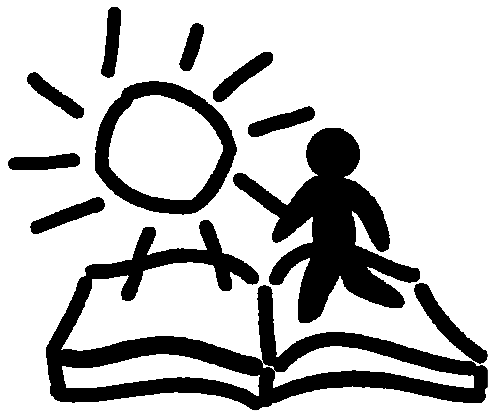


# Hope Christian Academy

A Pre-K – 12<sup>th</sup> Grade  
Independent, Community  
Christian School



## Information Handbook

2014

## Sponsoring Churches:

Discovery Community Church, St. Paul Park  
First Calvary Baptist Church, Inver Grove Heights  
Lighthouse Baptist Church, Cottage Grove  
Oakdale Wesleyan Church, Oakdale  
Rose of Sharon Lutheran Church, Cottage Grove

## Hope Christian Academy

Principal: Randy Krussow  
(Lead Teacher, Grades 9-12)

Athletic Director: Ed McClain  
(Lead Teacher, Grades 5-8)

Lead Teacher: Jody Ockwig  
(Grades 2-4)

Lead Teacher: Sue Dickhausen  
(Grades K-1)

Teaching Assistants:  
Angela Bray  
Theresa VanZee

Music Teachers:  
Todd Pankow  
Mary Hale

Administrative Assistant: Renée Gibbens

Health Aide: Amy Krussow

920 Holley Avenue, Suite 2 ♦ St. Paul Park, MN 55071  
Phone: (651) 459-6438 Fax: (651) 769-2108  
www.HopeChristianAcademy.org  
Email: office@HopeChristianAcademy.org

## MISSION STATEMENT

The mission of Hope Christian Academy is to provide an extension of the Christian home, training children in godly living for now and eternity (discipleship), weaving Christian values and ethics into every aspect of education and life (worldview).

Therefore, the Spiritual Objectives at HCA are:

1. The Salvation of each student.
2. The Development of Christian Character.
3. The Development of Biblical Conduct.

## OPPORTUNITY

Hope Christian Academy offers a variety of educational opportunities to strengthen the Christian student and family. Schooling is offered from Pre-Kindergarten (four year olds) through the 12<sup>th</sup> grade. These programs include before and after school care, home school partnering, summer school, band, choir, and varsity sports.

## NON-DISCRIMINATION POLICY

Hope Christian Academy accepts students without regard to race, color, sex, or national or ethnic origin who are willing to abide by its principles and objectives.

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## Preface

The objective in building a private Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7a

*“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children.”*

and of Proverbs 22:6 to *“Train a child in the WAY he SHOULD go.”* Teaching is training. Training for life must include training for eternity.

A Christian school is an extension of the Christian home in training young people in a Christian environment for time and eternity. With this paradigm in mind, HCA parents are expected to initiate spiritual training at home and regularly attend a Bible-believing church.

Attendance at Hope Christian Academy is a privilege, not a right. HCA offers the best in computer technology, individualized Christian curriculum, interactive computer-video enhanced learning, and one-on-one teacher/student relationships. Principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship are still taught and “caught” at Hope. Without apology, Hope Christian Academy stands for the Gospel of Jesus Christ and the highest standards of morality and Christian behavior.

### **School Verse**

*“Now then, my sons, listen to me; blessed are those who keep my ways. Listen to my instruction and be wise; do not ignore it.”*

Proverbs 8:32,33

## I. GENERAL INFORMATION

*Hope Christian Academy is an independent, non-denominational, community Christian School. Its directing school board is composed of nominees from sponsoring churches. An advisory board is appointed for those non-board members wishing to have input to the operation of the ministry.*

*In 1975 the Park Grove Christian Academy was founded by Park Grove Alliance Church of Cottage Grove, Minnesota. It remained connected with, and subordinated to, the church ministry of that local church congregation for its first 31 years (1975 – 2006). In 1997, both the church and the school adopted new names, Hope Community Church and Hope Christian Academy, respectively. Effective on November 14, 2006, HCA filed for incorporation as a nonprofit corporation. This incorporation established HCA as its own legal entity separate from the founding church.*

### Statement of Faith

1. There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit.
2. Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died on the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of God on high as our great High Priest. He will come again to establish His kingdom of righteousness and peace.
3. The Holy Spirit is a divine person, sent to indwell, guide, teach, empower the believer, and convince the world of sin, of righteousness, and judgment.
4. The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of all people. The Bible provides the divine and only rule of Christian faith and practice.
5. Men and women were originally created in the image and likeness of God; they fell through disobedience, resulting in both physical and spiritual death. All people are born with a sinful

nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The consequence for the unrepentant and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss.

6. Salvation has been provided through Jesus Christ for all people; and those who repent and believe in Him are born again by the Holy Spirit, receive the gift of eternal life, and become the children of God.
7. It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is both an initial filling and a progressive experience which happens in the life of the believer subsequent to conversion.
8. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the physical body. Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for believers today. This does not negate the fact that God often uses medicines and doctors in His healing plan.
9. The Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations.
10. There shall be a bodily resurrection of the believers and of the unbelievers; for the former, a resurrection to life; for the latter, a resurrection to judgment.
11. The second coming of the Lord Jesus Christ may happen any day and will be personal and visible. This is the believer's blessed hope and is a vital truth which is an incentive for holy living and faithful service.

## Accreditation

Accreditation by a state governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. It was established as a means of causing local public school districts to meet what the state educational agencies determined to be minimum academic and facility standards for government schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may not prioritize Christian objectives.

Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests.

Hope Christian Academy finds accreditation neither feasible nor necessary, but does provide the highest possible academic program and demonstrates academic progress through annual achievement testing and college entrance examinations.

## Admissions Procedure

HCA will not discriminate on the basis of race, color, or national/ethnic origin.

- 1) Parents view the HCA video presentation at school.
- 2) Parents visit school.
- 3) Family reads this handbook thoroughly.
- 4) Application is submitted accompanied by registration fee.
- 5) Office will call the parents and pupil for an interview with the principal.
- 6) Parents will be notified of acceptance.
- 7) Submit Medical History Form, Medical/Immunization Report, or Request for Records Form.
- 8) Complete Parent Orientation and Student Testing/Orientation

## Waiting List

- I. When all full-time student positions are full for a grade level or levels, families will be added to a waiting list in the order that they apply.  
Application includes:
  - a. a completed application form
  - b. a SMART Tuition payment enrollment form
  - c. the appropriate registration fee
  - d. a principal/family interview which leads to acceptance status
- II. The registration fee is non-refundable except by circumstances outlined in article III.
- III. Each fall at school starting time, families that remain on the waiting list will be updated on their position on the list and offered reimbursement of their registration fee if they would like to remove their children from the list.

## Home School

HCA endeavors to help Christian homeschoolers in every way possible. There is an established umbrella program for those families wishing to enroll. The home school umbrella program tuition is  $\frac{1}{4}$  of regular tuition. This includes access to all HCA programs up to 6.5 hours/week. Home school students may also choose and only pay for a single sport or activity.

## Financial Policies

Hope Christian Academy is a financially independent institution with an annual budget dependent upon God's provision through tuition of students and gifts of friends. All financial gifts are tax deductible. Tuition is tax deductible in the amount allowed by Minnesota law.

Hope Christian Academy enlists the help of the SMART Tuition Management Program for the billing, receiving, and accounting of its families' tuition. Check, automatic bank draft, or credit card payments are sent directly to SMART on either a monthly, quarterly, or semester schedule. Payment plans begin on August 1 before the school year. Parents who wish to pay tuition in full by August 1 gain a 2% discount and should pay HCA directly.

A SMART Tuition Payment Plan Enrollment Form must be completed and submitted with the Student Application Form.

Scholarships, grants, and short-term, no-interest loans are considered regularly by the school board. Applications are available through the office. In the event of financial crisis, families may make a written request for help. An exception for one is not intended for the benefit of all.

Grades, report cards, and transcripts cannot be released until tuition is paid in full.

No tuition is refunded for withdrawal or expulsion.

### **School Office**

Office hours are from 8:20 a.m. to 5:30 p.m. School is in session each day from 9:20 a.m. to 3:50 p.m.

### **Calendar**

The school calendar will correspond closely with School District #833. It is routinely mailed to school families before school begins and is available upon request from the office or on the school website at: [www.HopeChristianAcademy.org](http://www.HopeChristianAcademy.org).

### **Transportation**

Daily bus service is provided by the Department of Transportation for South Washington County School District #833 for students residing within the district. Parents may call them at 651-768-5303 to make necessary arrangements. On occasion it may be necessary to ask parents to arrange transportation to/from school for a particular day.

