## **COMMUNITY SERVICE HOURS**

Students are required to complete 15 hours of community service for each year in attendance at HCA High School. Students must not receive payment for this work, and work may not be done for direct family members. Half of the hours may be served in a Christian setting (service to the saved) and half must be served in a community setting (service to the unsaved). Service hours must be properly documented and submitted to the office. Prior to a mission trip, the mission trip coordinator will determine how many services hours will be awarded. Hours must be submitted within a year of completion to receive credit. Credit for hours begins the day after 8th grade graduation. No credit will be granted for time worked during school hours.

## **State Requirements**

North Dakota Law requires that all children be properly immunized before they can be admitted to school. A certificate of Immunization must be presented and signed by a physician or public health authority indicating the immunization status of the student. A health form is provided upon request from the school. The State of North Dakota requires a calendar of 175 school days at which students are to be present regularly. Students may not miss more than 10 days per semester.

# Student Testing

## Standardized Testing

Each year students take part in the state required testing. Students in grade 11 will take the North Dakota Assessment. The students will be tested in Reading/Language Arts, Math and Science.

## ASVAB

Testing is done for students in Grade 11. This test provides an interest inventory as well as some aptitude testing. If you do not wish to have your child take this test, please inform the school office.

## PSAT

This is a practice test for the SAT and is useful in identifying gaps in content knowledge. Students take the test in both grades 10 and 11. Test scores in Grade 11 can qualify students for the National Merit Scholarship.

## ACT

This test is required to enter all North Dakota universities and many other universities in the Midwest. Students should take it for the first time during their junior year. Many scholarship awards are based on scores on this test. What is in your future? Prepare for college by completing your ACT. Take note of the available test dates and register online at [www.actstudent.org](http://www.actstudent.org). ACT packets are also available in the school office.

## AP Classes

AP classes are available. Testing for these courses occurs in May.

# Graduation Requirements

## English - 4 credits - Required each semester

- ½ Speech
- 1 World Literature
- ½ American Literature
- ½ Grammar & Composition

## Math - 3 credits

Need Algebra 1 & 2 and Geometry  
(To enter the ND university system)

**Science - 3 credits**

Physical Science

Biology

**Social Studies - 3 credits**

1 US History

½ Government

½ Economics

Civics Test

**Physical Education - 1 credit**

**Fine Arts–Foreign Language–Career/Technical – 3 credits**

**Electives Credits – 5 credits**

1 foreign language

½ Personal Finance

**Bible – 2 credits**

(Two Bible classes may count as an elective credit.)

**Total credits required 22**

## **NORTH DAKOTA UNIVERSITY SYSTEM ENTRANCE REQUIREMENTS**

High school graduates planning to attend a four-year school in the North Dakota University System must have the following credits:

**Four (4) credits of language arts; Three (3) credits of mathematics - Algebra I and above; Three (3) credits of science - Two must be in biology, chemistry, physics or physical science; Three (3) credits of social studies**

**Note:** A student who takes general math or pre-algebra in the freshman year could fulfill the N.D. University entrance requirement by taking Algebra in the 10th grade, Algebra II in the 11<sup>th</sup> grade and Geometry in the 12th grade.

# Four Year Program of Study

Recommended course of study to meet all requirements for graduation.

## Freshmen

### 6 credits required

#### Semester 1

English 9  
Math  
Bible  
Physical Science  
World History  
Spanish 1

#### Semester 2

English 9  
Math  
Bible  
Physical Science  
World History  
Spanish 1

## Sophomores

### 6 credits required

#### Semester 1

English 10  
US History  
Biology  
Math  
Bible  
Spanish II

#### Semester 2

English 10  
US History  
Biology  
Math  
Bible  
Spanish II

## Juniors

### 6 credits required

#### Semester 1

English 11  
Chemistry  
Math  
Government  
Speech  
Elective

#### Semester 2

English 11  
Chemistry  
Math  
Economics  
Elective  
Elective

## Seniors

### 4 credits required

#### Semester 1

English 12  
Math  
Government

#### Semester 2

English 12  
Math  
Economics



# Senior Honors and Programs

1. **Administrator's Award**—awarded to the student who personifies the vision and purpose of HCA.
2. **Valedictorian**—Senior(s) with the highest G.P.A.  
**Salutatorian**— Senior(s) with the second highest G.P.A
3. **Honor Cords**—given to all Senior Honor Graduates who meet all academic criteria with a cumulative GPA of 3.5 or higher in all core classes.

