



North Heights Christian Academy

2023 – 2024 HANDBOOK

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NORTH HEIGHTS CHRISTIAN ACADEMY

“All your children shall be taught by the Lord, and great shall be the peace of your children.” Isaiah 54:13

Mission Statement

North Heights Christian Academy prepares students to stand firm and live victoriously in Christ by building a foundation of **faith, truth, knowledge, and wisdom.**

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI) – NHCA is a member of ACSI, <https://www.acsi.org/>.

NORTH HEIGHTS LUTHERAN CHURCH (NHLC) – NHCA is the ministry of North Heights Church <https://northheights.church/>.

NHCA STAFF

Principal – Josh Thurston	Band – Neil Baumgartner	Grade 4 – Brenda Gilje
Secretary – Lisa Lanzi	K3 – Emily Schafer	Grade 4 – Jane Tramm
Admission Coordinator – Emily Herman	K5 – Jessica Goodwin	Grade 5 – Diane Drake & Kari Johnson
Aide – Jana Daugherty	K5 - Jessica Newville	Grade 5 - Karolyn Perkins
AK, Aide – Michelle Clements	Grade 1 & AD – Corinne Castano	MS – Karen Plath
Art – Hadley Rittgers & Alison Geier	Grade 1 – Macy Freeberg	MS - Mike Wielinski
PE – Courtney Anderson	Grade 2 – Jennifer Lindahl	MS – Rebecca Hall
Music – Anna Unger	Grade 2 - Kari Brookins	MS – Vesta Watkins
Spanish - Linnea Balderrama	Grade 3 – Krista Deurloo	MS – William Gunard
Librarian – Doreen Knudson	Grade 3 - Corrie Stanway	TOSA - Blake Cook
Kitchen – Cindy Magnusson	Kitchen & Aide –Rachel Firkus	Kitchen – Kari Olquist
Maintenance – James Horton	Custodian – Micah Varberg	Receptionist - Katrina Davis
AK, Aide - Rachel Hall	Housekeeping - Remington Edwards	MS Teacher-Sara Kangas

Admissions Policy:

North Heights 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, national and ethnic origin in administration of its educational policies, admission policies, financial aid program, athletic, and other school-administered programs.

All new students are required to go through a testing process with the Principal prior to enrollment.

New students are considered on probation for the first year at North Heights Christian Academy. NHCA reserves the right to release any newly enrolled student during the first year of enrollment if satisfactory academic and social levels of adjustment are not maintained.

Registration:

Student registration begins in January. Registration is prioritized for current NHCA families, North Heights Church Members and North Heights Preschool families.

Supporting School Policies:

Parents/Guardians who do not consistently support or are unable to agree with the policies of the school, and constitution of North Heights Church, will be asked to withdraw their child from enrollment.

Child Custody Documents:

The school must have a photocopy of any official court documents that outline the terms and conditions of any child custody. Please submit any information to the office.

School Closure:

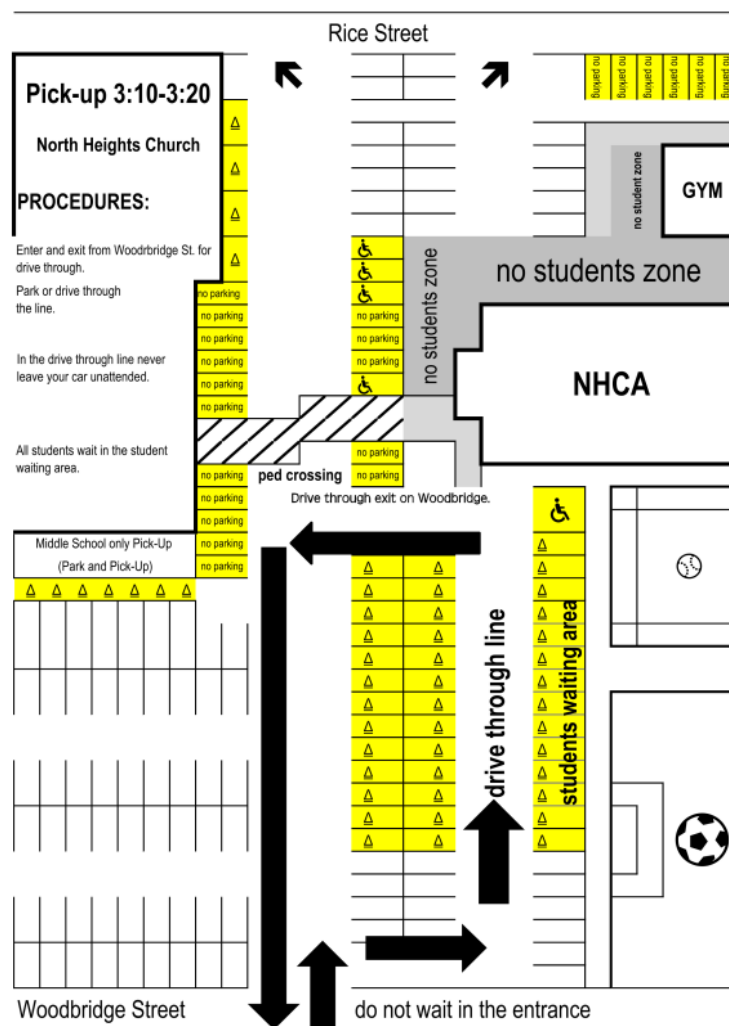
In the event of extreme weather conditions NHCA will announce closings, early dismissal or cancellation of events on local TV, social media accounts and email.