### **Lunch Program**

A variety of hot lunches provided from Norris Square are served daily. Lunches include a main dish, vegetable, fruit, and milk and sell for \$3.50. Menus and order forms are distributed before the first day of each month.

The following items are for sale each day: Lunchables, cheese sticks, Slim Jims, fruit cups, granola bars, chips, snacks, milk and juice.

Students are encouraged to bring a lunch from home or to buy a lunch card at school. They may purchase lunch cards for \$10 before school or during lunch time. Students may also buy lunch with cash.

### **Book Policy**

All necessary text books are provided within the tuition cost. Learning Centers are equipped with any literature, text, or reference books students may need. These may not be taken home. Literature books that need to be taken home may be checked out from the office and returned when their use is complete. They are marked with a red band on the spine of the book.

### **Photographs**

Student pictures are taken in the fall. Parents will be advised of the date, costs, and options.

### **School Supplies**

Kindergarten:

- Pencils (fat or thin, whichever is most familiar to the student)
- Crayons (fat or thin, whichever is most familiar to the student)
- Eraser
- Scissors (rounded point)
- Paint shirt or smock
- School bag or backpack

General supplies for all students grades 1-12:

- Two Personal Bibles (A King James Version Bible and an NIV Bible will be given to the student at school. Replacement Bibles can be brought from home or purchased for \$3 each at school.)
- Blue or black ballpoint pen
- Dictionary (optional)
- Pencils
- PACE holder (magazine organizer)
- Colored pencils (assortment)
- Standard notebook paper for reports and compositions
- File box (for 3" x 5" cards in PACE 37 and above)
- 3" x 5" cards for research notes (for PACE 37 and above)
- Eraser
- Ruler

- PACE carrier, folder, or clipboard
- Tissues
- Small box for supplies
- Comb or Brush (optional)

Grades 1-4:

- Scissors
- Crayons
- Glue

Grades 5-12:

- Compass
- Protractor
- Spiral "Chapel" Notebook

An NIV Bible, King James Bible, and set of student flags will be issued to each new student. These must be kept in good condition. Replacement Bibles or flags may be purchased at \$3 and \$1 respectively.

### Communication Envelopes

5" x 7" brown envelopes are furnished by the school and will be used for sending home the monthly newsletter, weekly updates, and other notices. Parents should sign and return these envelopes to the school as soon as possible. The oldest child in each family will be responsible for taking home and returning the envelope. This procedure assures good communication with the home. Detention is applied when students repeatedly do not return the communications envelope.

School families also receive the brown envelope contents weekly by email. Others may sign up for school email information once a week, once a month, or three times a year at HCA's website: [www.HopeChristianAcademy.org](http://www.HopeChristianAcademy.org).

## II. SCHOOL PROCEDURES

### Attendance

When a student is sick, a parent should call the school and notify them to expect the absence. A written excuse signed by a parent or guardian should be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, music, and other appointments are to be scheduled after school hours.

Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the supervisor and the student is sufficiently advanced in his work. Unexcused absences, tardiness, or failure to return excuse notes may warrant detention.

Excessive absences will inhibit the student's progress. Five unexcused tardies or five unexcused absences per quarter warrant a principal/ parents meeting, school board notification, and possible student probation.

A student is considered tardy if he is not in the learning center at the start of the school day. Absence is recorded for 1/2 or more of a day missed.

#### Early leaves

If a student must leave during the day, he should bring a note from his parents and give it to the supervisor at the beginning of school. Students should notify their supervisor when leaving, and, if returning, upon their return. Parents should come into the building to pick up their child.

In case of early dismissal or school closing due to weather conditions, announcements are aired over WCCO 830 AM, KTIS 98.5 FM radio, Channel 4 TV, and online at these sites. Listen for announcements about South Washington School District #833 or Hope Christian Academy.

### Emergencies

Illness or Injury: If a student becomes hurt or ill during the day, the school will attempt to contact the parents or doctor (in that order) for instructions in dealing with the problem.

Bad Weather or Disaster: Announcements will be made over WCCO and KTIS radio.

Fire/Lockdown Drills: All students are instructed in fire emergency and intruder alert procedures. The school has regular practice drills.

### **Medical Guidelines**

In instances where a student needs medical attention, the supervisor will call the parent or family doctor.

All medicines, except doctor prescribed asthma inhalers, must be kept and administered from the school office. If parents choose to allow their student to retain their inhaler, it must be registered with other medicines in the office. If students need to take any medicine during the school day, parents must send the medication in the original package with a note giving permission and dosage.

Students with AIDS will be treated in confidentiality and with Christian love. They may be admitted to school if the student's doctor, parents, school Principal, and a chosen health expert deem infection to be extremely improbable. See school policy for more information.

### **Progress Reports (Report Cards)**

The grading system at HCA is designed to give parents a true indication of the student's progress or lack thereof.

Progress reports are sent home with students on the Wednesday following each nine-week period. The computer-generated report may be kept by the parent but should be brought to parent/teacher conferences.

Academic records can be forwarded to another school upon written request and when tuition is paid in full.

### **Standardized Tests**

*TerraNova 3* (a common national standardized test) and *InView* are given yearly to carefully assess each student's progress. National college entrance exams will be given or arranged during the junior and senior years.

## **Physical Education: Guidelines for Grades 5 - 12**

No student is excused from Physical Education without a parent's written excuse. Exemption for more than three consecutive class periods requires a doctor's written excuse.

Students should wear modest, loose-fitting sweat clothes and tennis shoes. These should be clean and in good repair. Repeated failure to wear the proper clothing warrants a detention.

The daytime physical education program is designed to teach cooperation and teamwork while giving each student a good measure of exercise. Students who desire more strenuous exercise and strong competition should involve themselves in the extracurricular sports program.

Warm winter-weather clothes: hats, mittens, and boots are required for all students when winter weather comes.

### **Automobiles – Students'**

Students may drive licensed motor vehicles to school provided the students secure authorization from the principal. Students should register their name, driver's license number, and the make and license number of the car in the office. Inappropriate driving or conduct involving a vehicle on or off school property may result in suspension of a student's privilege. Vehicles are not to be used during the school hours (lunch hour included) without parental permission and school authorization. Other students must have written parental permission to ride with a student driver.

### **High School Day Jobs**

High school students with 54 or fewer PACEs remaining to graduate or requesting work study credit must maintain the following requirements to be excused from school early or to receive transfer credit:

- 1) Conference with student, parents, and principal for approval.
- 2) Note from prospective employer indicating acceptance of the student to work during school hours and course of study (for credit).
- 3) Work must correspond with a "course of study" provided by the school (for credit).



Students should prioritize good study habits, adequate homework time, and high grades above a job.

### **Visitation**

Parents are welcome to visit the school at any time, and especially for weekly chapel services. It is helpful when they make arrangements for the day and time in advance.

Only students who are potential enrollees or out-of-town visitors of students are allowed to visit the school. Arrangements must be made in advance. All visitors are subject to general school rules.

### **Lost And Found**

The school maintains a Lost and Found Box. At the end of each quarter, all items which have not been picked up will become property of the school and will be disposed of.

## **III. DAY-TO-DAY OPERATIONS**

### **Christian Americanism**

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's constitution guarantees liberties to educate in order to preserve freedom.

HCA teaches the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and their natural outgrowth: love for flag and country.

Students pledge daily each of the following:

#### Pledge of Allegiance 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 of Allegiance 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 for all who believe.*

#### Pledge of Allegiance 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.  
I will hide its words in my heart that I might not sin against God.*

## Daily Schedule

School starts at 9:20 a.m. and finishes at 3:50 p.m.

Time	Grades K-4	Grades 5-8	Grades 9-12
9:20 a.m.	Opening	Opening	Opening
9:35 a.m.	Period I	Period I	Period I
10:25 a.m.	Devotions	Devotions	Devotions
10:40 a.m.	Break	Period II	Period II
11:10 a.m.		Break	
11:30 a.m.	Period II	Period II	Break
11:45 a.m.		Period III	Period III
12:05 p.m.	Lunch		
12:25 p.m.	½ Day K Dismissal	Lunch	
12:40 p.m.	Period III (1-4)		Lunch
12:55 p.m.		Period III	
1:10 p.m.	Period IV	Period IV	Period IV
2:00 p.m.	Period V	Period V	Period V
2:50 p.m.	Period VI	Period VI	Period VI
3:40 p.m.	Closing	Closing	Closing
3:50 p.m.	Dismissal	Dismissal	Dismissal

## Kindergarten

9:20 - 9:35 Opening Exercises  
 9:35 - 10:25 Classroom Activities  
 10:25 - 10:35 Devotions  
 10:35 - 10:40 Snack  
 10:40 - 11:10 Break  
 11:10 - 12:05 Classroom Activities  
 12:05 - 12:35 Full Day Kindergarten Lunch  
 12:05 - 12:20 ½ Day Kindergarten preparing to go home  
 12:35 - 3:50 Full Day Kindergarten joins Lower Elementary Class

Wednesday - Chapel at 10:25 a.m.