## ABSENCES:

Hope Christian Academy, in compliance with North Dakota law, expects all students to attend school regularly. Regular and punctual attendance is essential for a student's success. Absences interrupt the smooth and complete process of learning. We urge students to be present every day.

HCA is required to account for every student every day school is in session. Therefore, if a student will be absent or tardy for any reason, a parent must call the school by 9:15 a.m. Upon the student's return to school, parents are asked to submit a note supporting the absence or tardiness.

## STUDENT RESPONSIBILITIES FOR ABSENCE

We ask that students make every reasonable effort to be at school promptly every day. When absent, if possible, students must complete homework and other assignments prior to returning to school; in addition, students are accountable for make-up work missed during each day absent, according to each individual teacher's requirements.

It is the **student's responsibility** to meet with each teacher for make-up work assignments upon return to school. Students must realize that make-up work may not be the same as assignments made to students who were in class. Teachers may alter assignments in attempt to compensate for the class lecture and discussion that were missed. Students should also be prepared to meet with

teachers before and/or after school to give teachers the opportunity to help catch up on missed assignments.

## DEFINITION OF ABSENCE

**Absence is defined as missing 15 minutes or more of class time.**

Absences due to school-sponsored activities will not be included in the cumulative count. All other absences including absences for family trips, college days, personal illness, suspensions from school, etc., will be included in the cumulative count. Students who accumulate more than 10 absences in an individual class per semester must provide documentation to the Attendance Appeals Committee.

## ATTENDANCE APPEAL PROCESS

Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interactions and structured study. Because these factors are so important to successful academic progress, students who accumulate more than 10 absences in a class for a semester may face academic penalties and may fail the class for the semester due to excessive absences. This policy will be applied to each class separately.

Students who exceed the 10-absence limit in any class in a semester are required to file an appeal in order to earn credit in the course(s) missed. Students will be asked to account for the reasons for each absence, providing objective documentation whenever possible. The Attendance Appeals Committee, which is composed of school administrators and teachers, will evaluate the submitted records and determine if an academic penalty will be assessed and what that penalty will be.

The documented reasons for appeal may include but shall not be limited to:

1. Absences due to extended illness and/or hospitalization and can be documented with a certificate of illness issued by a licensed physician.

2. Extended illness or hospitalization of an immediate family member.
3. Death within the immediate family.
4. Legal issues (such as court appearances, depositions, etc.).
5. Natural disasters.
6. Absences related to parental requests not exceeding five (5) days (including church or religious activities, illnesses not verified by a licensed physician, family vacations, etc.).

## **Procedure for Applying for an Attendance Appeal:**

1. The school will notify parents of students who have accumulated more than 10 absences from a class in a semester.
2. Instructions, forms, and the due date for documentation of reasons for absences will be provided to families.
3. The completed application shall be submitted to the high school principal on or prior to the due date. Applications submitted after this date may not be accepted.
4. The Attendance Appeals Committee shall review the student's documentation, render a decision, and notify the student, parents and teacher.

## **EARLY DISMISSAL, EXTRACURRICULAR ACTIVITIES AND LATE ARRIVAL**

When a student misses class, valuable classroom instruction and discussion is lost. Therefore, teachers will hold students accountable for adequate make-up work to cover the missed instruction. Teachers may expect students to do all the work assigned as well as additional work to compensate for missing class instruction. Failure to complete the make-up assignments will be reflected in the student's grade for that period. If you are requesting homework, please call the school or email your child's teachers.

Students attending a **partial day** and missing any classes are responsible to see teachers to turn in work due on that day, take scheduled tests, and get assignments due the following day.

