



HEARTLAND
CHRISTIAN
ACADEMY

Cultivating Faith, Values & Education

Student Handbook 2020-2021

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Welcome to Heartland Christian Academy!

As we begin the school year together, we encourage you to make the best use of opportunities for learning and developing friendships that HCA provides. Join us in developing an excellent community that is characterized by love and respect for God and for each other. A school environment that glorifies God. We look forward to watching you grow in relationships with one another and most importantly grow as followers of Jesus Christ.

Staff Listing:

Principal - Jon Ness

Assistant Principal for High School Operations - Ekren Miller

7th/8th Grade Teacher - Carolyn Johannsen

5th/6th Grade Teacher - Joy Hedquist

3rd/4th Grade Teacher - Pam Jacksen

2nd Grade Teacher - Jenny Frenzel

1st Grade Teacher - Amy Berg

Kindergarten Teacher - Kalley Johannsen

Preschool Teacher - Bryanna Hovestol

PE and Art Teacher - Eric Johannsen

Paraprofessional - Lynda Vaughn

Librarian - Sue Ringgenberg

School Secretary - Megan Schultz

School Nurse - Lorena Wallingford

Volunteer High School Apologetics Instructor - Dan Bryant

Library Assistant - Susan Copisky

School Board

Board Chairwoman - Debra Steele

Vice Chair - Jerry Vaughn

Treasurer - Seth Van Dyke

Secretary - Sue Ringgenberg

Board Member - Dan Hovestol

Board Member - Erin Folland

HEARTLAND CHRISTIAN ACADEMY MISSION STATEMENT

Heartland Christian Academy exists to provide a Christ-centered environment where our students receive a quality education based on Biblical truth that will equip them to lead a life of service to their Savior, homes, churches, vocations and communities.

HEARTLAND CHRISTIAN ACADEMY MOTTO

“Bearing Fruit that Remains” Heartland Christian Academy’s motto is based on John 15:1-11. Heartland seeks to train up children so they bear fruit by developing Christian character. This fruit, which is produced by remaining in Jesus, will not be fleeting, but will be that which remains throughout eternity.

STATEMENT OF FAITH

We believe the Christian Bible, consisting of both the Old and New Testaments, comprised of 66 separate but unified books, to be the only infallible and inspired authoritative Word of God.

We believe there is one God, who is eternally existent in three persons: Father, Son, who is the only child of God and known as Jesus Christ; and the Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His substitutionary and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe all people are sinful by nature, being disobedient to God and His purposes, and that regeneration by the Holy Spirit is essential for salvation.

We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved to eternal life, and those who are lost to eternal damnation, which is separation from God and all things good and pure.

We believe in the spiritual unity of believers in our Lord Jesus Christ, there being neither bond nor free, Jew nor Gentile, male nor female, in Jesus Christ.

We believe that God wonderfully and immutably creates each person male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

AFFILIATION

Heartland Christian Academy (HCA) is a member of the Association of Christian Schools International. ACSI was founded to provide Christian schools with a direct means of mutual support and communication and a variety of centralized professional services.

HCA is not directly affiliated with any denomination of the Christian faith. Thus, HCA serves a broad spectrum of Christians, generally evangelical protestants, from as many as twenty Bemidji area churches.

HCA PARENT ASSOCIATION

In order to be a member of the Parent Association of Heartland Christian Academy the parent or guardian must fulfill the requirements outlined in the Bylaws including but not limited to, (see Bylaws), agreeing and signing a copy of the Heartland Christian Academy Statement of Faith. This will allow the parent or guardian voting privileges as a Association member. Each family has no more than two voting members per family.

PRAYER

HCA asks that parents/guardians faithfully pray for the school. No other request could be more crucial to our operation. Remember to diligently bring HCA before the Lord in prayer.

