



North Heights Christian Academy

**2026 – 2027 Family and Student
HANDBOOK**

Table Of Contents

Theme, Vision.....	2
Ministry, Mission, Approach.....	3
What We Believe and Teach.....	4
Staff and Organization.....	6-8
Admissions.....	8
Volunteers, Custody, Communications.....	9
Security, Emergencies, Attendance.....	10
Health.....	11-12
DropOff/PickUp.....	13-14
Tuition.....	15
Clothing/DressCode.....	16
Behavior/Discipline.....	17-23
Food Service.....	24
Volunteer Driver.....	25
Education/Instruction.....	25-27
Records/Before/AfterSchool Care/Library.....	28
Athletics.....	29-30
Bus Service.....	31-32
School Board.....	33-36

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

THEME

The theme for this school year will be - **STAND FIRM**

Romans 12:2

Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.

North Heights Church Vision and North Heights Christian Academy Mission

Find Faith. Discover Purpose. Live Eternal Significance.

Led by the Holy Spirit, North Heights engages all people to find faith in Jesus, discover their God-given purpose and equip them to lead lives of eternal significance.

Our Purpose

Love God. Pursue Truth. Grow Together.

To cultivate Christ-centered leaders who love God, pursue truth, and grow together – equipped as life-long disciples with unwavering faith, a mind to grow, and a heart to serve.

Our Core Values

Firm Foundation on Christ:

We are committed to grounding our school culture and curriculum firmly on the principles of Jesus Christ and His teachings. Our goal is to provide a Christ-centered education that nurtures students' spiritual growth and relationship with God.

Intentional Growth:

We believe in the importance of holistic growth - academically, socially, emotionally, and spiritually. We challenge our students to continually strive for excellence and development in all areas of their lives, empowering them to reach their God-given potential.

Community Focused:

We foster a tight-knit, supportive community where students, families, teachers, and staff can flourish together. By modeling Christ-like love and care, we cultivate an environment of belonging, encouragement, and mutual respect.

Life-Long Discipleship:

Our purpose is to equip students to be lifelong disciples of Jesus, preparing them to go forth and make an impact for the Kingdom of God. We instill a passion for serving others and living out their faith, even beyond their time at our school. We will celebrate and call out the Christ like character we see in students.

Ministry, Mission, and Approach

North Heights Christian Academy is a ministry of North Heights Church. <https://northheights.church/>. As shown above, our mission is to lead children to Christ. All employees of our church and school agree to live their lives, and approach discipleship and teaching in alignment with North Heights Church Bylaws, Constitution, and Beliefs.

We are not a covenantal school, in that we do not require all parents or guardians in our student's lives to enter into a covenant with us and your family in living your lives in alignment with our beliefs. Rather we are a missional school, because we desire to give all children, regardless of family faith, beliefs, lifestyle, or missteps on the journey the opportunity to experience a First-Class, Christian Education, and have the opportunity to experience our school helping them to enter into a deeper relationship with our Lord.

Non-employees of the school, such as authorized volunteers, chaperones, directors, coaches, and others tasked with supervising, teaching, or holding positions of influence and authority with the children in the school must also agree to live their lives and approach any discussions or questions that arise in

matters of faith similarly to 'What We Believe and Teach'. We also follow clear background check and screening practices for our volunteers, etc.

We strive in all ways to appropriately teach the 'Big Topics' of our faith, and not enter into areas that at times cause divisiveness that exist between our kingdom churches. However, we also aim to be clear as to what we believe and teach in our church and school. When questions may arise, these are the beliefs and teachings we rely on. Should students or parents, employees, or adults serving in a non-employment capacity clearly not support, and attempt to influence or change these core beliefs, they will be asked to withdraw their children from the school.

WHAT WE BELIEVE AND TEACH

We believe in one God in Three Persons: the Father, Son and Holy Spirit.

We believe that God the Father is the Source of all things, the Sovereign over everything and the Supplier of all our needs.

We believe that Jesus Christ, God's Son, is our Savior and Lord. Through His virgin birth, sinless life and substitutionary atonement, Jesus has purchased our redemption, and thus He has procured for us forgiveness of sins, freedom from the guilt of sin, deliverance from the power of sin, release from the punishment for sin, as well as newness of life and eternal life.

We believe the Holy Spirit calls us to repentance, faith, and obedience; that He reveals to us God's will, word and work; and that He empowers us for holy living and effective service.

We believe the Bible to be the inspired Word of God and the infallible authority in all matters of proclamation, faith and life. We believe that the gospel is the power of God for the salvation of all who believe.

We accept the Ecumenical Creeds: the Apostolic, the Nicene and the Athanasian, as the true Declarations of Faith, and we accept the Unaltered Augsburg Confession and Luther's Small Catechism as true witnesses to the gospel.

We believe that the whole human race has fallen into sin and into a sinful state of being.

We believe that the only way to salvation is through Jesus Christ.

We believe that Baptism unites us with Christ's atoning work in His death, burial and resurrection for the forgiveness of sins. We baptize both infants and adults, and practice either sprinkling or immersion as appropriate.

We believe that in Holy Communion we receive the Body and Blood of our Lord Jesus Christ and are united with Him and with the universal body of believers.

We believe that the Holy Spirit's spiritual and supernatural ministries and gifts are operative today in the life of the believer and the church.

We believe that the Church is the Body of Christ with Jesus Christ as the Head of the body. Thus, we seek to submit to His Lordship in all things.

We believe in Christ's Second Coming and the resurrection of believers to eternal life and of unbelievers to eternal punishment.