Friday - Field Trips from 1:30 - 3:30 p.m.

## Trail Of A Pace

- 1) MONITOR keeps about 3 PACEs per subject ahead in the student's PACE file and checks (✓) the PACEs in file on the Supervisor's Progress Card.
- 2) MONITOR pulls the PACE from the student's file. (The Test is removed and placed in student file.)
- 3) MONITOR circles the corresponding (✓) for the PACE number on the Supervisor's Progress Card to indicate that the PACE has been issued to the student.
- 4) STUDENT completes the PACE at his or her office, asking permission periodically to score the PACE at the Scoring Station for accuracy. (Student uses the red pen provided at the Scoring Station.) The SUPERVISOR checks the PACE and initials and dates with a green pen when the student is ready to proceed with the Check-ups and Self Test.

- 5) SUPERVISOR checks the Self Test to determine if the student is ready to test, reviews problem areas with the student, and places the PACE in the *TO TEST* tray until the next day.
- 6) MONITOR pulls the Test from the file and places it in the *TO TEST* tray.
- 7) STUDENT is called to Testing Table where he or she completes the Test. The completed Test is placed in the *TESTED* tray with the matching PACE.
- 8) SUPERVISOR or MONITOR scores the completed Test. (The score on the completed Test is not discussed with student until the following day.) A student who scores below 80% (90% in PACEs 1-36) will receive an "Oops" Slip and be required to bring \$3.00 for a repeat PACE.
- 9) MONITOR draws new PACE from student's file. (The Test is removed and placed in student file.) The student's Test score is recorded on the Supervisor's Progress Card.
- 10) SUPERVISOR reviews the Test results with the student and places the Test in the *CONGRATULATIONS FILE*. A star and new PACE are given to the student.

### **Congratulations Slips**

Every time a student passes a test, the student receives a PACE star and the score is recorded on a Congratulations Slip. These are sent home in the Brown Communications Envelope on a weekly basis. Parents then have an excellent opportunity to encourage and compliment the student as they review the achievement. Two PACE scores each week is a good average.

### **Christian Leadership Training**

Devotions: Students are assigned to groups and meet in devotional periods of 10-15 minutes each morning except Wednesday.

Chapel: Weekly sessions are held on Wednesday morning. Local pastors, missionaries, and staff preach the Word of God. Parents are invited to attend chapels or participate as speakers.

Special Projects: From time to time, outreach/enrichment activities are scheduled. These opportunities provide a chance for students to apply their faith through practical ministry and service.

## IV. REQUIREMENTS

### Parental Involvement

Parental attendance is expected at the following activities:

- 1) Parent/Teacher Fellowship meetings and conferences
- 2) Parent Orientation
- 3) Servant Days (school clean-up)
- 4) School activities that students are involved in (athletics, programs, awards ceremony, graduation, etc.)
- 5) School fund raisers (Marathon, dinners, etc.)

Parents may opt out of items 3) and 5) by contributing \$100/event. Families who choose to help the school in these important events provide a minimum of one adult for two hours of participation. We strongly encourage parents to become involved in the educational ministry at Hope Christian Academy as regular volunteers. Parents are invited to help in any activity in which the Lord has given them a gift or desire to share in teaching children.

### Homework

Responsibility for scholastic achievement is placed on the student. Should the student not meet his goals for a day, he will be required, at the discretion of the supervisor, to complete the work at home or after school in the learning center. Some resource books may not be taken home. Should the student have homework, a homework slip giving the pages to be completed will be taken home with the PACE. The slip is to be signed by the parent and returned the following day. A reasonable amount of homework is 10 minutes for every grade; i.e., 70 minutes for a 7th grader. Above average students may not need the suggested time to do average work, but should be encouraged to set higher goals in order to work toward their potential.

### Jr. and Sr. High School Extracurricular (Athletic) Eligibility and Privileges

#### Academic Responsibilities:

Twelve stars in the four major subjects (Math, English, Social Studies, Science) are required each quarter. If all four of these subjects are not being taken, the supervisor will specify requirements. Students must also demonstrate acceptable achievement in Physical Education, Bible,

and electives. Students who fail to meet these guidelines on a quarterly basis may earn the privilege to participate week by week by maintaining an average of 1½ PACEs for each week and passing scores in all classes and activities. Students must be in school at least ½ day to participate in extracurricular activities that day. Serving detention takes precedent over other practice activities. Students who have not earned "Athletic Eligibility" are expected to study in learning center during practices and games until they regain "Athletic Eligibility."

All students are eligible for sports and extracurricular activities the first four weeks of the school year. After that time, eligibility requirements must be met. Conduct must meet supervisor's approval.

### Incentive Program

#### Field Trips

Pupils who meet the minimum requirements for the week (e.g., two stars, scripture memory, and no detentions) may attend the weekly field trip. This educational excursion is held each Friday to provide regular incentive to meet all the minimum responsibilities for the week. Some field trips are planned to give students experience in Christian Service and witness.

Although such off-campus trips are of real enjoyment for the students, they are designed to enrich learning. Supervisors may ask students to take notes and complete a test upon returning to school.

#### Honors Program

Students who make Honor Roll a previous quarter or who maintain 2 stars or more along with honorable behavior can earn an honors medallion and privileges of getting out of their seat for learning center needs without permission and teacher approved errands outside the learning center with permission without paying the usual merit dollar (\$2m) fee. Honors students carry on an important ministry in the school of mentoring a younger student or serving a needed school task for 10 - 15 minutes daily.

#### Computer Time/Leisure Reading

Privileges of computer time or leisure reading may be earned daily (at the teachers' discretion) by doing five academic pages beyond normal goals. Students may buy time to type notes or extra things they want to

do on the computer at \$1m per minute and with teacher's approval. Typing and printing required assignments is free with permission.

### Merit Dollars

Merit dollars are used for daily encouragement and motivation. Merit dollars can be earned by setting and keeping good daily goals, bringing back the communication envelope promptly, getting high scores on tests, making honor roll, getting perfect attendance per quarter, and so on. Merit dollars can be spent for permission to leave learning center at non-scheduled breaks, buying a pencil, eraser, notebook, etc., making up the difference of 1 star at \$50m to earn a field trip, or purchasing a special incentive outing.

A student may earn more and more privileges as he assumes more and more responsibilities.

Remember: Privileges are incentives designed to promote learning achievement.

### **Honor Roll**

An honor roll list is released at the end of each nine-week grading period. A student must have a minimum 94% average, at least 15 PACEs completed, academic balance (at least 3 units in 5 core subjects if applicable), passing scores in computer keyboarding and additional "mini-class" subjects, and all Scripture memorized to be eligible for the "A" Honor Roll. The "B" Honor Roll requires the same criteria except a PACE average of 88-93%. Students who meet all criteria except having a PACE average below 88% will receive *Honorable Mention*. Other graded classes must record a "C" or "S" grade or higher to be eligible for the above Honor Rolls.

### **Grading Policies**

When a teacher assigns an N-S-G-E grade for a teacher-assessed grade, these will be translated F-C-B-A.

An "I" grade indicates temporarily incomplete work and will change to an "F" if work is not completed within two weeks of receiving the Academic Progress Report.

When an S-G-E grade merely reflects the amount of participation like in keyboarding, an "A" or 100% grade will be awarded and the credit value will reflect the amount of participation.

## **Grade Point Average**

While most colleges simply look at the total GPA POINT TOTAL, GPA can be arbitrarily stated in terms of a letter grade as shown by the following chart:

<b>4 Point System GPA</b>	<b>Letter Grade</b>
<b>4.0</b>	<b>A</b>
<b>3.0</b>	<b>B</b>
<b>2.0</b>	<b>C</b>
<b>1.0</b>	<b>D</b>

### **Determining GPA (Grade-Point Average)**

Each completed high school course is assigned a letter grade according to the following:

<b>Percent Grade</b>	<b>Letter Grade</b>
98-100	A+
96-97	A
94-95	A-
92-93	B+
90-91	B
88-89	B-
86-87	C+
83-85	C
80-82	C-

The HCA method of determining a student's GPA is based on a four-point scale.

Each "A" is worth 4 points. Each "B" is worth 3 points. Each "C" is worth 2 points, and in classes where a "D" is possible, it is worth 1 point.

### **Interpreting Credits, Grading, and Ranking**

Students at Hope Christian Academy learn the value of hard work and discipline and are offered a full gamut of college preparatory courses. They score exceptionally well on annual national achievement tests. Because of HCA's high grading standards and small enrollment, some of a student's academic statistics may not well fit the range of statistics from a typical public high school.

### Number of Credits

Hope Christian Academy awards annual credits. That is, one class every day for 45-60 minutes/day for a full school year equals one credit. Therefore, 25 credits equate to 50 semester credits, or 28 credits to 56 semester credits.