ADMISSIONS

Heartland Christian Academy (HCA) will not discriminate against any individual applying for admission on the basis of race, nationality or ethnic origin. HCA reserves the right to refuse any individual admission to the school on the following basis:

1. Admission may be refused to any student whose academic performance varies by more than two years from the standard for his or her age.
2. Admission may be refused to any student with identified emotional or behavioral problems which HCA believes it is not equipped to handle. This includes any situation in which the student is unable to control his or her bodily functions, or may cause harm to self or others.
3. Admission may be refused to any student with identified disabilities or handicaps for which the faculty and facility are not equipped to accommodate.
4. Admission may be refused to any student who has been expelled from another school.
5. Admission may be refused to any student who has an unpaid account with another private school.
6. Admission may be refused to any student who has an outstanding balance from the previous year at Heartland Christian Academy.

ENROLLMENT PROCESS PREK - 8

The enrollment process begins with the parents or guardians of the child filling out an Enrollment Application Form. The application must be signed by each parent or guardian having custody of the child.

- Upon receiving the Enrollment Application the principal shall review it and contact the parents/guardians to discuss the child's enrollment.
- Once the parent/guardian and the principal decide that Heartland Christian Academy is a good fit for the incoming students, parents will be required to pay the enrollment fee.
- Applicable school records and immunization forms will be requested and must be received by the 10th day of school. After this time the student will not be able to attend school until the records and immunizations are provided.
- All enrollments shall be probationary during the first quarter of the student's attendance at HCA.

Kindergarten students must be 5 years old by September 1. Preschool students must be 3 years old by September 1. 3 or 5 day Preschool students must be 4 years old by September 1. However exceptions may be considered for 4 year olds turning 4 by November 1.

ENROLLMENT PROCESS 9-12

Same as above with the addition of:

The student, parent/guardian will be required to attend an interview with the principal.

TUITION AND FEES COLLECTION

The board of directors sets a new schedule of tuition and fees for each year. Monthly payments are due on the 15th day of the month. Payments not made by the 16th will be considered delinquent. Any account not paid by

the 30th of the month will result in the suspension of the student(s) on the 1st of the following month. Families experiencing difficulty meeting tuition obligations should contact the principal as soon as possible to work out a plan for payment. It is the goal of HCA to be both financially responsible in stewardship and creative in serving families.

WITHDRAWALS

Parents planning to withdraw their child from school for any reason must make prompt, proper notice of their intent to do so on or before their withdrawal date. All HCA materials in their possession must be returned, and all tuition and fees must be paid in full. Families will be responsible for paying tuition through the end of the month in which they leave. Students enrolled in the High School will be responsible for the **non refundable** portion of the tuition if withdrawn after three weeks.

VOLUNTEER REQUIREMENT

We require each family to pay a Refundable Volunteer fee of \$400 per year. (Preschool families are exempt of this.) This fee is refundable at a rate of \$20 per hour. Once all 20 hours have been volunteered for, you may request the fee to be returned.

Each family is required to assist HCA by volunteering time throughout the year to help in the classrooms, on field trips, work days, and on special projects. It is recognized that families have different gifts, abilities and time constraints. Volunteers should log their hours at the school front desk. Volunteers can make the difference in our attempt to offer excellence in Christian education.

FUNDRAISING

Board-approved fundraisers are used to supplement the tuition-based revenue of HCA. You and your child(ren) will be asked to assist in various fundraising activities throughout the year. Please be generous in giving your help. Preschool families are exempt from this.

DONATIONS

As a non-profit corporation, HCA is dependent on generous donations from individuals, churches, and corporations. Parents are urged to let individuals, churches or other organizations who are looking for a worthy cause know about the school and its needs. A "wish list" of needed items may be requested from the school office. Please remember the school when you are making out your will or designating a memorial gift. Donations to the school are tax deductible under section 501(c)(3) of the IRS Code.

An Endowment Fund has been established through the Northwest Minnesota Foundation. This Fund is an excellent giving tool for those who desire a resource for a perpetual endowment which will continue to serve as a financial resource far into the future.

FINANCIAL AID

Families who are unable to pay full tuition for their children may be eligible for aid on the basis of demonstrated need. Assistance is neither granted nor denied on the basis of gender, race, nationality, or ethnic origin. Applications for financial aid are available from the school office and are due by August 15. The information obtained is used for the assessment of family need only, and is maintained in strict confidence. It is destroyed when no longer needed. Contact the office for a current financial aid policy.