Arrival:

Students may enter their classrooms starting at 8:35 AM. Students arriving before 8:35 AM should go directly to Academy Kids. Students may enter the building through door 1 or door 8. These doors will open at 8:00 AM and close at 8:40 AM. Students arriving after 8:40 will need to enter the building through door 1.

Dismissal:

Student pickup will be outside of door 8. If you are using the pick up line you must enter from Woodbridge St. and exit on Woodbridge St. Continue to move forward in the car line. Do not exit your vehicle while in the pick up line. Middle School only pick up will be on the west side of the church building. For MS only pick up you must park to pick up your student. If you come into the parking lot from Rice St. you must park and get out of your vehicle to pick up your student. If you enter on Rice St. you must exit on Rice St. Teachers will release students to go to their vehicle when the teacher recognizes the parent or guardian. Students will be brought to Academy Kids if they are not picked up by 3:20 PM.



VOLUNTEER DRIVER INFORMATION

NHCA requires all volunteer drivers to meet the following standards:

1. Driver's License – Each driver must have and carry a valid, current driver's license.
2. Seat Belts – Each vehicle must have working seat belts for each occupant. Each driver must see that seat belts are properly used by each occupant. All Minnesota State Laws must be followed with regard to securing children in passenger seats. All children aged 12 and under should ride in the backseat. Go to the following website for more information:
<https://dps.mn.gov/divisions/ots/educational-materials/Documents/cps-growth-chart.pdf>.
3. Insurance – Each driver must carry proof of auto insurance. The policy must be current and cover personal liability of all occupants. A volunteer driver is liable for all occupants of his or her vehicle. NHCA highly recommends that drivers have minimum liability insurance of \$500,000 for all occupants.
4. Background Check – Each driver must have on file with NHCA a current background check form.
5. Emergency Medical Form – Each driver must carry the *Emergency Medical Forms* of the students in his or her vehicle.

DISTRICT 623 BUS SERVICE

District 623 provides NHCA's parents and staff with the locations and times for each bus stop in Roseville School District. District 623 coordinates schedules and routes for all public and private schools within its boundaries.

All bus students are dismissed at 3:10. If you have any questions regarding the bus please contact Centerline Charter Corporation, Roseville Office 651.482.1794. If you have any questions regarding bus routes or bus safety please contact the Roseville Area Schools Transportation Department at 651-635-1638.

HAVING A GUEST RIDE YOUR CHILD'S BUS – If you plan to have a guest ride the bus home with your child, permission notes need to be sent by you and the guest's parent to NHCA to allow the guest child to ride the bus home. An NHCA staff member will deliver the permission notes to the bus driver. No guests may ride the bus without written permission.

BUS SERVICE REIMBURSEMENT – If you are transporting your child by car from outside of District 623 boundary lines, your home district may, in some cases, reimburse you for mileage traveled from your home to your district boundary. You can obtain a Parent Request for Transportation Reimbursement Form from the school office. All requests must be made prior to September 1. You must submit a new request each year.

BUS STOP PROCEDURES

Students should arrive at their stop no more than five minutes before the scheduled arrival of the bus. They will need to wait for the bus in a safe, courteous manner. Safety means staying out of the street and not playing games near the traffic. Courtesy means being respectful of private property near the bus stop and not pushing in line.

Parents are responsible for their child's behavior and safety; to and from the bus stop, prior to entering and immediately after exiting the bus.

Bus transportation is a privilege extended by the Board of Education; it is not a right. All students are required to obey bus conduct rules which are in place to protect the safety and well-being of all students. Failure to observe these rules may result in the loss of bus privileges.

Bus company policy states that parents are not allowed to enter and/or ride a school bus except when chaperoning school field trips.

BUS RULES

Responsibility – Immediately follow directions of your driver. Obtain permission before riding on any bus to which you are not normally assigned.

Respect – Talk quietly and use appropriate language. Show respect for all other riders: no fighting, harassment, intimidation or horseplay.

Care of Property – Treat the bus with respect (no writing or harming seats/windows).

Safety – Behave safely. Sit in your seat facing forward. Do not put our arms or hands out of the windows. Do not throw objects. Keep your arms, legs, and belongings to yourself. Keep the aisle clear.