### Percentage and GPA

HCA grades most classes on a percentage scale. Percentage grades translate to letter grades on the following scale:

94-100%	=	A
88-93%	=	B
80-87%	=	C
0-79%	=	Failing

Note that an 87% at HCA translates to a “C” grade while a 90% often receives an “A” grade in another school. This three percent difference interpreted as an “A” or a “C”, depending on the school, either inflates or lowers the corresponding Grade Point Average. HCA students will come out better skilled in the end, having worked in an environment with a higher standard. HCA students should not be penalized for the school’s high standards. Any acceptance or scholarship equation that uses a GPA number needs to be tempered with input from a reliable college entrance exam score and a personal interview.

### Class Rank

Hope Christian Academy does not rank its graduates. We name the first and second place students (academically) of a graduating class as valedictorian and salutatorian.

In a small graduating class this is only fair for students who do not place number one. If there are only ten graduates, the second place student is cast as “above 80%” while he may be an exceptional student, and the sixth place student is in the bottom half of his class while he is probably a very good student. Ranking becomes even more bizarre for classes of smaller size.

### **Star Color and Percentages**

The following colored stars are awarded by percentage:

Large Gold	100%
Gold	94-99%
Silver	88-93%
Blue	80-87%

## **Graduation Requirements**

A prescribed course of study will be determined through a conference among the staff, parents, and student. Transfer students (including home school students) must complete at least fifty-four PACEs at HCA before receiving a diploma from Hope Christian Academy.

NOTE: For non-PACE courses, credits are computed on the basis of: 45 minutes of class time per day for 170 days = 1 credit.

### **Graduation**

Graduates must be within 6 PACEs of completion to participate in the graduation ceremony. No diplomas are issued until tuition is paid and course work is complete. The principal will work with graduates and their families to plan a memorable, God-glorifying ceremony. A \$30 graduation fee will be charged to help cover the cost of gowns and other expenses involved in the ceremony.

**Opportunities for Career Guidance  
Hope Christian Academy**

**Ministry/Career Guidance Projects  
Overview Chart**

<b>Tool</b>	<b>Grade 7</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Vocations Study (Social PACEs 73-78)	<b>x</b>				
Stanford Achievement Test (SAT)		<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
Otis-Lennon School Ability Test (OLSAT)	<b>x</b>		<b>x</b>	<b>x</b>	<b>x</b>
Academic Projection		<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
Career Exploration Kit		<b>\$15</b>			
Student/Parent/Supervisor Interviews	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	
<u>P</u> reliminary <u>S</u> cholastic <u>A</u> ptitude <u>T</u> est (PSAT)			<b>\$15</b>	<b>\$15</b>	
PLAN (pre-ACT test)				<b>\$15</b>	<b>\$15</b>
Mission Statement for Life			<b>x</b>	<b>x</b>	<b>x</b>
<u>S</u> cholastic <u>A</u> ptitude <u>T</u> est (SAT)				<b>\$45</b>	<b>\$45</b>
<u>A</u> merican <u>C</u> ollege <u>T</u> est (ACT)				<b>\$31</b>	<b>\$31</b>
Discover (ACT)				<b>\$</b>	
Career Assessment <b>\$85</b> and the Guide to College Majors & Career Choices <b>\$15</b> or The PathFinder <b>\$15</b>				<b>\$</b>	
Career Direct from Crown Financial Ministries. Produces a 40-page interests and skills assessment.					<b>\$30</b>
Personal Testimony Paper					<b>x</b>

**x** Tools provided to all students at HCA in the noted grade level.

**\$** Tools available at the student's and parent's request for the approximate fee.

**College Choices of HCA Alumni**

Augsburg Weekend College Minneapolis, Minnesota	Moody Bible Institute Chicago, Illinois
Bethany College of Missions Minneapolis, Minnesota	North Central University Minneapolis, MN
Bethel University St. Paul, Minnesota	Northern Michigan University Marquette, Michigan
Bryan Institute Tulsa, Oklahoma	Northwestern College Roseville, Minnesota
Christ for the Nations Dallas, Texas	Rasmussen Business College St. Paul Minnesota
College of St. Mary Omaha, Nebraska	St. Cloud State University St. Cloud, Minnesota
Concordia University St. Paul, MN	St. Louis Christian College Florissant, Missouri
Crown College St. Bonifacius, Minnesota	St. Paul College St. Paul, MN
El Centro College Dallas, Texas	Scott Community College Bettendorf, Iowa
Inver Hills Community College Inver Grove Heights, Minnesota	Southern Nazarene University Bethany, Oklahoma
Houghton College Houghton, NY	Trinity Medical Center Moline, Illinois
John Brown University Siloam Springs, Arkansas	University of Minnesota Minneapolis, Minnesota
Maranatha Baptist Bible College Watertown, WI	Vermillion Community College Ely, Minnesota
Minneapolis Vo-Tech Minneapolis, Minnesota	Winona State University Winona, MN

Hope Christian Academy graduates with reasonable entrance exam scores have always been accepted at all colleges and post graduate training schools. Students transferring back to public school have never been denied HCA credits, though this is a growing problem in some places of the United States.

**Curriculum Listing**

**Elementary**

English (Phonetic approach)	Animal Science
Computer	Mathematics
Keyboarding	Social Studies
Science	Bible Reading
Music	Word Building (Spelling)
Creative Dramatics	Creative Writing & Literature
Physical Education	Speed & Comprehension
Art Instruction	Reading

**HONORS**

**High School**

**English**

- Literature I & II
- English I
- English II
- English III
- English IV

**Math**

- Algebra I
- Geometry
- Algebra II
- Advanced Math
- Business Math
- Consumer Math

**Science**

- Biology
- Physical Science
- Chemistry
- Physics

**Social Studies**

- Minnesota Studies
- World History
- World Geography
- American History
- Civics
- Economics

**Health**

**Bible**

- New Testament Survey
- Old Testament Survey
- New Testament Church
- Life of Christ
- Christian Growth
- Introduction to Missions
- Christian Living
- Applied Theology

**Electives**

- Spanish I & II
- French I
- Greek
- Art I and II
- General Business
- Accounting
- College Planner
- Typing
- Computer Literacy (MS Office)
- Constitution
- Drivers Training
- Speech
- Music
- Teacher/Monitor Training

**Physical Education**

**Computer Literacy & Keyboarding**

**Math**

Algebra I (1097-1108)	1
Geometry (1109-1120)	1
Business Math (109-120) or Consumer Math	-
Algebra II (1121-1132)	1
Pre Calculus	1

**Social Studies**

Minnesota History (79-84)	R
World History (97-108)	1
World Geography (1097-1108)	1
American History (1121-1132)	1
Civics (1133-1138)	1/2
Economics (1139-1144)	1/2

**English I - IV**

I (1097-1108) and II (1109-1120)	2
III (1121-1132) and IV (1133-1144)	2
Literature I and II	-

**Science**

Biology (1097-1108)	1
Physical Science (1109-1120)	1
Chemistry (1121-1132)	1
Physics (1133-1144)	1

**Bible** (See Electives)

3

**Physical Education** - Required each year

1

**Health** – Required in each course of study

1

**Foreign Language** - Spanish I & II, French or Greek

2

**Computer Literacy**

1

**Speech**

1/2

**Music**

1/2

**Typing** (Keyboarding)

1

**Electives** – College PACEs available

3

**Senior Project**

R

**R = required**

Hope Christian Academy has partnered with Sevenstar to provide a multitude of Sevenstar-teacher assisted internet classes at every level. To view the catalog and sample curriculum, go to [www.sevenstaracademy.org](http://www.sevenstaracademy.org). An additional course fee of \$500 applies.



**LEADING TO A DIPLOMA**  
**CHOSEN COURSE OF STUDY**

**Library Items Available for Home Use**

**COLLEGE PREP**

**GENERAL**

**VOCATIONAL**

Learning Tools and Videos/DVDs

1	1	4 (48 PACEs and/or
1	1	through PACE 1096)
1	1	
1	-	
-	-	
R	R	3 (36 PACEs and/or
1	1	through PACE 96)
1	1	
1	1	
1/2	-	
1/2	-	
2	2	4 (PACEs as diagnosed
2	-	through PACE 96)
-	Choose 2	
1	1	3 (36 PACEs and/or
1	1	Through PACE 96)
Choose { 1	-	
1	-	
2	2	2
1	1	1
1	1	1
2	1	-
1	1	-
-	-	-
-	-	-
1	1	1
3	5	2
R	R	-
26	24	21

Over 200 Volumes of Christian Literature for Elementary Children through Adults

24" x 30" Assorted Floor Puzzles

McGee and Me Videos/DVDs  
 The New McGee & Me: In the Nick of Time

Veggie Tales Videos/DVDs  
 Adventures in Odyssey Videos/DVDs  
 The Story Keepers DVDs  
 Super Book Videos: Vol. 1-9  
 Bibleman Videos/DVDs  
 Mr. Henry's Wild & Wacky World Videos

Wings of the Morning: Life of David Brainerd  
 Sex, Lies & the Truth, by Focus on the Family  
 Circle/Square Christian Children's Videos  
 America's Godly Heritage, by David Barton  
 The Spirit of the American Revolution, by David Barton

Under Arrest-Video  
 Twice Pardoned II-Video  
 The Pistol-Video  
 Moody Science Adventures Videos

Who Will Save the Children?, by ACE  
 HCA Philosophy & Methodology, 1998  
 The HCA Promotional Video, 2002

Creation Celebration Series  
 Moody Institute: Wonders of God's Creation Series  
 The Awesome Forces of God's Creation

Left Behind I & II  
 Judgment  
 Apocalypse  
 Tribulation  
 Revelation

Geometry Videos: Vol. 1-12  
 Algebra I Videos: Vol. 1-12  
 Algebra II Videos: Vol. 1-12

## V. STUDENT CONDUCT AND GUIDELINES

### General Guidelines

#### Books/Magazines

Must be approved in writing by parents and approved by supervisor upon student's arrival at school.