ATTENDANCE POLICY

School attendance is necessary for adequate learning. Parents or guardians whose students are absent more than 10% in any quarter (approximately 4 school days) may be required to meet with the student's classroom teacher (or principal) to review the student's performance and determine if academic credit can be given.

STUDENT ABSENCE

Parents/guardians should call the school on the day of absence explaining the reason for the student's absence.

Absences are to be reserved for illnesses, family emergencies, and medical appointments that cannot be scheduled after school hours. Educational trips may also be considered. If it is necessary for students to miss school for an extended period, parents must notify the student's teacher. All other absences are considered unexcused unless special arrangements are made with the principal. No tuition refunds will be made because of absences.

School work missed as the result of unexcused absences cannot be made up and will result in no credit for those assignments. Students who are absent for excusable reasons are responsible for completing make-up assignments, tests and quizzes within two school days for each day absent. Students who are absent for excusable reasons and request that assignments be sent home must make such requests before noon.

LEAVING SCHOOL PROPERTY

Students are not to leave the school premises (other than at regular dismissal times or on class trips) without permission. Leaving without permission is truancy.

If students are to be picked up during school hours, they will only be released to authorized individuals. Teachers must be notified ahead of time. Students will wait inside their classroom or, if supervised, in outdoor recreation areas until checked out.

TARDY POLICY

Punctuality is very important. Students will be marked tardy when they arrive after the official school day begins (8:50 a.m.). Parents/guardians should come into the school office to explain the reason for the student's tardiness. The student should not just be dropped off. If a student is tardy 10% or more in any quarter (approximately four school days), the family can expect to be contacted by the teacher regarding the problem. If the tardiness continues, the family may be required to meet with the principal to discuss reasons for the tardiness and a solution for the problem.

BEHAVIOR EXPECTATIONS

In order to ensure the atmosphere for learning is a healthy and vigorous one, HCA has established the following biblical behavior guidelines. We ask that you as parents and guardians be familiar with HCA's behavior expectations, and serve as the front line in building a positive learning environment.

HCA uses green behavior notices for exemplary behavior: Hard working, diligent, honest, helpful, cheerful, courteous, considerate, forgiving, loving, kind, prayerful, joyful, peaceful, and other actions of this nature.

1. All students, teachers and staff treat each other with respect, honesty and decency:
 - a. Speak the truth in love and mutual respect.
 - b. Do not cheat or misrepresent the work of others as your own.
 - c. Do not steal or borrow without permission what belongs to others
 - d. Respect the authority of those in a leadership position.
 - d. Respect the personal rights and property of others.
 - e. Behave in a courteous, helpful and kind way toward others.

2. All students, teachers and staff shall avoid disapproved behaviors:
 - a. To not be disruptive or noisy and not interrupt the conversation of others.
 - b. To not bring to school items unrelated to school business.
 - c. To not be abusive towards others or the school in speech or action.
 - d. To not bring on campus, or use alcohol, tobacco or illicit drugs.
 - e. To not engage in sexual misconduct, including public displays of romantic affection. To not engage in sexual misconduct including but not limited to, not dressing in conformance with one's biological sex: using restrooms, and changing facilities not conforming with one's biological sex; intimate sexual conduct outside the marital union of one man and one woman (Rom. 12: 1-27, 1 Cor. 6:9-20) in keeping with Heartland Christian Academy's Statement of Faith.

- f. To not possess, view, or distribute pictures, text messages, e-mails, or other material of a sexual nature in any media format.
 - g. To not leave school grounds without permission.
 - h. To not harm others with words, including cursing or gossip, or actions.
3. All students actively engage in the business of learning:
- a. To come to school to learn and help others learn.
 - b. To finish assigned work promptly.
 - c. To work and play in assigned places.
 - d. To do assigned homework and come to school prepared for class.
 - e. To treat our work, the work of others, computers and books with care.