Students who are released early are required to take any quiz or test and to turn in any work due in classes to be missed **prior to leaving school**. Students who expect to leave school early for any reason are to present a note from their parents to the school secretary or email the school secretary at [hope@hcadickinson.org](mailto:hope@hcadickinson.org) **prior to the start of school**.

Students are required to attend school the day of an extracurricular event in order to attend that event. "Attendance" is defined as attending at least four out of the seven class periods that day. If a student will miss more than three class periods, they must be pre-approved by an administrator (once again, e-mail the school secretary at [hope@hcadickinson.org](mailto:hope@hcadickinson.org)).

In the case of late arrival, students arriving to school prior to the end of the day are responsible to see all teachers to turn in work due on that day and to get assignments due the following day.

**School Closing:** School closing due to storms, etc., will be announced on the Dickinson radio stations and posted on the HCA Facebook page.

## **TARDINESS**

**Students are expected to arrive in their classrooms with all required class materials prior to the ringing of the tardy bell.** Those who fail to do so are tardy. This lateness either delays the beginning of class activity or creates an unnecessary interruption in the learning process for all students. It is a matter to be taken seriously. Upon the third tardy in a semester and at every third tardy thereafter, a one hour detention will be assigned. Upon the seventh tardy in a semester, a mandatory meeting with administrators and staff will be held. Disciplinary measures will be taken, which may include behavioral probation.

# TRUANCY

Truancy is being absent from class, on or off campus, without the knowledge of parents or the school. Truancy will result in the student receiving a zero grade on any assignments missed for that class period, and may include further disciplinary action.

## Nondiscrimination Policy

Hope Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies or scholarships.

## Admission Policy

### Priority/Re-Enrollment

HCA offers priority enrollment for presently enrolled students, provided the re-enrollment forms and registration fees are submitted by the early registration deadline.

### Sibling Enrollment

Limited priority enrollment for qualified, new students is offered, as space is available, to siblings of currently enrolled students. The enrollment privilege must be exercised by the priority enrollment deadline.

New students will be admitted to the school after going through the application process and receiving approval from the administrator. Applicants must apply by March 15. Those that meet the March 15 deadline will be considered for enrollment. Vacancies will be filled, not on a first come first served basis, but by the discretion of the administrator based on the application.

1. General - A written application must be completed and approved by school authorities before a student is admitted. The application should include the student's most recent report card or current performance status.
2. Parents must read and be in agreement with school policies,

purpose, philosophy and the Statement of Faith.

3. All registration fees (non-refundable) must be paid before enrollment is completed.
4. Hope Christian Academy reserves the right to not enroll a child with significant health, social, or academic problems because of the limitation of services our school can provide for at this time.
5. All new students will serve a nine week probationary period.
6. Students must have successfully completed the previous grade.
7. Applicants for Preschool must be four years old by August 1 of the current school year.
8. Applicants for kindergarten must be five years old by August 1 of the current school year.
9. Applicants for 1st grade must be six years old by August 1 of the current school year.
10. Students in grades 5-12 must be in agreement with the policies of the school as stated in the School Handbook. Students will signify this agreement by signing the student covenant.
11. Health: A certificate of immunization properly completed and signed by a physician or public health authority, must be presented to the school or be on file. North Dakota law requires ALL children to be properly immunized before they can be admitted to school.
12. Hope Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

**Transfer of Records:** Report cards will not be given and records will not be transferred until release forms are properly signed and all school obligations are met.

## Code of Conduct

1. **Respect:** Students are required to act in a respectful manner in both speech and action. Swearing, vulgarity, and acts of rebellion towards authority and/or property will not be

tolerated.

2. **Lunch Hour/Lunch Room:** Students may eat in the cafeteria or choose to eat off campus. Hot lunch is available for students every Wednesday.