Best Effort – No eating or drinking on the bus. Referrals from the bus driver may result in parents being contacted or bus suspension as determined by staff.

BUS SAFETY GUIDELINES

1. Be ready for the bus at the scheduled time. Bus times are set based on the streets that they run on and with a standard loading time. If a student is late to the stop, the bus will be late to all the rest of the stops and to school.
2. Wait until the bus is stopped before moving toward the bus and getting on. Often students get anxious as the bus arrives, so they run forward while the bus is still moving. This is a dangerous practice because a student could fall in front of the bus.
3. After getting on the bus, go to a seat, sit down, & stay seated. Law requires students to be seated while a bus is moving.
4. Remain quiet on the bus, so you don't distract the driver. While the bus is moving, kids often talk, and that is OK unless it gets too loud. When the bus is loud the driver can't hear important things like sirens or train whistles, or can be distracted and miss something important like a stoplight, or a car coming from another direction.
5. Do what the driver tells you to do. The driver is in charge of the bus, and sometimes has to tell students to be quiet, or to sit down, or to wait to get on or off of the bus. The driver is trying to keep students safe.
6. Know your bus numbers. Make sure that you get on the right bus. The bus which takes a student to school may be different from the one that brings the student home.
7. Be ready to get off the bus when it gets near your stop, but don't get up until the bus stops at your stop. Many times young students get so involved in a conversation or the ride that they forget to watch for their stop. When they arrive they aren't ready to pick up their back pack and get off of the bus. This delays the bus and makes everybody else late. If the student misses his or her stop the bus has to go back to the stop, making the bus late to all the other stops.
8. After getting off of the bus, walk away from the bus. Don't stay near it. If you have to cross the street, go at least 5 big steps in front of the bus, and wait until the driver waves for you to cross the street. Never go back to the bus after you get off of it. If you drop something, wait until the bus is gone, and then get your mom or dad to go with you to get it. This is the area where most students' fatalities occur. The three key points are to go 5 big steps in front of the bus, wait until the driver tells you to cross, and never go back to the bus.

FINANCIAL INFORMATION

TUITION MANAGEMENT – All tuition accounts are managed by TADS.

REGISTRATION FEE – The annual, non-refundable registration fee for all grades is \$110.

FINANCIAL OBLIGATION CONTRACT – Completing the registration process is understood as your financial obligation contract. Payments are expected by the due date on your billing statement. If action is instituted to collect any past due amount, you will be responsible to pay all costs and expenses, including reasonable attorneys' fees as allowed by law.

2022 – 2023 TUITION – North Heights Christian Academy is a ministry of North Heights Lutheran Church. *North Heights Lutheran Church believes and is committed to the importance of a CHRISTIAN EDUCATION, and we invest in each child annually with a \$1,500.00 grant.

K5 days – 8 th grade	Tuition	*NHLC Subsidy	Parent	K3 days	Tuition	*NHLC Subsidy	Parent
1 st child rate	\$8972	\$1500	\$7472	1 st child rate	\$6477	\$1500	\$4,977
2 nd child rate	\$8238	\$1500	\$6738	2 nd child rate	\$6037	\$1500	\$4,537
3 rd child rate	\$7504	\$1500	\$6004	3 rd child rate	\$5597	\$1500	\$4097
4 th child rate	\$6771	\$1500	\$5271	4 th child rate	\$5156	\$1500	\$3,656

PAST DUE ACCOUNTS – Payments are expected by the due date on your billing statement. If action is instituted to collect any past due amount, you will be responsible to pay all costs and expenses, including reasonable attorneys' fees as allowed by law. Families will be contacted when accounts become two months or more than \$2000 past due.

FINANCIAL AID – All financial aid is managed by TADS. Parents must reapply each year by March 1st.

TUITION & EARLY WITHDRAWAL FROM ENROLLMENT – Tuition installments are non-refundable from the first day of the month. Any portion of a month in attendance is calculated as a full month's charge. If you have prepaid your child's entire annual tuition and you withdraw your child from enrollment during the school year, you will be reimbursed only for the whole month not used.

Please inform the teacher and school office two weeks in advance, settle all financial obligations, return all NHCA property, leave a forwarding address and new school address, and collect your child's personal belongings.

ATTENDANCE

Minnesota compulsory attendance law (§120.10) requires all children, ages 7-15 (inclusive), must attend a public school or private school, “during the entire time that school is in session any school year.”

HOURS – School hours are from 8:40 AM to 3:10 PM. Children are allowed to enter class at 8:35 AM..

SUPERVISION OF CHILDREN – Children who arrive before 8:35 AM or who remain on school grounds past 3:20 PM must be signed-in to Academy Kids, unless accompanied by a supervising adult. Children who are not part of carpool need to be signed-in to Academy Kids. Teachers supervise children until 3:20 PM while they wait for transportation. At 3:20 PM all remaining children are signed-in to Academy Kids.

