

PARENT/STUDENT HANDBOOK



HOPE CHRISTIAN ACADEMY
LIVING OUT A COMMITMENT TO CHRIST

2025-2026 SCHOOL YEAR

OUR MISSION

Students attending Hope Christian Academy are educated **based on the foundation of God's** unchanging Word, equipping them for a Christian life of service and leadership.

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OVERVIEW OF HOPE

HISTORY

Hope Christian Academy was founded in 1981, based on a conviction that children of Christian parents should have the option to attend a school that honors Biblical truth.

We opened in a private home in January of that year, as the Happy Day Kindergarten, and added grades one, two, and three that same year. By 1983, we expanded into newly-completed rooms at Evangelical Bible Church, and added grades four, five and six. In 1994, we began to welcome junior high students, and in 2012 we commenced high school classes in Grades 9-12, with our first class graduating in 2016. An afternoon daycare for children 3-5 also opened in fall 2017.

Although sponsored by and housed at Evangelical Bible Church, the school's intent is to offer an educational opportunity to families of all Christian denominations. The school is served by a board representative of its constituents, affording opportunity and input into the education process by people from outside the EBC congregation.

MISSION STATEMENT

“Students attending Hope Christian Academy are educated based on the foundation of God’s unchanging Word, equipping them for a Christian life of service and leadership.”

Hope Christian Academy is primarily a mission to children of Christian families. Since our school is an extension of the Christian home, and since our calling is to help Christian parents disciple their children, we feel we cannot effectively help children from non-Christian homes. It is difficult for a child to integrate what he learns if his parents do not support what is taught at school. Therefore, it is important that one of the custodial parent(s) or legal guardian(s) must acknowledge Jesus Christ as personal Savior and Lord, understand and agree to have their child taught Biblical truths and principles, and is in agreement with our Statement of Faith.

PURPOSE

The purpose of Hope Christian Academy is to teach that the Lord Jesus Christ is preeminent in all of life, including education. This comprehensive principle underlies every aspect of academic study, each activity, and all of school life. (Colossians 1:16-18, Romans 11:36, John 1:3) There is a clear, critical difference between the Biblical and secular viewpoints on a subject. Even though the facts of knowledge are identical for both, the Classical Christian school teaches that no subject can be taught in the totality of its truth

when the Creator is denied or ignored. Knowledge is purified by sound academic education and a wholesome activity program which are integrated with the Biblical viewpoint.

VISION STATEMENT

“Living out a commitment to Christ”

FOUR CORE COMMITMENTS

Committed to God’s Word

Committed to Partnership with Parents

Committed to Classical Academics

Committed to Community

STATEMENT OF FAITH

We believe the Bible, in the original writings, is the inerrant Word of God given for reproof, correction, and training in righteousness. (II Timothy 3:16)

We believe in one God, eternally existent in three Persons: God the Father, God the Son, and God the Holy Spirit. (Genesis 1:26, Deuteronomy 6:4, Matthew 28:19, John 15:26)

We believe in the deity of Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His ascension to the right hand of the Father, and in His personal, visible return in power and glory at the end of the age. (Psalm 2:7-8, Is. 7:14, Matt. 11:26, Heb. 4:14, John 4:10, Heb. 9:12, Acts 1:3, Matt. 24:27, Acts 1:9-11, Matt. 26:31-34)

We believe that salvation is a gift of God's grace and is received by personal faith in the Lord Jesus Christ, totally apart from human merit or works. This salvation is evidenced by Christ-like character, righteous living, and good works as the believer submits to the indwelling Holy Spirit, in obedience to the Word of God. (Galatians 5:22-23, Ephesians 2:8-9, I Timothy 1:5, II Timothy 1:9, James 1:21-27) We believe in the present ministry of the Holy Spirit by which men are regenerated and granted life and grace to live godly lives in this present evil world. (Titus 3:5, Galatians 5:22-25)

We believe that Satan exists today as the enemy of God and the accuser of God's people. He persistently seeks to counterfeit the works and truth of God. (Is. 14:12-14, Ezek. 28:12-17, Acts 2:18, Eph. 6:10-13, Rev. 12:1-17, 19:17-21)

We believe in the personal return of the Lord Jesus Christ. We believe in the bodily resurrection of all the dead- the saved to eternal life, dwelling forever with Christ; the unsaved to everlasting judgment and condemnation. (Matt. 24:29-30, Acts 15:11, Rev. 20:1-6)

We believe that the true church is a spiritual unity made up of all believers. The church is the body of Christ, irrespective of denominational or organizational affiliation. We believe this body of believers was chosen in Christ before the foundation of the world.

We neither support nor endorse the World or National Council of Churches, or any world, national, regional, or local organizations which give Christian recognition to non-believers or advocate a multi-faith union. (Ephesians 1:3-4, Colossians 1:18, John 17:20-24, Matthew 28:18-20, I Corinthians 12:13, Ephesians 2:11-22, 4:11-16, Colossians 1:28, Hebrew 10:23-25)

Hope Christian Academy will not encourage or discourage any particular denominational doctrines other than those which have been established in our Statement of Faith.

*"Be completely humble and gentle; be patient,
bearing with one another in love.
Make every effort to keep the unity of the
Spirit through the bond of peace." Ephesians 4:2-3*

STATEMENT OF CREATION

We affirm that Hope Christian Academy believes first and foremost what the Bible states about the creation of the world and man. This is a distinctive Christian world-view which is necessary and foundational for the basis of all subjects and has particular application to the disciplines of science.

We believe that "by the word of the LORD the heavens were made, and by the breath of His mouth all their host...For He spoke, and it was done; He commanded, and it stood fast" (Psalm 33:6,9). We believe that man was created by an immediate and direct act of God and in His image (Genesis 1:26-28, 2:7, 5:1-2). Because of this, we believe in a literal six-solar-day creation, a catastrophic world flood, and in a young earth.

We do not believe in evolutionary science because it is a theory that is unbiblical, unscientific, and is the basis of a devastating world-view. Evolution is one of the basic foundational premises of humanism, a deceptive theory that undergirds the wrong thinking of homosexuality, abortion, euthanasia, no personal responsibility, no absolutes- a scheme to escape the authority of God, and other godless philosophies of life.

STATEMENT OF MARRIAGE, GENDER, AND SEXUALITY

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

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

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

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

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

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

STATEMENT ON SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139)

HCA STUDENT LIFESTYLE STATEMENT

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

commitment to follow the Matthew 18 principle when an issue arises with fellow students or school staff.

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

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

EDUCATIONAL PHILOSOPHY

We believe that the Bible clearly instructs parents, not the church or state, to "bring children up in the discipline and instruction of the Lord." The church's commission is essentially to spread the Gospel and train believers (Matthew 28:18-20). The state has been directed to enforce God's laws and protect the innocent (Romans 13). The church trains parents and the state protects families. The family raises and educates children (Ephesians 6:1-4). Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.

We believe that God's character is revealed not only in His Word but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated (integrated) and can instruct us about God Himself. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matthew 22:37).

We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This necessarily includes biblical discipline principles. We have a full Preschool-12th grade program because we believe that as long as a child is under the parents' authority and undergoing formal education, he should be trained biblically (Deuteronomy 6:6,7; Proverbs 22:6).

IN LOCO PARENTIS

The board, administration, teachers, and staff acknowledge that the school does not function above parental authority, but rather with delegated authority (in loco parentis) from the parents.

Paideia comes from the Greek word for “instruction” or “nurture” or “training.” Ephesians 6:4 says: “And you, fathers, do not provoke your children to wrath, but bring them up in the training [paideia] and admonition of the Lord.” 2 Timothy 3:16 says: “All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction [paideia] in righteousness.” The paideia of the Lord is what we want to cultivate in our students.

The goals, mission, and vision statement represent the desired results, which we believe will come from our educational support of godly homes. We intend to fulfill these established goals through supporting parents who are already dedicated to such goals in their respective households.

The school’s implementation of our goals, mission, and vision statement is not intended to supplant the responsibility of parents before God for the nurture and education of their children.

HOPE CHRISTIAN ACADEMY GOALS

"A Classical and Christ-Centered Education"

CHRIST-CENTERED

In all its levels, programs, and teaching, HCA seeks to:

Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17).

Provide a clear model of the biblical Christian life through our staff and board (Matthew 22:37-40).

Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15).

CLASSICAL

Classical refers to the traditional approach to education, an approach common before the twentieth century that was cultivated by the church, grounded in piety, and governed by theology. Classical education uses the historic curriculum and teaching methods of the seven liberal arts (grammar, logic, rhetoric, arithmetic, geometry, astronomy, and music) in order to form men and women characterized by wisdom, virtue, and eloquence.