DISCIPLINE POLICY

Discipline requires both constant encouragement to do what is right and constant correction against behavior that is wrong. HCA's discipline policy applies to students when they are on school property, school-provided transportation, District 31 buses, or at school-sponsored activities.

HCA uses yellow and red behavior notices to document inappropriate behavior. These notices are sent home and to be signed by the parent/guardian.

Yellow behavior notices: Excessive talking in class, out of seat during class, disturbance in the hallways or restrooms, tardiness to classes (after recess, using the restroom, etc.; this does not apply to being late to school), littering, inappropriate language, refusing to follow directions, disturbance in Assembly, and other infractions of this nature.

Red behavior notices: Disrespect towards a teacher or supervisor, disrespect towards others, vandalism of school property, accessing someone else's locker or desk, blatant violation of school rules, safety rule violation, repeating behavior problem, and other infractions of this nature.

Discipline Procedure

1. Teachers will determine in-class discipline for first infractions.
2. If in-class methods are not effective, teachers will send a behavior notice to parents to communicate about the problem. (After receiving three yellow behavior notices or one red behavior notice, the student will lose the opportunity to participate in the end-of-quarter reward day.)
3. If the student receives another behavior notice (yellow or red), he/she must meet with the teacher, principal, and parents to form a plan for correcting the behavior.
4. If the student receives another behavior notice (yellow or red) during the quarter or if the above steps are repeated for the same student twice in one year, the student must meet with the principal and members of the board to explain why he/she should be allowed to continue attending HCA.
5. The principal will then decide between the following three options:
 - a. The student will be put on probation .
 - b. The student will be suspended for a set period of time .
 - c. The student will be expelled for the rest of the year and will have to apply to be re-enrolled for the next year.

If probation is violated, the student will be suspended or expelled. This will be determined by the teacher, principal, and at least one board member. All decisions will be final at this point. Heartland Christian Academy has a right to discipline or ask a student to withdraw for any reason; failure to comply with expected standards of conduct will subject the student to potential disciplinary action up to and including expulsion.

CORPORAL PUNISHMENT

Neither the principal nor the teachers or staff at HCA engage in corporal (physical) punishment and are

discouraged from touching students except to aid, comfort, extend Christian affection, restrain students from harming themselves or others, or escort students from the classroom who refuse to leave when so directed.

WEAPONS POLICY

Minnesota State Law prohibits the bringing of any weapon or item that can be fashioned into a weapon to a school or on school property. The law calls this a state felony and sets harsh limits as to the penalties. Any student carrying such a weapon or item is subject by law to arrest and immediate expulsion. The objects covered are any and all types of knives, or such items that can be fashioned into a knife-like device, razor blades, brass knuckles, night sticks, or other stick/baton/bat type items, lead-loaded or shot-loaded defensive items, martial arts items, (stars, nun-chukkas, dust, hooks, swords, claws, etc.) whips, chains, guns and projectile launching or throwing devices, explosive devices, and other items that are deemed dangerous weapons, or of having the potential of becoming a dangerous weapon.

Fake weapons or toys that look like real weapons are prohibited from being possessed by students.

Any student in the possession of such item(s) will be immediately expelled from school and the legal authorities notified which will result in arrest, fines and a possible jail sentence. The parent(s) or guardian will be notified.

ACADEMIC PROBATION POLICY

The last day of the quarter is the last day to turn in assignments and make up tests unless the student was ill and has make-up days coming (see attendance policy section).

If a student's average grade goes below a C- for one grading period, the student must meet with the teacher and principal. At this time, the student will be placed on academic probation for the next grading period.

If the student improves his/her grade average to a C- or above, the student will be removed from academic probation.

If the student does not achieve a C- or above, but does show significant improvement, he/she may remain on probation for another grading period at the discretion of the teacher and principal.

If the student does not show improvement or interest in improving, he/she may be suspended or expelled. Attendance at HCA the next year will require reapplication.

All students with Individual Education Plans (IEPs) will be evaluated on an individual basis.

