



“But you are a chosen people, a royal priesthood, a holy nation, God’s special possession, that you may declare the praises of him who called you out of darkness into his wonderful light.”

1 Peter 2:9



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 – NKJV
2651 N. Rice Street, Roseville, MN 55113 – www.nhcaonline.org – 651.797.7900

WELCOME – On behalf of the staff, school board, PTF officers, and congregation of North Heights Lutheran Church we welcome you to North Heights Christian Academy. NHCA was founded in 1988 as a Christian educational ministry of North Heights Lutheran Church. Since its beginnings, North Heights Christian Academy has continued to offer an excellent, Christ-centered, kindergarten through 8th grade educational program.

As members of this exciting and vital ministry, we hope you will explore the many ways to become involved in the education of your children. Our certified, Christian staff offers advice and expertise that goes beyond the classroom. We pray that your experience and investment at North Heights Christian Academy will be a blessing to your family now and for years to come.

STATEMENT OF NON-DISCRIMINATION – 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.

NHCA STAFF – The heart of North Heights Christian Academy is our teaching staff. The excellence of the academic process is tied inextricably to the quality of the teacher. As important as curriculum, method, and philosophy are, the teacher is far more important. Besides being a born-again Christian, the key ingredient for our teachers is a heart for the Christian school ministry and a genuine love and concern for reaching children for the Lord.

Principal – Jeff Taylor	Librarian – Doreen Knudson	MS lead teach, chapel – Kristin Fink
Assistant Principal & grade 2 – Sheila Johnson	Band – Bruce Felt	middle school – Ginger Montezon
Secretary – Lisa Lanzi	K3 & comp – Jessica Duescher	middle school – Karen Plath
Athletic Direct & grade 1 – Corinne Castano	K5 – Michelle Rollerson	middle school & aide – Elissa Pheneger
AK, aide, computer – Terri Knudson	grade 3 – Jane Tramm	Maintenance – James Horton
Art – Molly Magstadt	grade 3 – Krista Deurloo & Corrie Stanway	Custodian – Dev Olson
Music – Remembrance Douglas	grade 4 – Brenda Gilje	Kitchen – Cindy Magnusson
PE – Corrie Stanway	grade 5 – Diane Drake	Kitchen – Cindy Young
	grade 5 – Kari Johnson	

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL – ACSI is a full-service association designed to be a meaningful aid to the school’s educational ministry. For more information please visit www.acsi.org.

NORTH HEIGHTS LUTHERAN CHURCH – North Heights Lutheran Church sponsors North Heights Christian Academy. It is through the generous giving of the congregation that NHCA is able to operate at an affordable tuition rate. For more details about our sponsoring church visit www.nhlc.org.

NeHi CHRISTIAN PRESCHOOL & CHILDCARE – North Heights Lutheran Church sponsors NeHi Christian Preschool & Childcare. Please call 651.797.7938 for details.

NHCA LIBRARY – NHCA has an excellent library that is open to everyone. Library times are Tuesday 9:00 until 3:00 & Wednesday 11:00 to 3:00. You can visit our catalog online at www.nhlc.org/library. Please call 651.797.7925 for more information.

PURPOSE – North Heights Christian Academy exists to assist parents with the intellectual, physical, and spiritual teaching and training of their children.

MISSION STATEMENT – NHCA prepares students to stand firm & live victoriously in Christ by building a foundation of faith,

truth, knowledge, and wisdom.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. *2 Timothy 3:15, 2 Peter 1:21*
- We believe there is only one God, eternally existent in three persons: Father, Son and Holy Spirit. *Genesis 1:2, Matthew 28:19, John 10:30*
- We believe in the deity of Christ (*John 10:33*), His virgin birth (*Isaiah 7:14, Matthew 1:23, Luke 1:35*), His sinless life (*Hebrews 4:15, 7:26*), His miracles (*John 2:11*), His vicarious and atoning death (*Ephesians 1:7, 1 Corinthians 15:3, Hebrews 2:*), His resurrection (*John 11:25, 1 Corinthians 15:4*), His ascension to the right hand of the Father (*Mark 16:19*), and His personal return in power and glory. *Acts 1:11, Revelation 19:11*
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature. Men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace. Through faith alone we are saved. *John 3:16-19, 5:24, Romans 3:23, Romans 5, 8, & 9, Ephesians 2:9-10*
- We believe in the resurrection of both the saved and the lost. The saved are resurrected to life and the lost are resurrected to damnation. *John 5:28-29*
- We believe in the spiritual unity of believers in our Lord Jesus Christ. *Romans 8:9, 1 Corinthians 12:12-1, Galatians 3:26-28*
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. *Romans 8:13, 1 Corinthians 3:16 & 6:19-20, Ephesians 4:30 & 5:18*

PHILOSOPHY – North Heights Christian Academy offers a Christ-centered approach to education. Our program features an atmosphere which fosters, a curriculum which reflects, and faculty who embrace the living Word of God as the only infallible and authoritative guide for belief and conduct. The ultimate value of every child has been forever given by God, through the offering of His only Son, Jesus Christ.

NHCA exists for the purpose of training children in the service of the Lord Jesus Christ. One is fully educated when one's heart, mind, and life are surrendered to the Lord, as evidenced in Mark 8:36: "What shall it profit a man if he gains the whole world and lose his own soul?"

As Christians we cannot separate God from any area of our lives. Our Christ-centered education attempts to build within each student a Christian mind. For Christians one's philosophy, attitudes, values, and standards are distinctly different from the secular world. Romans 12:2 says, "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."

There is objective truth outside the human mind, and what one does with that truth will not only determine one's behavior, but will ultimately determine one's eternal destiny. God cannot be discovered or known merely through the powers of intellect. It is through faith that one can know ultimate reality – the Lord Jesus Christ. In John 14:6 Jesus said, "I am the way, the truth, and the life. No one comes to the Father except through me."

All education seeks to help people find meaning in life. Colossians 2:3 states that in Christ "are hid all the treasures of wisdom and knowledge." We firmly believe that Christian education is more than just one option. For those who desire to raise their children with biblical principles and admonitions, Christian education is a necessity. Our desire is to not only teach children what to know but also what to love! A truly Christian education shapes us, forms us, and molds us to be a certain kind of people whose hearts, passions, and desires are aimed at the kingdom of God.

We consider North Heights Christian Academy to be an extension of your home. The threefold cord mentioned in Ecclesiastes 4:12 can be thought of as the home, the church, and the school all providing consistent, sound biblical teaching and training in the life of your child. If the values taught at home and church are attacked at school, the best possible spiritual progress will be impeded. But if the home, the church, and the school work in harmony and reinforce each other, the child will have the greatest opportunity to mature spiritually as well as academically and socially.

OBJECTIVES

- To teach love and respect toward the Bible as the inspired and only infallible, authoritative Word of God. *2 Timothy 3:15*
- To provide opportunities for students to confess Jesus Christ as Savior and Lord. *Romans 10:9-10*
- To teach the truth of God's Word so students will recognize false doctrine. *Ephesians 4:14*
- To teach biblical character qualities and provide opportunities for students to demonstrate them. *1 Samuel 16:7, Gal. 5:22*
- To help students to develop self-discipline. *Proverbs 15:32*
- To teach students to respect and submit to authority, from God's perspective. *Romans 13:1-7*
- To teach students to keep God's Word in their heart through memorization. *Psalms 119:11*
- To help students develop their God-given talents. *Psalms 139:13-16, Romans 12:6*
- To teach students to serve others. *Philippians 2:1-4, Galatians 5:13*
- To teach students physical fitness and good health habits. *1 Corinthians 6:19-20*
- To teach students to read, write, speak publicly, listen, and problem solve. *Proverbs 1:8-9*

- To teach students to develop good study habits. *Ezra 7:10*
- To teach students to reason logically from a biblical perspective. *1 Peter 3:15, Romans 12:2*
- To teach good citizenship through an appreciation of our Christian and American heritage. *1 Corinthians 10:11*
- To cooperate closely with parents in every phase of the student's development as it relates to the program. *Romans 15:5*
- To encourage parents in their duty to educate their children spiritually, morally, socially, & academically. *Proverbs 22:6*
- To strive for excellence in all areas of our lives: spiritual, academic, social, and physical. *Philippians 3:12-15*

THEME FOR THE YEAR – At the end of each school year the seventh grade is given the task of choosing the theme and Bible verse for the coming school year. After prayer and discussion the theme for this school year is **Chosen**. Our theme verse is Romans 6:23 “But you are a chosen people, a royal priesthood, a holy nation, God’s special possession, that you may declare the praises of him who called you out of darkness into his wonderful light.” 1 Peter 2:9

PLEDGE TO THE CHRISTIAN FLAG – I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty to all who believe.

PLEDGE TO THE AMERICAN FLAG – I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

PLEDGE TO THE BIBLE – I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God.

ADMISSIONS

REGISTRATION – The re-registration process begins online through TADS. Please remember that children must be re-registered each year. After **March 1** we begin filling vacant spots in each class.

If a class becomes full a waiting list is formed we give priority to siblings of current NHCA and NeHi students. NHCA reserves the right to deny renewal of a student's registration for reasons of academic and/or behavioral performance, lack of parental adherence to the school's policies, or for unmet financial obligations.