Classical also refers to the educational insights that Dorothy Sayers made in her essay “The Lost Tools of Learning.” She observed that students tend to learn in stages that correspond to the subject matter of the first three liberal arts (grammar, logic, and rhetoric).

In the Grammar stage (grades K-6), students like to sing, chant, and recite. They like to learn the “facts” or the “grammar” of various subjects such as history, science, geography, math, and music. The Grammar stage is a very musical stage. It is the stage where students wonder at creation, delight in imitation, and learn through literature and narrative.

In the Logic stage (grades 6-8), students like to find out how all those facts fit together. They like to synthesize, analyze, and argue, identify fallacies and present logical arguments.

In the Rhetoric stage (grades 9-12), students like to present themselves with polish. They like to write and speak with eloquence, using their words to persuade, to instruct, and to delight. These three stages of learning, as identified by Sayers, are another aspect of Classical education.

"An education in which Jesus Christ is central will
affect the entire course of a student's life."

Roy W. Lowrie

EDUCATION

BIBLE – We seek to:

1. Have the students read the actual text for themselves versus only prescribed verses.
2. Begin with an overview of the redemption story, proceed to the study of historic epics using inductive methodology, continue with the integration of church history and theology, and culminate with apologetic skill and poise.
3. Encourage the students to understand verses in context, along with other good interpretation principles.
4. Let the Scriptures speak for themselves with clarifications and illustrations by the teacher.
5. Teach the students to understand the Bible as God’s Word.
6. Teach the biblical pattern of salvation.
7. Encourage each student to come to the Father, through the Son, and grow in their knowledge and love of Him.

ENGLISH – We seek to:

1. Equip every student with the skills necessary for good writing, including spelling, grammar, style, clarity, etc.
2. Put a major emphasis on good writing by requiring the students to write often and correctly in each subject area.
3. Encourage clear thinking by requiring clear writing.
4. Introduce the students to many styles of writing using the Bible and other classics.

HISTORY/GEOGRAPHY – We seek to:

1. Teach the students that God is in control of history and its ultimate outcome.
2. Enable the students to see God's hand in the history of the world and the United States.
3. Broaden the students' understanding of history and geography as the students mature.
4. Make history and geography "come alive" for the students by many forms of information and research, e.g., biographies, illustrations, field trips, guest speakers, music, art, foods, architecture, etc., for each of the yearly time periods they will study.

SCIENCE – We seek to:

1. Teach that the biblical creation account is true and that the theory of macro-evolution is false.
2. Teach the students the basic elements of both accounts and that both systems are based on either sound or unsound faith.
3. Show the students that because God made the universe, it has inherent order which in turn makes it possible to hypothesize and experiment (scientific method). Guided inquiry will reveal to the students the intrinsic laws, systems, and truths God put into creation.
4. Treat the study of science as a "means to an end," not an end in itself.
5. Use many forms of instruction to teach scientific concepts and methods, e.g., a large variety of experiments, demonstrations, research projects, illustrations, field trips, guest speakers, etc.

MATHEMATICS – We seek to:

1. Ensure that the students have a thorough mastery of basic mathematical functions and tables.
2. Emphasize a conceptual as well as practical understanding of math through the frequent use of word problems.
3. Illustrate God's unchanging character through the timeless, logical mathematical systems He gave to man through His gift of reason.

READING – We seek to:

1. Use phonics as the primary building blocks for teaching students to read.
2. Encourage the students to read correctly beginning in kindergarten.
3. Introduce the students to high quality children's literature through our literature program beginning in first grade.
4. Carefully monitor the students' reading abilities to ensure a reasonable level of proficiency, adequate comprehension, and fluency in oral and silent reading. This includes the proper use of word-attack skills.
5. Foster a lifelong love of reading high quality literature after being taught to recognize the characteristics of such literature.

ART – We seek to:

1. Teach all students the fundamentals of drawing to enable them to create adequate renderings.
2. Encourage students to appreciate and imitate the beauty of creation in their own works.
3. Introduce the students to the works of the masters in Western culture.
4. Equip the students to knowledgeably use a variety of art media.
5. Systematically teach the history of art and its relation to historical events.

MUSIC – We seek to:

1. Train the students to sing knowledgeably, joyfully, and skillfully to the Lord on a regular basis.
2. Enrich the teaching of Scripture through the teaching of many classic, meaningful hymns and Psalms.
3. Express the goodness of God and the joy we have in living in His presence.
4. Have students recognize that though we limit their exposure in truth, beauty and goodness in music, good music is not bound by a period of time or by a particular style.
5. Emphasize that good and beautiful music is a gift from God to man throughout all ages.

PHYSICAL EDUCATION – We seek to:

1. Teach fundamental locomotor and manipulative skills through exercises, games, and activities.
2. In cooperation with the families, encourage the students to knowledgeably establish and maintain good health and nutritional habits.
3. Enhance biblical patterns of behavior through activities requiring cooperation, teamwork, and general good sportsmanship.

LATIN – We seek to:

1. Begin teaching students Latin in the third grade to supply them with a firm understanding of grammar.
2. Teach on a conceptual level, the differences between parts of speech, noun functions, types of clauses, and all sorts of grammatical concepts.
3. Equip the students with a larger vocabulary to provide a deepened knowledge of English.
4. Encourage mastery of grammar to provide greater facility in writing and speaking.

AESTHETICS (True, Good, & Beautiful) – We seek to:

1. Instill in our students the understanding that God is Truth and all things which come from God are good and reflect beauty.
2. Help our students realize good things come from God. Those things we say, see, and create are good when they reflect the truth and beauty of God's image.

3. Teach our students beauty involves bringing order from chaos. Beauty is found in all subject areas and is actually a reflection of God to draw us to the good and true.

ACADEMICS

Academic Information (Pre-Grammar K-2/Grammar 3-6)

Current Curriculum Offerings by Grade

Pre-Grammar (K-2)

Kindergarten

Bible: Building on the Rock, New City Catechism

Phonics: UFLI Foundations

Phonemic Awareness: Haggerty

Literature: Read Alouds

Math: Saxon

Penmanship: Handwriting Without Tears

History & Geography: Heritage Studies

Science: BJU Science K

Music: Hymns, Folk songs

Art: Drawing, Painting

PE: Physical Fitness, Childhood Games, Recess

First Grade

Bible: Building on the Rock, New City Catechism

Phonics: UFLI Foundations

Phonemic Awareness: Haggerty

Literature: Read Alouds

Penmanship: Handwriting Without Tears

Math: Mammoth Math Light Blue Series

History & Geography: Heritage Studies

Science: BJU Science 1

Music: Hymns, Folk songs

Art: Drawing, Painting

PE: Physical Fitness, Childhood Games, Recess

Second Grade

Bible: Building on the Rock, New City Catechism
Phonics: UFLI Foundations
Phonemic Awareness: Haggerty
Literature: BJU Reading 2 and various classical novels
Penmanship: Handwriting Without Tears
Math: Mammoth Math Light Blue Series
History & Geography: Heritage Studies
Science: BJU Science 2
Music: Hymns, Folk songs
Art: Drawing, Painting
PE: Physical Fitness, Childhood Games, Recess

Grammar (3-6)

Third Grade

Bible: Building on the Rock, New City Catechism
History & Geography: Heritage Studies
Latin & Grammar: Prima Latina
Literature: Farmer Boy, The Lion the Witch and the Wardrobe, The Moffats
Penmanship: Handwriting Without Tears
Writing: Introduction to Composition
Math: Mammoth Math Light Blue Series
Science: BJU Science 3
Music: Choir
Art: Drawing, Painting
PE: Physical Fitness, Childhood Games, Recess

Fourth Grade

Bible: Building on the Rock, New City Catechism
History & Geography: Heritage Studies/North Dakota Studies
Latin & Grammar: Prima Latina
Literature: Black Stallion, Black Beauty, Takini Lakota Boy Alerts Sitting Bull
Penmanship: Handwriting Without Tears
Writing: Progymnasmata, Fable
Math: Mammoth Math Light Blue Series
Science: BJU Science 4
Music: Choir
Art: Drawing, Painting

PE: Physical Fitness, Childhood Games, Recess

Fifth Grade

Bible: Building on the Rock, New City Catechism

History & Geography: Heritage Studies

Grammar: Abeka

Literature: Various classic novels

Penmanship: Handwriting Without Tears

Writing: Progymnasmata, Narrative

Math: Mammoth Math Light Blue Series

Science: BJU Science 5

Music: Choir

Art: Drawing, Painting

PE: Physical Fitness, Childhood Games, Recess

Sixth Grade

Bible: Deep Roots Bible, New City Catechism

History & Geography: Heritage Studies

Literature: The Chronicles of Narnia Series (Books 1-7)

Grammar/Writing: Progymnasmata, Maxim Chreia

Math: College Preparatory Mathematics-1

Science: BJU Science 6

Music: Choir

Art: Drawing, Painting

PE: Physical Fitness, Sports

K-8 Courses

Students also take courses in keyboarding and computer skills.