## Dress Code:

**General Policy** – We recognize that parents hold the primary responsibility for the dress of their children; however, we need to establish policies to ensure that others within the community will not be unduly offended or distracted by our dress. We also recognize that our physical bodies are the dwelling of the Holy Spirit (Eph. 2:21, 22) and that we all will regard our bodies and the bodies of others with respect and dignity. This respect is shown, in part, by wearing clothes that are modest, clean, and in good repair. **We depend on parents to make sure their child is dressed and groomed properly for school.**

### **Dress Code Guidelines:**

- Chapel dress for all students in K-12 is required on the first day of the school week. This includes no sweatshirts or jeans. Denim skirts/dresses are acceptable.
- Acceptable PANTS at HCA are pants with a zipper or snap on the front or side and with pockets on the backside. (Loose fitting slacks do not require pockets on the back.) No visible tears or holes can be in pants.
- All other leg coverings (including skinny jeans) MUST be worn with a skirt, dress, tunic, or long shirt that goes to the tips of their fingers when arms are down (both the front AND the back of the top/skirt). Tops may not be tied back or tucked in. Unless pants or slacks as defined above are worn, bottoms and front sides must be covered 100% when standing, sitting, bending, etc.
- All shorts and skirts should be no shorter than two inches above the knee. No jogging shorts or short shorts may be worn on campus at any time. If you need to change for a sport, it must be done in the bathroom and then covered while on school grounds.

- As the dress code states, no tank tops are permitted. Sleeve-less tops ARE permitted (tops that cover most, or all, of the shoulder).
- Pictures, symbols or slogans on all clothing must be consistent with Christian principles.
- Appropriate footwear must be worn at all times in school.
- Body piercing is not acceptable except for earrings, in the ears, for girls only.
- Hair should be modestly styled and neatly combed. Mohawks, multiple or rainbow colors or colors that draw undue attention to themselves are not acceptable.
- Students shall wear appropriate shoes for P.E.

When students are not compliant, guidance will be given by administration to the students with expected future change. If necessary, parents will be called for an appropriate change of clothes.

**Cold Weather** – Students should dress properly for the weather- warm coat, gloves and a hat. Students will be expected to participate in all outdoor activities with their class. If you do not desire your child to participate in outside recess or P.E. because of illness, you must send a note. Extra shoes are required for outdoor activities on wet or muddy days.

## Sports and Academic Policy

Students are not eligible to participate in sports if they have more than one "F" at the end of a mid-term or quarter. If this occurs, the student is placed on a weekly progress report in which they cannot have any failing grade for the week. Each week, until the reporting period ends, they are allowed to practice with the team, but a failing grade in any subject makes them ineligible for play in a game for that week. This policy goes into effect the day mid-term or end of quarter reports are issued and will make them ineligible to play in a game on that day. Weekly reports will be issued every following Monday until the end of the quarter.



## Medication Policy

Hope Christian Academy will be a drug free school, except for medications designed specifically for relief of headaches and lowering of fever, and drugs prescribed by a doctor. These medications WILL NOT be administered by school personnel except with written consent and instructions from the parent.

Parents and teachers of enrolled students will be encouraged to abstain from anything that would defile their body, mind, or spirit. Education describing the danger drugs cause in physical, social, economic and psychological areas will be covered each year. All student medication will be dispensed from the school office. This includes prescribed medication as well as medications for fever, headache, etc.

Education on the following will be done each year:

- Alcoholic beverages
- Tobacco products, and
- Mood altering drugs, including stimulants and depressants.

## Child Abuse Policy

It is the policy of Hope Christian Academy to protect children whose health or welfare may be jeopardized through physical abuse, neglect, or sexual abuse. It is the policy of Hope Christian Academy to comply with the law of requiring the reporting of suspected physical or sexual abuse and conditions of neglect involving children.

## Substance Abuse Policy

### PURPOSE

The purpose of this policy is to glorify God in all activities done at HCA and ensure a spiritual environment consistent with HCA's mission statement. Safety is a necessity any time students are at school, en route to or from school, and en route to or from a school-sponsored activity. To provide a positive learning environment for students, a successful and productive learning environment cannot exist if students' minds are dulled by

drug/substance abuse. To ensure that those students who represent HCA are free from drugs and other dangerous substances, students who are free from drugs and other dangerous substances are essential to a successful and productive learning environment on campus.