#### Language

Conversation and language should be positive, kind, and Christ-like. Use words that glorify the Lord.

#### Leaving the School Grounds

Closed campus policy: students may not leave the school grounds during school hours without permission.

#### Locks and Lockers

Students may be assigned a locker at the beginning of the year. If the student wishes, combination locks are available from the office for \$4.00. When the lock is returned in good condition at the end of the year, \$3.00 is refunded to the student. No other locks are allowed on the lockers.

#### Lunch Procedures

- Eat in assigned areas.
- Put trash in wastebaskets.
- Clean off table.
- Go to recreational area after dismissal from eating area.

#### Music

Music with positive, wholesome lyrics - only that which glorifies the Lord - is permitted. Instruments are to be played only in supervised music classes.

#### Off Limits

- Other student's offices, lockers, and lunches.
- Learning Center Control desks and files.
- Learning Center when staff is not in attendance.

#### Parties

School parties or special outings will be announced in printed information from the school.

#### Physical Education Equipment

When a student checks out physical education equipment, he or she is responsible to return it or pay for it.

#### Property

Marked, defaced, or broken property is to be replaced at offending student's expense.

Guns, matches, lighters, knives, radios, pagers, CD's, Ipods, and other electronic devices are not permitted. Cellular phones are not allowed to be used during school hours or school activities. Items listed will be confiscated from students until their parents can retrieve them at school.

#### Respect Rule

Students should keep *hands off* other students. No hands on, pushing or wrestling allowed. Dating students may have no physical contact.

#### Telephone Use

The school phone is reserved for official school business and emergencies. Students desiring to place calls will give the name and number to school personnel, as requested.

#### Transportation

Only licensed drivers are permitted to drive automobiles to the school. Teenage drivers may only drive members of their immediate family and students with written parental permission. Regularly driven cars should be registered in the office. Cars and bikes should be locked. All students must stay out of and off vehicles from arrival time until departure.

#### Visitors

Visitors should stop at the office or notify the principal when entering the school.

## School Dress and Fashion

### Biblical Principles of Dress

Our desire at Hope Christian Academy is to do all things that will honor Jesus Christ and His testimony in our lives. While recognizing that true Christianity is a matter of the heart and not the outward appearance, it is nonetheless true that our appearance is important in light of God's Word. Several "principles" are given for our instruction.

- God designed clothes to cover the body (Genesis 3:21)
- Decency and modesty are to be followed in dress (1 Tim. 2:9,10)
- The inward adorning of the heart is to be emphasized rather than the outward appearance (1 Peter 3:4)
- Christians are not to love the world or its standards in any area of life (1 John 2:15-17)
- It is best not to do anything (including dressing in a manner) that will cause your brother to fall (Romans 14:21)

The Apostle Peter touches the real issue when he states that our attractiveness should not be based on what we wear but on the "hidden man of the heart...even the ornament of a meek and quiet spirit." By our dress we represent the feelings and thoughts of our hearts. This being the case, our clothing and the way we wear it should represent our desire to please God and honor Him.

### Boys - Acceptable Dress

Shirts: Dress shirts, polo shirts, sweaters, sweatshirts, and T-shirt styles. Shirts must be worn in a neat and tidy manner. All shirts must have sleeves. Sleeveless tops and cap sleeves are not permitted.

Pants: Slacks, jeans, and knee-length or longer shorts.\*\* Pants are to be neat, clean, and hemmed, not frayed or faded, and without holes. Hanging chains are not permitted. Waist lines on pants should be worn around the waist.

Ties: Full or clip-on with dress shirt are welcomed and encouraged, especially on Wednesdays.

Hats: Hats may not be worn in school.

Hair: Hair must be clean, well groomed, and should not obstruct the eyes. Hair should be trimmed reasonably short (collar length or shorter in the back). Hair coloring should fall within natural hair color ranges. Beards and mustaches are not permitted.

Jewelry: Facial jewelry, earrings, and makeup are not permitted.

### Girls - Acceptable Dress

Shirts: Dress shirts, polo shirts, sweaters, sweatshirts, and T-shirt styles. Shirts must be worn in a neat and tidy manner. (Tops that are tight fitting, see-through or with revealing necklines, or which reveal the midsection when arms are raised, are not permitted.) All shirts must have sleeves. Sleeveless tops and cap sleeves are not permitted, whether worn on top of or under other shirts or sweaters.

Pants: Slacks, jeans and Capri's or longer shorts.\*\* Capri's and shorts are to be below knee length, and all pants should be neat, clean, and hemmed, not frayed or faded, and without holes.

Dresses and skirts are welcomed, especially on Wednesdays. Hemlines should be mid-knee or below length. Dresses must have sleeves. Slits above the knee are not permitted.

Hats: Hats may not be worn in school.

Hair: Hair must be clean, well groomed, and should not obstruct the eyes. Hair coloring should fall within natural color ranges.

Jewelry: Excessive make-up and jewelry are not permitted. Pierced jewelry is permitted only in the ears.

### General for Boys and Girls

- Footwear must be worn at all times in the building.
- Apparel should contain no insignia, wording or design which is offensive to the name of Jesus Christ.
- No army-type fatigue apparel or hunting clothing.
- HCA reserves the right to interpret matters of grooming style and appearance that would be in conflict with the school's philosophy or mission.

\*All articles of clothes must fit modestly and not be in any manner inappropriately revealing. Undergarments should not be seen.

\*\* The French Toast Company sells approved dress shorts. They can be purchased directly from French Toast by calling 1-800-373-6248 or visiting their web site at [www.frenchtoast.com](http://www.frenchtoast.com)

## Learning Center Rules

### General

A student is not permitted to talk or to be out of his office without permission. He should not turn around in his office or tip back in his chair.

Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.

The American flag should be raised to request permission for scoring. The Christian flag is to be raised for assistance in academic difficulties or non-academic activities (check out reference book, use restroom, sharpen pencil, etc.). Personal questions should be asked during break time.

Gum, candy, food, and toys are not allowed in the Learning Center.

Student offices, lockers, and lunches are private and should not be invaded by other students.

The school reserves the right to search a student's backpack, pockets, purse, locker, office, automobile, and person.

### Student Offices

Offices are assigned and changed by the supervisor.

Tacks, a chair cushion, a desk mat, and background material for the bulletin board may be brought in by the student.

Anything to be placed in the office must be approved by the supervisor.

Students are not to lean, sit, or draw on the office desk or divider. Replacement dividers cost \$10.00.

Electrical outlets are for approved school equipment.

The *Goal Card* is kept up-to-date in pen and placed five inches from the upper right-hand corner of bulletin board.

The *Progress Chart (Star Chart)* is placed five inches from the upper left-hand corner of the bulletin board. No marks are to be made on it (\$2.00 charge for duplicate).

### PACEs

PACEs are private property and are not to be shared among students. Work in PACEs is done in pencil. No extra scribbling or drawing, please.

Answers in Third Edition PACEs 1025-1036 must be cursive when example is cursive. From PACE 1037 on, the answers should all be cursive. Cursive writing is required in English and Word Building for grades 7 – 12.

Calculators are generally permitted for Math PACE 1075 and beyond and for Physical Science, Chemistry, Physics, Accounting, etc. An explanation of formulas used on the calculator must be written. "Show your work."

### Goal Card

The student should keep his Goal Card posted on bulletin board.

He should set the exact page numbers of the work for that day.

He should neatly cross off daily goals when they have been scored and corrected.

Goals should not be changed except with a supervisor's permission.

### Congratulations Slips

Students should take the Congratulations Slip home each week to their parents. These can be kept as a record of work accomplished.

### Scoring Station

Score Keys should be handled carefully.

Mark a red "X" beside each wrong answer (this indicates to the supervisor that you need help).

Use only red pens supplied at the scoring table (never at office).

Correct wrong answers in pencil at office.

Rescore - circle each red "X" in red when answer is correct.

Circle in red each PACE page number when all answers are correct on the page. In Third Edition, student fills in the Score Strip as he proceeds through the above steps.

Replace pen.

Replace Score Key in proper place.