We believe that marriage is a covenant sanctioned by God to join one natural born man and one natural born woman in a single, exclusive, holy union. We believe the Church is charged with upholding and protecting God's original design for marriage.

We believe that sexual activity is a gift from God to be enjoyed only between a married natural born man and natural born woman. All forms of sexual immorality such as adultery, fornication, homosexual conduct, bestiality, incest, and pornography are sinful and offensive to God. We believe that God intentionally and purposefully designed each person to be a particular gender and that any disagreement with or attempt to change one's biological gender is a form of sexual immorality and is equally sinful and offensive to God.

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI) – NHCA is an inactive member of ACSI, <https://www.acsi.org/>. NHCA is an authorized provider and authorizer of ACSI certification and courses, and maintains consistently high standards and certification rates amongst our staff. NHCA is actively reviewing all associations at this time.

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.

NHCA STAFF & ORGANIZATION

North Heights Christian Academy is a K-8 school which, along with seeking to lead all children to Christ, aims to help every child reach their fullest academic and educational potential. We strive to exceed all Minnesota State Academic standards, preparing children to excel at any institution they choose to attend at any High School or other level after they graduate from NHCA.

We are organized into three schools, or programs, within our building.

Our Elementary School offers academically excellent programming and instruction in all subject areas, including specialized subjects in the fine arts and other areas. From the lower grades of Kindergarten, moving up through Fourth grade, your child will be nurtured, challenged, and grow within a traditional classroom setting. Teachers provide the majority of the communication between school and home.

Our Intermediate School continues our strong instructional and academic excellence into the 5th and 6th grades. Students continue to stay within a traditional classroom setting, while they begin to rotate courses between teachers in each grade level. Students stay connected with their homeroom peers through the day, staying as a classroom group, and are guided as that classroom group in each subject area from class to class between the teachers. They also begin to experience additional specialized subject areas, along with maintaining their own planners, and more independence in assigned school work between school and home.

Finally, **our Upper School** culminates the NHCA experience. Students in 7th & 8th grades experience supervised independence in moving between scheduled courses, selection of preferred specialized subjects, and receive support to pursue individualized learning in higher level courses with collaborating institutions when available. NHCA is committed to developing continued coursework for our Upper School students to excel, and bring more academic and specialized opportunities to our school each year. As students enter their eighth grade year, they are also responsible for serving as team leads throughout the grades of our school.

Choosing NHCA means you are ensuring your children:

‘Learn to Read’ in their formative Elementary years,

‘Read to Learn’, in their developing Intermediate years, and finally,

‘Learn to Lead’ as they finish their Upper School years.

We feel at NHCA, that your children have the opportunity to graduate our school with a first class education, the desire and ability to remain life long learners, the skill-sets to lead themselves and others through school and through life, and most importantly, the chance to change the world as Christ Followers with an incredibly strong foundation as they enter their years of High School.

NHCA Administration

Principal - Dr. William DeWitt	Admissions - Danielle Clanton
Secretary - Lisa Lanzi	Receptionist - Leah Engskov

NHCA Student Services

Chapel Coordinator - Josh Rosa	Reading Specialist and Academic Coordinator - Natalie Witham
Student Services Coordinator - Blake Cook	

NHCA Contracted Services

Counselor - Roseville Schools	Nurse - Roseville Schools
Band (4th-8th) - Neil Baumgartner	Mathematics Tutor (4-8) - AMPACT - Anna Johnson
Mathematics Tutor (K-3) - AMPACT -	Reading Tutor (K-3) - AMPACT - Faith Tverberg
Special Education, Therapy, OT, PT - Roseville Schools	Therapy - North Heights Therapy

NHCA Programs

Athletic Director - Blake Cook/Faith Tverberg	Activities Director - Vesta Watkins
Before School Childcare - Academy Kids (AK) - Rachel Hall	After School Childcare - Academy Kids (AK) - Michelle Clements

NHCA Upper School (7th/8th)

Mathematics - Mike Wielinski	English & Language Arts - Vesta Watkins
History - Karen Plath	Science - Becky Hall

NHCA Specialized Subjects

Spanish - Tammy Carsten	Media & Educational Technology - Jenna Belanger
Drama - Rachel Hall	Music - Anna Unger
Physical Education - Courtney Anderson	Art - Ali Geier
Library Services - Doreen Knudson	

NHCA Intermediate School (5th/6th)

6th Grade - Kari Johnson	6th Grade - Breann Atkinson
5th Grade - Diane Drake	5th Grade - Sara Kangas

NHCA Elementary School (Kindergarten - 4th)

4th Grade - Jane Tramm	4th Grade - Brenda Gilje
3rd Grade - Corrie Stanway	3rd Grade - Krista Deurloo
2nd Grade - Jenn Lindahl	2nd Grade - Karolyn Perkins
1st Grade - Christa Smyth	1st Grade - Macy Freeberg
Kindergarten (5 day) - Jessica Goodwin	Kindergarten (5 day) - Jessica Newville
Kindergarten (3 day) - Anna Kohler	

NHCA Support Staff

Educational Assistant - Michelle Clements	Educational Assistant - Jana Daugherty
Educational Assistant - Tammy Carstens	Educational Assistant - Rachel Hall
Maintenance - James Horton	Custodial Coordinator - Micah Varberg
Custodian - Remington Edwards	Custodian - Eric Svensk
Kitchen Lead - Kayla Amiot	Kitchen - Cindy Magnuson
Kitchen - Kari Oquist	Kitchen - Alla Nedostup

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 academic, social, and/or behavior concerns arise.

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.