REGISTRATION & USE OF SCHOOL RELATED VIDEOS & PHOTOGRAPHS – NHCA students' activities may be videoed and/or photographed and used for NHCA related promotions, website, and NHCA Facebook page. Completing the registration process is understood as evidence that you give NHCA permission to use school related audio and visual images of your children as part of the school's promotions.

REGISTRATION & CONCORDIA ACADEMY ADMISSIONS – NHCA shares the names and addresses of parents whose child is entering 5th through 8th grades with Concordia Academy for the purpose of student recruitment. Completing the registration process is understood as evidence that you give permission for NHCA to share this information with Concordia Academy.

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. Completing the registration process is understood as evidence that you give permission for NHCA to purchase textbooks and secure pupil health services (use of a school nurse) on behalf of your child with this state fund.

MEET WITH THE PRINCIPAL – Prior to admission parents meet with the principal. The purpose of this meeting is to communicate mission of the school and to learn about the parent’s expectations.

SCREENING TEST – Children new to NHCA are given a screening test. Kindergarten and 1st grade children will be given the Brigance K & 1 Early Childhood Screen to determine readiness for school. 2nd through 8th grade children will be given the Academic Achievement Battery (AAB) to determine reading, spelling, writing, and math levels.

PROBATION FOR NEW STUDENTS – New students are considered on probation the first year at NHCA. If it is determined, during the course of the year, that the child has not made an adequate adjustment to the NHCA program, the parents will be asked to withdraw their child from enrollment. For kindergarten students the first 60 days are very important for evaluating readiness for school.

SUPPORTING SCHOOL POLICIES – Parents, who do not consistently support or are unable to agree with the policies of the school, will be asked to withdraw their child from enrollment.

ADMISSIONS COMMITTEE – Prior to admission, all new student registrations are subject to review by the NHCA Admissions Committee. This applies to classes which have exceeded a teacher’s contracted student count. Students with an IEP or 504 are automatically reviewed by the Admissions Committee prior to admission.

SPECIAL EDUCATION – Some students with mild to moderate special needs have been admitted. While we strive to offer the best possible education, there are times when we are unable to provide the kind of program that will meet the needs of a particular child.

HEALTH RECORDS – Before admission, NHCA needs complete medical information for each child.

KINDERGARTEN ADMISSION AGE – Each child entering kindergarten must be 5 years old before September 1.

CHILD CUSTODY DOCUMENTATION – NHCA must have a photocopy of any official court documents that outline the terms and conditions of any child custody. Please submit all updated information to the school office.

FINANCIAL INFORMATION

FINANCIAL OBLIGATION CONTRACT – Completing the registration process is understood as your financial obligation contract.

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

TUITION MANAGEMENT – All tuition accounts are managed by TADS.

K.5days – 8th grade	Annual	Monthly x 9	K.3days	Annual	Monthly x 9
1 st child rate	\$5590	\$ 621	1 st child rate	\$3689	\$410
2 nd child rate	\$5031	\$559	2 nd child rate	\$3354	\$373
3 rd child rate	\$4472	\$497	3 rd child rate	\$3019	\$335

PAST DUE ACCOUNTS – All past due accounts must be made current by May 30 for your child to graduate from 8th grade. All past due accounts with NHCA and/or NeHi Christian Preschool & Childcare must be current by August 1st for your child to begin a new school year in September. No child will be admitted to begin a new school year whose parents have an outstanding tuition balance from the previous school year. All past due accounts are reviewed by the School Board. Continued unmet financial obligations may result in the ceasing of educational services.

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 months not used.

SOURCES OF REVENUE FOR NHCA – NHCA has three direct and one indirect source of revenue. The first is our school tuition. Tuition covers the cost of salaries, books, & supplies. The second comes from fund raising done by volunteers under the supervision of the NHCA Parent-Teacher Fellowship. The third source of funding comes through direct donations to NHCA. The indirect source of funding comes by way of expenses paid by North Heights Lutheran Church.

NHCA is grateful for the sacrifices made by families to give their children Christ-centered education. NHCA is also grateful for the volunteers who raise funds, the generous donations made to the school, and the NHLC congregation who support NHCA through their offerings.

ATTENDANCE

SECURITY – All exterior doors to North Heights Christian Academy are kept locked except for the following times:

• 8:00 to 9:00 AM – Monday thru Friday

• 3:00 to 3:30 PM – Monday thru Friday

You will need to use your fob to enter. Each family will be issued one free fob. Additional fobs are \$5 each.

HOURS – School hours are from 8:50 AM to 3:10 PM. Children are admitted to class at 8:40 AM. Office hours are 8:30 AM to 4:00 PM, Monday through Friday on regular school days.

SUPERVISION OF CHILDREN – Children who arrive before 8:40 AM or who remain on school grounds past 3:20 PM must be signed-in to Academy Kids, unless accompanied by a supervising adult. Before 8:40 AM parents must supervise children from their carpool in the hallway. Children, not part of a parent’s carpool, need to be signed-in to Academy Kids. Teachers supervise children from 3:10 to 3:20 PM while children wait for their transportation. At 3:20 PM all remaining children are taken and 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. Children absent ½ or a full day may not participate in any extra-curricular event on the day of the absence unless an exception is made by the director of the activity.

TARDY – Children must be in their classrooms by 8:50 AM to avoid being tardy. Tardy children need to obtain an admission slip from the school office before entering their classroom. Other than late buses, there are no excused tardies.

Beginning with the 6th tardy in a quarter the child’s parent will be charged \$5 per tardy. This amount will be added to the first statement following the end of each quarter. At the beginning of every quarter students’ tardy records start at zero.

EARLY DISMISSAL – Adults picking up a child before 3:10 PM need to send a note to the teacher with the pick-up time and who will be picking up the child. 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.

WITHDRAWING YOUR CHILD FROM ENROLLMENT – If you plan to permanently withdraw your child from enrollment while the school year is in progress, please do the following: 1) inform the teacher and school office two weeks in advance, 2) settle all financial obligations, 3) return all school textbooks, library books, and materials, 4) leave a forwarding address and new school address, and 5) collect your child’s personal belongings.

HEALTH

MEDICATIONS – All medication will be administered under the direct supervision of the office staff. Parents need to complete a Medication Policy & Administration Document (obtained from the school office) for all over-the-counter (OTC) and prescription medication to be dispensed at school. A parent signature is also required. All prescription medication dispensed at school requires a physician’s signature. Our office staff can answer other health questions. 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 @ 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. At times a teacher may decide to keep a child in the classroom based on the symptom or the teacher’s knowledge of the child. 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 @ 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 serious or 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 – Periodically NHCA staff will check students for lice. If lice are found on your child during the school day, you will be notified to pick-up your child as soon as possible. Your child will be isolated from other children until picked up. It is school policy to readmit your child only when all nits are removed from your child's hair. Your child will be checked before being readmitted.

INJURIES – A child with an injury is sent to the school office for: 1) assessment and treatment, 2) notification of the parents for head injuries or other serious injuries, and 3) treatment of minor injuries with cleaning, bandages and/or 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 – North Heights Lutheran Church carries student accident insurance. Your family's insurance company is the primary insurer of your children. The insurance provider for NHLC is the excess or secondary insurer. For more details, contact the office.

COMMUNICATIONS

INFORMATION SENT HOME THROUGH THE SCHOOL – In general, information sent home through the school, whether generated from the staff, parents, or a volunteer organization, must first be reviewed and approved by the principal.

PERSONAL INVITATIONS – If you are sending invitations to other children in your child's class and all children of the same gender are invited, please give the invitations to the classroom teacher for distribution. If all children of the same gender are not invited please contact those parents privately instead of sending invitations through the school.

NHCA COMMUNICATIONS – Regular, weekly communications are sent via Jupiter.

NON-CUSTODIAL PARENTS & School Communications – NHCA will send academic reports and other school and classroom information to a non-custodial parent if the non-custodial parent makes this request to the classroom teacher.

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.

USING THE RIGHT COMMUNICATION – While using email is an efficient way to communicate certain information it is not a good way to transmit emotion-laden messages. Unfortunately, sometimes emails are written and sent in haste and then regretted. If something is bothering you it is best to schedule a meeting.

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.

ASSIGNMENTS AND HOMEWORK – Every assignment has a deadline. Assignments submitted after the deadline may receive a zero, unless the classroom teacher has made an exception. Assignments not completed during class time may become homework. Incomplete or messy assignments will be scored lower.

MAKE-UP WORK – In general, students will be allowed one day's grace per day of absence to turn in make-up work. Students will receive the make-up work when they return to school.

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 – There are rare times when a family vacation must be scheduled during the school year. 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.

MID-QUARTER NOTICES – Mid-quarter notices are sent to parents whose 4th thru 8th grade child scored below a **C-** average in any subject, or are below average in conduct or attitude. These notices will be sent home at the midway point of each quarter.