GRIEVANCE PROCEDURE

If parents or guardians have a grievance, they should do the following:

Speak with the person with whom they have the grievance directly. Usually, this means the classroom teacher or principal. It is not recommended that parents contact other students or their families without going through school staff.

If this does not resolve the matter, then, the parents/guardians may have the principal and/or a board member join them in speaking with the involved parties again. If this does not resolve the issue, then the parents/guardians may go before the board with their grievance.

DRESS CODE 1st - 8th Grade

HCA supports the home in emphasizing modesty and cleanliness of dress, hairstyle, and good grooming. Listed here are the general standards of appearance for HCA.

All shirts must have sleeves. Shorts, skirts and dresses must be no more than two inches above the knee. If skirts with slits are worn, they must be modest. Proper undergarments must be worn. Yoga pants, skin tight pants and leggings may be worn with a shirt, skirt or dress whose length comes to mid-thigh. Students are to dress in conformance with one's biological sex.

Not permissible: Any clothing with logos, pictures or writing that is not consistent with Christian values, holes or rips in clothing above the knee and bigger than a golf ball, pajama pants, oversized clothing, open/cold shoulder tops, low-cut tops, bare midriffs, underwear showing, head coverings in buildings (hats, caps, and bandannas), and belt chains. If school staff determines that clothing is inappropriate, the parent

will be called and the student may be sent home to change.

Required: Two pairs of shoes: one for inside and one for outside to help keep the school clean. Inside shoes are to remain at the school. One pair of shoes must be closed toe (not sandals). Shoes with wheels are not allowed. Sandals must have a strap around the heel. Flip-flops are not allowed. Boots and suitable cold weather outdoor clothing (hats, mittens, scarves, and winter coats) are required for winter.

Personal adornment: No tattoos. Jewelry should be simple and modest. With the exception of girls wearing two earrings per ear, body piercings are not allowed.

Dress Code 9th -12th

HCA supports the home in emphasizing modesty and cleanliness of dress, hairstyle, and good grooming. Listed here are the general standards of appearance for HCA.

All shirts must have sleeves. Shorts, skirts and dresses must be no more than two inches above the knee. If skirts with slits are worn, they must be modest. Proper undergarments must be worn. Yoga pants, skin tight pants and leggings may be worn with a shirt, skirt or dress whose length comes to mid-thigh. Students are to dress in conformance with one's biological sex.

Not permissible: Any clothing with logos, pictures or writing that is not consistent with Christian values, holes or rips in clothing above the knee and bigger than a golf ball, pajama pants, open/cold shoulder tops, low-cut tops, bare midriffs, underwear showing, head coverings in buildings (hats, caps, and bandannas), and belt chains. If school staff determines that clothing is inappropriate, the parent will be called and the student may be sent home to change.

Personal adornment: No tattoos. Jewelry should be simple and modest.

PLAYGROUND RULES

Students are required to participate in all planned outdoor activities (such as recess and physical education). Due to our wintertime climate, parents should especially be sure that their children bring proper outerwear. Children without proper clothing may lose outside recess privileges for that day. If the temperature or wind chill is below zero, the principal will cancel outdoor activities.

All students are expected to:

1. Respect and obey the playground supervisor.
2. Ask permission to go indoors, so that the supervisor knows where you are.
3. Sit when using the teeter-totter, and only two students may use it at a time.
4. Students must be in third grade before using the teeter-totter and the monkey-bars.
5. Keep hands, feet, and bodies to themselves.
6. Play gently with other students. No wrestling, pushing, or kicking.
7. Avoid climbing trees or equipment not meant to be climbed.
8. Stay out of the woods and play where the playground supervisor can watch them.
9. Take turns using swings, teeter-totters, and other playground equipment.
10. Swing back and forth on swings: not sideways, and not grabbing more than one swing.
11. Avoid throwing sticks, stones, or snowballs.
12. Ask permission to use the basketball court and baseball field across the road (5th -8th grade).
13. Ask permission of a supervising adult to use the skating rink.
14. Use clean, polite and kind language. Excessive screaming and yelling should be avoided.
15. Students must be in fifth grade or above to use the zipline and rings.