Adult Volunteers:

Adults volunteering need to pass a background check, receive permission from school administration, and report to the office to sign in at the office when visiting. All volunteers must be in alignment with the North Heights Church Constitution, and must live their lives in alignment with the Christian Faith. We ask the utmost of our staff, as well as our volunteers, in order to model high standards and demonstrate our faith to our children. Volunteers must follow all school rules, including dress code, confidentiality, etc, while volunteering at the academy. Volunteering is a privilege, not a right, at the Academy.

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, website and email.

COMMUNICATIONS:

NHCA COMMUNICATIONS - Regular NHCA communications are sent via Constant Contact and Jupiter. NHCA staff strive to maintain high levels of communication, and regularly provide information home in folders, planners, and through a variety of other methods.

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.

SECURITY/ SEARCHES/ SURVEILLANCE CAMERA USE

NHCA has a great concern for the safety of students, staff and the general community on school property. To better provide a safe and healthful environment, surveillance cameras and recording devices are used in the building.

If you have a question about school security, comment, or suggestion, please speak with school administration. We do not publicly list our plans online.

*Please note, that enrollment of your child in our school constitutes your acknowledgement that school administration, with a witness present, may inspect, seize, or search any property on your student's person, or in their bags, possession, locker, desk, or garments at any time or for any suspicion.

**If you, or your student 'sees something', please teach them to 'say something'. We strive for a safe and secure school building, and in the majority of cases, someone that brings something dangerous to school confides what they are doing and bringing to someone else. Thank you.

HEALTH AND EMERGENCY

FIRE & DISASTER DRILLS

Fire, safety, and tornado drills are an essential part of the school year. These drills will prepare the students if a major crisis should occur during the school day. The following guidelines are critical and must be understood by the students in order to avoid confusion and possible harm.

1. Detailed instructions will be given by the classroom teacher.
2. Students must walk, not run.
3. Students must listen, not talk.
4. Students should keep calm at all times.
5. Students must follow instructions without hesitation.
6. Students must move in a single file to avoid confusion.
7. Students should not respond to the alarm until told to do so by the classroom teacher or supervisor.
8. Exit routes will be posted.
9. In the event of a real disaster, students will remain supervised with their teacher until parents arrive for them. If the school relocates to an alternate site to reunify with parents, you will be notified through school communication. Please comply with all directions and processes in this case, understanding safety and accountability in reunification can take time.

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. 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 must notify the school office when their children are absent. 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. The attendance line is 651-797-7900, option 1.

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.

STUDENT ABSENCE & ASSIGNMENTS – Teachers are not required to provide assignments in advance of your child's absence. No homework is available before, on, or immediately after 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 are authorized, but not required to accommodate requests for work ahead of time.

TARDY – Students must be in their classrooms by 8:40 AM to avoid being tardy. Tardy children, including late bus arrivals, need to obtain an admission slip from the school receptionist before entering their classroom. Upper 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 filing of educational neglect with the appropriate county.

HEALTH

Our office staff complete annual online and other 1st aid related trainings. We will provide immediate care of a basic level for presenting illnesses or injuries, administer parent/provider approved medications, assess needs and communicate to parents.

We have a Roseville School District nurse that is in the school office 2 at various times during the week. She works with our office staff, students and families as needed.

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

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. This is available on our website or in our office. All prescription medication dispensed at school requires a physician's signature.

If your child is ill, please call the school daily to report illness.

The attendance line is 651-797-7900 – option 1

The following information is intended to help you decide whether your child is sick and should stay home from school.

- If your child has an oral temperature of 100 degrees or higher indicating a fever, the student must stay home for a minimum of 24 hours after the temperature returns to normal without fever reducing medication.
- If your child has vomited or had diarrhea, the student must stay home until a minimum of 24 hours after the last episode.
- If your child has had any rash that may be disease-related or the cause is unknown, check with a family physician before sending the student to school.
- Please notify the school office if your child has been ill with a serious illness like strep throat. **Your child should be on antibiotics for 24 hours, before returning to school.**
- Please remind your child of basic hygiene procedures such as covering the mouth when coughing or sneezing and washing the hands with soap and water.
- Please refer to the health guidelines on the NHCA website if your child is not feeling well.

If you have any questions regarding the above information or your child's illness, please call a family physician.

Remember that a child, ill with an infectious disease, can spread the disease when in contact with others in the family and community.

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.

Drop-off and Pick-up Procedures:

Drop-off:

Students may enter their classrooms starting at 8:30 AM. Students arriving before 8:30 AM must go directly to Academy Kids, and must enter through Door 1 (Main Entrance, facing Rice Street). Only students may enter the building through Door 8 (North Entrance at the pickup/drop off line) between 8:30 and 8:40am.

Any individuals who are not students of the school must be expressly authorized and cleared by the front office in order to enter the school building during the hours school is in session. Parent(s)/Guardian(s) choosing to drop their child off at the classroom door must enter through door 1 only. You must follow all school procedures, as well as directions from staff screening adults entering the building, making sure to exit the building in a timely manner. School staff reserve the right to adapt screening procedures as required. We make every effort to provide for an efficient drop-off process, however ensuring security and proper access for all families necessitates some level of inconvenience.

We thank you for your patience and commitment to the safety of our children. If your child has learned how to walk to their classroom, please consider utilizing the student only drop-off location of door 8. Students arriving after 8:40 will need to enter the building through door 1.

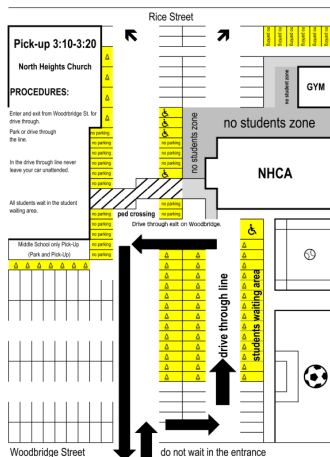
Pick-up:

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. Pets must remain in vehicles. Upper School (US) only pick up will be on the west side of the church building. For US 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.