Band is offered for grades six through eight in conjunction with the Dickinson Public Schools or the South Heart Public School.

School Supplies

The school supply fee for students in preschool through grade 5 is \$45 and for students in grades 6-12 the fee is \$20. Fees will be collected at the beginning of the school year and will cover most of the school supplies students need for the year.

Homework Guidelines

Students in grades K-2 will be expected to practice reading, spelling, and math facts at home. In grades 3-6 it should be expected to have no more homework than 10 minutes per

grade level (3rd grade: 30 min, 4th grade: 40 min, 5th grade: 50 min.) Generally, there will be no homework on Wednesdays due to church activities.

GRADING K-6

Grades K- 3

(S) Satisfactory (U) Unsatisfactory

Grades 4-6

90-100%	A-Outstanding
80-89%	B-Above Average
70-79%	C-Average
60-69%	D-Noticeably Weak
Below 60%	F-Below Minimum Requirements

Below minimum requirements

A student who achieves below the minimum requirements in a grade level will not be admitted to the next higher grade level.

Testing Programs

Standardized testing is administered three times per year using NWEA MAP testing software for grades 2-10. DIBELS testing is also done three times per year for students in grades 1 & 2.

Report Cards

Report cards are available through FACTS family portal at the end of each quarter. Parents are encouraged to check grades in their family portal on FACTS on a regular basis to monitor **their student's progress**. Report cards may include a report card supplement with information regarding the NWEA MAP test results when available.

Conferences

Individual parent-teacher conferences will be scheduled twice during the school year. Special conferences can be arranged through the student's teacher. If you wish to arrange a conference, please call the office.

Academic Information (Logic & Rhetoric 7-12)

Bible Integration

Bible integration is recognized to be of fundamental importance and is a requirement for all students at HCA. It provides a foundation for the other subjects being taught. Knowledge of the Bible is one of the greatest educational assets any person can have in addition to the moral and spiritual values resulting from such study.

Grading Scale

LETTER	NUMBER	POINT	LETTER	NUMBER	POINT
A+	97-100	4.0	C	73-76	2.0
A	93-96	4.0	C-	70-72	2.0
A-	90-92	4.0	D+	67-69	1.0
B+	87-89	3.0	D	63-66	1.0
B	83-86	3.0	D-	60-62	1.0
B-	80-82	3.0	F	<60	0
C+	77-79	2.0			

Summa Cum Laude: 3.90 – 4.00 Magna Cum Laude: 3.70 – 3.89 Cum Laude: 3.50 – 3.69

Courses

All students will take courses in Bible, English, math, history, art, music, logic, rhetoric, science, culinary arts, Spanish, health, finance, cybersecurity, and physical education.

To prepare students for college, HCA high school students have the option to take online and dual credit classes. Some special electives may be arranged to be taken with administration's coordination.

Band and sports are available in conjunction with Dickinson Public Schools. All registration and fees for band and sports through Dickinson Public Schools must be taken care of through the Dickinson Public Schools Central Office.

Curriculum

Theology & Bible: Bible Old and New Testament

Literature: Great Books

Composition and Rhetoric: Progymnata

History: Great Books

Science: BJU

Classical and Modern Language: Spanish (we are hoping to introduce Latin soon)

Math: College Preparatory Mathematics 2 through Pre-Calculus

Logic: Introductory & Intermediate Logic Canon Press

Academic Policies and Procedures

Colossians 1:9-10 “For this reason, since the day we heard about you, we have not stopped praying for you. We continually ask God to fill you with the knowledge of His will through all the wisdom and understanding that the Spirit gives, so that you may live a life worthy of the Lord and please Him in every way: bearing fruit in every good work, growing in the knowledge of God.”

Academic Probation

A student whose quarter grade point average (GPA) falls below 1.5 will be placed on academic probation for the following quarter. If the student's GPA is raised to a minimum of 2.0 for the quarter while on probation, the student will be removed from probation at that time. If the student's GPA remains below 2.0, a committee of administrators and faculty will decide whether or not the student shall continue to be enrolled at HCA. If a student is asked by the committee to withdraw, the parents may submit a written request to the school board asking that their student be allowed to remain at HCA.

Academic Support

All upper school students will have an “opportunity time” built into their schedule which provides accountability for work completion and instructor assistance for challenging work. In some cases, students may be required to stay after school if deemed necessary.

Community Service Hours

Students are required to complete 15 hours of community service for each year in attendance at HCA upper school. Students must not receive payment for this work, and work may not be done for direct family members. At most, half of the hours may be served in a Christian setting (service to the saved) and at least half must be served in a community setting (service to the unsaved). Service hours must be properly documented and submitted to the principal. Prior to a mission trip, the mission trip coordinator will determine how many services hours will be awarded. Hours must be submitted within two weeks of completion to receive credit. Credit for hours begins the day after 8th grade promotion. No credit will be granted for time worked during school hours unless specified and approved by the principal.

State Requirements

North Dakota law requires that all students be properly immunized before they can be admitted to school. A certificate of immunization must be presented and signed by a physician or public health authority indicating the immunization status of the student. A health form is provided upon request from the school.

Student Testing

NWEA MAP Testing

Each year, students in grades 2-10 take three MAP tests which will track student progress. The students will be tested in reading, language arts, science, and math.

ASVAB Test

ASVAB testing is done for students in Grade 11. This test provides an interest inventory as well as some aptitude testing. If you do not wish to have your child take this test, please inform the school office.

PSAT Test

This is a practice test for the SAT and is useful in identifying gaps in content knowledge. Students take the test in both Grades 10 and 11. Test scores in Grade 11 can qualify students for the National Merit Scholarship.

ACT Test

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

Dual Credit Classes

Dual Credit classes are available through ORU and DSU.

HCA Graduation Requirements

English - 4 credits

Math - 3 credits

Science - 3 credits

History - 4 credits

Rhetoric – 2 credits

Physical Education - 1 credit

Foreign Language – 2 credits

Fine Arts–Career/Technical – 3 credits

Bible – 4 credits

Total credits required: 26

ND UNIVERSITY SYSTEM ENTRANCE REQUIREMENTS

High school graduates planning to attend a four-year school in the North Dakota

University System are required to have the following credits:

Four (4) credits of English; Three (3) credits of mathematics - Algebra I and above; Three (3) credits of laboratory science - Two must be in biology, chemistry, physics or physical science; Three (3) credits of social studies.

It is recommended that they have two (2) credits of foreign language.

Note: A student who takes general math or pre-algebra in the freshman year could fulfill the N.D. University entrance requirement by taking Algebra I in the 10th grade, Algebra II in the 11th grade, and Geometry in the 12th grade.

Honors and Awards

Honors and awards are given for the purpose of holding up specific values and virtues. This is in keeping with the classical tradition that holds up artifacts and archetypes as a means of inspiring our community to pursue the good, not for the sake of the award, but for the sake of enjoying the good itself. They are also intended to recognize and celebrate exceptional accomplishments. As such, awards are rare.

Senior Honors

Administrator's Award—awarded to the student who personifies the vision and purpose of HCA.

Valedictorian—Senior(s) with the highest GPA (must have a minimum of three years of high school classes at Hope Christian Academy)

Salutatorian— Senior(s) with the second highest GPA (must have a minimum of three years of high school classes at Hope Christian Academy)

Honor Cords–given to all senior honor graduates who meet all academic criteria with a cumulative GPA of 3.5 or higher in all core classes.

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

Awards & Certificates

Awards for Grammar School (1-5):

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

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

Grade 8 Only Awards:

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

Royals Academic Achievement Award - Student who has earned a 4.0 grade point average every year while in grades 4-8 at HCA.

Eighth Grade Certificate of Promotion - Certificate for satisfactorily completing their academic requirements.

Other Awards for Grades 1-8:

Spelling Bee - HCA school winner.

Geographic Bee – HCA school winner.

Stark County Spelling Bee - Certificate for participating or placing in this event.

ND State Spelling Bee – Certificate for participating or placing in this event.

Acalympics - Certificate for participating or placing in this event.

MathCounts – Certificate for participating in the MathCounts competition.

Science Olympiad - Certificate for participating or placing in this event.

Library Award – Certificate for no overdue books or fines for the school year.

Awards for Upper School (6-12):

Student of the Year - One Rhetoric school student will be selected as student of the year for each of the core classes: Literature, Mathematics, Science, History and Theology.

