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www.hcadickinson.org



“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.”



# Student Handbook

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 we 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 Fifth Avenue West

Dickinson, ND 58601

Phone: 701-225-3919

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# Hope Christian Academy

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# Staff

**Administrator**

Mr. Shane Bradley

**Preschool/Kindergarten**

Mrs. Tanis Marschner

**1<sup>st</sup> Grade**

Mrs. Joy Bloom

**2<sup>nd</sup> Grade**

Mrs. Wendy Timmerman

**3<sup>rd</sup> Grade**

Mrs. Karen Landblom

**4<sup>th</sup> Grade**

Mrs. Peggy Stroh

**5<sup>th</sup> & 6<sup>th</sup> Grade**

Mrs. Beth Scammon

**7<sup>th</sup> & 8<sup>th</sup> Grade**

Mrs. Sid Culver

**9<sup>th</sup> Grade**

Mrs. Leanna Backes

**High School Monitor**

Mrs. Tori Irwin

**P.E.**

**Art**

Mrs. Wendy Sundheim

**Fundraising Coordinator**

Mrs. Angie Shilman

**Administrative Assistant**

Mrs. Paula Schaper

# School Board

**President**

Mr. Mark Loyd

**Vice-President**

Mr. Loren Johnson

**Secretary**

Mrs. Tara Loyd

**Treasurer**

Mr. Travis Toews

**Administrator**

Mr. Shane Bradley

**Advisory Member**

Pastor Ron Dazell

**Member**

Jake Lewis

## 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 His 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 human welfare of other people is earnestly presented.
- Students are taught to pray and are encouraged to practice it in personal devotional times and when with a group as in 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 participation is 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 senior high will be considered on a yearly basis.

HCA has always emphasized phonics, reading, and vocabulary as essential for successful school performance. Our teachers are creative, but use a traditional classroom teaching approach. 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.

# Academic Information

Bible Translation – At Hope Christian Academy we use the New International Version of the Bible.

1. Curriculum:
  - a. A Beka
  - b. Saxon
  - c. Bob Jones
  - d. ACSI
  - e. Classical Academic Press
2. **K-Junior High:** Students will take courses in Bible, reading, math, language, spelling, literature, history, geography, science, vocal music, art and physical education. Junior high students also take courses in keyboarding and computer skills. Band is offered for grades five through eight in conjunction with the Dickinson Public Schools.
3. **Testing Programs:** Standardized testing will be administered on a yearly basis in appropriate grades. DIBELS is also utilized in grades K-2 to assist the evaluation of literary skills.
4. **Conferences:** Individual parent conferences will be scheduled twice during the year. Special conferences can be arranged through the student's teacher. If you wish to arrange a conference, call the office.
5. **Report Cards:** Report cards are issued each nine weeks and parents are encouraged to discuss progress with the student. The report card should be signed and returned to the school within one week. Mid-nine week report slips will be sent home to report progress. Report slips should be signed and returned to school within one week.

## Grading:

- **Kindergarten**  
Satisfactory (S) and Unsatisfactory (U)
- **Grades 1 & 2**  
Excellent (E), Good (G), Satisfactory (S), Poor (P),  
Work Incomplete (N)
- **Grades 3-8**

94-100%	A-Outstanding
87-93%	B-Above Average
77-86%	C-Average

70-76%	D-Noticeably Weak
	E-Work Incomplete
Below 70%	F-Below Min. Req.

6. **Failure:** A student who fails to successfully complete a previous grade will not be admitted to the next higher grade (see admission policy, Paragraph 4).

## Daily Schedule

**Preschool** - 12:45 to 3:15 P.M. (Monday, Wednesday and Thursday afternoons).

**Kindergarten** - 8:30 to 11:50 A.M. (Monday-Thursday mornings)

### Elementary and Junior High

8:00	Faculty meets for devotions, discussion and prayer
8:15	Playground open - students arrive
8:25	First Bell - students assemble
8:30-9:00	Chapel (first school day of the week)
12:00-12:45	Lunch break
12:45	Afternoon classes resume
3:15	School dismissal

## Arrival and Departure

We ask that children arrive at school no earlier than 8:15 A.M. and be picked up promptly by 3:20 P.M. (exceptions will be those children riding the bus). If students leave HCA for lunch, they must return by 12:45.