Any individuals who are not students of the school must be expressly authorized and cleared by the front office in order to enter the school building during the hours school is in session. Parent(s)/Guardian(s) choosing to pick their child up at their pre-school door, prior to picking their NHCA child up outside at door 8, must enter through door 1 only. You must follow all school procedures, as well as directions from staff screening adults entering the building, making sure to exit the building in a timely manner. School staff reserve the right to adapt screening procedures as required. We make every effort to provide for an efficient drop-off process, however ensuring security and proper access for all families necessitates some level of inconvenience. We thank you for your patience and commitment to the safety of our children.

Students will be brought to Academy Kids if they are not picked up by 3:20 PM.

When picking up your child after school hours, whether from AK, an Activity, or an Athletic event, all Parent(s)/Guardian(s) must enter through Door 1. Follow all school procedures, as well as directions from staff screening individuals accessing our building. We reserve the right to adapt screening procedures as required.



Release of Students During School Hours:

IF, AS A PARENT, YOU WANT TO VISIT THE SCHOOL FOR ANY REASON DURING THE DAY, YOU MUST CONTACT THE OFFICE FIRST.

1. If someone other than the parent/guardian is picking up the child, call the building and state the reason for early release.
2. Give the time the student is to be picked up.
3. Tell who will pick up the student since students will be released only to their parent(s)/guardian(s), or a person they **designate on the registration** that is filled out/updated at the beginning of each school year. If a court order limits a parental custody of the child, copies of such order must be on file in the school office.
4. If the student is to be released to someone other than the parents, the person should be prepared to provide identification if he/she is not known to the school.
5. The person picking up the student **should go only to the office**. The student will then be called from the classroom or other area of school and brought to the office.
6. Students will not be excused early to “avoid the rush.” Valuable instruction is taking place right up to dismissal. Each early dismissal stops instruction for the entire class while the teacher helps prepare that student to leave early.

Visiting the School:

All school visitors must be authorized to enter the building by the main school office. Follow all school check in procedures, and please contact the school office if you have any questions. Phone number (651)-797-7900.

FINANCIAL INFORMATION

TUITION MANAGEMENT – All tuition accounts are managed by TADS.

REGISTRATION FEE – The annual, non-refundable registration fee for all grades is \$100.

ACTIVITY FEE – The annual activity fee which covers special activities and field trips (not athletics) is \$150.

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.

2026-2027 TUITION – North Heights Christian Academy is a ministry of North Heights Church. *North Heights 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 – 8th grade	Tuition	*NHLC Subsidy	Parent		K3 days	Tuition	*NHLC Subsidy	Parent
1 st child rate	\$9,985	<i>-\$1500</i>	= \$8,485		1 st child rate	\$7,152	<i>-\$1500</i>	= \$5,652
2 nd child rate	\$9,151	<i>-\$1500</i>	= \$7,651		2 nd child rate	\$6,652	<i>-\$1500</i>	= \$5,152
3 rd child rate	\$8,318	<i>-\$1500</i>	= \$6,818		3 rd child rate	\$6,151	<i>-\$1500</i>	= \$4,651
4 th child rate	\$7,485	<i>-\$1500</i>	= \$5,985		4 th child rate	\$5,651	<i>-\$1500</i>	= \$4,151

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. Students may be unenrolled for non-payment of tuition at any time.

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.

CLOTHING

DRESSING FOR WEATHER CONDITIONS

All students have daily outside recess except when the wind chill falls below zero or administration determines the weather conditions are too unsafe. Children in the Upper and Intermediate schools should dress appropriately for the weather. Staff will advise proper wear, with students and families choosing proper outdoor wear on their own. In the Elementary School, when the temperature begins dropping in the Fall, teachers will communicate, and students must wear a jacket. When the temperature routinely is falling below 32 degrees in the winter, students must wear a jacket, hat, and gloves/mittens. If there is snow on the ground, Elementary students must wear boots and snowpants to be allowed access to the fields or playground areas that are not plowed.

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. Currently, NHCA does not have a uniform policy. NHCA reserves the right to institute a uniform policy at any time. 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. Programs, classes, and activities may change the dress code at any time (footwear in PE, etc).

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.
- A boy's chest 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. The shirt must extend below the individual's bottom.
- 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.
- Closed-toe shoes are recommended. During many activities they increase student safety. We recommend families avoid 'croc' and 'jelly' style shoes as increased foot and ankle injuries, particularly on playgrounds have occurred.
- Clothing, accessories, or apparel that in any way presents a material disruption to the environment, learning, or is a distraction to any individual is in violation of the dress code.
- Hats are allowed only for special occasions as approved by administration (school spirit days, etc).
- Hoods must be worn down inside the building.

ARTICLES PROHIBITED IN SCHOOL

Students are not to bring articles to school which are hazardous to the safety of others or interfere in some way with school procedure. Such things as water guns, pocket knives, hard balls, lighters or matches, dart guns, laser pointers, sling shots, etc. If brought to school as playthings, they must be confiscated by staff. Consequences will occur.

Playthings, devices, and Toys: It is not appropriate for various electronic items such as games, iPods, cameras, etc. to be brought for use at school by students unless specifically allowed to do so by school personnel. If a student brings an item and it is used inappropriately, or is a distraction to others and the learning environment, the teacher will keep the item and return it at the end of the school day. Trading of toys and other articles is prohibited. Repeat occurrences will require parents to pick up the item(s). Other school consequences may apply. The use of skateboards and other roller blades inside the building is prohibited.