ABSENCE – Parents are requested to notify the school office when their children are absent. If you email your child’s teacher to report an absence, be sure to copy the school office. Parents are encouraged to make medical appointments outside of school hours. Whenever possible, parents are encouraged to schedule family vacations & outings around the school calendar. Children absent for 30 days or more in one school year may be required to repeat the grade.

HALF-DAY ABSENCE – Regardless of the reason, children arriving after 9:30 AM, leaving before 2:30 PM, or gone during the school day for any academic period longer than 40 minutes are marked absent ½ day. Children absent ½ day must obtain an admission slip from the school office before entering their classroom.

TARDY – Students must be in their classrooms by 8:40 AM to avoid being tardy. Tardy children need to obtain an admission slip from the school receptionist before entering their classroom. Middle School students may receive a tardy for being late to an individual class period during the day.

EARLY DISMISSAL – The person picking up the child needs to go to the school office to sign-out the child. Office staff will call the child’s classroom to have the child dismissed.

Truancy

A student will be considered truant after accumulating seven full consecutive days of unexcused absences in a school year. Corrective action will be taken that may include but not limited to a call from the principal, meeting with parents and truancy officials or an educational neglect filed with the appropriate county.

HEALTH

MEDICATIONS – All medication will be administered under direct staff supervision. Parents need to complete a Medication Policy & Administration form for all over-the-counter (OTC) and prescription medication to be dispensed at school. All prescription medication dispensed at school requires a physician's signature. Any medication administered to your child on a daily basis for longer than two consecutive weeks requires a signed explanatory note from your child's physician.

ILLNESS PREVENTION – Coughing and sneezing into one's sleeve and washing hands with soap and water before eating and after using the restroom help to prevent the spread of infections.

STUDENT HEALTH at School – If your child is unwell at school, yet does not manifest any obvious symptom of illness, we will use the following approach:

1. Depending on the severity, your child's teacher will first try to manage your child's symptoms within the classroom. This usually includes a period of rest or quiet time at your child's desk or in a quiet area of the classroom. If your child is unable to participate in normal classroom functions, your child may be sent to the office.
2. When sent to the office, a child's temperature is taken. If the temperature is within normal limits, the child is allowed to rest and kept under observation. At the end of the rest period, the child is encouraged to return to the classroom. If the same child returns to the office for a second time during the same school day, the child's parent will be notified.
3. At times a child may manifest symptoms of an illness that require immediate isolation for the protection of others. You will be contacted if symptoms are observed that might suggest a serious communicable illness. A student who has a temperature of 99° or greater, undiagnosed rash or discharge, diarrhea, vomiting, or head lice will be sent home.

STUDENT HEALTH at Home – Sometimes symptoms of an illness are not obvious. Please use a conservative approach to all symptoms of illness. A low-grade fever (99 to 100°) accompanied with a persistent cough, can be the symptoms of a more serious illness like bronchitis or pneumonia. When this occurs, please keep your child home longer than usual for recovery and contact your doctor. There are other times when it is clear that your child is ill. The obvious signs of illness include a temperature over 99°, vomiting, diarrhea, unexplained rashes, or rashes associated with communicable diseases. Please do not send your child to school if any serious signs of illness occur at home.

Your child needs to be fever and symptom free for 24 hours before returning to school. Please notify the school office if your child has been ill with a highly contagious illness. If your child is taking antibiotics, there must be at least 24 hours from the first dose before returning to school.

LICE – If lice are found on your child during the school day, your child will remain in the office and you will be notified to pick-up your child. Your child will be readmitted when all nits are removed from your child's hair. Your child will be checked in the office before being readmitted.

INJURIES – A child with an injury is first assessed by the supervising staff member. If deemed necessary the child is sent to the school office for further assessment and treatment, notification of the parents for head injuries or other serious injuries, and treatment of minor injuries with cleaning, bandages, and cold packs.

MEDICAL QUESTIONS – If you have any medical questions please email the school nurse at nhca.nurse@nhca-school.org.

IMMUNIZATIONS – Minnesota School Immunization Law (Minnesota Statutes, Section 121A.15) <https://www.revisor.mn.gov/statutes/?id=121A.15> requires that all children in school must have proof of required immunizations, or a notarized statement objecting to immunizations based on medical or personal reasons. The month, day, & year of each vaccine is required to be in the student's health file. You may submit a copy of your child's immunization record from your medical clinic, or a copy from home. If you plan to object to immunizations, contact the school nurse for the appropriate form to complete for school.

For a complete list of the required vaccinations and when the vaccinations need to be obtained please refer to the following Minnesota Department of Health website:
<http://www.health.state.mn.us/divs/idepc/immunize/schedules.html>.