## SCOPE

This policy applies to all students of Hope Christian Academy. Because all students attending HCA are representing Jesus Christ to the world, the scope on this policy is not limited to students while they are on school property or during school hours. As stated in the HCA discipline policy, behavior at other times is an individual and parental responsibility (and not the school's.) Behavior that impairs the testimony of the school cannot be ignored. Therefore, behavior offenses which occur outside the limits established in this policy will be considered as to the severity and impact on the school's reputation.

The use of alcohol, illegal drugs, and behavior-altering substances may endanger the safety and well-being of all members of the HCA family, students, staff, faculty, and administration. Every student enrolled in our system and his/her respective parent/legal guardian, upon registration, will sign the Covenant as prescribed by the Administrator.

## Biblical verses guiding procedure

### Deuteronomy 19:15-20 (ESV) Concerning Witnesses

**15** "A single witness shall not suffice against a person for any crime or for any wrong in connection with any offense that he has committed. Only on the **evidence of two witnesses or of three witnesses** shall a charge be established. **16** If a malicious witness arises to accuse a person of wrongdoing, **17** then both parties to the dispute shall appear before the Lord, before the priests and the judges who are in office in those days. **18** The **judges shall inquire diligently**, and if the witness is a false witness and has accused his brother falsely, **19** then you shall do to him as he had meant to do to his brother. So you shall purge the evil from your midst. **20** And the rest shall hear and fear, and shall never again commit any such evil among you.

### **Matthew 18:15-17 (ESV)**

**15** "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. **16** But if he does not listen, take one or two others along with you, **that every charge may be established by the evidence of two or three witnesses.** **17** If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.

### **James 4:6 (ESV)**

But he gives more grace. Therefore it says, "God opposes the proud, but gives grace to the humble."

### **Proverbs 6:16-19 (ESV)**

**16** There are six things that the Lord hates, seven that are an abomination to Him: **17** haughty eyes, a lying tongue, and hands that shed innocent blood, **18** a heart that devises wicked plans, feet that make haste to run to evil, **19** a false witness who breathes out lies, and one who sows discord among brothers.

Any accusation brought by one student will not be sufficient evidence, but will invite the administrator to question the student accused of substance abuse. If two students were witnesses of another student committing substance abuse, a thorough investigation shall be made into the incident. If sufficient evidence is found, action will be taken based on the substance abuse policy.

If it is found that a false testimony has been brought against another student, disciplinary measures will be taken which may include probation or expulsion in accordance with the damage meant to the accused.

If an adult staff sees a student in violation of the substance abuse policy, it shall be investigated and discipline based on the evidence will be administered. In all cases, if clear and undeniable evidence is not obtained, administrator will not take disciplinary action. For the sake of this Policy, an adult eyewitness of a student committing substance abuse on or off campus is sufficient evidence.

### **Psalms 51:17 (ESV)**

**17** The sacrifices of God are a broken spirit; a broken and contrite heart, O God, you will not despise.

## **Isaiah 57:15 (ESV)**

**15** For thus says the One who is high and lifted up, who inhabits eternity, whose name is Holy: "I dwell in the high and holy place, and also with him who is of a contrite and lowly spirit, to revive the spirit of the lowly, and to revive the heart of the contrite.

In every case, if the student in question is repentant and honest about the details of the incident, it will be taken into account when consequences are administered. If a student comes forth on his or her own and confesses the use of substance abuse seeking help from school staff, it may be determined that no disciplinary action is needed other than a plan of behavioral support.

Biblical repentance involves not only the confession of sin, but also a turning away from the sin. Therefore, a probationary period will be used for evidence of genuine repentance. The Lord knows the heart, but after a student has shown evidence of repentance through a probationary period, the goal is for the student to be fully restored.

**Hebrews 12:11 (ESV)** For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.

## **The following is the search, protection, and discipline protocol concerning substance abuse.**

HCA administration may conduct unannounced random searches for alcohol or drug paraphernalia on HCA facilities and property (i.e. vehicles, desks, file cabinets, lockers, purses, backpacks, etc.)