REPORT CARDS: Report cards are issued at the end of each quarter. Grades are recorded using the following standards:

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

ACADEMIC PROBATION – Students, whose cumulative academic average is below 70%, will be placed on academic probation. Parents will be notified by the teacher to set up an appointment with the principal. Students placed on academic probation will be given a period of time to show improvement. If sufficient improvement is not made, parents will be asked to withdraw their child from enrollment.

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 the conditions outlined by your child's teacher and principal are met.
- Recommended for Retention – your child's teacher thinks that it is in the best interest of your child to repeat the present grade. The final decision remains with the parents.
- 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%.

TERRA NOVA 3 STANDARDIZED TESTING – The Terra Nova 3 standardized tests will be administered to each student in grades 1st through 8th. A copy of your child’s results will be placed in a plastic sleeve and sent home the last day of school.

STUDENT ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES – Students must maintain an average of 70% or better in each academic subject with no Ns in art, computers, music, or PE to be eligible to participate in any extra-curricular activity. In addition, students must maintain good overall conduct and attitude in the classroom.

Each extra-curricular director will confirm each student’s eligibility at the mid-quarter and at the end of the quarter. If the student’s grades fall below our standard the following will take place:

1. The director will inform your child the ineligibility effective date and the date of the next eligibility check.
2. The parents will be notified by telephone or email the ineligibility effective date and the date of the next eligibility check.
3. The student will be restricted from all extra-curricular activities for ten school days. At this time, the director will recheck the student’s performance. If the grades are raised to 70% or better, the student will be eligible to participate. If grades are not raised, the student will continue to remain ineligible until the next mid-quarter notice or report card.

FIELD TRIPS – The *Field Trip Parent Permission Form* needs to be completed and returned before a child goes on a field trip. Fees are often associated with field trips to cover admission and transportation. Once a field trip has been scheduled, fees cannot normally be refunded because of the shared transportation and admission costs.

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 and include activities like service projects, classroom activities, and the TEAM Olympics.

SCHOOL BAND – An instructor from *Eckroth Music* 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. The band program is optional and is paid directly to *Eckroth Music*. Parents are responsible for making monthly payments, providing their child with an instrument, and purchasing the necessary lesson books. For more information please contact Bruce Felt at brucefelt.651@gmail.com.

AWARDS

ACADEMIC AWARDS – Qualifying students in 4th thru 8th grades earn academic awards presented at the end of each semester.

Academic Merit	3.15 – 3.499	GPA (with no Ds or Fs)	no Ns for art, computers, music, or PE
Academic Honor	3.5 – 3.799	GPA (with no Ds or Fs)	no Ns for art, computers, music, or PE
Academic Scholar	3.8 – 4.0	GPA (with no Ds or Fs)	no Ns for art, computers, music, or PE

CHARACTER AWARDS – Character Awards are issued to the students on the last day of school. Teachers will choose a character trait from the following list that best suits your child’s special gifts and abilities.

Attentiveness: I show the worth of people by giving sincere attention to their words.

Boldness: I am confident in myself and in who God is. I am not ashamed.

Cheerfulness: I look for the bright side of life and bring sunshine wherever I go.

Compassion: I care about how others are feeling and ask God to show me how to help.

Contentment: I realize God has provided everything I need for my present situation. My soul is at rest.

Courage: I put my confidence in the Lord and do what needs to be done in the face of danger or difficulty.

Creativity: I approach situations with imagination and am able to see life with fresh perspective.

Decisiveness: I have the ability to make difficult decisions based on the will and ways of God.

Dependability: I fulfill what I have agreed to do even if it means unexpected sacrifice.

Determination: I am willing to stick with things regardless of the obstacles. I do not give up easily.

Diligence: I view each task as a special assignment from the Lord and use all my energies to accomplish it.

Encouragement: I look for ways to inspire and uplift others with words or actions.

Fairness: I look at situations from each person's viewpoint without taking sides.

Faith: I see what God intends to do in a given situation and I put my confidence in Him.

Flexibility: I do not insist on my own ideas. I remain open to situations that can be changed by God or others.

Forgiveness: I do not hold grudges when I have been hurt. I allow God to help me love others.

Generosity: I realize that all I have belongs to God and I cheerfully share it to refresh others.

Gentleness: I am sensitive to the emotional needs of others and I treat them with kindness.

Gratitude: I have a thankful heart. I let God and others know how they have benefited me.

Humility: I recognize that God is the giver of life, talents, and abilities. I give God credit for anything in me that is good.

Initiative: I recognize and do what needs to be done before I am asked to do it.

Joy: I celebrate life because I believe in the love of Jesus.

Justice: I am motivated to see situations come into alignment with what is right in God's sight.

Kindness: I warmly welcome and include others, and I show genuine interest in them.

Loyalty: I remain committed and faithful to God and friends even in the midst of difficulty.

Love: My heart is full of love, and I freely express my love to God and others.

Meekness: I do not try to force my way in life. I yield my rights and expectations to God.

Obedience: I perform what I am asked to do, when I am asked to do it, with a submissive heart.

Orderliness: I prepare my surroundings and myself so that I will achieve my goals with efficiency.

Patience: I use self-control and have a good attitude while I am waiting for God or others.

Peace: I know that God is in control, and I respond to His calm on the inside rather than react to circumstances.

Peacemaker: I show people how to cooperate rather than compete or fight.

Purity: I desire to live my life before God's eyes and to please Him.

Resourcefulness: I seek to wisely and creatively use the resources God has entrusted to me.

Respect: I give honor to those around me, knowing God uses people and events to produce the character of Christ in me.

Responsibility: I know and do what God and others are expecting from me.

Self-control: I am able to control and direct my energies wisely.

Sensitivity: I seek to discern the heart of God and those around me.

Servanthood: I am alert to the needs of others and do what I can to serve them.

Sincerity: I have pure motives and am eager to do what is right.

Thoroughness: I give careful attention to details and complete what I start.

Truthfulness: I tell the truth even when it costs me something. I am not given to exaggeration or deception.

Wisdom: I understand and respond to life situations from God's frame of reference.

CLOTHING

DRESSING FOR WEATHER CONDITIONS – Remember 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 POLICIES – There are tight connections between an appropriate environment and quality learning. We recognize that God deeply cares about small details in our school culture, and we seek to understand His heart about issues like dress code. Our motive is not to restrict fashion, but to provide a safe and non-distracting environment for the best possible learning. Come to school dressed for school.

Parents, you have a proactive role in this. Together we will create a school culture that thrives without inappropriate and distracting clothing choices. Research shows that the best learning happens when the student understands a predictable and consistent environment. This is why we give consistent, predictable feedback, and consequences around dress code – it simply makes for better learning!

When a student's clothing is considered distracting:

- Our first step is to pull that student aside and have a brief and quiet conversation with him/her and to figure out a solution for the day.
- Our second step in the lower grades would be to alert parents. In the upper grades we would give out a PILLO (see below for explanation of PILLO specifically about dress code.)
- Students in 6th – 8th grade who continue to receive multiple reminders with no active change will be given a referral.

The following guidelines will help minimize clothing distractions at all school functions.

1. Writing or images on clothing should reflect Christian ideals. Clothing should be free of writing or distracting images on the buttocks.
2. All tops must be able to be tucked in. Skin at midriff level and cleavage should be covered. Tank tops, of any kind, must be worn with an appropriate cover.
3. The length of skirts, shorts, and dresses should be finger tips while arms are at one's side.
4. When wearing leggings & skin tight pants, 3rd – 8th graders must wear a top that covers the buttocks and upper thigh.
5. 6th – 8th graders are allowed to wear hats indoors. Hoods should be off while indoors.
6. Clothing with holes can be worn as long as the skin that is showing abides by the rest of the dress code.
7. Extravagant hairstyles are distractions. Hair should be kept from covering the eyes.
8. 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. Because we share the building with other ministries, students are expected to be silent in the halls.

DISCIPLINE – All education begins with good discipline. The root word of discipline is *disciple*. 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 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. A student may also receive a referral for repeated or serious offenses. Parents will receive a copy of this form. The following is the progression for accumulated referrals during the school year:

- | | | |
|--|--|--|
| 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 |

CONSEQUENCES – Consequences may include one or more of the following:

- **Time Out** – a period of time the student spends away from the group activity.
- **Written Assignment** – must be completed by the student in a given length of time for a specific purpose.
- **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. **Following a suspension the student's parent should make an appointment to meet with the principal.**
- **Behavioral Probation** – A student having serious difficulty adapting to our social program will be placed on behavioral probation. A student on behavioral probation, who does not improve, will 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.

STUDENT CONDUCT PILLO – (Personal Improvement Lesson & Learning Opportunity) – Students in 6th, 7th, and 8th grade (middle school) will work within this PILLO management system described below.

We all make mistakes. In fact in middle school we believe that many times mistakes can be good - as long as a person will learn from them. If mistakes become a pattern or are constantly repeated, then negative habits and attitudes are formed. This is the power of our choice in facing a mistake. The 6th, 7th, & 8th grade teachers will use what is called a PILLO to help the student learn from a mistake. These personal, honest and short lessons will help redirect your thinking so that a change in thought can influence a different action and choice. These PILLO assignments, in our opinion, work just like a good pillow - a gentle way to end, regroup, realign and then get a fresh start.