INSURANCE COVERAGE – NHLC carries student accident insurance. Your family's insurance company is the primary insurer of your children. NHLC's insurance is the excess or secondary insurer. For more details, contact the office.

COMMUNICATIONS

NHCA COMMUNICATIONS Regular NHCA communications are sent via Constant Contact & Jupiter

VISITS DURING THE SCHOOL DAY – If you must speak with your child while class is in session, please check-in with the office.

PARENT/TEACHER CONFERENCES – Parent/teacher conferences are scheduled twice a year, once during the first semester and once during the second semester. For any additional conferences, please schedule an appointment. Teachers are unavailable at the beginning and end of the school day and during their preparation time.

EDUCATIONAL INSTRUCTION

CURRICULUM – We use curriculum from Christian and secular publishers that offer the best educational opportunities and a Christian worldview. Specific grade level curriculum information is given by the teacher at our Parent Orientation meeting each fall. For additional curriculum information, we ask that you make an appointment with the classroom teacher or speak with the assistant principal.

ALTERNATE MATH PLACEMENT (AMP) – AMP is our Alternate Math Placement program. Teachers in grades 1st – 8th align their math classes to be held at the same time each day so that participating AMP students can take math classes at an appropriate level. Students are recommended by teachers to be part of the program.

STUDENT ABSENCE & ASSIGNMENTS – Teachers are not required to provide assignments in advance of your child's absence. No homework is available before school on the day of a child's absence.

VACATIONS & ASSIGNMENTS – If you are planning to take a vacation during the school year please notify the school office and your child's teacher at least one week in advance. Missed assignments will be completed upon your child's return to school. Students will be allowed one day's grace per day of absence to turn in make-up work. When given a one week notice, teachers will try to accommodate requests for work ahead of time and have as many assignments as possible ready the day before your vacation.

REPORT CARDS – Report cards are issued at the end of each quarter. Grades and assignments for 4th through 8th grades can be obtained from your **Jupiter** account.

K-3: all subjects	4th-8th Grade: academic subjects	K-5th grade: art, computer, music, & PE
3: consistently performs at grade level	A: 100 to 90% B: 89 to 80% C: 79 to 70% D: 69 to 60 % F: Below 60%	E= exceptional (90% or above)
2: usually performs at grade level		S= satisfactory (70% to 90%)
1: performing below grade level		N= needs improvement (below 70%)

EDUCATIONAL INSTRUCTION cont.

ACADEMIC PROBATION – Students, whose cumulative academic average is below 70%, may be placed on academic probation. Students placed on academic probation will be given a period of time to show improvement.

PROMOTION AND RETENTION – Your child's final report card will indicate one of the following:

- **Promotion** – your child's academic percentage is equal to or above 70%.
- **Conditional Promotion** – your child will be accepted into the next grade providing certain conditions are met.
- **Retention Recommended** – the teacher suggests that your child be retained.
- **Does Not Meet the Standards for Promotion** – your child's total academic percentage is at or below 69%.

GRADUATION STANDARDS – To graduate an 8th grader's total academic percentage must be equal to or above 70%.

STANDARDIZED TESTS – Standardized tests will be administered to each student in grades 1st through 8th. Your child's results will be placed in a plastic sleeve and sent home the last day of school.

FIELD TRIPS – The Field Trip Parent Permission Form needs to be completed and returned before a child goes on a field trip. Field trip fees are normally not refundable.

TEAM EVENTS – Each year the student body, kindergarten through 8th grade, is divided TEAMS. Each 8th grader serves as the leader of a TEAM. TEAM events are scheduled throughout the school year.

SCHOOL BAND – *88 Notes* comes each week to teach participating 4th through 8th grade students various instruments for band. 30 minute small group lessons and 30 to 45 minute band rehearsals provide students with valuable instruction. Band fees are made payable to NHCA. For more information please contact brucefelt.651@gmail.com.

CLOTHING

DRESSING FOR WEATHER CONDITIONS

All students have daily outside recess except when the wind chill falls below zero or it is raining.

LABELING

Please label every item of clothing or equipment your child brings to school. Unclaimed items will be kept in the school's Lost & Found. Lost & Found items will periodically go on display. Unclaimed items will be donated to charity.

DRESS CODE GUIDELINES

Neatness, Appropriateness, and Respect are the goals of NHCA's dress code guidelines. Working toward these objectives through a dress code rather than a uniform system intentionally leaves students a measure of choice and individuality. As a general rule, an outfit a parent or student questions at home is generally best left at home.

When a student's clothing is considered outside of the guidelines we will have a conversation with parent/guardian and ask the student to change. A student who is requested to change their clothing is expected to respond in a cooperative manner.

The following guidelines will help parents and children pick the right clothes for school and learning.

Two things to keep in mind when thinking about dress code:

1. School staff reserves the right to determine what is acceptable or unacceptable regarding the dress code.
2. If you are questioning if you should wear something because it may be in violation of the dress code, you are probably correct.