All individuals are expected to cooperate in the conducting of such searches. Searches of HCA facilities and property can be conducted at any time and do not have to be based on "Reasonable Cause."

## **Drug/Alcohol testing done only in case of "Reasonable Cause" requirements:**

Administration/Faculty/Staff identifies visible signs of substance abuse (i.e. faded/bloodshot eyes, odor, etc.) that are observed and documented. Reasonable cause may also be indicated by notification by police to the administration.

Personal meeting with the individual observed and parent(s), where applicable, regarding visible signs, observations, and decision to drug/alcohol test. Parent(s) and student(s) receive a written policy at time of registration. This will have been reviewed with parent(s) and Administrator/s.

After reasonable cause has been established, the individual shall obtain a drug test at a licensed, approved health care facility within 12 hours of notification. The alcohol test is to be done within 1 hour through immediate local law enforcement collaboration. Prior to submitting a drug test, the individual will sign a release of information to enable HCA to obtain the results of the drug test.

If the test is negative, HCA covers the cost of test.

Personal meeting with administration, parent(s), and student, including any other necessary parties; Possible consequences depending on behavior surrounding the incident. If test is positive: Personal meeting with administration, parent(s), and student, including other necessary parties; Contact of legal authorities, following the counsel of the licensed, approved health care facility.

If the counsel of the health care facility is to enroll the student in a substance abuse program of treatment, the student can return to school while in treatment, understanding that drug screen results and assessment status must be provided to school administration prior to return. The program also includes the administration's prerogative to test the student randomly at the discretion of the administration.

Failure to obtain a drug test within aforementioned required guidelines may result in student(s) suspension (ISS/OSS) or expulsion from HCA.

**Discipline:**

1. [1<sup>st</sup> Offense] On a case-by-case basis, administration will assign in-house consequences, including complete obedience to the NDHSAA and further local policy concerning HCA extra-curricular activities. Minimally, the consequence for a student found in violation of the substance abuse policy is 3 day suspension and probation. Maximum consequence of expulsion.

2. [2<sup>nd</sup> Offense] A student found in violation of the substance abuse policy will be expelled for the remainder of the year.

On a case-by-case basis, the administration will evaluate health of student and their capacity to resume instruction the following term or academic year.

According to ND Century Code (19-03.1-23.3), possession or delivery (by a person at least 18 years old) of any controlled substance, including marijuana, on/in school property or within 1,000 feet of a school is a felony offense and will be prosecuted as such.

*Although this policy gives direction on substance abuse and its consequences, each case will be looked at on an individual basis with prayer and biblical discernment. Consequences and outcomes may vary from case to case.*

## **HCA Acceptable Use Policy (AUP)**

### **PURPOSE**

Hope Christian Academy believes that students should honor the Lord while advancing their education through the acquisition of computer knowledge and skills. Therefore, each student bears the responsibility of self-government in accordance with biblical standards when using electronic devices. The use of electronic devices is a privilege, not a right; thus, the student who uses a computer or other electronic device inappropriately will incur consequences.

HCA reserves full authority over its network, grounds, and events. HCA reserves the right to monitor the use of any device used within a HCA authoritative zone regardless of ownership.

The consequence of any action taken by a student, which is in violation of the AUP, relieves HCA from any culpability as an entity. The full responsibilities for the misuse of technology are the student's to bear.

In the interest of developing a relevant technology program HCA has enacted a Bring Your Own Device Policy or BYOD. BYOD is a

privilege for students in grades 7-12 who are in good standing with the school and have signed the Acceptable Use Policy (AUP). To this end specific rules have been established for personal devices in use on school grounds or at school functions.

Mobile devices of any kind including but not limited to, cell phones, hotspots, cameras, laptops, netbooks, iPods/mp3 players, tablets and handheld computers, must be pre-approved by the Technology Administrator. The user of the device must have signed this AUP, and the device must have all HCA required software.

All students must utilize the HCA network provided for students. The use of another wireless network or mobile network (3g/4g Data Plans) will constitute a breaking of the AUP. Students must receive permission from their instructor or supervising staff person to use any device. This is a requirement for every instance of use.