In most cases, after a poor choice is made, a student will be given a PILLO and be asked to complete it immediately. The student will then need to take home the worksheet to be signed by a parent so everyone who loves you can be informed. Bringing the PILLO back the next school day would be really important. Delaying this would probably mean another PILLO is

given and now you are starting to "dig a hole" that will be frustrating for you to get out of. (Remember - mistakes are fine if you learn from them.) In our opinion, we think that if a student somehow manages to act in a way where more than 3 PILLO's are assigned in the same day - he or she should probably visit with Mr. Taylor. This would be called a "referral," which is a must nastier name and consequence than a PILLO. Our recommendation is to not put yourself in this situation. For details contact the middle school teachers.

CONFLICT RESOLUTION – When conflict occurs, the staff will guide students through the principles found in Matthew 18, demonstrated by *Peacemakers*.

RESPONDING TO CONFLICT WITH ***PEACEMAKERS***

Reprinted or adapted from *The Peacemaker: A Biblical Guide to Resolving Personal Conflict*, Ken Sande (Baker Books, 3d ed., 2003). © Peacemaker® Ministries. www.Peacemaker.net.

http://www.peacemaker.net/site/c.aqKFLTOB1pH/b.932025/k.E794/Policy_for_Using_and_Teaching_Copyrighted_Material.htm#sthash.lzwjclDm.dpuf

STOP THE BLAME GAME

STOP blaming someone else
STOP covering up what you did wrong
STOP making excuses for doing wrong or not doing right
STOP pretending that something you did is not your fault
STOP lying about what you did

THE FOUR PROMISES OF FORGIVENESS

1. I promise to think good about you & do good for you
2. I promise I will not bring up this situation to hurt you
3. I promise I will not talk to others about what you did
4. I promise to be friends with you again

THE SEVEN A's OF CONFESSION

1. **Address** everyone involved (all those affected)
2. **Avoid** if, but, and maybe (excusing your wrongs)
3. **Admit** specifically (Both attitudes and actions)
4. **Acknowledge** the hurt (showing sorrow)
5. **Accept** the consequences (make restitution)
6. **Alter** your behavior (change of attitudes & actions)
7. **Ask** for forgiveness

THE FIVE A's FOR RESOLVING CONFLICT

1. **Admit** specifically both attitudes and actions
2. **Acknowledge** and express sorrow for hurting someone
3. **Accept** the consequences
4. **Ask** for Forgiveness
5. **Alter** your attitude and actions

THE PAUSE PRINCIPLE

Prepare (pray, get the facts, seek godly counsel, develop options)

Affirm relationships (genuine concern & respect for others)

Understand interests (identify others' concerns & needs)

Search for creative solutions (prayerful brainstorming)

Evaluate options objectively and reasonably (don't argue)

STAYING ON TOP OF CONFLICT – Conflict can make life very awkward. It often catches us off guard and leads us to say and do things we later regret. When someone offends us, we often react without thinking. Soon it is as if we are sliding down a slippery slope and things are going from bad to worse. As the illustration shows, this slippery slope can drop off in two directions.

ESCAPE RESPONSES – Responses found on the left side of the slippery slope are commonly used by people who are more interested in avoiding or getting away from a conflict than resolving it.

Denial – One way to escape from a conflict is to pretend that no problem exists. Another way is to refuse to do what should be done to resolve a conflict properly. These responses bring only temporary relief and usually make matters worse (see 1 Samuel 2:22-25).

Flight – Another way to escape from a conflict is to run away. This may take the form of ending a friendship, quitting a job, filing for divorce, or leaving a church. Flight may be legitimate in extreme situations (see 1 Samuel 19:9-10), but in most cases it only postpones a proper solution to the problem (see Gen. 16:6-8).

ATTACK RESPONSES – Responses found on the right side of the slippery slope are often used by people who are more interested in winning a conflict than in preserving a relationship.

Assault – Some people try to overcome an opponent by using various forms of force or intimidation, such as verbal attacks (including gossip and slander), physical violence, or efforts to damage a person financially or professionally (see Acts 6:8-15). Such conduct usually escalates conflict.

Litigation – Although some conflicts may legitimately be taken before a civil judge (see Acts 24:1-26:32; Romans 13:1-5), lawsuits usually damage relationships, diminish our Christian witness, and often fail to achieve complete justice. This is why Christians are commanded to make every effort to settle their differences within the church rather than the civil courts (see Matthew 5:25-26; 1 Corinthians 6:1-8).

CONCILIATION

Overlook an offense – Many disputes are so insignificant that they should be resolved by quietly and deliberately overlooking an offense. Overlooking an offense is a form of forgiveness, and involves a deliberate decision not to talk about it, dwell on it, or let it grow into pent-up bitterness or anger.

Reconciliation – If an offense is too serious to overlook or has damaged our relationship, we need to resolve personal or relational issues through confession, loving correction, and forgiveness.

Negotiation – Even if we successfully resolve relational issues, we may still need to work through material issues related to money, property, or other rights. This should be done through a cooperative bargaining process in which you and the other person seek to reach a settlement that satisfies the legitimate needs of each side.

Mediation – If two people cannot reach an agreement in private, they should ask one or more objective outside people to meet with them to help them communicate more effectively and explore possible solutions. These mediators may ask questions and give advice, but they have no authority to force you to accept a particular solution.

Arbitration – When you and an opponent cannot come to a voluntary agreement on a material issue, you may appoint one or more arbitrators to listen to your arguments and render a binding decision to settle the issue.

Accountability – If a person who professes to be a Christian refuses to be reconciled and do what is right, Jesus commands his or her church leaders to formally intervene to hold him or her accountable to scripture and to promote repentance, justice, and forgiveness.

BULLYING

BULLYING FACT CHECK

- Avoid mislabeling every conflict as bullying.
- Remember that there is always another side to a story.

BULLYING ABCs – All 3 must be present in a conflict to be classified as bullying.

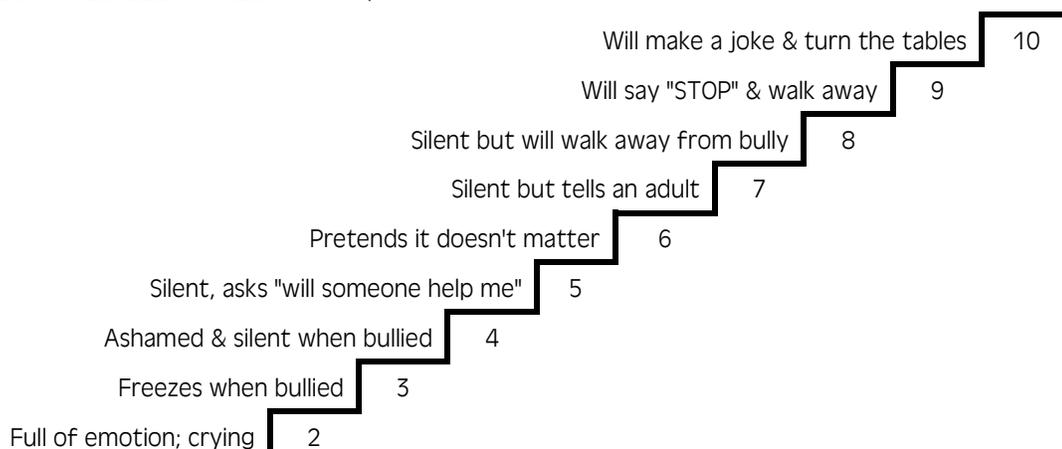
A – Aggressive Behavior verbal, non-verbal, physical, written, electronic, etc.

B – Balance of Power must be tipped, i.e. a group vs. an individual; bigger vs smaller; affluent vs poor; popular vs social outcast

C – Continuous or repeated acts

2 TYPES OF TARGETS – Passive Child: quiet, submissive, shy or Provocative Child: has social/emotional problems, seeks negative attention, boastful.

BULLYING RESILIENCY LEVELED SCALE – identify where child is on this scale: Shows empathy & prays for bully



Ways to Help: Tell an adult. List positive true things. Focus on what you can control. Keep positive body posture. Write down all your worries. Manage your emotions. Think positively. Learn to forgive. Pray.

HARASSMENT & INTIMIDATING BEHAVIOR

The policy of North Heights Christian Academy is to provide an academic environment that is free from all types of harassment and intimidation (whether based on sex, race, color, national or ethnic origin, age, or disability) and where all individuals treat each other with dignity and respect. NHCA is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline.

Examples of Harassment and Intimidation

- Visual conduct such as leering, sexual gestures, or displaying suggestive objects, pictures or cartoons.
- Verbal intimidation such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.
- Verbal abuse; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

The harassment & intimidating behavior policy applies to school hours, to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. The harassment & intimidating behavior policy applies to all harassment, including by or through any type of electronic communication. Additionally, as a Christian school, the school has the right to expect and does expect that students of NHCA will conduct themselves in a Christ-like manner and as a Christian role model. Conduct violating these biblical standards is subject to appropriate action by the school.

What to Do If You Experience or Observe Harassment or Intimidation – Students who feel that they have been subjected to harassment or intimidation should promptly report the matter to a staff member. Students who observe harassment or intimidation are should report the matter to a staff member. All complaints will be investigated.

