

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



HOPE CHRISTIAN
ACADEMY

Royals

Hope Christian Academy
Kindergarten-Grade 12
Student Handbook



Association of Christian Schools International

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

Updated: August 2022

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, 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

www.hcadickinson.org

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Staff

Administrator	Mr. Shane Bradley
Preschool	Mrs. Tonya Wilson
Kindergarten A/1st Grade PM	Mrs. Tanis Marschner
Kindergarten B	Mrs. Angela Skaarvold
1st Grade AM	Mrs. Maria Hammond
2nd Grade	Mrs. Wendy Timmerman
3rd Grade	Miss Cassandra Klitzke
4th Grade	Mrs. Sandra Bernhardt
5th Grade/ Music (Grades 1-8)	Mrs. Beth Scammon
Art (1-8)	Mrs. Tonya Wilson
Librarian	Mrs. Sharon Gegelmann
Math (6-12)	Mr. Brett Eliason
English (6-12)	Mrs. Deb Dohrmann
Science (6-12)	Mr. Trista Mohr
Social Studies (6-12)	Mrs. Ethan Delvo
Physical Education (1-12)	Mrs. Reshell Freeman Mrs. Sarah Gelsing
Development Director	Mrs. Debbie Dazell
Administrative Assistants	Mrs. Amy Czapiewski
Financial Secretary	Mrs. Carma Daley
Early Childhood Aide	Kellie Kallenbach

School Board

President	Mr. Tom Irwin
Vice-President	Mrs. JoMarie Kadrmaz
Secretary	Mr. Shane Klitzke
Treasurer	Mr. Josh Hammond
Member	Mrs. Sarah Gelsing
Member	Mr. Chad Renicker
Administrator	Mr. Shane Bradley
Ex-officio Member	Pastor Ron Dazell
Ex-officio Member	Pastor Josh Whipple

Note to reader: Information under a blue heading applies to all HCA students. Information which applies specifically to 6th -12th grade students is found in the gray sections.

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 our 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.

Vision Statement

“Hope Grows Here”

Core Values & Goals

- H Honor Jesus Christ our Savior**
- O Offer opportunities to grow in faith**
- P Pursue Godly character**
- E Excel in academics**

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. We were originally the Happy Day Kindergarten, founded in January 1981. Grades one through three were established in 1981 with classes conducted in a private home.

In 1983, work was completed on rooms at Evangelical Bible Church and grades four- five were added with expansion through grade six for the 1983 school year. Expansion into junior high was accomplished in 1994. High school was added in 2012 to offer grades 9-12 with the first class graduating in 2016. An afternoon daycare for children ages 3-5 was added the fall of 2017.

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 at 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.

Statement of Marriage, Gender, and Sexuality

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Evangelical Bible Church, and its ministry Hope Christian Academy. (Mark 12:28-31; Luke 6:31)

We believe that God wonderfully and immutably creates each person according to His design and sovereign will. The two distinct, complementary genders of male and female reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. (Genesis 1:26-27; Matthew 19:4)

We believe that the term “marriage” has only one meaning: the uniting of one biological man and one biological woman in a single, exclusive, lifelong union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Genesis 2:18-25; 1 Corinthians 6:18; 7:2-5; Hebrews 14:4)

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, polygamy, transgenderism, pedophilia, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)

We believe that in order to preserve the function and integrity of Evangelical Bible Church as the local Body of Christ, and to provide a biblical role model to HCA and the community, it is imperative that all persons employed by HCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-1)

Hope Christian Academy Student Lifestyle Statement

Hope Christian Academy (HCA) is a religious, non-profit Christian school representing Jesus Christ. HCA expects students to conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. A student is expected to demonstrate a teachable

spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow students or school staff.

The HCA Statement of Faith and Cooperation expects students to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct includes, but is not limited to, sexual harassment, promiscuity, homosexual behavior or any other violation of the unique roles of male and female. (Rom. 1:21-27; 1 Cor. 6:9-20). HCA believes that biblical marriage is limited to a covenant relationship between a man and a woman.

HCA students are expected to pursue a lifestyle based on biblical standards of conduct. It is the goal of HCA that each student will have a lifestyle that seeks to honor the Lord Jesus Christ in every way.

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
With life and liberty for all who believe.