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

Academic Awards:

Honors – Students in grades 4-8 who have met the requirements necessary to receive honors by maintaining a GPA between 3.50-3.79.

High Honors - Students in grades 4-8 who have met the requirements necessary to receive high honors by maintaining a GPA between 3.80-4.0.

Laude Awards- Students in grades 9-12 earn a Laude designation upon graduation determined by their cumulative unweighted GPA according to the scale below. This designation appears in writing on their school diploma. They also receive this designation for each year in high school.

Summa Cum Laude: 3.90 – 4.00

Magna Cum Laude: 3.70 – 3.89

Cum Laude: 3.50 – 3.69

SCHOOL OPERATIONS

Daily Schedules

Preschool – 8:15 to 11:35 A.M. (Tuesday, Wednesday, Thursday)

Kindergarten - 8:15 to 11:35 A.M. (Monday-Thursday)

Lower School (Grades 1-5)

7:45	Faculty meets for devotions, discussion and prayer
8:05	Playground open - students arrive
8:15	School Day Begins
8:25-8:45	Chapel (first school day of the week)
11:35-12:45	Lunch Break and recess for grades 1-5
3:00	School dismissal

Upper School (Grades 6-12)

8:15	1 st period
9:03	2 nd period
9:56	3 rd period
10:49	4 th period
11:40	Lunch/House Time
12:25	5 th period

1:18	6 th period
2:11	7 th period
3:00	School dismissal

Arrival and Departure

We ask that students arrive at school no earlier than 8:05 and be picked up promptly between 3:00 and 3:30. Kindergarten students will be dismissed at 11:35 and should be picked up no later than 11:50.

Lunch Period

The lunch period for students will be at different times for each grade as indicated on the daily schedule. Students will need to bring a sack lunch every day that hot lunch is not offered. For your student's welfare we ask that you take care to pack a balanced, nutritious lunch. Students will have use of a microwave oven, but not a refrigerator. A healthy, homemade lunch will be offered on Wednesdays and Thursdays for a cost of \$4 (Grades 1-5) or \$5 (Grades 6-12) per meal. Milk is optional and available for the year. Lower school students may not leave school grounds without approval of a parent and notification to the school office.

School Closing

School closing due to storms, etc., will be announced on the Dickinson radio stations, via email, FACTS messaging, and on the HCA Facebook page.

Classroom Parties

Seasonal parties and birthday parties are scheduled by the classroom teacher. Special arrangements must be made through the teacher before treats are brought from home.

School Activities

Take note of all activities. Parents, grandparents, and friends are invited to attend events listed on the school calendar or in the Hope Weekly.

Library

Books may be checked out for two weeks. Overdue books are subject to a five cent per day fine. Fines are suspended on lost books, but lost books will need to be paid for at the end of the term.

Our library welcomes book donations and takes care that our books are appropriate for our students and consistent with Christian values. If you find any book from our library that does not meet your family or personal standards, please notify the librarian or an administrator.

Attendance

Hope Christian Academy, in compliance with North Dakota law, expects all students to **attend school regularly. Regular and punctual attendance is essential for a student's success.** Absences interrupt the smooth and complete process of learning. We urge students to be present every day.

HCA is required to account for every student every day school is in session. Therefore, if a student will be absent or tardy for any reason, a parent must call the school by 8:00 a.m. Upon the student's return to school, parents are asked to submit a note supporting the absence or tardiness.

Illness: If your child is ill, please call the office prior to 8:00 am.

Please run through the infectious disease checklist daily with your child. Please do not send your student to school with a fever (over 100.4° F).

If your child becomes ill at school and has a fever, the office will call home and will expect the student to be picked up by the authorized parent/guardian and signed out in the office.

Please wait a full symptom-free, without medication, 24 hours before sending your child back to school.

Please also wait a full 24 hours of being nit (lice) free before sending your child back to school.

Pre-arranged absence: Please notify the school office prior to the first missed day.

Excused Absences: The administration will make the final determination of the legitimacy of all absences. The following reasons are recognized as excused absences: personal illness, death in the family, inclement weather, medical appointments, and school activities.

Make up of school work: A student has the right and obligation to make up any work missed with full credit. For excused absences, a student will be allowed one school day for each absent day to complete any work missed and receive a grade. The school or teacher will not be responsible for lessons not completed or any work the student misses during his or her absence. School work not turned in to the teacher within the two day guideline may result in the assignment receiving a lower grade or no credit.

Extended Absence is missed class time of more than three school days. Extended preplanned absences will require make-up work to be completed outside of class time. The above guidelines for make-up school work will apply for extended absences.

Advanced make-up: In subjects not requiring the learning of concepts (e.g. spelling, handwriting), a student may complete the make-up work prior to the absence upon agreement between the teacher and parent.

Student Responsibilities for Absence

We ask that students make every reasonable effort to be at school promptly every day. When absent, if possible, students must complete homework and other assignments prior to returning to school. In addition, students are accountable for make-up work missed during each day absent, according to each individual teacher's requirements.

It is the **student's responsibility** to meet with each teacher for make-up work assignments upon return to school. Students must realize that make-up work may not be the same as assignments made to students who were in class. Teachers may alter assignments in an attempt to compensate for the class lecture and discussion that were missed. Students should also be prepared to meet with teachers before and/or after school to give teachers the opportunity to help catch them up on missed assignments.

Definition of Absence

Absence is defined as missing 15 minutes or more of class time. Absences due to school-sponsored activities will not be included in the cumulative count. All other absences including absences for family trips, college visit days, personal illness, suspensions from school, doctor's appointment, etc., will be included in the cumulative count. Students who accumulate more than 10 absences in an individual class per semester must provide documentation to the Attendance Appeals Committee.

If a student is coming in to school late, he or she must check in with the office so a tardy slip with the time written on it can be given to the teacher.

If tardies become a problem, parents will be contacted and a plan will be made. Tardies in excess of 9 per semester are considered excessive.

Attendance Appeal Process

Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interactions and structured study. Because these factors are so important to successful academic progress, students who accumulate more than 10 absences in a class for a semester may face academic penalties and may fail the class for the semester due to excessive absences. This policy will be applied to each class separately.

Students who exceed the 10-absences limit in any class in a semester are required to file an appeal in order to earn credit in the course(s) missed. Students will be asked to account for the reasons for each absence, providing objective documentation whenever possible. The Attendance Appeals Committee, which is composed of school administrators and teachers, will evaluate the submitted records and determine if an academic penalty will be assessed and what that penalty will be.

The documented reasons for appeal may include but shall not be limited to:

1. Absences due to extended illness and/or hospitalization and can be documented with a certificate of illness issued by a licensed physician.
2. Extended illness or hospitalization of an immediate family member.
3. Death within the immediate family.
4. Legal issues (such as court appearances, depositions, etc.).
5. Natural disasters.
6. Absences related to parental requests not exceeding five (5) days (including church or religious activities, illnesses not verified by a licensed physician, family vacations, etc.).

Procedure for Applying for an Attendance Appeal:

1. The school will notify parents of students who have accumulated more than 10 absences from a class in a semester.
2. Instructions, forms, and the due date for documentation of reasons for absences will be provided to families.
3. The completed application shall be submitted to the principal on or prior to the due date. Applications submitted after this date may not be accepted.
4. **The Attendance Appeals Committee shall review the student's documentation, render a decision, and notify the student, parents, and teachers.**

Early Dismissal, Extracurricular Activities, and Late Arrival

When a student misses class, valuable classroom instruction and discussion is lost. Therefore, teachers will hold students accountable for adequate make-up work to cover the missed instruction. Teachers may expect students to do all the work assigned as well as additional work to compensate for missing class instruction. Failure to complete the make-up assignments will be reflected in the student's grade for that period. If you are requesting homework, please call the school or email your student's teachers.

Students attending a partial day and missing any classes are responsible to see teachers to turn in work due on that day, take scheduled tests, and get assignments due the following day.

Students who are released early are required to take any quiz or test and to turn in any work due in classes to be missed prior to leaving school. Students who expect to leave school early for any reason are to present a note from their parents to the school office or email the school at hope@hcadickinson.org prior to the start of school. Students are required to attend school the day of an extracurricular event in order to attend that event. “Attendance” is defined as attending at least four out of the seven class periods that day. If a student will miss more than three class periods, they must be pre-approved by an administrator. Once again, e-mail the school at hope@hcadickinson.org.

In the case of late arrival, students arriving to school prior to the end of the day are responsible to see all teachers to turn in work due on that day and to get assignments due the following day.

Truancy

Truancy is being absent from class, on or off campus, without the knowledge of parents or the school. Truancy will result in the student receiving a zero grade on any assignments missed for that class period, and may include further disciplinary action.