NUISANCES

PHONES & Electronics – With a staff member's permission students may use NHCA or NHLC telephones. Students are not allowed to bring cellphones to school or ANY SCHOOL FUNCTION. Student cellphones will be confiscated and retrieved by the parent. Students may not bring any electronic devices to any NHCA function without the teacher's consent.

PETS @ NHCA – Pets are not allowed in the buildings or on the grounds between 7:00 AM to 6:00 PM.

SCHOOL SUPPLIES – Check with the teacher before allowing your child to bring anything not on the Supplies List.

GUM @ SCHOOL – Gum is not to be brought or chewed at any NHCA function unless specified by the classroom teacher.

ELECTRONIC DEVICES – Students may not bring any electronic devices to any NHCA function without the consent of the classroom teacher. For example mp3 players, iPods, iPads, video games, toys, cellphones, laptops, cameras, etc.

STUDENT TRANSIT

STUDENT DROP-OFF – **All drivers must pull completely into a parking space.** Please use the **North Entrance** to drop-off your children. No one is allowed to use the "Horseshoe" Entrance except for students riding the bus (see page 14).

STUDENT PICK-UP – **For after school pick-up please follow these procedures** (see page 14):

1. Please **pull completely into a parking space** or pull into the waiting line.
2. Never leave your car unattended **while in the waiting line**. Please move forward in line as the cars in front exit.
3. All students will be taken to the North Entrance. **There is no student pick-up at the East Entrance or Horseshoe.**
4. All students wait in the student waiting area or near the building.

5. Please limit your cellphone usage to times when children are not present.
6. At 3:20 PM children are escorted to Academy Kids. Supervising teachers are **not available** for conferencing.

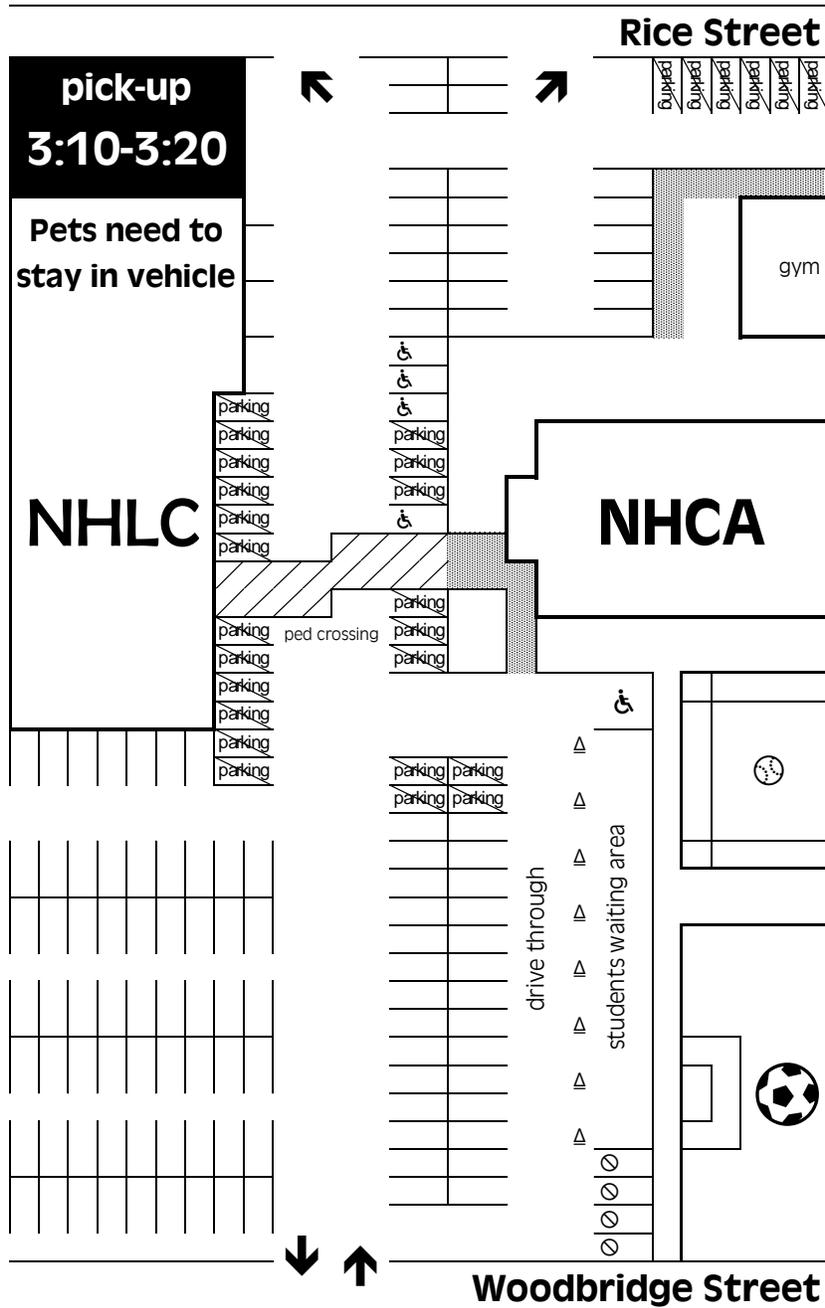
WAITING IN THE HALLWAYS – Please do not wait for your child in the hallways when school is dismissed.

CARPOOL INFORMATION – Our NHCA directory can be used to form carpools.

VOLUNTEER-DRIVER INFORMATION – Parents volunteering to drive students for extra-curricular activities should be aware of our school's policy concerning the use of private vehicles for transportation. 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. **Emergency Medical Form** – Each driver must carry the *Emergency Medical Forms* of the students in his or her vehicle.
5. **No Videos or Video Games** – While driving NHCA students no videos or video games are allowed in transit.

SNOW EMERGENCY DAYS – NHCA attempts to coordinate its snow emergency school closings with Roseville area schools. Listen to KTIS radio, TV channels 4, 5, 9 or 11. We will also notify you via email.



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 school within its boundaries. During the first few weeks of school please be patient as [route changes](#), [schedule changes](#), and [drivers who are unfamiliar with their routes](#) cause delays.

All bus students are dismissed at 3:10 and picked up around **3:15 PM**. Bus schedule changes may impact the entire school in terms of starting or dismissal times. We work hard to keep adjustments to a minimum. 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 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 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 aisle clear.

Best Effort – No eating or drinking on the bus. Referrals from the bus driver may result in parent 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 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.

FOOD

REGISTERING FOR HOT LUNCH – All lunch orders and payments are processed online at www.boonli.com (formerly Order Lunches). 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.

Late 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. Jimmy Johns on Rice Street is less than one half mile from NHCA and they deliver. Their telephone number is 651.291.5000.

Minimum Order – A minimum \$10.00 order is required for new or changed orders. There will be a \$1.00 handling fee for new or changed orders that total less than \$10.00.

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.

LUNCH AND RECESS SCHEDULES – Lunch and recess schedules are posted in the dining room.

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) – Room 115

AK CHILD INFORMATION FORM – If at any time during the school year you can foresee that your child will need childcare, please be sure to fill out the *Academy Kids Child Information Form*. This form is a quick reference for emergency information.

AK SIGN-IN & SIGN-OUT – Please make contact with a staff member while signing-in children in the morning and signing-out children in the afternoon. The *Attendance Record* for signing children in and out is located outside of Room 115. Please remember to sign or initial in the space provide on the attendance sheet each time you sign your child into or out of AK.

NOTIFYING THE TEACHER

Please remember to notify your child’s classroom teacher if you plan to send your child to Academy Kids if your child does not usually attend AK.

AK POLICIES

1. **Hours:** Academy Kids is open from 7:00 to 8:40 AM and from 3:10 to 6:00 PM, Monday through Friday, during the school year. There is no supervision for children arriving at school before 7:00 AM.
2. **Holidays:** AK will be closed for all school holidays. These are marked in black on the school calendar. Afternoon AK will be closed for all half-days of school. These are marked in grey on the school calendar.
3. **Supervision:** All unattended kindergarten through 8th grade children who arrive before 8:40 AM and/or remain after 3:20 PM **must** be signed-in to Academy Kids.
4. **Classrooms:** Students who help a teacher after school must first sign-in to Academy Kids and parents will be charged.
5. **School Sponsored Activities:** Unattended children from a school-sponsored activity must be checked into Academy Kids. Staff and volunteers’ children must either be signed-in to Academy Kids or under the parent’s direct supervision while the activities are taking place.

AK FEES

Academy Kids fees are assessed each month according to the usage. The fee is \$2 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 extremely important for parents to accurately sign-in during morning AK and sign-out from afternoon AK. **Parents will be billed \$5 per ½ hour per child picked up past 6:00 PM.**

WHEN AK FEES ARE WAIVED – **Please note that we will no longer waive childcare fee for any reason other than:** A student’s parent is in the building on school business, a student waiting to be tutored, or a student who has missed the bus.

CHILDCARE TAX DEDUCTIONS – The tax identification number for NHCA childcare is **41-083-2485**.

SAVE BOX TOPS FOR EDUCATION

To view the redeemable product labels go to www.boxtops4education.com. The container is in the school office.