### Testing Table

After each PACE is completed, scored, studied, and turned in, the test is issued the next morning. The test is administered at the testing table. Students who score 80% or better are issued a new PACE. Test scores below 80% indicate repeating the PACE is necessary. A duplicate PACE costs \$3.00. Passing scores for PACEs 1036 and below are 90% and above.

Students who speak with other students while taking a test (at the test table or otherwise) will forfeit the testing opportunity. The test will be destroyed and the student will pay \$3.00 to repeat the PACE or corresponding unit of work.

### **Lifestyle Statement**

*Students are expected to follow a Christ-centered lifestyle on and off school grounds. At HCA, this lifestyle includes abstinence from smoking, use of alcoholic beverages, the illegal or non-medical use of drugs, and sexual immorality. The biblical and philosophical goal of Hope Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, to be enrolled at Hope Christian Academy, all parents and students are expected to exhibit the qualities of a Christ-like life espoused by the Scriptures and taught by the school and to refrain from certain activities or behavior. Thus, HCA retains the right to refuse enrollment to any student or parent who engages in sexual immorality, including sex outside marriage (including living together), any past legal conviction of sexual offense, and profession or practice of homosexual/bisexual behaviors, as well as any behavior that condones, supports, or otherwise promotes such practices. (Romans 1:24-32, I Corinthians 6:9-11). The Bible clearly directs believers in Jesus Christ to pursue holiness of life, and specifically speaks to many issues such as honesty, wholesome speech, and sexual purity, just to name a few. In light of these directives, only music and drama (whether at the movie*

*theater, the live theater, or on television, videos and video games) that encourages morals and values consistent with the Scriptures is allowed. Students and their families should refrain from viewing unwholesome and unprincipled drama, and listening to or participating in music that makes use of indecent or degrading lyrics or promotes an ungodly emotional or physical response. Instead, we encourage school families to choose music and other forms of entertainment that enhance what is good and beautiful in life. As the Scripture says, ". . . whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable . . . if anything is excellent or praiseworthy . . . think about such things" (Philippians 4:8).*

### **Internet Policy**

In keeping with the mission of the ministry and with Biblical principles like I Corinthians 10:31 "...whatever you do, do all for the glory of God", the lifestyle expectations have been specifically expanded to the following:

Any student or staff member who is involved with operating a personal online website or contributes to a blog must register the website/blog (i.e. myspace.com, blogger.com, etc.) with the school office staff. The website must be registered immediately upon its creation. Any student or staff member who creates a website or blog prior to attending the Academy must register the website/blog as soon as he/she is accepted as a student/employee. Any student or staff member who presently has a website or blog must register the website/blog by the first day of school. All websites/blogs will be monitored for content on a regular basis.

Any student or staff member (including home school students) found with an unregistered website/blog or website/blog material that is deemed inappropriate to the purpose and mission of the Academy will be in direct disobedience to this ruling and will be subject to disciplinary action up to and including immediate ineligibility to attend the Academy or continue to employment at the Academy.

Furthermore, all internet use, whether researching, surfing, e-mailing, etc., at school or at home, that is deemed inappropriate by Biblical standards for Christ followers or to the purpose and mission of the Academy will be subject to disciplinary action up to and including immediate ineligibility to attend the Academy or to continue employment at the Academy.

## Discipline

HCA is not a corrective institution; consequently, a child should not be enrolled with the idea of reform. Teachers will work with the home, but cannot take the place of parents who have experienced difficulty in fulfilling their roles.

All new students are admitted on probation for the first six weeks.

Students must conduct themselves in a manner becoming of Christ. "Sowing discord" is not acceptable. If a student complains about a policy or discipline, parents are encouraged to do the following:

- 1) Give the staff the benefit of the doubt.
- 2) Realize that a student's reporting may be emotionally biased and may not include all the information.
- 3) Support the school and call for all the facts.

When a student's attitude or conduct is not in accord with school policies or godly principles, the student will be disciplined with demerits, detentions, suspension, probation, or expulsion.

For lifestyle breaches, a parent conference will be scheduled to discuss the issue. A written confession from the offending student will be requested and the principal will report the incident and recommended discipline to the school board chair. The school will respond in writing within a week of the first parental conference. If a public statement is deemed necessary, it will be presented to the offending student in writing. The severity of the sinful behavior, the length of time that the behavior has been practiced, the willingness of the guilty party to repent and submit to authority, the support of the parents, and the probability of restoration will all be prayerfully considered in assigning discipline.

Discipline for the student may include any of the following, but is not limited to:

A verbal warning/reprimand, an apology to the victim, detention, a public statement of apology and repentance, reading a book and/or writing a paper on an appropriate topic, community or school service, a written warning/reprimand/probation entered in the student's file, specified probation period, further parent/student/school administration conferences, not being permitted to participate in extra-curricular activities, suspension, expulsion, legal action, police involvement, or any other corrective action deemed appropriate by HCA.

An exception for one is not intended as an exception for anyone else. Grievances over actions taken in school discipline may be addressed in writing to the school board through the chair.

HCA is dedicated to training children in a program of study, activity, and living that is Christ-centered. Students will be taught to "walk honorably before all men". Discipline is firm, consistent, fair, and tempered with love. Staff will maintain standards of behavior in the learning center through kindness, love, and a genuine regard for students.

The Bible reminds us to be disciplined in all of life:

*"Children, obey your parents in all things; for this is well pleasing unto the Lord" Colossians 3:20.*

*"Let every soul be subject unto the higher powers . . ." Romans 13:1.*

*"Obey them that have the rule over you, and submit yourselves . . ." Hebrews 13:17.*

*"For the commandment is a law; and the law is light; and reproofs of instruction are the way of life" Proverbs 6:23.*

*"He is in the way of life that keepeth instruction; but he that refuseth reproof erreth" Proverbs 10:17.*

*"Chasten thy son while there is hope, and let not thy soul spare for his crying" Proverbs 19:18.*

*"Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him" Proverbs 22:15.*

## Detention and Probation

Demerits are given for disturbances or broken rules. Three or more demerits in one day may result in detention after school the next day as follows:

3 demerits = 20 minutes detention  
4 demerits = 30 minutes detention  
5 demerits = 45 minutes detention  
6 demerits = 1 hour detention

When a student receives a detention, a Corrective Action Notice is sent home with the student. It is to be signed by a parent and returned the following morning. Twenty minutes are added to the detention if the notice is not returned. Teachers will endeavor to contact the parents by phone if no written confirmation is received.

Demerits are an indication that a student may need direction in the development of character in his life. Conferences with the supervisor, principal, and parents are sometimes necessary to assure this growth.

When a student has accumulated two hours of detention in a week, or three detentions in a month, the student is placed on "Academic Probation" for six weeks. Three additional detentions during a month of probation may warrant asking the student to withdraw.

Purpose of Probation: Probation is invoked when a student has a serious problem, giving him an opportunity to correct his problem. If the student does not improve to a satisfactory level, he/she will be dismissed or asked to withdraw from the school.

#### Reasons for Probation:

- 1) Ongoing academic failure
- 2) A consistent negative or rebellious attitude
- 3) Serious or continual behavior warranting discipline.

#### Invoking Probation:

- 1) The principal will discuss the student with the teaching staff and determine whether he should be placed on probation.
- 2) A conference is held with the parents, the student, and the principal to give notification and explanation of the probation.
- 3) A written letter explaining probation and making suggestions for parental action including disciplinary measures during the probation is sent to the parents and a copy to the president of the school board.

The Probation Period: Probation will last for six weeks beginning the Monday following the principal's conference with the parents and student.

#### Evaluation at End of Probationary Period:

- 1) A student is removed from probation upon satisfactory improvement.
- 2) If the student fails to improve, the principal will recommend to the school board that the student be dismissed or withdrawn from the school.
- 3) Parents have opportunity to share relevant information affecting the decision at any point of the procedure.

Readmission: A student who has been dismissed or withdrawn will be reconsidered for admission after a minimum of one year from the date of expulsion or withdrawal upon approval of the school board and principal.

Future Probation: Faculty action placing a student on probation for the second time in two consecutive semesters constitutes a recommendation by the faculty to the school board that the student be dismissed or withdrawn from the school.

Suspension Policy: The principal, upon his own initiative or recommendation by an HCA staff member, will have the right to suspend a student for 1-3 days whenever a student is out of control and cannot be calmed or whenever he or she is deemed a physical or moral danger to himself/herself or other students. The student's parents and school board will be notified as soon as possible, and a written plan of action will be put in place to resolve the issues.

## **Hope Christian Academy Grievance Policy When There is a Complaint**

One of the inevitable and often useful parts of being involved in Christian School leadership is the privilege of fielding complaints. While some complaints are totally unfounded, others have merit and need to be addressed. Some complaints are the result of individuals working through their own discomfort and will amount to limited conflict while other complaints are meant to disrupt, wound, and destroy without any desire to bring resolution. Hope Christian Academy leaders will do their best to discern the intention of the grievance and resolve issues for a win-win solution as much as possible.