- Writing or images on clothing should reflect Christian ideals.
- A girl's cleavage or bra-line should not be exposed; spaghetti straps or tank-top straps should be more than two inches wide. All tops must be able to be tucked in.
- Clothing which depicts objectionable music groups, alcoholic beverages, illegal substances, skulls or evil imagery, or implies obscene, satanic, or sexually suggestive messages will not be permitted
- The length of skirts, shorts, and dresses should be near the finger tips while arms are at one's side (this includes girls and guys).
- When wearing leggings & skin tight pants, students must wear a shirt that covers the front and back.
- Clothing with holes can be worn as long as the skin that is showing abides by the rest of the dress code guidelines.
- Athletic shoes are required for indoor and outdoor physical education classes.

CONDUCT & BEHAVIOR

HALLWAYS – Everyone is expected to walk in all areas of the school building except in the gym during physical activities.

DISCIPLINE – It is our aim to maintain a level of conduct that will create an environment suitable for learning for all students. We teach children to be accountable and responsible for their behavior through logical consequences so that eventually they will become self-disciplined adults. Every staff member is responsible for maintaining good discipline.

STUDENT CONDUCT TALLIES – Students in K - 5th grade start each day with four tallies. The teacher will determine when tallies are lost.

STUDENT REFERRALS – Referrals to the principal are issued for losing all tallies in one day, for repeated, or serious offenses. Parents will receive a copy of this form. The progression for accumulated referrals during the school year is:

1st referral = sent to principal

3rd referral = 1 day suspension

5th referral = 2 days suspension & probation

2nd referral = sent to principal

4th referral = 2 days suspension

6th referral = expulsion

Appropriate consequences may include but are not limited to:

- A Time Out
- Loss of recess
- Loss of privilege
- Writing assignment
- Suspension- A Suspension – served at home or in the school office (to be determined by the principal). A signed form will be sent home stating the reason for and duration of the suspension. A suspended student may not participate in any school activity from the time the suspension begins until the time the student is allowed to return to class. Unless stated otherwise by the classroom teacher, all assignments and tests a student misses due to the suspension will receive a zero.
- Behavioral Probation – A student having serious difficulty adapting to our social program will be placed on behavioral probation. A student who does not improve may be expelled.
- Expulsion – When a student is a constant behavioral problem, continues to be a negative influence, or commits a serious moral, ethical, or legal offense, this student may be expelled. Expulsions are reviewed by the School Board.

BULLYING

All students have the right to and can expect a safe learning environment at North Heights Christian Academy. Students who have experiences that make them feel uncomfortable should report them to a school official.

NHCA takes the safety, both emotional and physical, of all students very seriously. When situations are reported in a timely manner staff will work to mediate and resolve the conflict.

HARASSMENT

The policy of NHCA is to provide an academic environment that is free from all types of harassment and intimidation, whether based on sex, race, color, national origin, ethnic origin, age, or disability. NHCA is prepared to take action to prevent and correct any violations of this policy.

REPORTING PROTOCOL

If a student has been subjected to harassment they may report the event to any staff member. Parents/Guardians should communicate complaints on behalf of children to their child's teacher or principal.

1. The adult receiving the complaint will promptly fill out a student incident form and immediately inform the principal.
2. The parent/guardian of the student will be notified as soon as possible and not later than the end of the school day of the reported incident.
3. A committee of two or more will be established to investigate the situation.
4. The parent/guardian will be communicated with when the investigations have been completed.

TECHNOLOGY

Cell Phone & ELECTRONIC DEVICES – Students are not allowed to have any electronic devices out during the school day. This includes Academy Kids. Devices that are not allowed during school or Academy Kids include, but are not limited to cell phones, smart watches and video games systems.

FOOD

REGISTERING FOR HOT LUNCH – All lunch orders and payments are processed online at www.boonli.com. By registering you agree with all the NHCA lunch policies including late orders, cancellations, and forgotten lunches. Hot lunch is \$4 per lunch and milk is \$0.30.

Lunch Orders – All orders must be placed prior to 8:00 AM on day of service. There are no same day orders after 8:00 AM.

Forgotten/Emergency Lunches – Students should inform the staff member on duty. NHCA will provide a juice box & crackers.

FOOD ALLERGIES – Please notify the school office and your child's classroom teacher if your child has any type of food allergy.

SHARING FOOD – For health and safety reasons, only with staff permission are students allowed to share food with other students. With permission students may share lunch items with students who have no lunch.

LUNCHES FROM HOME – Students bringing lunches from home, needing refrigeration, should use cold packs, as students do not have access to a refrigerator. For safety & health reasons, students do not have the use of a microwave.

TREATS FROM HOME – Please check with your child's teacher before bringing treats to school. Bring only "store-bought" food in its original wrapping if you are bringing food to share.