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

Times are Tuesday 9:00 until 3:00 & Wednesday 11:00 to 3:00. Visit the catalog at www.nhlc.org/library. Call 651.797.7925 for more information.

LIBRARY GUIDELINES

Materials Support Judeo-Christian World View – 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/body books are located on 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.

All art books have been 'sanitized' with adding black Sharpie bikinis/swimsuits on females or Speedo type swim trunks on males.

Fantasy – The general principle is to have only Christian authors, UNLESS the author's point of view agrees with the Judeo-Christian world view, 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/Taking the Lord's Name in Vain – We strive to have all books free from crude language. There are a small handful of books that contained 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.

SCHOOL BOARD

Chairman – Members – Melissa Erickson, Jon Haakenson, Scott Koester, Joe Rickenbach, Ralph Tellefsen (NHLC Council Rep), and Andrea Ylonen.

ADMINISTRATION – The administrative body of North Heights Christian Academy (NHCA) and NeHi Christian Preschool and Childcare (NeHi) is composed of the School Board (the Board), the principal, and assistant principal.

The Board is responsible for the oversight of the policies of the school. The principal, under the Board's oversight, plans the school program, supervises the curriculum, staffs the school, oversees the finances, and maintains good relationships between North Heights Lutheran Church (NHLC), the school, and school families.

The Board is directly accountable to the North Heights Lutheran Church Council (the Council). The Board, at its first scheduled meeting of the school year, shall annually elect from its members a Chair, Vice Chair and Secretary which have the following duties and responsibilities:

Chair – Shall preside at all School Board meetings and perform such other duties as approved by the Board. The Chair shall be the principal's point of contact with the Board when the Board is not in session.

Vice Chair – Shall perform the duties of the Chair in the latter's absence, disability, or refusal to act. When so acting, the Vice Chair shall have all powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall also monitor the financial position of the organization (including tuition accounts) and serve as the liaison between the Board and NHLC's finance personnel.

Secretary – Shall cause to be recorded the minutes of any and all meetings of the School 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 Principal is responsible for interpreting and administering the policies approved by the Board. The principal is also charged with implementing the school curriculum, supervision and direction of the school staff, and overseeing the daily affairs of

NHCA, NeHi and the students. The Assistant Principal is responsible for supervision & directing NHCA and NeHi in the principal's absence and, with the principal, implements school programs and curriculum.

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The School Board is responsible for *the oversight* of the policies of the school. *The principal, under the school board's oversight*, plans the school program, supervises the curriculum, staffs the school, oversees the finances, and maintains good relationships between North Heights Lutheran Church (NHLC), the school, and school families. The board is directly accountable to the North Heights Lutheran Church Council (the council).

The Principal is responsible for interpreting and administering the policies approved by the board. The principal is also charged with implementing the school curriculum, supervision and direction of the school staff, and overseeing the daily affairs of the school and the students.

The Assistant Principal is responsible for supervision & directing the school in the principal's absence and, with the principal, implements school programs and curriculum.

ADDRESSING THE SCHOOL BOARD – The board meets the 4th Tuesday of each month August – November and January – May. Meeting dates will be posted in the *Newsnote*. If you would like to address the board during the open forum with a comment or concern, please leave a message for the board chairman or principal in the school office. The first portion of each meeting will be set aside for such addresses.

SCHOOL BOARD MINUTES – School Board minutes, from the previous month's meeting, will be available in the school office.

ADDRESSING THE SCHOOL BOARD – The Board meets the 4th Tuesday of each month August – November and January – May. Meeting dates will be posted in the NHCA News. If you would like to address the Board during the open forum with a comment or concern, please leave a message for the Board Chair or Principal in the school office. The first portion of each meeting will be set aside for such addresses.

SCHOOL BOARD MINUTES – The approved School Board minutes, from the previous month's meeting, will be available in the school office.

SCHOOL BOARD MEMBERSHIP – Only members of North Heights Lutheran Church may serve on the School Board. The board is comprised of two or three parents of current NHCA students, two or three members without children attending NHCA, and one representative from the NHLC church council. The principal and the **Senior Director of Administration** are ex officio members, and have no vote.

The term of office for all voting members (does not include the council representative) shall be two years. A board member may serve no more than two consecutive terms. A board member may be appointed once again, but only after one year off the board. The term of the council representative continues at the discretion of the council, except that it shall not exceed the end of the council term. Terms of office begin on June 1. Parent representatives whose children are terminated from enrollment will vacate their membership on the board. The council will appoint a replacement to complete the term.

The process of becoming a board member begins with the formation of a nomination committee by the council representative and the board chairman. Suggested candidates, from the nomination committee, are submitted to the council for approval. The council then appoints the board members. No NHCA staff or staff member's spouse or NHLC staff will be a member of the board. Parent representatives must have had their children at NHCA for a minimum of one school year prior to membership on the board. An attempt will be made to have at least one board member with a background in education.

SCHOOL BOARD MEMBERSHIP – Only members of North Heights Lutheran Church may serve on the School Board. The Board is comprised of nine voting members of which two or three have children or grandchildren attending NHCA, two or three without children attending NHCA, at least one with educational experience, one or two with management/leadership experience, the Principal and one representative from the Council. The Senior Director of Administration is an ex-officio member and has no vote. The presence of five Board members at all Board meetings, whether regular or special, shall constitute a quorum for the transaction of business. No official business of the Board can be conducted with fewer than five Board members present. A decision for action shall be made by the Board when it receives a minimum of 70% of the votes of the Board members in attendance at a legally called meeting, in accordance with the follow table:

ATTENDANCE TABLE Members present Members to pass 9 7 8 6 7 5 6 5 5 4 The term of office for all voting

Board members (does not include the Council representative) shall be three years. A Board member may serve no more than two consecutive terms. A Board member may be appointed once again, but only after one year off the Board. The term of the Council representative continues at the discretion of the Council, except that it shall not exceed the end of the Council term. Terms of office begin on June 1. Parent representatives whose children are terminated from enrollment will vacate their membership on the Board. The Board will appoint a replacement to complete the term and forward the candidate to the Council for approval. The process of becoming a Board member begins with the formation of a Nomination Committee consisting of the Principal and the Board chairman. Suggested candidates, from the Nomination Committee, are submitted to the Board for approval. Upon Board approval, the candidates will be then forwarded to the Council for approval. No NHCA staff or staff member's spouse or NHLC staff will be a member of the Board. Parent representatives must have had their children at NHCA for a minimum of one school year prior to membership on the Board.

BOARD MEMBERS' QUALIFICATIONS

- Knows Jesus Christ as personal Savior and Lord
- Have experienced personal renewal in the Holy Spirit as outlined in Ephesians 5:18b: (be filled with the Spirit)
- Accepts that the Gifts of the Holy Spirit have been and continue to be sovereignly bestowed on Christian as outlined in 1 Corinthians 4-11, Romans 12: 6-8, & Ephesians 4: 11-12.
- Be active NHLC member in good standing, at least 1 year
- Be in full agreement with the school's Statement of Faith and Mission
- Shall exemplify a life of faith and loyalty to the God's Word
- Have interest in and appreciation for the spiritual life & Christian education of children
- Shall meet the qualifications found in 1 Timothy 3 & Titus 2
- Be willing and able to assume responsibility
- Have the ability to work with others and the courage of their conviction
- Vote one's beliefs and be champions of NHCA
- Willing & able to make sacrifices of time & talents for the benefit of NHCA
- Understand and cope with the financial circumstances faced by NHCA

BOARD MEMBERS' JOB DESCRIPTION

- Give prayerful consideration and thought to board issues.
- Attend meetings of the board.
- Serve actively on committees.
- Pray faithfully for the school.
- Actively promote the school within the community.
- Willingly serve in leadership capacities.
- Visit NHCA, occasionally, during school hours.
- Support and commend the staff continually.
- Voice opinions at board meetings.
- Give, & urge others to give as God enables.
- Keep board issues confidential.

BOARD MEMBERS' CODE OF ETHICS

Board members are faithful in attendance at all meetings. If unable to attend they are responsible for notifying the board secretary or chairman in advance so that materials may be mailed to the absent board member.

- Board members are expected to prepare for each board meeting by reviewing agenda, minutes of the past meeting, & other materials.
- Board members must direct appropriate inquiries and complaints regarding school matters to the principal.
- 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 the spouse. Matters pertaining to staff and other matters of sensitive nature should not be shared outside of meetings.
- Board members should place a high priority on attending as many school functions as possible.
- Refrain from reprimanding a teacher directly, especially his/her own child's teacher.
- Abstain from entering into the day-to-day operation of the school.

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- Have experienced personal renewal in the Holy Spirit as outlined in Ephesians 5:18b: (be filled with the Spirit)
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PARENT TEACHER FELLOWSHIP – PTF

President – Erica Elwell; **Vice President** – Helen Martin; **Treasurer** – Stacy Kjelland; **Secretary** – Anne Loushin

PARENT TEACHER FELLOWSHIP (PTF) DEFINITION – The PTF is an auxiliary organization North Heights Christian Academy. General membership is open to all school parents. PTF Board membership is by election of the general members for a one-year term.