THE BIBLE

I pledge allegiance to the Bible,
God's Holy Word.
I will make it a lamp unto my feet
And a light unto my path.
I will hide its word in my heart
That I might not sin against God.

Academic Information (Grades K-5)

1. Curriculum:

a. Math:

Saxon Math

b. Science/Social Studies:

A Beka/Bob Jones

c. Bible:

Building on the Rock

d. English Language Arts:

Our language arts is taught using a variety of resources. Our reading instruction uses the Reading Workshop model of teaching reading, which 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-5 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 six through eight in conjunction with the Dickinson Public Schools and the South Heart Public School.
3. **Testing Programs:** Standardized testing is administered three times per year using NWEA MAP testing software for grades 1-11. The Benchmark Assessment System is used to test students in Grades K-6 on their reading accuracy and comprehension.
4. **Conferences:** Individual parent-teacher 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:** A school supply fee of \$35 for elementary students and \$15 for 6th-12th grade students will be collected at registration. This will cover most of the school supplies students need for the year.
6. **Report Cards:** Report cards are issued at the end of each quarter. Parents are encouraged to check grades on Think Wave on a regular basis to monitor their student's progress.

Report cards include a Report Card Supplement with information regarding the Benchmark Assessment.

Grading:

- **Grades K- 3**

(S) Satisfactory (U) Unsatisfactory

- **Grades 4-5**

94-100%	A-Outstanding
87-93%	B-Above Average
78-86%	C-Average
70-77%	D-Noticeably Weak
Below 70%	F-Below Minimum Requirements

7. **Below minimum requirements:** A student who achieves below the minimum requirements in a grade level will not be admitted to the next higher grade (see Admission policy, page 29, line item #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 homework than 10 minutes per grade level (3rd grade: 30 min, 4th grade: 40 min, 5th grade: 50 min.) There will be no homework on Wednesdays due to church activities.

Academic Information (Grades 6-12)

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. 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 – 91.99.....	B
73 – 82.99.....	C
60 – 72.99.....	D
Below 59.99	F

Courses

All students will take courses in Bible, English, math, history, and science. We also offer courses in Spanish, consumer science, computers, health, and physical education.

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

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: Positive Action/A Beka/ Building on the Rock

Academic Policies and Procedures

Colossians 1:9-10

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 school board 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 miss opportunity time will be seniors, as long as they are not on academic probation, and students involved in band or sports at the public school.

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. At most, half of the hours may be served in a Christian setting (service to the saved) and at least half must be served in a community setting (service to the unsaved). Service hours must be properly documented and submitted to the high school principal.

Prior to a mission trip, the mission trip coordinator will determine how many services hours will be awarded.

Hours must be submitted within two weeks of completion to receive credit. Credit for hours begins the day after 8th grade promotion. No credit will be granted for time worked during school hours unless specified and approved by the high school principal.

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

NWEA MAP Testing

Each year, students take three MAP tests which will track student progress. The students will be tested in reading, language arts, and math.

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 will take the test in the spring of their junior year. Many scholarship awards are based on scores from this test. Students should arrange to retake the ACT if they wish to raise their scores. Students are responsible for the cost of all tests after the first one taken at HCA. Students can find test dates and register online at www.actstudent.org.

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

1 Algebra 1

1 Algebra 2

1 Geometry

(To enter the ND university system)

Science - 3 credits

Physical Science

Biology

Social Studies - 3 credits

1 US History

1 North Dakota History

½ Government

½ Economics

Civics Test (Required)

Physical Education - 1 credit**Fine Arts–Foreign Language–Career/Technical – 3 credits****Electives Credits – 3 credits****Bible – 2 credits**

(Two of the Bible classes will count as elective credits.)

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 I in the 10th grade, Algebra II in the 11th 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
Algebra 1
Bible
Physical Science
World History
Spanish 1

Sophomores

6 credits required

Semester 1

English 10
US History
Biology
Algebra I
Bible
Spanish II

Semester 2

English 10
US History
Biology
Algebra 2 or Geometry
Bible
Spanish II

Juniors

6 credits required

Semester 1

English 11
Chemistry
Algebra II
ND History
Speech
Bible

Semester 2

English 11
Chemistry
Algebra II or Geometry
ND History
Elective
Bible

Seniors

4 credits required

Semester 1

English 12
Geometry
Government

Semester 2

English 12
Pre-Calculus
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.