ACADEMY KIDS – AK

Tax ID# 41-083-2485

AK HOURS – Academy Kids is open from 7:00 to 8:40 AM and from 3:10 to 5:00 PM, Monday through Friday, during the school year. There is no supervision for children arriving at school before 7:00 AM.

AK FEES – Academy Kids fees are assessed each month according to the usage. The fee is \$2.50 per ½ hour. You are charged for any part of a ½ hour used. Your charge will be included in your monthly statement. It is important for parents to accurately sign-in during morning AK and sign-out from afternoon AK. Parents will be billed \$5 per 15 min per child picked up past 5:00 PM.

AK CHILD INFORMATION FORM – If at any time during the school year you foresee that your child will need childcare, please create an account with KidCheck.

AK SIGN-IN & SIGN-OUT – Before school sign-in takes place in the Library. After school check out will either be in the library, lunchroom or in the playground. Only those authorized through KidCheck will be allowed to pick up students from AK.

AK CLOSED – AK is closed for all NHCA holidays and half school days.

NOTIFYING THE TEACHER – If your child does not usually attend AK please notify your child's teacher if you plan to send your child.

WHEN AK FEES ARE WAIVED – Academy Kids fees are waived only for the following reasons: a student's parent is on campus for school business, a student is waiting to be tutored, or a student has missed the bus.

MOMS IN PRAYER

Moms in Prayer meets Thursday mornings from 9:00 to 10:00 AM. For more information go to www.momsinprayer.org.

PARENT ENGAGEMENT GROUP – PEG

President – Chrissy Little, **Vice President** – vacant, **Secretary** – vacant, and **Treasurer** – vacant

LIBRARY

LIBRARY GUIDELINES – Materials Support Judeo-Christian WorldView – If exceptions exist, it is to compare/contrast with the truth of the Bible. Examples include books on world religions, where the other world religions/cults are contrasted with the truth of scripture.

Sexuality – Books for all ages on human sexuality are located on the upper bookshelf behind the checkout desk. Some books on purity, waiting for marriage to be sexually active, that do not go into detailed description of anatomy or human body processes are on the general shelves.

Fantasy – The general principle is to have only Christian authors, UNLESS the author's point of view agrees with the Judeo-Christian worldview, such as The Wizard of Oz. Good must be represented as good, evil represented as evil, adults presented as good role models, and no spells are taught.

Swearing – We strive to have all books free from crude language. There are a small handful of books that contain maybe a dozen words considered to be swearing/taking the Lord's name in vain, that a black Sharpie has been used to delete the offensive words in the text. These are rare exceptions, but those few titles were deemed worth keeping in the collection with the swearing redacted.

Violence – Violent behavior does exist in the Holy Bible, so it is difficult to say all books will not contain violence. Even the Bible would need to be banned. The Lord commanded the Israelites to destroy entire people groups as they conquered the land of Canaan. Books on various wars in history do talk about the terrible human cost to war. The general guideline is violence is not the way to solve conflict. However, there are moral reasons for fighting: defending the weak, fighting evil (Nazism is an example), and self-defense.

THE SCHOOL BOARD – the board

CURRENT MEMBERS

Ralph Tellefsen, Sheila Sigecan, Mark Gregory, Mary Fonken-Holden (NHLC Council Representative), Lauri Pickett, Paul Gramith, Barry Helgeson, Josh Thurston (NHCA Principal & Ex-officio) and John Oldfield (NHLC Senior Director of Finance and Administration & Ex-officio).

PURPOSE

The primary purpose of the board is to secure the long-term success of NHCA. This is accomplished through its participation in enrollment growth, development assistance, monthly meetings, and ongoing prayer support.

ADMINISTRATION

The administrative body of North Heights Christian Academy consists of the NHLC Senior Pastor and the NHLC Senior Director of Finance and Administration, the board and the Principal. The board reports to the Senior Pastor and the Principal reports to the Senior Pastor and the Senior Director of Finance and Administration.

The Principal is charged with implementing the curriculum, supervision and direction of the staff, and overseeing the day-to-day affairs of the school programs and curriculum.

In the Principal's absence the Assistant Principal is responsible for supervising and directing NHCA. Together with the Principal, the Assistant Principal also implements school programs and curriculum.

ADDRESSING THE BOARD

The board meets the 4th Tuesday evening of each month August – November and January – May at 6:30pm. Meeting dates will also be posted in the weekly parent communication (NHCA News).

Any NHCA parent may address the board during the open forum at the beginning of the regularly scheduled meeting with a comment or concern by leaving a message for the principal in the school office.

Approval to address the board must be given by the Principal and Board Chairperson before being formally added to the meeting agenda. Each parent will be given 2-3 minutes to state comments or concerns. The Board reserves the right to delay formal responses until a future meeting or reschedule discussion to a future meeting.