CELL PHONE & ELECTRONIC COMMUNICATION DEVICES – Students are not allowed to have any electronic devices turned on or in use while on school grounds. This includes Academy Kids and all School Functions. Devices that are not allowed during school or Academy Kids include, but are not limited to cell phones, smart watches and video games systems. Devices discovered in use will be confiscated by staff, and a parent/ guardian must pick-up the device in the school office. An exception to this policy may be made by administration, such as the

need for a smart watch connected to a medical monitoring device (diabetes, etc).

DISCIPLINE

This section of the handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information for the orderly functioning of our school. It has been structured to help promote student progress as well as the interest of modeling appropriate school behavior.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers, staff members, and administrators to work with the student, his or her parents and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community and the other students in the learning environment.

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.

Teaching Expectations

All students are explicitly taught school-wide expectations. At the beginning of the year, students will be taught the expectations in each school area (arrival, all settings, dismissal, hallways, cafeteria, playground, bathroom, bus, etc). Teachers will help students learn what the expectations "look" and "sound" like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year. All staff, students, and parents work together to ensure that the students are safe, accountable, responsible, and kind at all times.

As an Example:

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

As another Example:

Voice Levels - We utilize a system of levels to help students understand how loud it is appropriate to be in certain areas of the building.

Level 0 - Silent - used when we need to be listening or when trying not to interrupt others learning.

Level 1 - Quiet Voice - used when we need to communicate with someone, but still not interrupt others' learning.

Level 2 - Inside Conversation Voice - used when we communicate with others normally, such as in a conversation during a board game.

Level 3 - Outside Voice - used when we are playing games at recess - speaking loudly during kickball, tag, etc.

Level 4 - Emergency Voice - used to help others when we need to get their attention - yelling to stop a young child from running into the street.

*Expectations in various areas will be explained, taught and posted. Changes will be communicated to all students when necessary.

By ensuring all staff and students are taught expectations and these are continuously reinforced, the likelihood of students misbehaving in certain areas or situations decreases, and all students have enjoyable, safe, and calm days at school.

Classroom Management Systems:

All teachers manage their classrooms at NHCA with a classroom management system. What is common amongst all NHCA staff systems are:

Clearly defined expectations in all areas and subjects

Planned procedures for all areas and subjects

Focus on relational discipline (discipleship is discipline).

Teaching, practice, and redirection continually in all areas and subjects.

Utilization of best practices in instruction for all students.

Celebrations and Acknowledgements to students of their successes and contributions.

Consistent responses for all students in the same class when misbehavior occurs.

Modeling calmness and kindness in any response to students, whether in instruction, redirection, celebration, or correction.

What is different amongst classrooms due to developmental levels and subject matter, are the actual procedures, style and format of responses, celebrations and acknowledgement, and the instructional practices used.

Addressing Student Behavior:

Our aim is always to disciple when we discipline our students. We aim to address misbehavior kindly, respectfully, yet firmly. We also strive for consistency in our response so all children understand our expectations and exactly how we help all students learn and grow in improving their behavior. Staff use similar language when possible to help promote this consistency in response.

All staff strive to maintain positive relationships with students in any situation addressing misbehavior.

Finally, the following descriptions of how behavior is addressed between two common types (Non-Visible and Visible) may help parent(s)/guardian(s) understand the reasons different responses may be utilized by staff in a school setting, vs a home setting.

Non-Visible Student Behavior - Student misbehavior in the classroom or school that is not widely visible, and not likely to be repeated by other students, will typically be addressed in a non-visible way. We aim to respect and not embarrass students. Teachers use various methods to ensure that students learn through their mistakes and continue to grow and improve their behavior as they age. An example might be a student plagiarizing a paper. Besides a private discussion with the student and/or parent(s) after the incident, and associated consequences, the teacher in most cases will not address it publicly, as other students are not aware of the behavior, and it did not disrupt their learning.

Staff at NHCA prioritize operating their classroom management systems with a high priority placed on managing behavior in non-visible ways as much as possible.

Visible Student Behavior - Student misbehavior in the classroom or school that is visible, or widely observed, by other students will in many cases be addressed in a visible manner, as well as being prioritized to address it individually, privately and with logical consequences. Managing these types of student behavior infractions (as well as encouraging good behavior) visibly, is done in order that all students understand expectations, and that good behavior is encouraged, and misbehavior will be addressed. This also reduces the occurrence of 'copycat' behaviors, and the decorum of the school environment is maintained by all. In particular, the kind of behavior that seriously hurts others, or disrupts other students' learning.

An example might be a student arguing verbally in front of the class with their teacher in view of other students. Along with a private discussion with the student and/or parent(s) after the incident, during the class period the teacher may choose a number of ways to address this highly visible situation. They might mark the student's name on the board, have the student serve a time out within the classroom or somewhere in the school, take a break, make an apology, be removed to the school office, or any number of items that other students incidentally see happening. This helps reinforce correct behavior with both the student and the rest of the classroom.

This type of addressing of behavior is typically the most likely to raise concern - as some level of discomfort or embarrassment is naturally present. Teachers will always aim to maintain a positive teacher/student relationship in these situations, and help the student learn that: while addressing their misbehavior visibly may have been uncomfortable, the actual misbehavior they engaged in which necessitated the correction, was actually more uncomfortable for them and others.