4. **Character Awards**—given to each senior identifying the Bible character which reflects their complete character most closely.

Daily Schedule

Preschool – 8:20 to 11:35 A.M. (Tues, Wed, and Thurs).

Kindergarten - 8:20 to 11:35 A.M. (Monday-Thursday)

Elementary (Grades 1-5)

7:45	Faculty meets for devotions, discussion and prayer
8:05	Playground open - students arrive
8:20	School Day Begins
8:20-9:05	Chapel (first school day of the week)
11:50-12:30	Lunch Break for all grades
3:10	School dismissal

Junior and Senior High (Grades 6-12)

8:20	1 st period - Chapel/Bible classes
9:03	2 nd period
9:58-10:05	Break Time
10:08	3 rd period
11:06	4 th period
12:01	Lunch
12:36	5 th period
1:34	6 th period (JH electives)
2:32	Opportunity Time
3:10	School dismissal

Arrival and Departure

We ask that students arrive at school no earlier than 8:00 and be picked up promptly between 3:10 and 3:30.

Kindergarten students will be dismissed at 11:35 and should be picked up no later than 11:50.

Lunch Hour

Lunch hour for students will be between 11:35-12:30 at different times for each class. Students will need to bring a sack lunch every day that hot lunch is not offered. For your student's welfare we ask that you take care to pack a balanced, nutritious lunch. Students 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 \$4.50 per meal. Milk is optional and available on a pre-paid plan for the year through the school office.

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

Policy on Allergies

To clarify the responsibilities of the parents, staff, and school as they relate to allergies, at 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 staff 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 of some students' diets.

Lunch Room: HCA shall provide a clean, safe, and pleasant setting and adequate time for students to eat.

School Staff: Annual training is conducted with all school staff about allergies, anaphylaxis reactions, and EpiPen® administration.

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 (HCP) 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.

Tardy Policy

The student must check in with the office upon arrival for a tardy slip. If tardies become a problem, parents will be contacted and a plan will be made. ANY TARDY WILL COUNT AGAINST PERFECT ATTENDANCE.

6th -12th Grades ADDITIONAL TARDY DETAILS

Students are expected to be seated 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. Consequences after:

3 rd , 6 th , 9 th	1 hour after-school detention
7 th	mandatory parent/principal meeting
10 th	1 hour after-school detention

Tardies will reset to zero at the end of the semester.

For extreme situations (more than 10 tardies per semester) a Saturday school will be issued. Saturday school would require the student to bring \$20 to pay the staff member in charge of supervising the two hours of service at school. Starting time is at the discretion of the supervising teacher.

Attendance

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 8:00 a.m. Upon the student's return to school, parents are asked to submit a note supporting the absence or tardiness.

1. **Illness:** If your child is ill, please call the office prior to 8:00 am. **Please run through the infectious disease checklist daily with your child.** Please do not send your student to school with a fever (over 100.4° F). If your child becomes ill at school and has a fever, the office will call home and will expect the student to be picked up by the authorized parent/guardian and signed out in the office. **Please wait a full symptom-free, without medication, 24 hours before sending your child back to school. Please also wait a full 24 hours of being nit (lice) free before sending your child back to school.**
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 one school day 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 outside of class time. The above guidelines for make-up school work will apply for extended absences.
6. **Advance make-up:** In subjects not requiring the learning of concepts (e.g. spelling, handwriting), a student may complete the make-up work prior to the absence upon agreement between the teacher and parent.

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 an 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, doctor's appointment, 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.

If a student is coming in to school late they must check in with the office so a note with the time written on it can be given to the teacher.

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 secondary 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 student'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 **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.

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.

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.