Any NHCA staff member wanting to address the board must first discuss any comment or concern with the Principal before being approved by the Principal and Board Chairperson to be added to the agenda.

MINUTES

Copies of the Board minutes from the previous month's meeting, will be available upon request from the school office.

ATHLETICS

CATHOLIC ATHLETIC ASSOCIATION (CAA) – North Heights Christian Academy is a member of the Catholic Athletic Association. A complete directory of CAA schools and directions can be found on the Internet at www.stpaulcaa.org.

PURPOSE AND PARTICIPATION – Our athletic program provides all 5th-8th grade students an opportunity to: be part of a team, improve their skills and physical condition, learn rules of the game, and exhibit godly attitude. While we encourage athletes to play their best to win, in the spirit of our NHCA culture, all team members will be included and play in each game. (See game playing time below.) The athletic director will determine which sports will be offered each season depending on student interest and coach availability.

CONTRACTS & FEES – Parents must sign, agree to abide by, and support the principles of the NHCA Athletic Program Agreement Contract. There is a participation fee per child, per sport. Parents are responsible for purchasing sports uniforms which are kept by you.

TRANSPORTATION – In general, NHCA parent volunteers transport student athletes to off campus events. Your signature on the Athletic Contract indicates that you give permission for your child to travel in a volunteer's vehicle.

DRESS CODE – Student athletes should follow the dress code listed below. No jewelry is to be worn during practices or games. All jewelry is the student's responsibility. Practices – Student athletes are to be prepared for each practice. This means wearing athletic clothing and shoes. Students without athletic clothing may be kept from practicing. Games – Student athletes are to wear the entire NHCA athletic uniform, including athletic shoes, on game days. Students without complete uniforms may be kept from traveling to and participating in games.

ELIGIBILITY FOR ATHLETICS – Student athletes must commit to attending all practices and games. Student athletes may be "benched" for poor practice or game conduct. Parents will determine academic eligibility.

SCHOOL ATTENDANCE AND GAME PARTICIPATION – Children absent ½ day or a full day may not participate in any extra-curricular event on the day of the absence. Any exceptions are made by the athletic director.

SUPERVISION OF STUDENTS – All student athletes will be under the direct supervision of the coach at all times. Students must be picked up immediately following practices and games and checked out with

the coach. Any students that remain on the campus of NHCA past the scheduled event will be checked into Academy Kids.

GAME PLAYING TIME – NHCA coaches at the 5th/6th grade level are expected to give each player similar playing time and 7th/8th grade coaches are expected to give each player a dignified playing experience, which includes time and situation, each game according to the following criterion:

1. **Christ-like Attitude:** At NHCA we strive to have a Christ-like attitude in the classroom, at practice, and in the game. Integrity and honor is doing what is right in spite of what others are doing. Student athletes will be evaluated on their attitudes during practices and games. If a student is a source of distraction during practices he or she will not play as much in the games.
2. **Outstanding Attendance:** If you want to play more in games you must attend every practice. If you cannot be at a practice you must personally inform the coach.
3. **Ability:** Not all students have the same ability. The student's ability and performance will be a factor in determining playing time. Students with less ability must work harder at practice to improve skills.
4. **Hustle:** Students will be evaluated on their effort and intensity during practices and games.
5. **Game Situation:** The coach will make all final decisions as to the amount of game playing time. The amount of time each child will play in any given game is not guaranteed. We insist that parents not make participation suggestions to the coach before, during, or immediately after the game. Suggestions regarding game participation or strategy should be made at a convenient time for the parent and the coach. Please make an appointment with the coach, not the athletic director or principal.

SPORTSMANSHIP (Code of Conduct) – Please remember to keep a Christ-like attitude at all times. Regardless of the game situation, all students, parents, coaches, and fans must conduct themselves in a respectful and mature manner.

ATHLETIC REFERRAL SYSTEM – Coaches will use the athletic referral system to take disciplinary action with students. All referrals are sent to and processed by the athletic director. With the first referral, consequences will be given by the athletic director. The second referral results in the student being “benched” for one game. The third referral means that the student is suspended from all practices and games for three weeks. The fourth referral means that the student is removed from the team. Students must have the referral form signed and turned in to the athletic director before returning to the next practice or game.

REGISTRATION & STATE OF MINNESOTA TEXTBOOKS USAGE AND HEALTH SERVICES – Each year the state of Minnesota authorizes local public school districts to loan textbooks, standardized tests, and individualized instructional materials to pupils attending nonpublic schools. These materials must be secular in nature and designed primarily for individual use by the pupils. In addition the state of Minnesota authorizes the local school districts to allow pupils attending a nonpublic school to access district pupil health services. These health services include immunization reporting with the state, vision and hearing screening and health services as needed. Completing the registration process is understood as evidence that you give permission for NHCA to purchase textbooks and secure pupil health services (school nurse) on behalf of your child with this state fund.