MEDICATION POLICY

All medications must be left with the school secretary or nurse by a parent/guardian. Medications must be in the original container. Written permission must be given in order for medication to be dispensed to the student. Written permission must include the student's name, medication name and directions for use. Phone permission will not be accepted.

Prescription medication must include the above plus the following:

1. Written order from physician (pharmacy label is NOT acceptable) including name of student, name of medication and dosage of medication, times to be given, and doctor's signature.
2. Written permission by the parent/guardian listing the above information along with the condition requiring medication and the length of time the student will need to take the medication.

CONFERENCES AND TEACHER CONTACT

Formal parent/teacher conferences are held in the fall and spring, usually November and March, and are coordinated with District 31 conferences. Parents/guardians are strongly encouraged to attend or make another appointment with their child's teacher if they cannot attend during the conference dates. HCA teachers are always open to scheduling individual conferences at any time during the year, provided such appointments are made far enough in advance for them to gather the necessary student data. Parent calls to a teacher's home after school hours for the purpose of a conference should be avoided.

Drop-in appointments are strongly discouraged, especially at the beginning and end of the class day when teachers have other responsibilities. However, if you have any questions concerning your child, feel free to make an appointment through the office or contact his or her teacher.

REPORT CARDS AND PROGRESS REPORTS

At the conclusion of every quarter report cards are either sent home with students or emailed/mailed out to their parents.

All students in grades 5 through 8 will receive mid-quarter progress reports. Parents should carefully examine these progress reports and if necessary discuss them with your child's teacher.

GENERAL SCHOOL INFORMATION

Background Checks

Every effort will be made to keep the student body safe while they are on campus. The Personnel Committee will perform background checks on all staff. Volunteers may be required to have a background check if they are in contact with students without another staff member immediately present. Generally, brief volunteer service in a classroom setting with staff present does not require a background check. Results of background checks are the responsibility of the Personnel Committee and the Board and are considered confidential information.

Before and After Care

HCA offers Before and After Care for families who need to drop their children off before 8:30 a.m. and/or pick their children up after 3:00 p.m. Before care is from 7:15 – 8:30. After care is from 3:00 – 5:30. Space is limited so it is necessary to call to arrange for care ahead of time. Call the school office for further information.

Bible Classes

HCA teaches the Bible in accordance with our statement of faith. We generally use the New International Version (NIV) for classroom use. However, HCA recognizes the clear merit of other translations, so teachers may assign memory or reading work from these translations.

HCA has student families representing many churches, consequently doctrinally sensitive or controversial topics (e.g. sacraments, denominational issues, predestination, charismatic gifts, eternal security of the believer, etc.) may be discussed as necessary, but such discussions will not constitute indoctrination or endorsement of one viewpoint over another. In disputed doctrinal issues, students will be directed to seek the counsel of parents and authorities in their own church.

Buses

HCA uses District #31 buses to transport students to school. HCA students are expected to behave in accordance with the rules for all public school students as well as HCA rules while they are riding the bus. Parents should call the District #31 transportation department for bus information

and arrangements. The phone number for Transportation is: 333-3225.

Campus Security

Except during recess times, the exit doors in the main building will remain locked and available only for exiting the building.

Chapel

Chapel services are held once a week (Wednesdays) and are designed to supplement classroom instruction with group instruction and worship. Local pastors, missionaries, and speakers from the Bemidji community are invited to share with the students. Spiritual Emphasis Week is held each year during which special daily chapel programs and other activities emphasize various themes. Guests are welcome for these special services.

Curriculum

The HCA Curriculum Committee is charged with the responsibilities of making policy in curriculum selection and overseeing all curriculum decisions. We encourage parents to review course materials and to address questions concerning their acceptability or appropriateness to the principal or the Curriculum Committee.

Damage to School Property

Students will be held fully responsible for any damage or vandalism that they cause to HCA property or the private property of students or staff. Students are expected to promptly pay for all damage plus make complete restitution for any acts of vandalism.