“Watch and pray so that you will not fall into temptation. The spirit is willing, but the body is weak” (Matthew 26:41).

It is the HCA expectation that the download and subsequent installation of software is legal in nature and monitored by the parents of the students. HCA reserves the right to review the software installed on any device and remove inappropriate content and programs from student devices. At any point in time, a teacher may request of a student, his or her personal device, at which point any teacher may evaluate open documents and programs for adherence to this policy. At any point in time, an administrator may request of a student, his or her personal device, at which point an administrator may evaluate all contents of the device even if not open.

### **“Netiquette”, Cyber-Bullying, and Privacy**

Students are expected to maintain a cyber-presence, which reflects the light of Christ. Cyber-Bullying of any kind will not be tolerated and evidence thereof will be considered the breaking of the AUP.

During the course of a school day, students may not utilize the following internet related tools: Gaming, Social Media, Texting Software, Blogs (with exclusions set by administration or teachers on

case to case basis), instant messaging and any other program type defined by any teacher or administrator.

Students may not check any personal email accounts during the school day. An account is provided for students for their use in classroom and coursework activities. Students must limit the use of the given email address to school related activities.

All coursework and correspondence with HCA Staff must be done via the school provided email account. The contents of any and all emails sent from a HCA provided email account might be reviewed at the discretion of the administration. Parental access to student accounts is available upon request.

HCA expects that students will vigilantly refrain from the visitation of sites not befitting the gospel to which we have been called as Christians.

Students may not enter, change, or duplicate any other person's personal files as this is a violation of HCA plagiarism rules as well as Federal Law. *"Thou shalt not steal" (Exodus 20:15)*

Students may not install, modify or remove any software installed by the Technology Administrator without permission and direction there from.

*"Now we ask you, brothers, to respect those who work hard among you in the Lord and who admonish you." (1 Thessalonians 5:12)*

Students must not have food or drink at any computer area or on any surface upon which a device rests.

Students are held responsible for the proper saving of their work. To this end, students who have signed the AUP are provided with an email account and associated SkyDrive storage account (7 GB of data storage).



Students must obtain permission from the Technology Administrator to move any HCA equipment.

Students are expected to properly log off and/or shutdown the device they are working on when their work is completed or when their time for work is ended.

Students are expected to treat HCA property with care and respect. *“Show proper respect to everyone.” (1 Peter 2:17)*

Students are expected to maintain a high level of awareness when choosing to download files to their device. The downloading of illegal or illicit materials will be considered a violation of the AUP.

Students may not record classes in any form without the express written permission of the instructor and the school administration. The contents of any recording may be subject to random or periodic searching at the discretion of the administration.

Students are not allowed the use of any camera or video recording device without express written permission from the administration. This includes webcam devices.

### **Screensavers/Background photos**

Users of tablets and electronic devices are expected to choose appropriate wallpapers, screensavers, desktop backgrounds, and/or displays which are consistent with school's core values and mission, for their devices.

## **Photos**

All technologies provided by or used at HCA are intended for education purposes. Students are expected to follow the Biblical mandate to honor the Lord Jesus Christ in all that they do. Therefore, students are expected to use technology in ways that are appropriate, safe, and cautious. Students are expected not to attempt to circumvent technological protocol measures. Further, students are expected to ask appropriate school personnel, should questions arise regarding matters pertaining to the use of these

devices and their environments.

## Sound, Music

On school-owned tablets and devices students may not download music from iTunes or any other music-sharing site unless directed by or with the permission of a teacher. On all school-owned devices, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

## Gaming

Students may only use appropriate gaming apps during discretionary time and with approval. Discretionary time would not include classroom instructional time, chapel and/or other events or environments where use of devices would not be appropriate. School administration faculty, staff and/or sponsors always reserve the right to ask students to close their gaming app or to do random checks during non-discretionary time.

## Saving Work

It is the student's responsibility to ensure that work is not lost due to equipment failure, failure to back-up files or deletion. Device malfunctions are not an acceptable excuse for not submitting work. Students should back up all work for their own protection.