Matthew 5:23-25 and Matthew 18:15-17 give clear guidelines as to who to approach and in what order petition should be used when there is a conflict or offense. Given these imperatives, HCA commits to the following guidelines when dealing with conflict or complaints:

1. We will treat each person with respect and love, as a child of God, listening thoroughly to each issue even when school policy or personal convictions may conflict with what is presented.
2. We will not allow significant complaints to go unchallenged.
3. We will channel the complaint/conflict properly. This means that conflict and complaints should only be brought to the person that they involve. If we hear complaints being shared to someone other than the person involved, even before the

person finishes their complaint, we will direct them to take it up with the person that they have the complaint against. If they are unwilling, we will let them know that as soon as possible, we will be notifying the person involved letting them know about the complaint with names. (This is usually not a place for confidentiality.)

4. When the complaint is properly directed to the person involved or responsible, we will work to come to a resolution. We will not allow the problem to go on and on, but stay focused on resolving the issue while agreeing to keep our relationship intact. We may be able to agree to disagree and let the issue be forgotten. If the person is not willing to let it go and not satisfied with the resolution offered, a third party will be asked to aide in resolution. This may be a teacher for student conflicts, the principal for conflicts with teachers, or the school board chair for conflicts with the principal.
5. If the person with the grievance follows these appropriate channels and still feels the issue is not resolved, he/she may request that the issue be presented to the school board – the board chairperson will determine whether it is best for the issue to be presented in person or in writing. At this point if the board cannot offer a satisfactory solution, the person will be asked to leave HCA. Continuing dissention will destroy our community. We will bless the person(s) and release them.

## Sexual Harassment Policy

HCA is committed to providing a safe, positive learning and working environment for everyone. Therefore, HCA prohibits sexual harassment and sexual violence (SHV). It will not be tolerated in any form.

It shall be a violation of this policy for any student or employee to use SHV toward any other student or employee. HCA will investigate all formal and informal, verbal and written complaints of SHV. Any student or employee who is found to have used SHV towards any other student or employee will be disciplined.

### I. Sexual Harassment and Sexual Violence Definition

Any unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature.

### II. These behaviors can include but are not limited to:

- \* touching (arm, breast, buttock, etc.)

- \* verbal comments (about parts of body, what type of sex the victim would be “good at”, clothing, looks, etc.)
- \* name-calling
- \* spreading sexual rumors
- \* leers and stares
- \* sexual or “dirty” jokes
- \* cartoons, pictures, and pornography
- \* using the computer to leave sexual messages or graffiti or to play sexually offensive computer games
- \* gestures with the hands and body
- \* pressure for sexual activity
- \* cornering, blocking, standing too close, following
- \* conversations that are too personal
- \* “rating” an individual - for example, on a scale from 1 to 10
- \* obscene T-shirts, hats, pins
- \* “snuggies” (pulling underwear up at the waist so it goes in between buttocks)
- \* sexual assault and attempted sexual assault
- \* rape
- \* touching oneself in front of others
- \* graffiti
- \* howling, catcalls, whistles
- \* repeatedly asking someone out when he or she isn’t interested
- \* facial expressions (winking, kissing, etc.)
- \* “making out”

### III. Sanctions (consequences) for the student harasser include the following, but are not limited to:

1. verbal warning/reprimand
2. written warning/reprimand entered into student’s file
3. suspension
4. expulsion
5. an apology to the victim
6. fine paid to the county sexual assault program
7. reading a book and/or writing a paper on an appropriate topic
8. special class required on SHV
9. referral for psychological assessment
10. a parent/student/school administrator conference
11. police involvement
12. not being permitted to participate in extra-curricular activities according to the Minnesota High School League’s regulations



13. do community service
14. other sanctions deemed appropriate by HCA

IV. Sanctions (consequences) for the adult harasser include the following, but are not limited to:

1. verbal warning/reprimand
2. written warning/reprimand entered into adult's file
3. suspension without pay
4. termination of employment
5. an apology to the victim
6. fine paid to the county sexual assault program
7. special class required on SHV
8. referral for psychological assessment
9. police involvement
10. do community service
11. other sanctions deemed appropriate by HCA

Information concerning any SHV complaint shall be treated confidentially and consistently with HCA obligations, the need to investigate, and the need to take disciplinary action if it is found that SHV has occurred.

Any person who believes he/she has been a victim of SHV by a student or employee of HCA shall report the conduct immediately to the Principal/School Board Chair. Any third person with knowledge or belief of conduct which may constitute SHV shall report the conduct immediately to the Principal/School Board Chair. If the report is made verbally, the Principal/School Board Chair shall document it in writing within 24 hours.

An investigation shall begin immediately. Within ten business days, the Principal/School Board Chair shall provide a written report of the status of the investigation to the alleged victim, the alleged perpetrator and the School Board. A decision by the principal with the counsel of the school board chair will then be made as to the steps to take regarding the allegation.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Anyone who retaliates against an individual who reports SHV will be disciplined. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceeding, or hearing related to a complaint of SHV will be disciplined.

Submission of a SHV complaint or report shall not affect the individual's employment, grades, work assignment, etc. Every student at

HCA has the right to a safe learning environment, to be treated with respect and to attend a school that is free of discrimination.

V. Grievance Procedure

1. Report an incident to the Principal/School Board Chair
2. If necessary, bring an advocate to offer support
3. Victim shall report what happened, when and where it happened, how she/he felt, what (if anything) she/he did or said to the harasser, what alleged harasser(s) did or said next, and names of witnesses
4. The victim will be involved in solution/resolution as it relates to the decision-making process

### **Hazing Policy**

A Hazing Policy is required by Minnesota Statute 127.46.

Definition of Hazing: To play unpleasant and humiliating tricks on (as new members of a college fraternity) or force to perform humiliating tasks or stunts.

1. No student, teacher, administrator, volunteer, contractor or other employee of HCA shall plan, direct, encourage, aid or engage in hazing.
2. No teacher, administrator, volunteer, contractor or other employee of HCA shall permit, condone or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behavior that occurs on and off school property and during and after school hours.
5. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student or organization shall be subject to discipline for that act.
6. HCA will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of HCA who is found to have violated this policy.

Sanctions (consequences) for offenders will be the same as for sexual harassment. See sections III & IV of the Sexual Harassment Policy.

## Violence Prevention Policy Introduction

### I. STATEMENT OF PRINCIPLE

With the cooperation of family, church and school, Hope Christian Academy endeavors to fulfill its mandate to serve all the students entrusted to its care. To this end, Hope Christian Academy is committed to establishing a strong circle of support consisting of students, teachers, parents/guardians, support staff, pastors and administrators who are united in faith and dedicated to carrying out the spirit of these policies.

Discipline in the Christian school must transcend the conventional code of human ethics and behavior. Discipline is not just rules and regulations that must be followed, but is to be the development of self-discipline in which all participants are “to be conformed to the image of his Son” (Romans 8:29).

Not all situations involving violence that may occur in schools can be covered by a policy statement. It is the purpose of these policies on Violence Prevention to bring about an element of consistency, without impeding the judgment of school administrators when dealing effectively with the variety of activities that they may encounter.

Within this context, Hope Christian Academy acknowledges the following rights for its students and staff:

1. To be respected by all members of the school community;
2. To work and learn in a safe and orderly environment; and
3. To access facilities and to participate in programs offered by the school without fear of violence.

Hope Christian Academy also acknowledges the following responsibilities for its students and staff:

1. To respect all members of the school community;
2. To contribute positively to the Christian climate of the school;
3. To respect the property of the school and of all members of the school community;
4. To respond positively to the educational environment provided by the school community; and for students specifically;
5. To comply with all school expectations, procedures and codes of behavior; and

6. To give respect and cooperation to all persons in positions of authority in the school.

### II. GENERAL

#### Policy

1. Hope Christian Academy does not tolerate violence in any form. Hope Christian Academy, including staff, students, parents, and school board, is committed to the school's mission of providing a safe and friendly environment that fosters appropriate expression and facilitates the dynamic educational process. Every member of this school family - student, teacher, parent/guardian, support staff, board member, pastor or others while on school property and at school sponsored events - is governed by these policies and shares in the responsibility for creating an environment that is safe, harmonious and respectful. HCA maintains a zero tolerance policy in areas that concern weapons or violence that may compromise students' or teachers' safety.

2. The School Board is committed to implementing effective measures that deal with violence in schools. These measures include the establishment of preventive procedures, the incorporation of violence prevention into the curriculum, the establishment of codes of behavior for the school (both elementary and secondary divisions), provisions for dealing with violent incidents and their aftermath, and provisions for the reporting of violent incidents.

3. In recognition of the ethnic and racial diversity of its students, Hope Christian Academy shall treat each person equally and fairly and without regard to gender, race, or ethnicity.

4. Hope Christian Academy is committed to the administration of disciplinary action in accordance with School Board policy and all applicable legislation, both state and federal.