PTF CONSTITUTION

ARTICLE ONE – Name – North Heights Christian Academy – Parent Teacher Fellowship (PTF)

ARTICLE TWO – Purpose – To assist and support North Heights Christian Academy in activities that are outside of the curriculum, which will aid in the health and welfare of the students, and which are consistent with the vision and policies of North Heights Lutheran Church and North Heights Christian Academy.

The main focus of PTF is to work with parents and teachers to recognize the needs of the school and coordinate the volunteers in response to those needs. This includes prayer support, giving of time through volunteering, fundraising, and participating in committees.

PTF seeks to involve parents, teachers and staff in mutual support, as a learning community for the spiritual and educational growth of our children.

ARTICLE THREE – Organization – PTF memberships will include parents, teachers and staff who work with or have children attending NHCA. PTF will be led by elected officers. The Executive Board of PTF is made up of elected officers and the principal.

ARTICLE FOUR – Officers – PTF officers are volunteer positions. Officer positions include President, Vice President, Treasurer, and Secretary. The Vice President will serve a two-year term with the second year as President. Officer terms are limited to a maximum of 3 consecutive years.

The current PTF Executive Board will pray for God's call to gather volunteers for upcoming years. Parents are encouraged to volunteer and PTF Officers will call families to solicit additional parent volunteers. Names will be considered by the PTF Executive Board. In the event there are more volunteers than positions, a ballot of candidates will be presented to and voted on by the entire NHCA – PTF body. PTF Officer Positions can only be held by parent volunteers who have a student currently enrolled and have been attending NHCA for at least one year. Staff members may not serve as PTF officers with the exception of PTF Secretary.

ARTICLE FIVE – Officers' Duties

President – The President is the previous year's Vice President. This is the only office not directly elected in the same year, unless a vacancy occurs. The President will: 1) call and preside over all PTF meetings, 2) provide a President's report to the School Board at regularly scheduled meetings, 3) meet with the Principal throughout the year as needed, 4) ensure that accurate business and financial records are maintained, and 5) insure continuity from year to year by training in the next PTF President. The President should be accessible to all members of the PTF and must be able to work well with a variety of personalities and groups.

Vice President – The Vice President is elected at the last official PTF meeting of the school year. The elected VP will

automatically become the President for the following school year. The Vice President will: 1) attend all PTF meetings, 2) preside over all meetings when the President is absent, 3) work closely with the President to establish PTF policies and make decisions, 4) be responsible for room reservations for events and meetings and arrange childcare when appropriate, and 5) take reports from various committee chairs.

Treasurer – The Treasurer is elected at the last official PTF meeting of the school year. The Treasurer will: 1) attend all PTF meetings, 2) collect, record and deposit all funds collected or donated to PTF, 3) maintain an accurate account of PTF funds, 4) handle disbursements and reimbursements to staff and volunteers, and 5) provide reports at PTF meetings. The PTF fund is administered through North Heights Lutheran Church. Records of transactions will be submitted to the current PTF Treasurer for review.

Secretary – The Secretary is elected at the last official PTF meeting of the school year. The Secretary will: 1) attend all PTF meetings, 2) prepare all written communications of the PTF including minutes, newsletters, special announcements, and “The Link”, 3) provide all written material to the President for review prior to distribution, 4) maintain the PTF bulletin board, and 5) arrange refreshments for all school PTF meetings.

ARTICLE SIX – Committees and Positions – Committees may be formed and disbanded as necessary with the approval of the PTF officers. All committees will make regular reports to the PTF Vice President. The following list indicates the likely ongoing committees.

Fundraising – Annual fundraising events are reviewed and approved by the PTF Executive Board. Once fundraising events are determined, a volunteer chairperson is designated by PTF officers to oversee the event and gather committee chairs to assist in fundraising events. A budget, fundraising priorities list, and theme are established and approved by the all school PTF body. Fundraising event chairperson(s) work closely with PTF officers and Executive Board on the direction of events. Any major decisions during fundraising event coordination are reviewed with PTF by the committee chair and approved by PTF officers’ vote. Funds raised are distributed in accordance with established guidelines.

Volunteers Coordinator – The Volunteers Coordinator will collect information from the Volunteer Commitment Form and create a database which will be used to provide volunteers for PTF events throughout the school year.

Prayer – The prayer support team will be comprised of parents and teachers. Their goal is to support the students, parents, and staff with prayer. This group will establish and publish prayer opportunities.

PTF Room Parent – The Room Parent is responsible for securing parent volunteers for each classroom. Parent volunteers will help teachers in coordinating volunteers for various classroom events.

New Family Welcome Coordinator – This position will gather and coordinate volunteers for welcoming new families.

Social Event Chairperson – The social events include Family Fun Night and End of Year Picnic. The chairperson is responsible for organizing the event and gathering volunteers.

Car Pool Coordinator – This position is the main contact and coordinator for families interested in carpooling.

Thrivent Liaison – This position is responsible for understanding and communicating the requirements for receiving matching funds from Thrivent.

ARTICLE SEVEN – Voting – Only PTF members may make motions, second the motions, and vote.

ARTICLE EIGHT – Regular PTF Meetings – The PTF membership will meet at least three times per year. Current PTF Officers will establish the meeting times and places for each upcoming school year. A meeting calendar will be published prior to the start of the school year. A PTF meeting notice and tentative agenda will be provided to parents, teachers, and staff two weeks prior to the meeting date. Parents, teachers, the principal, and school board are asked to attend and participate in these meetings.

ARTICLE NINE – Executive Board Meetings – The executive board shall consist of the elected officers and the principal. They will meet prior to the start of the school year and have general supervision of the affairs of the PTF between regular meetings. The expanded executive board shall consist of the Executive Board and committee chairs. Meetings shall be held periodically during the year for the purpose of laying out strategy for the school year.

ARTICLE TEN – Fundraising Designation – The purpose of this constitution article is to provide a guideline for determining the best way to utilize money raised by PTF throughout the school year. The guideline will help ensure items purchased fit into the big picture needs of the school as determined by administration, and are consistent between classrooms, and for the direction and priorities of the school.

Procedure:

- 1) At the February PTF meeting input for fundraising ideas will be solicited from parents, teachers and staff. Guidelines for

- presenting items will be communicated and include: items must be of general material benefit to all school or an ongoing material benefit to a grade level. An estimated cost and sponsor to purchase/implement the item is required.
- 2) PTF Executive Board will meet to review overall input and identify priorities that are in line with God's call on NHCA for the upcoming year. Ideas will be drafted into a Vision and Needs document that will capture all of the input and provide a list of items to be voted on.
 - 3) The final all school PTF meeting will be held in the spring. The agenda will include voting of fundraising priorities for the upcoming year.
 - 4) Voting process for fundraising:
 - a. Purchase ideas will be presented at the meeting via the Vision and Needs document. Once this has been completed, a majority vote will occur.
 - b. Each teacher, staff member, and NHCA parent will be provided with the opportunity to vote their top 3 to 7 priorities. Number of votes given to each voter will be determined by the number of items presented and the potential cost. For example, if there is one large cost item or theme, there will be 3 votes. If there are several smaller cost items, there may be up to 7 votes. Process will include one vote per item per voter.
 - c. Votes will be tallied at the meeting. Any ties on priorities will be put to a tiebreaker vote at the same meeting.
 - d. Approved items will be logged by the PTF Treasurer into the Purchase Summary document and are assigned a unique number using the current school year and priority rank (i.e. 2008-01). When funds are available, sponsors of the purchase will be notified of the items to proceed with, including the priority of purchase.
 - e. Items that were approved but cannot be funded will be retained in the Vision and Needs document for consideration in future meetings.
 - 5) Minutes from the meetings will be completed by the PTF Secretary and will summarize the votes.
 - 6) PTF Executive Board will meet to determine if there is a theme that can be used during the two fundraising events.
 - 7) Committee chairs will be notified immediately so the information can be used during planning meetings.

ARTICLE ELEVEN – PTF Budget & Disbursement of Funds – PTF budget is presented for approval at an all school PTF meeting. The annual budget includes designated amounts for social events such as Family Fun Night and End of Year Picnic. Also included are annual expenses for fundraising events such as credit card machine. The PTF budget will also include expenses for supported ministries such as *Mom's In Prayer* and for blessing teachers and staff with a complimentary dinner at the school auction.

Designated as a permanent item to PTF fundraising disbursement is a 10% disbursement to the NHCA financial assistance fund, and 20% disbursement, divided evenly to bless teachers and staff of NHCA. These amounts are calculated after each fundraising event when net proceeds are determined.

Funds disbursement will be based on approved expenditures. A purchase order form with accompanying receipts must be signed by the PTF Treasurer and principal. This purchase order form is then submitted to NHLC for fund disbursement. Approved expenditures/designated funds purchases are to be completed prior to the start of the following school year. Purchases that carry over into the next year must be documented and reported in the PTF treasurer report. Records are maintained for all disbursements including detailed documentation of purchases.