Retention

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

Please note that HCA 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 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 student with significant health, social, or academic problems due to the limitation of services HCA 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 first grade must be six years old by August 1 of the current school year.
10. Students 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 have been 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 there is mud or snow.
 - c. No pushing, shoving, or fighting allowed.
 - d. Excessive arguing or fighting will result in student standing beside the supervisor for the remainder of the recess period.
 - e. When playing games (tag, football, etc.), no pulling on clothes or shoving to the ground. Only touch football is allowed.
 - f. Play within the boundaries stated by the supervisor.
 - g. If a ball goes in the street, permission must be obtained from the supervisor to retrieve ball. Do not go to retrieve ball without permission.
 - h. 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.
 - i. No skateboards, bicycles, or scooters.
 - j. 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.
 - k. Students need permission from the supervisor to leave the playground at recess time.
 - l. When lining up to enter the building, no loud talking, rough housing, or bouncing of balls.
 - m. **Caps/hats** must come off before entering the building.
 - n. **No gum is allowed on campus** without expressed permission from a teacher.
 - 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 the 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, lunch boxes, 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 school telephone:** Students may request to use the school telephone only for emergencies. If a phone call is necessary, the student should be sent to the school office at a time which is least disruptive to the classroom environment. Arrangements for transportation should be made before the student arrives at school. Students must obtain permission from a staff member prior to using the school telephone.

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 if they have a driver's license and a car. Students must check out and check back in with the office if they are leaving campus for lunch.
3. **Food/drinks:** ONLY water is allowed to be consumed in hallways and classrooms. All food (including drinks and candy) is to be consumed in designated lunch rooms. Teachers may allow food to be consumed in the classroom under special circumstances.
4. **See rules above.** All rules listed above apply to the 6th-12th grade students unless otherwise stated in the handbook.

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 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, NO logo t-shirts, and NO blue jeans. Denim skirts/dresses, collared shirts, dress pants, and colored jeans are acceptable (until school polos arrive at beginning of the year).
- HCA polos must be worn by grades K-12 on chapel days and on field trips. Polos should be worn on chapel days with dress code appropriate black, grey, or khaki pants/shorts (weather permitting.) They may NOT be worn with leggings or joggers. During field trips, HCA polos may be worn with jeans.
- 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 pants which are ripped, torn, or have fake holes are to be worn at school.
- All other leg coverings (including tights and leggings) MUST be worn with a skirt, dress, tunic, or long shirt that goes below the tips of the fingers when arms are hanging naturally at their side(all the way around the top/skirt). Tops may not be tied back or tucked in.
- All skirts should be no shorter than the top of the knee. Shorts should be no shorter than mid-thigh (approximately a 7 inch inseam). Jogging or other shorts not stretching to the top of the knee may not be worn. If you need to change for a sport, it must be done in the bathroom and then covered while on school grounds.

- No tank tops are permitted, but sleeve-less tops ARE permitted (tops that cover most, or all, of the shoulder).
- Pictures, symbols or slogans on all clothing should not contradict Christian principles.
- Shoes must be worn at all times in school. Winter boots are NOT appropriate footwear inside the school building.
- Body piercing is not acceptable except for earrings, in the ears, for girls only.
- Tattoos are considered inappropriate, if a student has a tattoo before being enrolled, or decides after turning 18 years of age to acquire one he/she must keep it covered at all times while on campus.
- Caps/hats are not to be worn in the building.
- 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 closed-toed, non-marking, athletic shoes for P.E.

When students are not compliant, these actions will be taken:

Violation	Consequence
1 st	Verbal warning, incident logged
2 nd	Student calls parents and returns to class
3 rd	Student calls parents and waits in office for clothing
4 th	3 rd consequence + Parent/Administrator conference
5 th	3 rd consequence + detention assigned after school

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

Medication Policy

Hope Christian Academy is 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.

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 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 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 by the administration.

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. 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 the 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.
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment: and/or.
- Repeated remarks of a demeaning nature having 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, via email, and on the HCA Facebook page.

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 or in the Hope Weekly.

Library

Books may be checked out for two weeks. Overdue books are subject to a five cent per day fine. Fines are suspended on lost books, but lost books 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 students 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.

HCA Awards & Certificates

Awards for Grades 1-6:

State Reading Certificate – Awarded to students who have read at least eighteen books during the school year.

Perfect Attendance – No more than 2 tardies and no more than a ½ day of excused absences. (part of school activity, no dr. appointments, etc.)

Exemplary Attendance – No more than 2 tardies and no more than 2 days absent.

Character Traits - A specific character trait observed by the teacher that was exhibited consistently by the student during the school year.

Physical Education Awards:

The President's Challenge Physical Fitness Award - Students who score at or above the 85th percentile on all five items in the challenge. (Curl-ups, shuttle run, one mile run/walk, pull-ups, and v-sit reach.)