Junior high students are discouraged from driving to school. Students are not permitted to park or drive on school grounds.

## Tardy Policy

Tardies: The student must report to the office for a tardy slip. Any tardies cumulative to 15 minutes or more shall be made up after

school as soon as possible. Teachers are to keep cumulative records of any tardies for this purpose. TARDIES WILL COUNT AGAINST PERFECT ATTENDANCE.

## Attendance

Regular attendance is important because classroom learning involves more than reading textbooks and completing worksheets. A classroom functions best when all the students are present and participating in the learning activities provided and supervised by the teacher. To optimize learning experience, parents are encouraged to schedule absences around the school calendar and at times that least interfere with the student's school day.

1. **Illness:** If your child is ill, please call the office prior to 8:30.
2. **Pre-arranged absence:** Please notify the school office prior to the first missed day.
3. **Excused Absences:** The administration will make the final determination of the legitimacy of all absences. The following reasons are recognized as excused absences: Personal illness, death in the family, inclement weather, medical appointments and school activities.
4. **Make up of school work:** A student has the right and obligation to make up any work missed with full credit. For excused absences, a student will be allowed two school days for each absent day to complete any work missed and receive a grade. The school or teacher will not be responsible for lessons not completed or any work the student misses during his/her absence. School work not turned in to the teacher within the two day guideline may result in the assignment receiving a lower grade or no credit.
5. **Extended Absence** is missed class time of more than three school days. Extended preplanned absences will require make-up work to be completed voluntarily outside of class time. The above guidelines for make-up of school work will apply for extended absences.
6. **Advance make-up:** In subjects not requiring the learning or concepts (e.g. spelling, handwriting), a student may complete the make-up work prior to the absence upon agreement between the teacher and parent.

# Retention

Students who have chronic attendance problems that interrupt the learning process will have a conference with administration and parent/guardian to determine if retention is a viable option.

**Note: Hope guidelines limit absences to 18 days for a student in a given year.**

# 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 Enrollment 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 Admission Policy

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

will be considered for enrollment. Vacancies will be filled, not on a first come first served, 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 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 5-9 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.

# Code of Conduct

1. **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. **Playground– Recess**
  - a. Follow rules and authority of teacher or supervisor in charge.
  - b. Extra shoes will be required when sign is posted.
  - c. Proceed to playground around the front of the building. No going around the back.
  - d. No pushing -shoving - fighting allowed.
  - e. Excessive arguing or fighting will result in student standing beside the supervisor for remainder of the recess period.
  - f. When playing games (tag, football, etc.), no pulling on clothes or shoving to the ground. Only touch football is allowed.
  - g. Play within the boundaries stated by the supervisor.
  - h. If ball goes in the street, permission must be obtained from the supervisor to retrieve ball. Do not go to retrieve ball without permission.
  - i. Playground equipment must be handled properly.
    - \*No twisting of chains on the swings.
    - \*Standing on swings is not allowed.
    - \*Swinging will be forward not side to side.
  - j. No skateboards, bicycles, or scooters.
  - k. No throwing of any objects other than balls such as rocks, snowballs, etc. The building is not a toy. Balls should not come into contact with the building.
  - l. Students need permission from the supervisor to leave the playground at recess time.
  - m. When lining up to enter the building, no loud talking, rough housing, or bouncing of balls.
  - n. Caps must come off before entering the building.
  - o. Students who continually violate the rules will be referred to the administrator.
3. **Bathrooms**
  - a. No hanging on stalls.
  - b. No loud talking in bathrooms.
  - c. No extended visiting in the bathrooms.
  - d. Dry hands as much as possible before reaching for a towel.
  - e. All towels should be thrown in waste basket. No towels

should be lying on the floor.

4. **Hallways-Steps**

- a. No running in the hallways.
- b. No rushing down steps.
- c. No throwing book bags, coats, etc. down the steps.