#### Regulations:

1. The HCA School Board will administer the Violence Prevention policies in conjunction with the Administrator, principal, and other administrators.

2. The principal will implement the Violence Prevention policies and ensure awareness of these policies and their procedures by staff, students and parents on an annual basis. This will include the enforcement of all handbook provisions and the reporting of violent incidents.

3. Staff from all work sites shall be inserviced annually regarding the Violence Prevention policies.

4. Policies and regulations to assist in maintaining a safe and harmonious school climate have been established under the following policy headings.

5. In recognition of exceptional circumstances and exceptional students, and subject to the severity of the incident and a student's ability to understand and comply with the Violence Prevention policies, the regulations may be applied at the discretion of the principal.

- Lack of Parental Cooperation
- Inability to Respond to Individualized Curriculum
- Delinquent Tuition Payments

Note:

*1 Corinthians 6:1-8 clearly teaches that believers are not to be involved in bringing lawsuits against one another in the secular courts. The spirit of our age is to sue any time for any reason. Therefore, we, the members of the Hope Christian Academy school family, in accordance with the teachings of God's Word, will not pursue any legal action or sue the school staff in connection with the performance of their official duties.*

- I. Statement of Principal
- II. General
- III. Discipline
- IV. Police Investigation
- V. Reporting and Recording Incidents of Violence
- VI. Possession of Weapons
- VII. Assault/Threats/Harassment
- VIII. Theft/Extortion/Vandalism
- IX. Search and Seizure
- X. Trespassing on Property
- XI. Arson/Bomb Threats

A detailed Violence Prevention Policy is included in the HCA Administrative Guidelines and is available upon request.

### **Grounds For Dismissal**

HCA reserves the right to dismiss or deny readmission to students for appropriate reasons. They may come under the following categories:

- Attitude Incompatibility
- Uncooperative Spirit
- Rebellion Toward Discipline
- Chronic Complaining
- Sowing Discord
- Chronic Unexcused Absences or Tardiness
- Non-conformity to Standards of Conduct and Dress
- Fornication, Homosexuality, Pregnancy, or Abortion
- Possession of Pornography or Sexually Explicit Material
- Malicious Destruction of Property
- Possession of Cigarettes, Alcohol, or Illegal Drugs
- Possession of Weapons, Firearms, Destructive Devices and Their Actual or Threatened Use

## **VI. OPPORTUNITIES**

### **The Advantage Program**

Does your student need a jump start in the morning to get those academics going? Does he or she have trouble keeping track of the details of school work? Is he or she easily distracted and seem to need extra motivation to stay on task? If the answer to one or all of these questions is "Yes," perhaps the HCA Advantage Program is what your student needs.

What is the Advantage Program? Advantage students' parents get a money back guarantee that the student will perform better academically than a comparable quarter without the Advantage help. If the student does not outperform a comparable quarter's academic PACE total, the Advantage Program fee will be refunded in full – no questions, no excuses.

And, what's the Advantage to students? Advantage students will receive special attention the first hour of every day at a ratio of no more than four students per teacher. During that time they will get one-on-one help setting appropriate goals and getting a good start on the day's academic work. Then during the last 15 minutes of the day, Advantage students will again get that one-on-one visit to make sure that they leave school with an accurate homework slip and a plan for how to achieve success. Teachers that work the Advantage Program will also gain an Advantage. They will receive a financial bonus each quarter when students meet the academic goal. So everyone wins. And there is no risk of paying for extra help that doesn't help. The Advantage Program. Now there is a way to make sure the teacher has enough time to give

extra help where help is needed. Now there is a way to see guaranteed academic results.

## **Music**

HCA students have long been known for their vocal talents. In recent years, the school has been developing a band instrument program. Private lessons are offered in voice, piano, and a variety of band instruments.

## **Sports**

Extracurricular varsity sports are sponsored as is feasible and as participation warrants. Athletic activities sponsored in past years include boy's soccer, girl's volleyball, boy's basketball, girl's basketball, and track.

## **Student Council and Yearbook Staff**

Excellent annual opportunities are available for students to learn cooperation, leadership, and servanthood.

## **Mission Trips**

One of the best opportunities for spiritual growth has been mission trips for students (grades 7-12) and adults. These trips provide an adventuresome time of serving and testifying in Jesus' name. Past trips have been to Southern Mississippi, Louisiana, Mexico, Panama, and inner city Chicago.

## **Regional and International Conventions**

An exciting and rewarding event for upperclass students is the annual School of Tomorrow convention. Students over age 13 by December 31 are encouraged to prepare for competition in any of more than one hundred events including athletics, music, arts/crafts, and performance.

Winners are eligible for the International Convention held each May or June. Contestant Guidelines are available to assist students in preparing for competition.

Participation is voluntary and expenses are paid by the participants.

## **Annual Awards Program**

Gifts, certificates, medals, plaques, and trophies highlight the Annual Awards Program held each spring. Students work and compete during the year to attain these awards. Students must attend the awards ceremony to receive awards. Boys should wear dress pants, dress shirts and ties, and girls should wear modest blouses and skirts or dresses. Award categories include:

- 60 PACE Certificate
- 75 PACE Medal
- 100 PACE Trophy
- Grand PACER (most PACEs)
- Highest PACE Average
- Honor Roll
- Athletic Participation
- Perfect Attendance
- Scripture Memorization
- Leadership in Athletics
- School Spirit and Citizenship
- Most Improved
- Christian Character
- Student Council Recognition
- Yearbook Staff Recognition
- Principal's Challenge

## **Before and After School Care**

Before and after school care is available on a regular basis for \$3/student/hour or on short notice for \$4/student/hour.

## **Post Secondary Educational Options Program**

Juniors (grade 11) may not participate in the PSEO Program except in ways that do not conflict with the normal HCA school day.

Seniors within 54 PACEs of graduation may apply to be involved in the PSEO Program for one class or several. Application should begin at least one month in advance of the start date of college classes and for early class registration, could begin three months in advance. Students wishing to apply for the fall program should apply by April 1 of the preceding spring. State forms are available in the HCA office and will be issued at a family meeting with the principal. An HCA student's participation is subject to the parent's, principal's, and college registrar's approval. Regular (weekly) participation in some HCA student activities

is required if the student plans to graduate from HCA. The student should submit a schedule to the principal for approval each college semester.

Tuition will be discounted by 25% for students who miss school for one or two college classes, 50% for three or four college classes, and 75% for five or more college classes. Students who take course work by distance education (correspondence or web based learning) will be required to work from Hope Christian Academy and forfeit the discounts above.

The student will submit a copy of the college grades to HCA after each semester.

While college classes will count simultaneously for college credit and for high school graduation credit, a semester of the college course will only count as a semester of the high school course no matter how many quarter credits or semester credits the college offers for the course.

### **Pre-Kindergarten**

Pre-kindergarten for 4-year olds and Kindergarten for 5's are both offered in a half-day or full-day format.

### **Summer School**

Hope Christian Academy offers a Summer Educational Program based on an individualized approach. Two four-week sessions run in June and August.

All 1-12 grade subjects are available for make-up credits or summer enrichment, including elementary classes like Word Building, Math, or Creative Writing and Literature, and high school classes like English, Algebra I & II, Geometry, Trigonometry, Biology, Physical Science, Chemistry, Physics, World History, Geography, Civics, Economics and several electives including Health, Etymology, and Bible. Individual diagnostic testing and academic counseling are provided in the application process.

Each session is based on 40 hours of study. Full participation and at least 90% attendance or makeup equivalent is required for credit and an "A", "B", or "C" grade. All curriculum and teaching assumes a Biblical worldview. Each day runs from 9:00 – 11:30 a.m.

Registration for Summer School does not imply registration or acceptance at Hope Christian Academy for the school year. Applicants will be interviewed for determining acceptance or denial to the program.

Hope Christian Academy accepts students without regard to race, color, sex, or national or ethnic origin who are willing to abide by its principles and objectives.

Student discipline for inappropriate behavior will consist of 1) a teacher to student warning, progressing to 2) a teacher to parent phone call, then 3) a day suspension from the program with assigned school work, and finally, if necessary, 4) dismissal from the program without credit or refund.

### **College Curriculum**

College curriculum is available upon reaching high school graduate requirements. College credit can also be earned through PSEO classes or AP classes through on-line Sevenstar classes.

## Commitment Statement

By enrolling at Hope Christian Academy, parents and students are committing themselves to the following statement:

“I hereby commit myself to full compliance with all HCA policies and regulations as identified in this Information Handbook. I further commit myself to full cooperation with school faculty, staff, and administration. I also give permission for pictures or video of me or my student to be used for HCA promotions.”

Date	Signature
Date	Signature
Date	Signature
Date	Signature

*Hope Christian Academy reserves the right to change school policy and handbook information as needed and at any time.*

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“Now then, my sons, listen to me; blessed are those  
 who keep my ways. Listen to my instruction  
 and be wise; do not ignore it.”

Proverbs 8:32,33

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