National Physical Fitness Award - Students who score at or above the 50th percentile on all five items in the challenge. (Curl-ups, shuttle run, one mile run/walk, pull-ups, and v-sit reach.)

Participant Physical Fitness Award - Students who score below the 50th percentile on one or more of the five items in the challenge. (Curl-ups, shuttle run, one mile run/walk, pull-ups, and v-sit reach.)

Eighth Grade Only Awards:

President's Award for Educational Excellence - Students who earn a grade point average of 90 percent or higher on a 100 point scale in grades 4-8. In addition, they must score "advanced" on their standardized achievement tests in either math or reading to qualify.

HCA Academic Achievement Award - Students who have earned a grade point average of ninety-four percent or higher on a 100 point scale in grades 4-8.

MathCounts - Students who participated in the MathCounts competition.

Eighth Grade Certificate of Promotion - Certificate for satisfactorily completing the requirements of junior high school.

Other Awards for Grades 1-8:

Spelling Bee - HCA school winner.

Geographic Bee – HCA school winner.

Stark County Spelling Bee - Certificate for those who participated or placed in this event.

Library Award - No overdue books or fines for the school year.

JH/HS Awards:

Honors - Students who have met the requirements necessary to receive honors by maintaining a GPA between 3.25-3.69.

High Honors - Students who have met the requirements necessary to receive high honors by maintaining a GPA between 3.7-4.0.

Student of the Year - One junior high or high school student will be selected as student of the year for each of the core classes: English, mathematics, science, and social sciences.

Perfect Attendance – No more than 2 tardies and no more than a ½ day of excused absences. (part of school activity, no dr. appointments, etc.)

Exemplary Attendance – No more than 2 tardies **and** no more than 2 days absent.

Character Traits - A specific character trait observed by the teacher that was exhibited consistently by the student during the school year.



H Honor Jesus Christ our Savior

O Offer opportunities to grow in faith

P Pursue Godly character

E Excel in academics

Junior High and High School Only

Sports and Academic Policy

Students are not eligible to participate in sports if they have one or more F's at the end of a mid-term or quarter. If this occurs, the student will be able to continue practicing, but they will be ineligible to participate in any sports competition. Ineligible students will be given a weekly progress report. If the student does not bring their grade up to passing or receives one failing grade on any assignment, they will remain ineligible. 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 Monday until the end of the quarter.

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, enroute to or from school, and enroute to or from a school-sponsored activity. HCA aims 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. We want 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 school and his/her respective parent/legal guardian, upon registration, will sign the policy handbook acceptance page.

Biblical verses used to guide this policy:

Deuteronomy 19:15-20 (ESV), Matthew 18:15-17 (ESV), James 4:6 (ESV), Proverbs 6:16-19 (ESV), Psalm 51:17 (ESV), Isaiah 57:15 (ESV)

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 and is seeking help from school staff, it may be determined that no disciplinary action other than a plan of behavioral support is needed.

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 the HCA campus including personal property (i.e. vehicles, desks, file cabinets, lockers, purses, backpacks, etc.). All students are expected to cooperate in the conducting of such searches. Searches of the HCA campus and personal 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:

1. 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.
2. Personal meeting with the student and parent(s), where applicable, regarding visible signs, observations, and decision to drug/alcohol test. Complete Drug/Substance abuse policy will be reviewed again with student and parent(s) at this time.
3. After reasonable cause has been established, the student 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.
4. A follow-up meeting with administration, parent(s), and student, including any other necessary parties will take place as soon as possible after results are received.

Results are Negative: At this time, possible consequences will be determined and issued depending on behavior surrounding the incident.

Results are Positive: At this time, school will contact legal authorities, and follow the counsel of a 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 the aforementioned time requirements may result in student suspension (ISS/OSS) or expulsion from HCA.

Discipline options:

1. [1st 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. The minimum consequence for a student found in violation of the substance abuse policy is three day suspension and probation. The maximum consequence is expulsion.
2. [2nd Offense] A student found in violation of the substance abuse policy will be expelled for the remainder of the year.
3. On a case-by-case basis, the administration may evaluate the health of a student after counseling, to determine their mission appropriateness to be reenrolled at HCA the following academic year.
4. In accordance with 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.

Tobacco Free Policy

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students the school board of Hope Christian Academy establishes the following tobacco-free policy.