A final way to describe this type of correction and the need for it that may be helpful in understanding, is an example from the sports arena. In a basketball competition, referees correct mistakes loudly and visibly with whistles, hand motions and words. They do it consistently and in front of all other players, coaches, and spectators in the arena. At times they may send players to the bench, or even out of the arena entirely. Their actions, while at times being disagreed with by spectators, coaches or the players themselves, are widely acknowledged to make the game safer, and players all adjust and change their game to meet the referees expectations as they experience the corrections and view others experiencing the same. The best referees do so calmly, judiciously, and are highly desired by officials and coaches. They often will quietly teach and redirect players as the game progresses as well, particularly at younger ages, in order to not discourage players. But, they always keep the game safe, and fair.

In any case of misbehavior in the school; whether visible, or non-visible, staff will aim to correct it immediately, maintain the student-teacher relationship, model calmness, kindness and self control, and provide communication to the student's parent/guardian that same day through a note, letter, email, phone call, the school discipline system, or in person by the instructor.

Discipline Forms:

The school discipline system utilizes paper referral forms. For minor misbehavior addressed by the teacher, this is filled out with an 'FYI' as a heads up to the parent.

The purpose of providing a written down 'FYI' to parents is to enable both the parents and the school/teacher to put proactive supports in place before a major infraction occurs or a long pattern of misbehavior develops without communication or a chance to intervene.

If you receive an FYI, please sign and return it to the teacher, so we know you have received it.

Appropriate consequences that you may find noted on an FYI, that may be given by any staff include but are not limited to:

- A Time Out (always supervised)
- Loss of a portion of recess (students will sit out of recess for a portion of time (5-10 minutes) near the recess door, and then join in - students may read, draw, reflect, catch up on homework, etc.)
- Loss of privilege
- Reflection or Think Sheet
- Public Apology
- School Duty (cleaning, picking up, organizing)
- Phone call home
- Meeting with staff, parent/guardian
- Others as determined by staff in consultation with administration

We ask that you speak with your child and help them learn from their mistakes, reinforce our care and concern for them, and help them understand their teacher looks forward to having them in class each and every day!

Referral to the School Principal

If a student moves entirely through a teacher's classroom management system within one day, and is unable to correct their behavior and be managed within the classroom, or if the student has had 10 or more minor mis-behaviors, of a similar type communicated home as an 'FYI', or commits a singular serious offense, the teacher will refer the student to the school principal. This is done in writing on the discipline referral form, and is recorded as a 'Major' misbehavior. After the first 10 FYI's, accumulating an additional 5 will result in a second referral, and so on.

STUDENT REFERRALS – The progression for consequences of accumulated referrals to the school principal during the school year is:

1st referral =
student-principal
conference, logical

3rd referral = ½ - 1 day
suspension (in or out of
school, decided by

5th referral = 2-3 days
suspension & probation (in or out
of school, decided by principal),

consequence or detention (recess, lunch, or after school), communication home.

principal), re-admittance meeting with teacher/parent/guardian required.

re-admittance meeting with teacher/parent/guardian required.

2nd referral =
student-principal conference, logical consequence or detention (recess, lunch, or after school), meeting with parent/guardian.

4th referral = 1-2 days suspension (in or out of school, decided by principal), re-admittance meeting with teacher/parent/guardian required.

6th referral = expulsion

Administration may choose to allow major referrals not to accumulate if they are individually of a different nature from each other and do not occur often (months apart). As an example, if a Student incurs three referrals that occur a few months apart from each other over the course of a school year, they may not be assigned a suspension on the third referral.

Administration reserves the right to change or adjust any incident, referral, or consequence, to include moving to immediate expulsion if school or student safety, or other circumstances necessitate it.

Common Consequences Provided by Administration or Administration's designee

- Detention - served during Recess, Lunch, After School, or a combination. Students may or may not complete work during this time depending on the situation.
- Fines/ Restitution - at times, monetary compensation, or material replacement, or some form of restitution is in order.
- 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.

Serious Offenses Defined As:

1. Physical Contact - contact willfully initiated to badly hurt, harm, or shame another person. This does not include common childlike behavior from dysregulation (more commonly viewed as mood swings or difficulty managing emotions and physical control such as spinning, wiggling, flailing of

arms, etc... due to tiredness/medical conditions/and some common difficulties such as Autism, AdHd, etc), excitement, or misunderstandings, such as pushing for a spot in line, jostling for an item, going for a ball in gym, etc.

2. Bullying/ Harrassment/ Sexual Harrassment - any time a person intentionally harrasses another person in any way, sexually, or other, or a person intentionally bullies, intimidates, whether physical, verbally, or online, especially with an imbalance of power. (If your child experiences this, please see the following section on reporting).
3. Threat of serious violence to self, others or the school.
4. Disruption to the learning environment that materially stops all instruction for the classroom.
5. Defiance to the teacher that materially stops all instruction for the classroom.

ADDITIONAL STUDENT BEHAVIOR GUIDELINES

1. Trading or selling of toys, cards or other items is not allowed at school.
2. All pupils are required to attend and participate in their required class work and in physical education class except when excused upon the statement of a doctor.
3. No swearing or unkind remarks at any time. Always address adults with a title of respect, such as Mr., Mrs., or Ms. Always use the adult's last name.
4. Desks and lockers are the property of the school and are subject to periodic inspection.
5. Pencils and pens are not to be taken to the rest rooms.
6. Always stay on sidewalks and walkways going and coming from school.
7. No throwing rocks or snowballs.
8. If you are injured, including on the playground or on the way to and from school, report the injury **immediately to your teacher.**
9. Students should stay out of mud and water puddles, and refrain from climbing under or over fences.
10. All pupils' books must be put inside their desks or lockers, **the chairs should be placed on their desks, and trash picked up around desks before afternoon dismissal.**

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 any bullying / 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 the reporting 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.