5. **Lunchroom**

- a. Sit on chairs - no rocking back and forth allowed.
- b. No loud talking.
- c. All areas of floor and tables must be picked up before being excused.
- d. Elementary students must be dismissed by the supervisor.

6. **Lunch Hour/Lunch Room:** Bring a sack lunch. For your child's welfare we ask that you take care to pack a balanced, nutritious lunch. The children will have use of a microwave oven, but not a refrigerator. A hot lunch from a local restaurant will be brought in every Wednesday for a cost of \$3.00 per meal. Parent volunteers may choose to make a hot lunch for the students at a cost of \$3.00.

7. **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 is on the first day of each week and is a dress-up day. On those days girls will wear a dress, skirt, or dress slacks. Boys will wear dress pants. Blue denim jeans or sweat pants are not allowed on chapel days. Dress tops will be expected for both girls and boys.
- Pants and slacks must be neat in appearance without tears or holes and must be appropriate in size and length.
- Sagging pants are not permitted. Pants must completely conceal all under garments.

- Dresses and skirts should be of appropriate length. Appropriate length will be determined by the administration and staff.
- Tank tops, halter tops, spaghetti straps or vests alone are not permitted. Shirts and blouses must completely and continuously cover the midriff.
- Pictures, symbols or slogans on all clothing must be consistent with Christian principles.
- Modest shorts and sleeveless garments will be permitted during warm months only and upon notification by administrator.
- 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.

If a child is in violation of the dress code, appropriate action will be taken. Determination of what is modest, neat, and clean will rest with the administrator and staff.

**Cold Weather** - Please dress children 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.

8. **School Supplies:** Many school materials are provided by the school. However, some items should be provided by the student. Individual teachers will indicate the materials needed for your child's classroom.
9. **Lockers:** Students in grades five through eight will be assigned a locker. Only one student may use a locker and it will be his/her responsibility to keep it clean. Stickers, posters, or pictures not consistent with Christian values will not be allowed in the lockers. The lockers will be inspected periodically and without notice to be sure a level of cleanliness and decency is being maintained.
10. **Use of the Telephone:** Students may use the telephone only for emergencies. If a phone call is necessary, the phone may

be used only before school, during lunch hour, and after school. Arrangements for transportation should be made before the student arrives at school. Students must obtain permission from a staff member prior to using the telephone.

11. **Parties:** Seasonal parties and birthday parties are scheduled by the classroom teacher. Special arrangements must be made through the teacher before treats are brought from home.
12. **School Activities:** Take note of all activities. Parents, grandparents, and friends are invited to attend events listed on the school calendar.
13. **Parent-Teacher Fellowship:** Parents will be notified when meetings are to be held. These meetings provide opportunity for relay and discussion of information from the school board, administrator, and faculty concerning school activities and functions which directly affect students. Parents' attendance is strongly encouraged.
14. **School Closing:** School closing due to storms, etc., will be announced on the Dickinson radio stations.
15. **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.

## Sports and Academic Policy

(7<sup>th</sup> & 8<sup>th</sup> Grade)

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 or suspected physical or sexual abuse and conditions of neglect involving children.

# Electronic Equipment Policy

The use of all electronic equipment by students is prohibited in the classrooms and building during school hours. This includes, but is not limited to, cell phones, iPods, Game Boys, pagers and CD players. If a student is found using electronic equipment during school hours, it will be confiscated and may only be reclaimed after school hours.

## Internet Policy

One of the major purposes of the internet is to support research and education. The use of the internet is a privilege and not a right. Inappropriate use will result in cancellation of those privileges. Transmission of any material in violation of any U.S. or state laws is prohibited. This includes, but is not limited to, copyrighted material, threatening, harassing or obscene material. Students are not allowed to use email.

## Grievance Procedure

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 of Neutrality** concerning promotion or advertisement of individual church functions or events. Hope Christian Academy will not promote or advertize individual church events with notes or mailings. Flyers and posters of these events may be displayed in our school with prior approval.

## Child Protection Law

We must, by law, grant child interviews when asked by human services.