TOBACCO POLICY -USE AND POSSESSION PROHIBITIONS

Hope Christian Academy shall be tobacco free twenty-four hours a day, 365 days per year. This includes all days when school is not in session and all events and other activities not associated with, or sponsored by the school.

Possession or use of tobacco products by students, staff, and visitors on school property, in school vehicles and at school-sponsored events (whether on or off school property) is prohibited at all times.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco products. Further, the acceptance of gifts (such as curriculum, book covers, etc.) or funds from the tobacco industry is prohibited.

TOBACCO POLICY- ENFORCEMENT AND CESSATION

Students (Grades K-12)

First Offense: Will result in any or all of the following: confiscate tobacco products, notify parents, and/or offer student resources for available cessation programs.

Second Offense: Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, and/or offer student resources for available cessation programs.

Third Offense: Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, possible suspension, and/or offer student resources for available cessation programs.

Faculty/Staff

Faculty and staff include: administrators, teachers, janitors, aides, secretaries, teacher assistants, etc. These individuals may not display or use tobacco products on school property, in school vehicles, or at any school-sponsored events, both indoor and outdoor, and both off and on school property. Those staff members violating this policy will be subject to the following procedures:

- First Offense: A verbal warning to the staff member and referral to cessation services will be offered.
- Second Offense: A written warning will be issued to the staff member with a copy placed in his or her personnel file and referral to cessation services will be offered.
- Third Offense: Shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and dismissal of staff.

Visitors

Visitors to the school facilities must comply with regulations set forth by the school board. Smoking or the use of tobacco products by visitors is prohibited. This includes non-school hours and all functions of the school, athletic or otherwise. This also includes other organizations using school property.

Citizens who are observed smoking or using tobacco products on school property or at school-sponsored events shall be asked to extinguish smoking materials after being informed of the school's tobacco-free policy. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the School board to prohibit the individual from entering school property for a specified period of time. If they refuse to leave, the police may be called.

TOBACCO POLICY- DEFINITIONS

For purposes of this policy, "tobacco" is defined to include any lit or unlit cigarette, cigar, pipe, blunt, bidi, clove cigarette, electronic cigarette, vaping product, and any other tobacco product, and spit tobacco, also known as smokeless tobacco, dip, chew and snuff, in any form.

For purposes of this policy, "tobacco use" includes smoking, which means carrying or having in one's possession a lighted cigarette, cigar, pipe, or other object giving off or containing any substance giving off smoke, and chewing spit tobacco, also known as smokeless tobacco, dip, chew and snuff in any form.

The term "use" means the chewing, lighting, smoking, and any other usage of any tobacco product.

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 6-12 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 school administrator.

Students must receive permission from their instructor or supervising staff person to use any device or network. **This is a requirement for every instance of use. Students may not be in the computer lab without a staff member present.** Students doing independent study must have authorization from the administrator to work alone on their courses.

“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 any 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 that 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 only check personal email accounts during the 9:58-10:05 a.m. morning break or during the 12:01-12:36 p.m. lunch hour break.

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 school administrator without permission and direction.

“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 must obtain permission from the school administrator to move any HCA equipment.

Students are expected to properly log off and/or shut down 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 administrator. The contents of any recording may be subject to random or periodic searching at the discretion of the school administrator.

Students are not allowed the use of any camera or video recording device without express written permission from the school administrator. 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 the school's core values and mission. Students are **not** to adjust screensavers, backgrounds or wallpapers on any school owned 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 and 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 or school administrator. On all school-owned devices, sound must be muted or headphones used at all times unless permission is obtained from the teacher and is for instructional purposes.

Gaming

Students may only use appropriate gaming apps during break time and with approval. Break time does not include classroom instructional time, chapel, or other events or environments where use of devices would not be appropriate. The school administrator, faculty, and staff always reserve the right to ask students to close their gaming app or 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 must back up their work on their own personal storage device.

Violation Consequences

Violation of any of these rules will result in appropriate disciplinary action. For students in grades 6-12, HCA will use a three-strike policy for electronic device violations.

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

Strike 2: Device will be confiscated and returned to parent only. In addition, the student will face a technology suspension for a period of time to be determined by the school administrator. During this time, the student will not be allowed 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, the school administrator may extend the time of suspension into the following school year.

The school accepts no responsibility or liability for lost or stolen items.