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. Lunch and Milk prices will be updated and communicated when changes occur.

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. If you ordered lunch on a day that your child is absent, you may request a credit by calling the school office by 8:00 AM. Requests for credit after 8:00 may not be processed.

FORGOTTEN/EMERGENCY LUNCHES – Students should inform the staff member on duty. NHCA will provide a replacement similar to a sandwich and milk.

FOOD ALLERGIES – Please notify the school office and your child's classroom teacher if your child has any type of food allergy. NHCA will make concerted efforts to ensure allergic incidents are avoided, but makes no claims or promises that exposure will not happen. Please help teach your child to be allergy aware for themselves, and others.

SHARING FOOD – For health and safety reasons, students are not allowed to share food with other students.

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 given permission from your child's teacher.

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.
5. Emergency Medical Form – Each driver must carry the *Emergency Medical Forms* of the students in his or her vehicle.

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~~ administration.

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. Administration continually reviews this program, and has the final determination if a student participates in, or continues to participate in the AMP program.

REPORT CARDS – Report cards are issued at the end of each semester. Grades and assignments for 4th through 8th grades can be obtained from your online parent account. Grading and reporting metrics and methods may change based on administration review, and will be communicated.

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%)

Homework Guidelines

At NHCA, we believe that the overwhelming majority of research has shown traditional homework does not increase student achievement at the Elementary age.

Rather, a childhood filled with books, stories, and other literacy activities makes the most difference, and is encouraged at home. Also emphasized are strong family relationships, supportive environments, and time spent playing with your child, as well as celebrating and supporting their achievements in and out of school.

Therefore, the following guidelines for homework are followed at the Elementary School Level:

1. Teachers encourage families to read everyday with their child - 20 minutes is encouraged as a guideline. Your child's teacher may provide various helpful strategies you may choose to use, such as calendars, book bags, online resources, etc. These items are not required or graded - what your family chooses to use as the most effective way to accomplish this is acceptable and encouraged.
2. The only graded homework sent home are those items which a student and family have sufficient explanation on what to accomplish, how to accomplish it, and which provide adequate time to complete the homework. Examples may include collecting pictures for a scrapbook project, interviewing family members for a presentation, building displays for a class event, etc. Examples of what will *not* be sent home include worksheets due immediately upon return to school the following day.
3. Parents may request, and teachers may suggest, additional skill work and practice for individual students. Parents may decline this work, or accept it if they are able to help and feel it may be beneficial. This work will be provided, and feedback given, but will not be graded.
4. Homework MAY be assigned due to absences, late work, missing work, cheating, plagiarism, etc. if not enough time is available to complete or to continue the work in the classroom.
5. Homework that contributes to supporting family relationships, environments, activities and play may be provided as a resource to families. Examples of this include interviewing family members, helping out at home, suggestions on active play and encouraging reading.

At NHCA, we begin assignment of more homework at the Intermediate and Upper School Levels. As students' abilities transition from 'Learning to Read', to 'Reading to Learn', and especially, 'Learning to Lead', beginning to plan and manage upcoming assignments and expectations is extremely important to their future success.

With this in mind, teachers at the intermediate and upper school levels will assign homework under the following guidelines:

- 1) Homework does not have an inordinate amount of weight on grades. Success or failure in homework will not be the sole determinant of success or failure in a course. It may change a single letter grade, but will not be entirely necessary for mastery learning in the course.
- 2) Homework will be measured and managed in order to allow students to proactively plan and

- accomplish it, under the assumption most students have additional after school activities.
- 3) Most homework assignments will not be due the following day.
 - 4) Teacher and School teams work together to allow focus on upcoming exams when scheduled.

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%.

Final Grade Placement determination authority on admission, or after final report card provision, resides with the school principal.

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 not refundable.

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

SCHOOL BAND – Come have a blast playing with the band! Open to students 4th-8th grade, the Band meets during the school day on Monday and Wednesday throughout the school year. Instruction is offered on these instruments: flute, clarinet, oboe, saxophone, trumpet, French Horn, trombone, baritone, tuba, percussion (drums and xylophone). Students must provide an instrument, but no prior music experience is required to join! Registration for new and returning students is completed through the Encore Ensembles website: <https://www.encoreensembles.com/registration>
Questions about the band? email Mr. Baumgartner: baumgartner@encoreensembles.com.

STUDENT RECORDS

1. An accurate cumulative record shall be maintained for every student enrolled in NHCA, secured in the main office. The records shall include: progress records, behavioral records, physical health records and directory data.

2. If a student has been referred for an exceptional educational need, a separate folder will be started.
3. Only authorized personnel, and parents/guardians of a minor student shall view the records without subpoena. The student with the consent of parents/guardians may view his/her records upon request.

ACADEMY KIDS – AK Tax ID# 41-083-2485

AK HOURS – Academy Kids is open from 7:00 to 8:30 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 \$4.00 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 \$10 per 15 min per child picked up past 5:00 PM.**

AK CHILD INFORMATION FORM –All families at our school must create an account with Procure, even if you are not planning on regularly using AK. This ensures you are ready if at any point your child needs emergency care before or after school.

AK SIGN-IN & SIGN-OUT – Parents must sign their child(ren) into and out of AK. Please follow all staff directions and protocols for sign-in/ sign-out procedures. Locations for drop-off/pick-up may vary depending on space availability. Generally, the location will be the cafeteria, library, gym, or playground. Only those authorized through Procure 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 or the school office if you plan to send your child.

MOMS IN PRAYER

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

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 kept in a safe location. 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.

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. NHCA AD and/ or administration may join and participate in non-conference, or other association events as the sport needs may dictate.