## BULLYING POLICY

### Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Administrator should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term *on-campus* refers to all property owned or leased Hope Christian Academy, school buses and other vehicles, or any school sponsored or school-sanctioned activity.
- *School-sanctioned activity* is defined as an activity that:
  - a. Is not part of the schools curricular or extracurricular program; and
  - b. Is established by a sponsor to serve in the absence of a school program; and
  - c. Receives school support in multiple ways (i.e., not school facility use alone); and

- d. Sponsors of the activity have agreed to comply with this policy; and
  - e. The school has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored* activity is an activity that HCA has approved through policy or other board action for inclusion in HCA's extracurricular program and is controlled and funded primarily by HCA.
  - *School staff* include all employees of Hope Christian Academy, school volunteers, and sponsors of school-sanctioned activities.
  - *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

### **Prohibitions**

While at school, on school premises, in a school-owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event, a student may not:

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
  - a. A victim of bullying;
  - b. An individual who witnesses an alleged act of bullying;
  - c. An individual who reports an alleged act of bullying; or
  - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with Hope Christian Academy.

Off-campus bullying that is received on school property is also prohibited. Hope Christian Academy has limited disciplinary authority to respond to such forms of bullying.

### **Reporting Procedures for Alleged Policy Violations**

1. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation

implicates the building principal, the school staff member shall report it to the Administrator. If the alleged violation implicates the Administrator, the school staff member shall file it with the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

2. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  - a. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box.
  - b. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
  - c. File an oral report with any school staff member.

A complaint filed anonymously may limit the school's ability to investigate and respond to the alleged violations.

### **Reporting to Law Enforcement & Others Forms of Redress**

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

### **Documentation & Retention**

Hope Christian Academy shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by HCA shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the school for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the school, such reports and investigation material shall be retained for six years after the student turns 18.

### **Investigation Procedures**

School administrators are required to investigate violations of this policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases physical evidence*

*may be unobtainable, e.g., a private social networking profile);*

2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

### **Disciplinary & Corrective Measures**

Students that HCA has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to serve detention.
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the schools suspension and expulsion policy shall be followed;
3. Create a behavioral adjustment plan;
4. Refer the student for biblical counseling
5. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
6. Modify the perpetrator's schedule and take other appropriate measures to minimize contact with the victim;
7. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyberbullying), HCA only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, HCA may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, HCA shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

### **Victim Protection Strategies**

When HCA confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of HCA staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to biblical counseling for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

### **Prevention Programs & Professional Development Activities**

In accordance with law, the HCA shall develop and implement bullying prevention programs for all students and staff professional development activities.

## Bullying Definition

a. Conduct that occurs in a school, on school premises, in a owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event and which:

(1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;

(2) Places the student in actual and reasonable fear of harm;

(3) Places the student in actual and reasonable fear of damage to property of the student; or

(4) Substantially disrupts the orderly operation of the school; or

b. Conduct that is received by a student while the student is in a school, on school premises, in a owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

(1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;

(2) Places the student in actual and reasonable fear of harm;

(3) Places the student in actual and reasonable fear of damage to property of the student; or

(4) Substantially disrupts the orderly operation of the school.

2. "Conduct" includes the use of technology or other electronic media.

"Bullying" is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school or school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

## Library

Books are checked out for periods of two weeks. Overdue books are subject to a five cent per day fine. Fines are suspended on lost books, but books lost will need to be paid for at the end of the term.

Our library welcomes book donations and takes care that our books are appropriate for our children and consistent with Christian values. If you find any book from our library that does not meet your family or personal standards, please notify the librarian or the administrator.

## Campbell Soup Labels

We collect Campbell soup labels to procure school equipment. Please collect these at home and send to the school office.

## **General Mills Box Tops for Education**

General Mills will donate 15 cents for each box top that we collect. Please ask friends and family to help you collect these box tops. Turn all box tops in to the school office.

## **Inkjet and Toner Cartridges**

Inkjet and toner cartridges and cell phones are also collected at HCA. We receive a monetary reimbursement for each cartridge and/or cell phone that we send to a recycle center. A recycle bin is located in the school hallway for you to drop off cartridges and cell phones.