ARTICLE TWELVE – Internal Controls – PTF Officers will maintain internal controls on all PTF transactions. The internal control process will include a review of the monthly treasurer report, and PTF church account monthly statements. All PTF treasurer account records are maintained in the school office. An additional review of PTF church account statements is completed by the principal. Copies of PTF documents, databases and software (e.g. auction software) will be stored on a NHCA master computer, server or storage device maintained by the school.

ATHLETIC PROGRAM

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 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. 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. They must maintain an average of 70% or better in each subject to be eligible to participate in any game or practice of the sports program. In addition, they must maintain good overall conduct and attitude in the classroom. Student athletes may be "benched" for poor classroom, practice, or game conduct or attitude.

The athletic director will confirm each player's eligibility at mid-quarter and the end of the quarter. If the student's grades fall below our standard the following will take place:

1. The athletic director will inform your child the ineligibility effective date and the date of the next eligibility check.
2. The parents will be notified by telephone or email the ineligibility effective date and the date of the next eligibility check.
3. The student will be restricted from all practices and games for ten school days. At this time the teacher will recheck the student's performance. If the grades are raised to 70% or better, the student will be eligible to return to the team. If grades are not raised the student will continue to remain ineligible until the next mid-quarter notice or report card.

SCHOOL ATTENDANCE AND GAME PARTICIPATION – Children absent ½ 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.

COACHES – All NHCA volunteer and paid coaches will be interviewed by the athletic director and principal before being hired.

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 amount of playing time in each game providing the following criterion is met by the student athlete during his or her participation on the team:

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. **Academics:** (See *Eligibility for Athletics* above)
4. **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.
5. **Hustle:** Students will be evaluated on their effort and intensity during practices and games.
6. **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.

NHCA ATHLETIC PROGRAM REFERRAL SYSTEM – Coaches will use the athletic program 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.

MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI				
28-Aug staff meeting	29-Aug staff meeting	30-Aug	31-Aug open house noon-7PM	1-Sep	22-Jan	23-Jan SchBrd 6:30	24-Jan	25-Jan P/T Confer	26-Jan P/T Confer				
4-Sep Labor Day	5-Sep first day 1st-8th	6-Sep first day K5	7-Sep first day K3	8-Sep	29-Jan	30-Jan	31-Jan	1-Feb	2-Feb				
11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	5-Feb	6-Feb	7-Feb	8-Feb	9-Feb				
18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	12-Feb	13-Feb	14-Feb	15-Feb	16-Feb				
25-Sep	26-Sep SchBrd 6:30	27-Sep	28-Sep	29-Sep	19-Feb Presidents	20-Feb no school	21-Feb Spirit Week	22-Feb Spirit Week	23-Feb Spirit Week				
2-Oct no bus	3-Oct	4-Oct 8th camp	5-Oct 8th camp	6-Oct 8th camp Oct.7 Walkathon	26-Feb	27-Feb SchBrd 6:30	28-Feb	1-Mar	2-Mar no bus				
9-Oct	10-Oct school pics	11-Oct	12-Oct	13-Oct	5-Mar SpeechMeet no bus	6-Mar SpeechMeet no bus	7-Mar no bus	8-Mar no bus	9-Mar no bus				
16-Oct	17-Oct goal setting	18-Oct goal setting	19-Oct MEA	20-Oct MEA	12-Mar	13-Mar	14-Mar	15-Mar Speech Assembly	16-Mar				
23-Oct	24-Oct SchBrd 6:30	25-Oct	26-Oct	27-Oct	19-Mar	20-Mar SchBrd 6:30	21-Mar	22-Mar	23-Mar out@12:41d No PM AK				
30-Oct	31-Oct	1-Nov	2-Nov	3-Nov out@12:42d No PM AK	26-Mar spring	27-Mar spring	28-Mar spring	29-Mar spring	30-Mar spring				
6-Nov	7-Nov pic retakes	8-Nov	9-Nov	10-Nov	2-Apr spring	3-Apr	4-Apr	5-Apr	6-Apr				
13-Nov	14-Nov	15-Nov	16-Nov	17-Nov	9-Apr	10-Apr	11-Apr	12-Apr	13-Apr				
20-Nov	21-Nov	22-Nov GPD out@12 No PM AK	23-Nov Thanksgiv	24-Nov Thanksgiv	16-Apr	17-Apr	18-Apr	19-Apr	20-Apr				
27-Nov	28-Nov SchBrd 6:30	29-Nov	30-Nov	1-Dec no bus	23-Apr	24-Apr SchBrd 6:30	25-Apr	26-Apr	27-Apr				
4-Dec	5-Dec	6-Dec	7-Dec	8-Dec	30-Apr no bus	1-May	2-May	3-May	4-May CAtrack				
11-Dec	12-Dec	13-Dec	14-Dec	15-Dec	7-May	8-May	9-May	10-May	11-May				
18-Dec	19-Dec	20-Dec Christmas	21-Dec Christmas	22-Dec Christmas	14-May	15-May	16-May	17-May	18-May				
25-Dec Christmas	26-Dec Christmas	27-Dec Christmas	28-Dec Christmas	29-Dec Christmas	21-May	22-May SchBrd 6:30	23-May	24-May	25-May out@12; no bus No PM AK				
1-Jan Christmas	2-Jan Christmas	3-Jan	4-Jan	5-Jan	28-May Memorial	29-May	30-May	31-May	1-Jun				
8-Jan	9-Jan	10-Jan	11-Jan	12-Jan	4-Jun	5-Jun	6-Jun out@12:46d No PM AK	7-Jun summer	8-Jun summer				
15-Jan MLK	16-Jan	17-Jan	18-Jan	19-Jan out@12:41d No PM AK	NH C/A					2017-2018			

Student Supplies – 2017.2018	K	1st	2nd	3rd	4th	5th
3-ring binder , ½" for K; 1" for 1 st – 5 th grades		1	1	1	1	1
athletic shoes , no black soles	1	1	1	1	1	1
Bible w/concordance, <i>NIV</i>					1	1
bookbag or backpack	1	1	1	1	1	1
colored pencil , 12 pack, <i>Crayola</i>	1	1	1	1	1	1
composition book , 100 sheets				3	2	1
crackers or cereal, 1 box to share	1					
crayons , 24 pack, <i>Crayola</i>	1	1	1	1		
erasers , hand-held		1	1	1	1	1
folder , two-pocket		2	2	1	2	4
glue sticks , <i>Elmer's</i> only (one used for ART)	7	7	7	7	5	3
highlighters			1	2		1
index cards packs , 3"x5" (L=lined, C=multi-color)		1L		1C	1L	3L
Kleenex tissues, large box	1	1	1	1	1	2
markers , <i>Mr.Sketck</i> , pack	1					
markers , <i>Sharpie</i> , black	1 (K5 only)		1	1		1
markers , washable, <i>Crayola</i> , 8 pack (F=fine line)	1F	1	1	1	1	1
notebook , spiral bound, c=college; w=wide ruled					4w	5w
painting shirt , oversized t-shirt, for ART	1	1	1	1	1	1
paper , 200 sheets, c=college; w=wide ruled						1w
pencil sharpener , hand-held, w/catcher					1	
pencils , plain yellow, reg. #2 (one used for ART)	6	12	12	12	12	12
pencil pouches	4 (K5 only)	1p+1sb	1p+1sb	1sb	1p+1sb	1p+1sb
pencils , mechanical, #2 lead						
pens , each=black, blue, & red						2 each
Post-it Notes , package (F = <i>Post-it Flags</i>)	1F				1+1F	1
ruler , 12 inches, w/centimeters		1	1		1	1
school box	4 (K3 only)					
scissors , adult=A, child=C, <i>Fiskars</i>	1C	1C	1C	1C	1A	1A
sketchpad , clean-tearing	2	1	1	1		
watercolors , in one case, w/lid & brush	1	1	1-ART			
white board marker , erasable		1	1	4	4	4
white glue , <i>Elmer's</i> only, 4oz or 8oz, no gels	1-8oz	1-8oz	1-8oz			

North Heights Christian Academy

Children dropped off and picked must use the North Entrance.

100 GRADE 5 Drake
102 GRADE 3 Tramm
104 GRADE 5 K Johnson
106 GRADE 2 S Johnson
boys

North Entrance

101 GRADE 3 Deurloo & Stanway
103 GRADE 4 Gilje
105 GRADE 1 Castano
107 C-LAB Duescher & T Knudson
girls

OUTDOOR CLASSROOM

UPSTAIRS GYM

127 Middle School Fink	129 Middle School Montezon	PE Office	restroom	Taylor OFFICE Lanzi
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East Entrance

Playground Entrance

112 LIBRARY D Knudson
114 MUSIC
116 JH Pheneger
118 SCI LAB
storage

storage	multipurpose room/chapel	James Horton and Dev Olson	staff lunch room
115 AK T Knudson			tech admin
117 Middle School Plath			NeHi Storage

DINING ROOM

(also used by AK)

Cindy Magnusson & Cindy Young

NeHi Entrance

NeHi Christian Preschool & Childcare
149 K.3 Duescher
151 K.5 Rollerson

NeHi Christian Preschool & Childcare
NeHi Christian Preschool & Childcare
NeHi Christian Preschool & Childcare

Band is upstairs

Horseshoe Parking Lot:
bus drop-off & bus pick-up