Violation of any of these rules will result in appropriate disciplinary action. For students in grades 7-12, HCA may choose to use a three-strike guidance for Electronic Device violations.

Strike 1: Device will be confiscated by staff member and given to administration. Administration may choose to only return the device to a parent.

Strike 2: "Strike 1" consequences will be followed. In addition, the student will face a technology suspension for a period of time to be determined by administration. During this time, student will not be able to use any school or personal electronic devices at school. All digital work will either be done by hand or away from school.

Strike 3: Student will lose all electronic device privileges for the remainder of the \*school year. (\*If the third strike is reached in the last month of school, administration may extend the time of

suspension into the following school year). The school accepts no responsibility or liability for lost or stolen items.

## Grievance Policy

There may be times when a parent will have a grievance against a teacher, a staff member, an administrator or a board member. In all such situations, HCA covenants to observe principles outlined in Matthew 18:15-17: "If your brother sins against you, go and show him his faults, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and, if he refuses to listen to even the church, treat him as you would a pagan or tax collector."

Two principles can be drawn from this passage:

1. The misunderstanding should be settled at the lowest level of relationship possible. If a parent has a complaint against a teacher, the parent should go directly to the teacher, not to the administrator, a board member or another parent. If a parent has a complaint against the administrator, the parent should go to the administrator not the board.
2. If the complaint cannot be settled at the lowest level, the person with the complaint should go to the next higher authority. For instance, if a parent has a grievance against a teacher and cannot settle it with the teacher, the parent should then go to the administrator. If the parent still does not receive satisfaction, he/she should go to the board until he/she gets a final decision.

## Policy on Allergies

To clarify the responsibilities of the parents, staff, and school as they relate to allergies. In Hope Christian Academy, we are "**allergy-aware**", not allergy free. For example: if a student has a peanut allergy, HCA will make an individual plan for that student based on awareness.

This policy applies to all stakeholders of Hope Christian Academy.

**Sharing of Foods and Beverages** – School should not allow students to share their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some student's diets.

**Lunch Room**-HCA shall provide clean, safe, and pleasant settings, and adequate time for students to eat.

**School Staff:** Ensure annual training to school staff about allergies, anaphylaxis reactions, and EpiPen® administration (When HCA has students with food allergies).

### **School Administration Responsibilities**

- 1) Work with the parent/guardian and Health Care Provider (HCP) to develop a plan to accommodate the student's needs.
- 2) Teach the student who to go to if having an allergic reaction.
- 3) Gather information and develop an Emergency Care Plan (ECP) and Individual Health Plan.
- 4) Work with school staff (*teacher, administrator, staff*) to identify any necessary accommodations.
- 5) Work with the building Section 504 Coordinator to develop Section 504 plan as appropriate.
- 6) Follow school policy/procedure for medication authorization and student Self-Carry, Self-Administer procedures.
- 7) Provide or arrange for annual staff training.

### **Hot Lunch Services:**

- 1) When providing hot lunch identify peanut and other food ingredients.
- 2) Utilize a system to identify students with food allergies as they go through the school lunch line.

### **Parent/Guardian:**

- 1) Work with staff to develop a plan to accommodate your student's needs.

- 2) Provide the school with information from your Health Care Provider and authorization for emergency medication administration if needed.
- 3) Provide properly labeled medications and replace medications when expired.
- 4) Teach your student about their specific food allergies and their Individual Health Plan.
- 5) Determine and/or provide "safe" food for the student to eat. Teachers, school staff, or other parents/guardians should not be put into the position of deciding if a "food is safe" such as label reading for ingredients.

## Bullying Policy

Harassment and bullying of students will not be tolerated at HCA. HCA is committed to providing all students with a safe school environment in which all members of the school community are treated with dignity and respect. To that end, the school has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment.

HCA prohibits harassment, bullying, hazing, or any other victimization of students. This type of behavior goes against the most basic biblical standard of love set forth in God's word. This policy is in effect while students are on property within the jurisdiction of the board; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school system.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. Harassment and bullying means any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;

- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies. Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