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, parents provide transportation. At times, 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 (exceptions generally are made for preplanned appointments, orthodontist, dentist, etc. If your child is home sick, they will not be allowed to participate that same evening).

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. Behavior in school will result in an athletic referral as well. Your behavior in school reflects on your team.

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 or can be found on the NHCA website. All requests must be made prior to October 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 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.

THE SCHOOL BOARD

CURRENT MEMBERS

The current members of the school board, after being voted in and confirmed by the NHLC Council, are listed on the school website, and board minutes.

PURPOSE

Guided by the Holy Spirit, the NHCA School Board seeks to ensure that a high-quality, Christ-centered, Biblically based education is provided at NHCA. Our goal is to have equip every student find faith in Jesus, discover their God-given purpose, and lead Spirit-filled lives of eternal significance.

We support this goal through prayer, discussion, and planning to address current and future needs of NHCA while maintaining the unity of the Body of Christ within North Heights. The Board supports students, parents, and staff through ongoing prayer and participation in school activities and events.

ADMINISTRATION

The administrative body of North Heights Christian Academy consists of the North Heights senior pastor and the North Heights senior director of finance and administration, the Board, and the principal. The Board reports to the senior pastor, who reports to the Council of Elders. 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 senior pastor or his designee is responsible for supervising and directing NHCA. The principal also implements school programs and curriculum.

PROCEDURES

At the first scheduled meeting of each school year, the Board members shall elect a chairperson, vice chairperson, and a secretary. These officers have the following responsibilities:

Chairperson – Shall preside at all Board meetings and perform other duties as approved by the Board. The chairperson shall serve as the Board's point of contact for the principal.

Vice Chairperson – Shall perform the duties of the chairperson in his or her absence, disability, or refusal to act. When so acting, the vice chairperson shall have all powers of and be subject to all the restrictions upon the chairperson.

Secretary – Shall cause to be recorded the minutes of all regularly scheduled meetings of the Board. The secretary shall have custody of the Board records and documents and shall conduct necessary correspondence and perform other duties associated with the office.

The presence of 4 voting Board members at all meetings, whether regular or special, shall constitute a quorum for the transaction of business. The principal and senior director of finance and administration are ex-officio members who have influence but cannot vote. No official business of the Board can be conducted with fewer than 4 voting Board members present. A decision for action shall be made by the Board when it receives a majority of the votes of the Board members in attendance at a legally called meeting.

SCHOOL BOARD MEMBERSHIP

Only members of North Heights Church may serve on the Board. The process of becoming a Board member begins with the formation of the NHLC nominating committee. Suggested candidates from the nominating committee are submitted to the NHLC Council for their approval before being added to the election ballot in order to be voted on by the NHLC congregation at the Annual Meeting in May.

No one employed by NHLC or any of its ministries or spouse of NHCA staff member may serve on the Board, except for the principal and senior director of finance and administration.

The Board is comprised of up to 9 members (7 voting and 2 non-voting). While it is desirable to have Board members who have or have had children attend NHCA or have professional education experience, it is not a requirement to serve on the Board.

Other than the Council representative, the term of office for all voting members shall be 3 years. A Board member may serve no more than two consecutive terms. A Board member may be elected once again, but only after one year off the Board.

The term of the Council representative continues at the discretion of the Council. The Council representative shall not exceed the end of the term of their office.

Terms of office begin on June 1st. Any member whose child has been dismissed from enrollment will vacate their membership on the Board. The NHLC Council of Elders will appoint a replacement to complete the remaining term.

MEMBERS' QUALIFICATIONS

Each board member shall:

- Know Jesus Christ as personal Savior and Lord and have experienced personal renewal in the Holy Spirit as outlined in Ephesians 5:18
- Be an active NHLC member in good standing for at least 2 years.
- Be in full agreement with the NHLC Statement of Faith, Vision, and Mission
- Exemplify a life of faith and loyalty to God's Word
- Have interest in and appreciation for the spiritual life & Christian education of children
- Be willing and able to assume responsibility and work well with others under the power of the Holy Spirit
- Vote one's beliefs
- Be willing & able to make sacrifices of time & talents for the benefit of NHCA
- Understand and cope with the current realities facing NHCA including finances, infrastructure, and enrollment

MEMBERS' JOB DESCRIPTION

- Give prayerful consideration and thought to the Board's responsibilities
- Actively promote NHCA within the community
- Voice opinions and values at Board meetings
- Regularly attend Board meetings
- Willingly serve in leadership capacities

- Give and urge others to give as God enables
- Serve actively on committees
- Visit NHCA when possible during both school and non-school hours
- Keep Board issues confidential
- Pray faithfully for NHCA
- Regularly support and commend the staff and leadership

MEMBERS' CODE OF ETHICS

- Members are faithful in attendance at all meetings. If unable to attend they are responsible for notifying the Board secretary, chair, or vice chair in advance so that materials may be mailed to the absent Board member.
- They are expected to prepare for each Board meeting by reviewing agenda, minutes of the past meeting and other materials.
- Board members must direct appropriate inquiries and complaints regarding school matters to the principal.
- Board members should place a high priority on attending as many school functions as possible including those during the school day or other times whenever possible.
- Board members must refrain from inappropriate discussion of school board business at any non-business functions or gatherings.
- Board members should use God given discretion in deciding what matters can be shared with spouses so as to cultivate and maintain important partnership relationships with their spouse.
- Matters pertaining to staff and other matters of sensitive nature should not be shared outside of meetings.

ADDRESSING THE SCHOOL 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.

SCHOOL BOARD MINUTES

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

This handbook may be updated at any time it may be necessary by administration.