Retention

Students who have chronic attendance problems that interrupt the learning process will have a conference with administration and their parent/guardian to determine if retention is a viable option. Please note that HCA guidelines limit absences to 18 days for a student in a given year.

Transfer of Records

Report cards will not be given and records will not be transferred until release forms are properly signed and all school obligations have been met.

Code of Conduct

Students are required to act in a respectful manner in both speech and action. Swearing, vulgarity, and acts of rebellion towards authority and/or property will not be tolerated. Students who continually violate the rules will be referred to an administrator.

Students are expected to cooperate with basic Christian standards of behavior and conversation. This includes using the pronouns that correspond to the sex that God has assigned at birth.

Students are expected to honor their teachers. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected.

Chewing gum, electronic music devices, guns, knives, or other distracting toys/tools are not allowed on the school grounds. Smoking, vaping, or other use of tobacco products is prohibited.

Playground– Recess

- Follow rules and authority of teacher or supervisor in charge.
- Extra shoes will be required when there is mud or snow.
- No pushing, shoving, or fighting allowed.
- Excessive arguing or fighting will result in the student standing beside the supervisor for the remainder of the recess period.
- When playing games (tag, football, etc.), no pulling on clothes or shoving to the ground. Only touch football is allowed.
- Play within the boundaries stated by the supervisor.
- If a ball goes in the street, permission must be obtained from the supervisor to retrieve ball. Do not go to retrieve ball without permission.
- Playground equipment must be handled properly.
- No twisting of chains on the swings.
- Standing on swings is not allowed.
- Swinging will be forward, not side to side.
- No skateboards, bicycles, or scooters.
- No throwing of any objects such as rocks, snowballs, etc.
- The building is not a toy. Balls should not come into contact with the building.
- Students need permission from the supervisor to leave playground at recess time.
- During lineup to enter building, no loud talking, rough housing, or bouncing balls.

Bathrooms

- No hanging on stalls.
- No loud talking in bathrooms.
- No extended visiting in the bathrooms.
- Dry hands as much as possible before reaching for a towel.
- All towels should be thrown in the trash can. No towels should be on the floor.

Hallways-Steps

- No running in the hallways.
- No rushing down steps.
- No sliding down the handrails in the stairwells.

- No throwing book bags, coats, lunch boxes, etc. down the steps or over the railing.

Lunchroom

- Show respect to lunchroom supervisors, yourself, and others.
- Walk to the lunchroom AND only walk while in the lunchroom.
- Wait nicely in the designated hot lunch line. Do not cut in line.
- Take only the foods you will eat as you pass through the hot lunch line. You may not have a second serving or go back to get something you missed once you sit down.
- Use quiet voices: Speak softly and respectfully to neighbors. Do not yell or speak to others at other tables or to those waiting in line. This means no loud talking.
- Stay in your own personal space with hands to yourself. Make room at the table for others.
- Practice good table manners. Keep all food on trays and off tables and floors.
- Eat your own food. DO NOT SHARE FOOD OR DRINKS.
- Stay in your seat. Sit on chairs. No rocking back and forth on chairs is allowed.
- Raise your hand when help is needed.
- Eat your entire lunch in the lunchroom unless permission is granted by the teacher to eat in the classroom. No food or milk should leave the lunchroom.
- No carbonated or caffeinated beverages allowed.
- Close your milk carton and pick up all food and rubbish when leaving the table.
- Eat all food before dumping tray for seconds on hot lunch days.
- All areas of floor and tables must be picked up before being excused.
- Students must wait to be dismissed by the lunchroom supervisor.

Lockers

The inside of lockers may be decorated by students only with prior approval of administration as long as those decorations are in keeping with the values of the school and are of a temporary nature. All lockers are subject to random inspection by teachers and administrators. On a regular and also random basis, all lockers will be inspected by the upper school teachers to ensure they are clean and orderly.

School Telephone Use

Students may request to use the school telephone only for emergencies. If a phone call is necessary, the student should be sent to the school office at a time which is least disruptive to the classroom environment. Arrangements for transportation should be made before the student arrives at school. Students must obtain permission from a staff member prior to using the school telephone.

Romantic Relationships

HCA is not the place in which romantic relationships between students should be initiated or cultivated during school hours. Public displays of romantic affection are unacceptable.

Non-HCA students

Students not enrolled at HCA are not allowed on campus during school without permission from administration.

Cheating

We believe that teaching students to do their own work and keep their eyes on their own papers should begin in the grammar school years. Cheating is unacceptable at HCA and is defined as the following:

- plagiarism or copying an answer;
- using any type of Artificial Intelligence system to complete assignments;
- working together on an assignment that was intended to be completed individually;
- or
- looking on another student's paper during an assessment.

Driving Students

Students who drive to school are expected to do so responsibly. Special attention should be paid to lower school students in the parking lot before and after school. Driving to school is a privilege which may be revoked if necessary. Students are to park their cars at the south end of the parking lot along the white fence.

Student Etiquette

There are numerous ways that students are encouraged and expected to show kindness to one another, and to their teachers, during their hours at HCA. Periodically, students will receive teaching and reminders about these expectations. It is our hope that these actions will become part of the daily culture of HCA.

We train our older students to look out for, assist, and set the example for younger students, especially between our upper and lower schools.

We train our young men to show consideration and respect for the ladies in the school. We want to train our young ladies to accept the sacrifice of the young men with humility and thankfulness. As some applications of this truth, we want the young men to do the following:

- Open doors for all ladies - whether parents, teachers, or students.
Always allow the ladies to exit first.

- In the hallways, young men are courteous and defer to the ladies by giving them space.
- In all events where food is served, the ladies are to be served and seated first.

We want to train our students to show proper respect to their teachers and administrators:

- Students in the upper school are expected to stand and be silent when class begins.
- Students should address their teachers by Mr., Miss, or Mrs.
- Students should respond by saying “yes” or “no”, not “yeah”. “Sir” and “Ma’am” are always welcome.
- Students should stand when a teacher or administrator enters the room.
- Students should give deference to teachers, administrators, or other adults when transiting between classes and in hallways.

We expect our students to be good stewards of our resources at HCA which includes:

- Care for school property (books, desks, and lockers) which should be kept clean and in good order.
- Covering textbooks at issue and keep covered throughout the year.
- Keeping classrooms clean and in good order.
- Generally looking for opportunities to beautify the campus by picking up trash or taking the initiative to clean up a mess.

We would like HCA to be a place where visitors sense the aroma of Christian love.

“But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of Him. For we are to God the aroma of Christ among those who are being saved and those who are perishing. To the one we are the smell of death, to the other, the fragrance of life.” II Corinthians 2:14-15.

Dress Code

Why Do We Have A Dress Code Policy?

1. To remove or diminish distractions in the classroom, and cultivate an orderly environment.
2. To help students take school more seriously.
3. To communicate through put-together, clean, and classy dress, that students respect fellow classmates, teachers and the common enterprise of education.

Dress Code Overview

We encourage our students to express their individuality thoughtfully and clearly through civil conversation.

Our physical bodies are the dwelling of the Holy Spirit (Ephesians 2:21-22), and we will all regard our bodies and the bodies of others with respect and dignity.

We depend on parents to make sure their children are dressed and groomed properly for school.

Attire Guidelines

During school field trips, HCA polos must be worn with school approved bottoms.

Pants that are ripped, torn, distressed, or have fake holes are not to be worn.

All other leg coverings (including tights and leggings) MUST be worn with a skirt, dress, or tunic, that goes to the top of the knees or past the knees. This length must be met all the way around the garment, both front and backside. Tunics may not be tied back or tucked in. Cartwheel shorts or spandex shorts must be worn underneath all skirts.

All skirts and skorts must be as long as the top of the knee. The length must be met all the way around the garment, both front and backside.

Shorts should be no shorter than mid-thigh. Approximately a 7-inch inseam.

If you need to change for a sport, it must be done in the bathroom just prior to departing school grounds. Students must be appropriately dressed while on school grounds.

Tank tops are not permitted.

Shoes must be always worn in school. Winter boots are NOT appropriate for footwear inside the classroom.

Students shall wear closed-toed, non-marking athletic shoes for P.E.

Body piercing is not acceptable except for earrings, in the ears, for girls only.

Tattoos are considered inappropriate. If a student has a tattoo prior to being enrolled at HCA or decides after turning 18 years of age to acquire one, he or she must keep it covered at all times while on school grounds.

Caps or hats are not to be worn in the building.

Hair should be modestly styled, neatly combed and should not be a distraction or disruption to others. Hair must not cover the eyes. Mohawks, mullets, trendy hairstyles, multiple or unnatural colors that draw undue attention to themselves are not acceptable.

Chapel Day Attire

Chapel day attire is required on the first day of the school week for students in grades K-12.

