



2891 5th Avenue West,
Dickinson, North Dakota 58601
hope@hcadickinson.org
www.hcadickinson.org

Elementary Student Handbook



2016-2017

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 5th Avenue West

Dickinson, ND 58601

Phone: 701-225-3919

Email: hope@hcadickinson.org

Web Address: www.hcadickinson.org

Hope Christian Academy

Student Handbook Table of Contents

<u>Staff</u>	4
<u>School Board</u>	4
<u>Mission Statement</u>	5
<u>Purpose</u>	5
<u>Statement of Philosophy</u>	6
<u>Objectives</u>	7
<u>History</u>	8
<u>Statement of Faith</u>	9
<u>Statement of Creation</u>	10
<u>Academic Information</u>	11-12
<u>Daily Schedule</u>	12
<u>Arrival and Department</u>	13
<u>Lunch Hour</u>	13
<u>Tardy Policy</u>	13
<u>Attendance</u>	13-14
<u>Retention</u>	14
<u>Nondiscrimination Policy</u>	14
<u>Admission Policy</u>	15-16
<u>Code of Conduct</u>	16-17
<u>Dress Code</u>	18-19
<u>Medication Policy</u>	19
<u>Child Abuse Policy</u>	20
<u>Electronic Equipment Policy</u>	20
<u>Internet/Computer Lab Policy</u>	20
<u>Grievance Procedure</u>	21
<u>Policy of Neutrality</u>	21
<u>Child Protection Law</u>	21
<u>Bullying Policy</u>	22-23
<u>Miscellaneous</u>	24

Staff

Administrator

Mr. Shane Bradley

Associate Administrator

Mr. Cain Kolar

Dean of Education

Mrs. Courtney Williams

Preschool

Mrs. Deb Dohrmann

Kindergarten/1st PM

Mrs. Tanis Marschner

1st Grade AM

Mrs. Courtney Williams

2nd Grade

Mrs. Wendy Timmerman

3rd Grade

Mrs. Lori Del Padre

4th Grade

Mrs. Peggy Stroh

5th Grade

Mrs. Sandra Bernhardt

6th Grade

Mrs. Beth Scammon

P.E.

Mr. Mike Montgomery

Art

Mrs. Jody Sackman

Development Director

Mrs. Debbie Dazell

Administrative Assistant

Mrs. Amy Czapiewski

Financial Secretary

Mrs. Carma Daley

Librarian

Mrs. Sharon Gegelmann

School Board

President

Mr. Shane Klitzke

Vice-President

Mr. Loren Johnson

Secretary

Mr. Tom Irwin

Treasurer

Mr. Josh Hammond

Member

Mr. Shaun Christison

Member

Mrs. Jo Marie Kadrmass

Administrator

Mr. Shane Bradley

Advisory Member

Pastor Ron Dazell

Advisory Member

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 includes 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.

Academic Information

1. Curriculum:
 - a. **Math:**
Saxon Math
 - b. **Science/Social Studies:**
A Beka
 - c. **Bible:**
God's Great Covenant
 - d. **English Language Arts:**
Our language arts is taught using a variety of resources. Over the past year we have been transitioning our reading instruction to a workshop model. **Reading Workshop** is a model of teaching reading that allows the teacher to teach a short mini-lesson to the entire class and then work with students one-on-one or with a small group of students that are at the same reading level. This gives all students the opportunity to grow in their reading and understanding of text. In addition to Reading Workshop we continue teaching phonics/word study, spelling, handwriting and English.
2. **K-6 Courses:** Students will take courses in Bible, reading, math, language, spelling, literature, history, geography, science, vocal music, art and physical education. 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. The Benchmark Assessment System is used to test students in Grades K-6 on their reading accuracy and comprehension.
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. **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.
6. **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. Report Cards will be supplemented with a Report Card Supplement with information regarding the Benchmark Assessment.

Grading:

- **Grades K- 3**

(S) Satisfactory (U) Unsatisfactory

- **Grades 4-6**

94-100%	A-Outstanding
87-93%	B-Above Average
77-86%	C-Average
70-76%	D-Noticeably Weak
Below 70%	F-Below Min. Req.

7. **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).
8. **Homework Guidelines:** Students in grades K-2 will be expected to practice reading, spelling, and math facts at home. In grades 3-6 it should be expected to have no more than 10 minutes per grade level (3rd grade: 30 min, 4th grade: 40 min, 5th grade: 50 min, 6th grade: 60min). There will be no homework on Wednesdays due to church activities.

Daily Schedule

Preschool – 8:30 to 11:30 A.M. (Tues, Wed, and Thurs).

Kindergarten - 8:15 to 11:30 A.M. (Monday-Thursday mornings)

Elementary and Junior High

8:00	Faculty meets for devotions, discussion and prayer
8:00	Playground open - students arrive
8:15	School Day Begins
8:20-9:00	Chapel (first school day of the week)
11:45-12:25	Lunch Break for all grades
2:55	School dismissal

Arrival and Departure

We ask that children arrive at school no earlier than 8:00 A.M. and be picked up promptly between 2:55 and 3:15 (exceptions will be made for those children riding the bus).

Kindergarten students will be dismissed at 11:30 and should be picked up no later than 11:45.

Lunch Hour

Lunch hour for all grades will be from 11:45-12:25. Children will need to bring a sack lunch every day that hot lunch is not offered. 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 healthy homemade lunch will be offered on Wednesdays and Thursdays for a cost of \$3.50 per meal.

Elementary students may not leave school grounds without approval of parent and notification to the office.

Tardy Policy

The student must report to the office for a tardy slip. If tardies become a problem, parents will be contacted and a plan will be made.

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/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 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.

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. **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 the playground through the school door and to the left toward the back of the building.
 - 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. No gum is allowed on campus without expressed permission from a teacher.
- p. 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. **Lockers:** All students will be assigned a locker. Only one student may use a locker and it will be his/her responsibility to keep it clean. The lockers will be inspected periodically and without notice to be sure a level of cleanliness and decency is being maintained.

- 7. **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.

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-8 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 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 - 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.

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 devices 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/Computer Lab 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.

Students in grades K-6 may not be in the Computer Lab without a staff member. Students may not bring food or drink into the lab and must follow the rules posted in the lab.

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 advertise 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

Harassment and bullying of students will not be tolerated by the HCA administration. 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 on 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 mean 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.

School Closing: School closing due to storms, etc., will be announced on the Dickinson radio stations.

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.

School Activities: Take note of all activities. Parents, grandparents, and friends are invited to attend events listed on the school calendar.

Library

Books are checked out for 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/toner cartridges and cell phones are 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.