Chapel attire will be a polo with the HCA logo in the colors of navy or maroon and dress code appropriate solid colored black, grey, or khaki bottoms (slacks, skirts, or skorts) or dark wash denim blue jeans. School approved solid (navy, maroon, khaki) or plaid tartan jumpers or polo dresses are also allowed on these days. If young ladies choose to wear dresses or skirts that meet the required length listed previously, they are required to wear solid colored navy or white leggings, tights, or cartwheel shorts underneath.

Students must remain in chapel day attire dress the entire day. Hoodies and sweatshirts may not be worn over or under chapel day attire. Joggers are also not allowed on these days.

If your student is prone to getting chilly, we would encourage you to purchase a long-sleeved polo for chapel days. Students will not be allowed to wear a long-sleeved shirt under polos. Students may also wish to keep a solid-colored sweater, cardigan, or blazer to be worn over top of their polos after chapel. Please be sure to stay in the HCA color palette for the clothing item worn over your student's polo.

House Choice Days

Each month, house leadership will designate one fun dress up day. This could be a day to wear clothing with sports teams, western clothes, or something fun and creative. These special house choice days will be announced ahead of time with HCA monthly calendars and the Hope Weekly.

Casual Attire

Clothing items considered casual attire include collared shirts, plain t-shirts (long or short sleeved), sweaters, crewnecks, dresses, skirts, colored denim jeans, dark wash blue jeans, golf pants and shorts (weather permitting), blouses, jumpers, joggers in their specific color palette, blazers or sports coats, cardigans, and ties.

Royals Friday Attire

Royals Friday attire encompasses any HCA Royals shirt or HCA event shirt, (ex: Pumpkins in the Patch, Science Olympiad, Jog-A-Thon, etc.) All items purchased from our HCA online store are allowed for Royals Friday attire, including hoodies.

Cold Weather Attire

Please dress students properly for the weather with a warm coat, gloves, and hat. Students will be expected to participate in all outdoor activities with their class. Extra shoes are required for outdoor activities on snowy, wet, or muddy days.

Dress Code Infractions

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

Infraction	Consequence
1st	Student calls parents and waits in office for clothing.
2nd	Student calls parents and waits in office for clothing.
3rd	Parents are called plus a parent and administrator conference is held.
4th	Parents are called plus detention is assigned after school.

Please see the separate Dress Code Guide for more details and a pictorial guide for clarity.

SCHOOL POLICIES

Admission Policy

Priority/Re-Enrollment

HCA offers priority enrollment for presently enrolled students, provided the re-enrollment forms and enrollment fees are submitted by the early re-enrollment deadline.

Sibling Enrollment

Limited priority enrollment for qualified, new students is offered, as space is available, to siblings of currently enrolled students. The enrollment privilege must be exercised by the priority enrollment deadline.

New students will be admitted to the school after going through the application process and receiving approval from an administrator. Applicants must apply by March 15. Those that meet the March 15 deadline will be considered for enrollment. Vacancies will be filled,

not on a first-come, first-served basis, but by the discretion of an administrator based on the application.

General Enrollment

An application must be completed and approved by school authorities before a student is admitted. The application should include the student's most recent report card or current performance status. Parents must read and be in agreement with school policies, purpose, philosophy and the Statement of Faith.

All enrollment fees (non-refundable) must be paid before enrollment is completed. Hope Christian Academy reserves the right to not enroll a student with significant health, social, or academic problems due to the limitation of services HCA can provide for at this time. All new students will serve a nine week probationary period. Students must have successfully completed the previous grade.

Applicants for preschool should be four years old by August 1 of current school year. Applicants for kindergarten should be five years old by August 1 of the current school year. Applicants for first grade should be six years old by August 1 of the current school year. Students must be in agreement with the policies of the school as stated in the school handbook.

Health Forms: A certificate of immunization properly completed and signed by a physician or public health authority, must be presented to the school or be on file. North Dakota law requires ALL children to be properly immunized before they can be admitted to school.

Biblical Role: Hope Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Nondiscrimination Policy

Hope Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, or scholarships.

Visitor Policy

Hope Christian Academy's visitor policy is for the safety of our students.

- All visitors, including parents, are required to check in at the main office before going to a student's classroom or any other part of the campus.
- Classroom and building doors remain locked during school hours for students' safety.
- Students from other schools may not visit our students during school hours. Only parents, guardians, and family members of current school members are allowed to visit during school hours.

Custody of Children

If there is a custody issue with an ex-spouse, there needs to be a current court order signed by a judge or magistrate on file. Without a current court order, HCA cannot legally keep another parent from coming to visit their child at school. If this is a concern, please send in the necessary paperwork to the school office. HCA requests parents not to involve teachers and staff in the litigation process.

Medication Policy

Hope Christian Academy is a drug free school, except for medications designed specifically for relief of headaches and lowering of fever, and drugs prescribed by a doctor. These medications WILL NOT be administered by school personnel except with written consent and instructions from the parent.

Parents and teachers of enrolled students will be encouraged to abstain from anything that would defile their body, mind, or spirit. Education describing the danger drugs cause in physical, social, economic, and psychological areas will be covered each year. All student medication will be dispensed from the school office. This includes prescribed medication as well as medications for fever, headache, etc.

Policy on Allergies

To clarify the responsibilities of the parents, staff, and school as they relate to allergies, at Hope Christian Academy, we are **"allergy-aware"**, not allergy free. For example, if a student has a peanut allergy, HCA will make an individual plan for that student based on awareness. This policy applies to all stakeholders of Hope Christian Academy:

Sharing of Foods and Beverages: School staff should not allow students to share their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions of some students' diets.

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

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

School Administration Responsibilities:

1. Work with the parent/guardian and Health Care Provider (HCP) to develop a plan to **accommodate the student's needs.**
2. Teach the student who to go to if having an allergic reaction.
3. Gather information and develop an Emergency Care Plan (ECP) and Individual Health Plan.
4. Work with school staff (teacher, administrator, staff) to identify any necessary accommodations.
5. Work with the building Section 504 Coordinator to develop Section 504 plan as appropriate.
6. Follow school policy/procedure for medication authorization and student self-carry, self-administer procedures.
7. Provide or arrange for annual staff training.

Hot Lunch Services:

1. When providing hot lunch, identify peanut and other food ingredients.
2. Utilize a system to identify students with food allergies as they go through the school lunch line.

Parent/Guardian:

1. **Work with staff to develop a plan to accommodate your student's needs.**
2. Provide the school with information from your Health Care provider (HCP) and authorization for emergency medication administration if needed.
3. Provide properly labeled medications and replace medications when expired.
4. Teach your student about their specific food allergies and their Individual Health Plan.
5. **Determine and/or provide "safe" food for the student to eat.** Teachers, school staff, or other parents/guardians should not be **put into the position of deciding if a "food is safe,"** such as label reading for ingredients.

Child Abuse Policy

It is the policy of Hope Christian Academy to protect children whose health or welfare may be jeopardized through physical abuse, neglect, or sexual abuse. It is the policy of Hope

Christian Academy to comply with the law of requiring the reporting of suspected physical or sexual abuse and conditions of neglect involving children.

Electronic Equipment Policy

The use of all electronic equipment by students is prohibited in the classrooms and building during school hours. This includes, but is not limited to, cell phones, iPods, game devices and CD players. If a student is found using electronic equipment during school hours, it will be confiscated and only be reclaimed after school hours.

Internet/Computer Lab Policy

One of the major purposes of the internet is to support research and education. The use of the internet is a privilege and not a right. Inappropriate use will result in cancellation of those privileges. Transmission of any material in violation of any U.S. or state laws is prohibited. This includes, but is not limited to, copyrighted, threatening, harassing, or obscene materials. Students with a HCA email account may only use it for school communications. Students may not be in the computer lab without a staff member. Students may not bring food or drink into the lab and must follow the rules posted in the lab.

Artificial Intelligence Policy

Acceptable AI Use (at Home)	Prohibited AI Use (at Home or in School)
<ul style="list-style-type: none">• Using AI for anything expressly approved by a teacher for ONE time use.• Asking AI to provide suggestions for further reading around a topic (only full texts, such as books, articles, etc. are acceptable to use; AI generated responses are not acceptable to use).• Using AI as a dictation tool on approved assignments.• Using AI to help you study for a test (e.g., generating study guides, flashcards, tutoring, or practice examples using your own notes or textbook).• Using AI to tutor you or help you practice skills in an area you find tricky.	<ul style="list-style-type: none">• Using AI at school or on school devices.• Using AI without parental supervision and teacher permission.• Using AI for anything expressly prohibited by a teacher.• Using AI to replace human interaction or the student's own critical thinking, such as asking it to brainstorm, write a draft, answer a homework question, or prepare for a class discussion.• Using AI to revise any written work originally created by a student (including bullet points, drafts, etc.) and submitting the response as original work.• Posing a question to AI and copying, paraphrasing, or summarizing the generated answer, and then submitting it as original work.• Using AI in a way that infringes on copyright laws.• Using AI to generate figures or visuals.

*Even though AI use is acceptable at times, the teacher should be your primary guide through the content.

*Students must disclose AI use to their teacher every time it is used.

Grievance Procedure

There may be times when a parent will have a grievance against a teacher, a staff member, an administrator, or a board member. In all such situations, HCA covenants to observe principles outlined in Matthew 18:15-17: **“If your brother sins against you, go and show him his faults, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and, if he refuses to listen to even the church, treat him as you would a pagan or tax collector.”**

Two principles can be drawn from this passage. The misunderstanding should be settled at the lowest level of relationship possible. If a parent has a complaint against a teacher, the parent should go directly to the teacher, not to the administrator, a board member or another parent. If a parent has a complaint against the administrator, the parent should go to the administrator not the board. If the complaint cannot be settled at the lowest level, the person with the complaint should go to the next higher authority. For instance, if a parent has a grievance against a teacher and cannot settle it with the teacher, the parent should then go to an administrator. If the parent still does not receive satisfaction, he or she should go to the board until he or she gets a final decision.

Policy of Neutrality

Hope Christian Academy will not promote or advertise individual church functions or events with notes or mailings. Flyers and posters of these events may be displayed in our school with prior approval by the administration.

Child Protection Law Policy

We must, by law, grant child interviews when asked by human services.

Bullying Policy

Harassment and bullying of students will not be tolerated by the HCA administration. HCA is committed to providing all students with a safe school environment in which all members of the school community are treated with dignity and respect. To that end, the school has in place policies, procedures, and practices that are designed to reduce and

eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment.

HCA prohibits harassment, bullying, hazing, or any other victimization of students. This **type of behavior goes against the most basic Biblical standard of love set forth in God's Word.** This policy is in effect while students are on property within the jurisdiction of the board; while on school-owned property or in school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension or expulsion.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance;
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school;
- "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means and includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies;
- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment: and/or
- Repeated remarks of a demeaning nature having the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is

prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension or expulsion.

Upper School Only (6-12) Policies

Additional Tardies Policy

Students are expected to be seated in their classrooms with all required class materials prior to the ringing of the tardy bell. Those who fail to do so are tardy. This lateness either delays the beginning of class activity or creates an unnecessary interruption in the learning process for all students. It is a matter to be taken seriously.

Consequences after:

3rd, 6th, 9th Tardy = 1 hour after-school detention

7th Tardy = mandatory parent/principal meeting

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

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

Sports and Academics Policy

Students are not eligible to participate in sports if they have one or more F's at the end of a mid-term or quarter. If this occurs, the student will be able to continue practicing, but they will be ineligible to participate in any sports competition. Ineligible students will be given a weekly progress report. If the student does not bring their grade up to passing or receives one failing grade on any assignment, they will remain ineligible. This policy goes into effect the day mid-term or end of quarter reports are issued and will make them ineligible to play in a game on that day. Weekly reports will be issued every Monday until the end of the quarter.

Academic Honesty Policy

A high sense of personal honesty and integrity is expected of all students in the completion of HCA class work. Class work is intended to be completed without cheating, plagiarizing, or knowingly giving false information.

The consequences for academic dishonesty will be determined in consultation with the HCA teacher and the HCA principal.

Cheating

To help students and parents understand, HCA defines cheating as:

- Allowing another student to copy your work.
- Copying or attempting to copy from another student's test, exam, or assignment.
- Having someone else complete your assignment. (This includes AI completed work)
- Giving information in an unauthorized manner to another student for a test, exam, or assignment.
- Using unauthorized materials, information, notes, study aids, or other devices for a test, exam, or assignment.

Consequences for Cheating

- 1st time offense: If cheating has occurred, the student will receive a zero on all or part of the assignment or exam (teacher discretion). The parent/guardian will be **informed, and the offense will be documented in the student's file.**
- 2nd time offense: If cheating has occurred, the student will receive a zero on the entire assignment or exam. The parent/guardian will be informed, and the offense **will be documented in the student's file.**
- 3rd time offense: If cheating has occurred, the student will receive a zero on the entire assignment or exam. HCA administration will be informed of the offenses and disciplinary action will be enforced. (See list of potential disciplinary actions below.)

Plagiarism

To help students and parents understand, a student commits plagiarism when he or she:

- Copies text “as is” from a source without quotation marks or a proper citation.
- Reorders the elements of a source text without citation.
- Copies pieces (sentences, key phrases) of the source text without citation.
- Paraphrases without citation.
- Reproduces information that is not common knowledge without citation.
- Uses his or her own past coursework without the previous and current teacher's approval.
- Uses another student's material without citation.
- Pays another person to contribute to his or her work without citation.

- Asks another person to complete his or her work.
- Utilizes AI to create the required work.

Consequences for Plagiarism

- 1st time offense: If the instructor believes the student plagiarized an assignment and **it is the student's first offense within the course, the instructor may use that first offense** as a teachable moment and allow a retry on the assignment. The instructor **will explain to the student what plagiarism is and why it's important not to copy someone else's work.** The parent/guardian will be informed, and the offense will be documented in the **student's file.**
- 2nd time offense: If the instructor believes that the student plagiarized an assignment in the same course a second time, the student will receive a zero without an opportunity to redo the assignment. The parent/guardian will be informed, **and the offense will be documented in the student's file.**
- 3rd time offense: : If the instructor believes that the student plagiarized an assignment a third time, the student will receive a zero without an opportunity to redo the assignment. HCA administration will be informed of the offenses, and disciplinary action will be enforced. (See list of potential disciplinary actions below.)

Disciplinary Actions Resulting from Academic Dishonesty

If a teacher or administrator at HCA finds that a student has committed any act of academic dishonesty, the student will be subject to consequences that may include but are not limited to:

- No credit (a grade of zero) for the entire test, exam, or assignment.
- A failing grade for the entire course and forfeiture of tuition.
- Dismissal from HCA.

HCA will follow up with the students and parent as appropriate.

Repeating a High School Course Policy

With the administration's permission, students may repeat courses on a space-available basis under provisions set forth in this policy.

Repeating Failed Courses

Courses previously failed may be repeated in summer school or during the regular school year.

Repeating Passed Courses

Courses passed within a sequential subject may not be repeated after the student has received a passing semester grade in the next course. (For example: the student may not repeat Spanish I after receiving a passing grade in the first semester of Spanish II.) Any teacher-led course may be repeated at the discretion of the school principal assuming there is room in the master schedule.

Computation of Credits and Grade Points

When a course is repeated, the higher of the two grades shall be computed as part of the accumulated grade-point average.

Hope Christian Academy's Transcript Revision Policy

After a student repeats a course under the allowable circumstances in the HCA policy, a revision to the transcript can be made with permission of the school administration. The higher grade earned will be used for the revision.

Substance Abuse Policy

PURPOSE

The purpose of this policy is to glorify God in all activities done at HCA and ensure a spiritual environment consistent with HCA's mission statement. Safety is a necessity any time students are at school, enroute to or from school, and enroute to or from a school-sponsored activity. HCA aims to provide a positive learning environment for students. A successful and productive learning environment cannot exist if students' minds are dulled by drug/substance abuse. We want to ensure that those students who represent HCA are free from drugs and other dangerous substances. Students who are free from drugs and other dangerous substances are essential to a successful and productive learning environment on campus.

SCOPE

This policy applies to all students of Hope Christian Academy. Because all students attending HCA are representing Jesus Christ to the world, the scope on this policy is not limited to students while they are on school property or during school hours. As stated in the HCA discipline policy, behavior at other times is an individual and parental responsibility (and not the school's). Behavior that impairs the testimony of the school cannot be ignored. Therefore, behavior offenses which occur outside the limits established in this policy will be considered as to the severity and impact on the school's reputation.

The use of alcohol, illegal drugs, and behavior-altering substances may endanger the safety and well-being of all members of the HCA family, students, staff, faculty, and administration. Every student enrolled in our school and his or her respective parent/legal guardian, upon registration, will sign the policy handbook acceptance page in their FACTS family portal.

Biblical verses used to guide this policy:

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

In every case, if the student in question is repentant and honest about the details of the incident, it will be taken into account when consequences are administered. If a student comes forth on his or her own and confesses the use of substance abuse and is seeking help from school staff, it may be determined that no disciplinary action other than a plan of behavioral support is needed.

Biblical repentance involves not only the confession of sin, but also a turning away from the sin. Therefore, a probationary period will be used for evidence of genuine repentance. The Lord knows the heart, but after a student has shown evidence of repentance through a probationary period, the goal is for the student to be fully restored.

Hebrews 12:11 (ESV) ***“For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.”***

The following is the search, protection, and discipline protocol concerning substance abuse:

HCA administration may conduct unannounced random searches for alcohol or drug paraphernalia on the HCA campus including personal property (i.e. vehicles, desks, file cabinets, lockers, purses, backpacks, etc.). All students are expected to cooperate in the conducting of such searches. Searches of the HCA campus and personal property can be conducted at any time and do not have to be based on “Reasonable Cause.”

Drug/Alcohol testing done only in case of “Reasonable Cause” requirements:

1. Administration/Faculty/Staff identifies visible signs of substance abuse (i.e. faded/bloodshot eyes, odor, etc.) that are observed and documented. Reasonable cause may also be indicated by notification by police to the administration.
2. Personal meeting with the student and parent(s), where applicable, regarding visible signs, observations, and decision to drug/alcohol test. The complete Substance Abuse Policy will be reviewed again with student and parent(s) at this time.
3. After reasonable cause has been established, the student shall obtain a drug test at a licensed, approved health care facility within 12 hours of notification. The alcohol test is to

be done within 1 hour through immediate local law enforcement collaboration. Prior to submitting a drug test, the individual will sign a release of information to enable HCA to obtain the results of the drug test. If the test is negative, HCA covers the cost of test.

4. A follow-up meeting with administration, parent(s), and student, including any other necessary parties, will take place as soon as possible after results are received.

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

Results are Positive: At this time, school will contact legal authorities, and follow the counsel of a licensed, approved health care facility.

If the counsel of the health care facility is to enroll the student in a substance abuse program of treatment, the student can return to school while in treatment, understanding that drug screen results and assessment status must be provided to school administration **prior to return. The program also includes the administration's prerogative to test the student randomly at the discretion of the administration.**

Failure to obtain a drug test within the aforementioned time requirements may result in student suspension (ISS/OSS) or expulsion from HCA.

Discipline options:

1. **1st Offense** On a case-by-case basis, administration will assign in-house consequences, including complete obedience to the NDHSAA and further local policy concerning HCA extra-curricular activities. The minimum consequence for a student found in violation of the substance abuse policy is three day suspension and probation. The maximum consequence is expulsion.

2. **2nd Offense** A student found in violation of the substance abuse policy will be expelled for the remainder of the year.

3. On a case-by-case basis, the administration may evaluate the health of a student after counseling, to determine their mission appropriateness to be reenrolled at HCA the following academic year.

4. In accordance with ND Century Code (19-03.1-23.3), possession or delivery (by a person at least 18 years old) of any controlled substance, including marijuana, on/in school property or within 1,000 feet of a school is a felony offense and will be prosecuted as such. *Although this policy gives direction on substance abuse and its consequences, each case will be looked at on an individual basis with prayer and Biblical discernment. Consequences and outcomes may vary from case to case.*

Tobacco Free Policy

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

TOBACCO POLICY - USE AND POSSESSION PROHIBITIONS

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

Possession or use of tobacco products (this includes heating, inhaling, chewing, absorbing, dissolving, or ingesting) by students, staff, and visitors on school property, in school vehicles and at school-sponsored events (whether on or off school property) is prohibited at all times.

Electronic Devices Policy

Hope Christian Academy believes that students should honor the Lord while advancing their education through the acquisition of computer knowledge and skills. Therefore, each student bears the responsibility of self-government in accordance with Biblical standards when using electronic devices. The use of electronic devices is a privilege, not a right; thus, the student who uses a computer or other electronic device inappropriately will incur consequences.

HCA reserves full authority over its network, grounds, and events. HCA reserves the right to monitor the use of any device used within a HCA authoritative zone regardless of ownership.

The consequence of any action taken by a student, which is in violation of the AUP policy, relieves HCA from any culpability as an entity. The full responsibilities for the misuse of technology are the students to bear.

In the interest of developing a relevant technology program, students can request permission to bring their own laptop to school. This is not a necessity because the upper school has a laptop cart for in-class technology needs. Bringing your own laptop is a privilege for students in grades 9-12 who are in good standing with the school and have signed the Acceptable Use Policy (AUP). To this end, specific rules have been established for personal devices in use on school grounds or at school functions.

Mobile devices of any kind, including but not limited to, cell phones, hotspots, cameras, laptops, netbooks, iPods/mp3 players, tablets and handheld computers, must be pre-

approved by a school administrator. All cell phones or personal electronic devices will be placed in the school phone lockers at the start of the school day. They will be retrieved when the student leaves school.

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

“Watch and pray so that you will not fall into temptation. The spirit is willing, but the body is weak.” Matthew 26:41

It is the HCA expectation that the download and subsequent installation of any software is legal in nature and monitored by the parents of the students. HCA reserves the right to review the software installed on any device and remove inappropriate content and programs from student devices. At any point in time, a teacher may request of a student his or her personal device, at which point any teacher may evaluate open documents and programs for adherence to this policy. At any point in time, an administrator may request of a student his or her personal device, at which point an administrator may evaluate all contents of the device even if not open.

“Netiquette,” Cyber-Bullying, and Privacy

Students are expected to maintain a cyber-presence that reflects the light of Christ. Cyber-bullying of any kind will not be tolerated, and evidence thereof will be considered the breaking of the AUP.

During the course of a school day, students may not utilize the following internet related tools: gaming, social media, texting software, blogs (with exclusions set by administration or teachers on case to case basis), instant messaging, and any other program type defined by any teacher or administrator.

HCA expects that students will vigilantly refrain from the visitation of sites not befitting the gospel to which we have been called as Christians.

Students may not enter, change, or **duplicate any other person’s personal files**, as this is a violation of HCA plagiarism rules as well as federal law. *“Thou shalt not steal.” (Exodus 20:15)*

Students may not install, modify or remove any software installed by the school administrator without permission and direction. *“Now we ask you, brothers, to respect those*

who work hard among you in the Lord and who admonish you.” (I Thessalonians 5:12)

Students must not have food or drink at any computer area or on any surface upon which a device rests.

Students must obtain permission from a school administrator to move any HCA equipment.

Students are expected to properly log off and/or shut down the device they are working on when their work is completed or when their time for work is ended.

Students are expected to treat HCA property with care and respect. *“Show proper respect to everyone.” (I Peter 2:17)*

Students are expected to maintain a high level of awareness when choosing to download files to their device. The downloading of illegal or illicit materials will be considered a violation of the AUP.

Students may not record classes in any form without the express written permission of the instructor and the school administrator. The contents of any recording may be subject to random or periodic searching at the discretion of school administration. Students are not allowed the use of any camera or video recording device without express written permission from school administration. This includes webcams.

Screensavers/Background Photos

Users of tablets and electronic devices are expected to choose appropriate wallpapers, **screensavers, desktop backgrounds, and/or displays which are consistent with the school's** core values and mission. Students are not to adjust screensavers, backgrounds or wallpapers on any school owned devices.

Photos

All technologies provided by or used at HCA are intended for education purposes. Students are expected to follow the Biblical mandate to honor the Lord Jesus Christ in all that they do. Therefore, students are expected to use technology in ways that are appropriate, safe, and cautious. Students are expected not to attempt to circumvent technological protocol measures. Further, students are expected to ask appropriate school personnel, should questions arise regarding matters pertaining to the use of these devices and their environments.

Sound and Music

On school-owned tablets and devices, students may not download music from iTunes or any other music-sharing site unless directed by or with the permission of a teacher or a school administrator. On all school-owned devices, sound must be muted or headphones used at all times unless permission is obtained from the teacher and is for instructional purposes.

Gaming

While at school, students will not be allowed on any gaming apps. The teacher or administration can decide whether an educational game can be utilized.

Saving Work

It is the student's responsibility to ensure that work is not lost due to equipment failure, failure to back-up files, or deletion. Device malfunctions are not an acceptable excuse for not submitting work. Students must back up their work on their own personal storage device.

Violation Consequences

Violation of any of these rules will result in appropriate disciplinary action. For students in grades 7-12, HCA will use a three-strike policy for electronic device violations.

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

Strike 2: Device will be confiscated and returned to parents only. In addition, the student will face a technology suspension for a period of time to be determined by the school administrator. During this time, the student will not be allowed to use any school or personal electronic devices at school. All digital work will either be done by hand or away from school.

Strike 3: Student will lose all electronic device privileges for the remainder of the school year. If the third strike is reached in the last month of school, a school administrator may extend the time of suspension into the following school year.

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