Electronic Devices and Other Student Property

HCA prohibits its students from having cell phones, electronic games, or other electronic devices in the classroom, on school property, or on school field trips. They will be allowed in backpacks only to be used while in transit to or from school. Cell phones must be turned off during the school day and remain in backpacks. HCA staff reserves the right to remove from any student any object that could be disruptive to the learning environment. The object will be returned to the parent with an explanation. Students should not bring toys or games to school unless they are instructed to do so by their teacher. Only items directly related to school business are allowed to be in the possession of a student. Heartland cannot take responsibility for any lost or stolen student property.

Field Trips

Teachers may plan field trips for up-close investigation of certain topics of academic or spiritual (missionary) interest. All students are required to return written permission slips from their parents in order to participate in field trips. Field trips are approved by the principal and will generally be announced in the HCA weekly newsletter. A small activity fee may be required to pay for transportation and/or entrance fees. Special trips are planned as "end of quarter" rewards for students with good academic performance and no major discipline issues during the quarter.

Parents volunteering to drive are required to fill out a volunteer form and to have a valid license, insurance, and a safe vehicle. The Personnel Committee may require a background check if an adult will be in a vehicle with children other than their own for an extended period of time. Overnight field trips are not encouraged. Students not able to attend a field trip due to illness or other circumstances should not plan to attend school in the absence of their class and teacher.

Fire and Tornado Drills

Fire drills will be held in compliance with state regulations. A tornado drill will be held in the spring of each year. Students must demonstrate exemplary cooperation during these very serious exercises.

Fire Alarm

The Fire Alarm is not to be tampered with by students. In the event it is damaged by a student the cost to repair or replace it will be the responsibility of the parent or guardian.

Gum, Candy, and Soda Pop

Chewing gum is forbidden at HCA. If students bring candy to school, it must remain with their lunches until lunch period. Students may only eat candy when given permission by their teacher. Parents should not send soda pop with their child's lunch. Special parties, birthday celebrations or other events may merit the sharing of candy or treats at school. HCA asks that parents use discretion in choosing snacks for the whole class. Commercially prepared products are preferred. Please check with your child's teacher before bringing snacks.

Heartland Highlights

Each week HCA publishes a school newsletter: "Heartland Highlights". In it will be announcements of student and parent events and other important school information. The newsletter is available in a printed format or electronically through email.

Homework

At the discretion of the teacher, homework will be sent out to supplement in-class activities or sharpen student skills. Parents are urged to assist their child with homework and to provide feedback as to student progress with homework. Parents who have questions or comments regarding homework are urged to contact their child's teacher.

Internet Usage

Students need to have a signed Student Internet/Computer Use Contract on file in order to use the internet while at school.

No student may access the internet on personal or school computers, including internet accessible cell phones or other personal communication devices, while at HCA without the permission and presence of a school personnel. Students are not allowed to access personal email accounts while at HCA. Computer games are not to be downloaded on school computers.

Violation of the above will result in suspension of internet privileges and contacting the parents regarding the violation. The length of this suspension will be determined by the principal and the teacher. Additional disciplinary measures may be taken, including suspension or expulsion if the violation was flagrant and/or resulted in exposure of students to inappropriate material.

Laptop Computers

Personal laptop computers should not be brought to school without prior permission.

Library

The HCA library is a collection of children's literature that is comprised largely of Christian and classic works. The library is staffed by volunteers and its holdings are maintained through the donations of its supporters. HCA is always seeking instructional media (including books, CDs, magazines, maps, DVDs, and computer software). Students will be subject to library fines should they fail to return books or return books in a damaged state.

Lost And Found

All lost items will be held in lost and found for one week at which time they will be donated to a local charity. By labeling your students items it will enable us to return them to you.

Lunch

Hot lunches are available two days per week on a "prepay" basis. Contact the office for more information regarding the hot lunch schedule.

Refrigeration or microwaves will **not** be available for student use. Children bringing lunch from home should also bring their own tableware. Milk is available each day for a small fee. Parents may be called to provide lunch for students who neglected to bring a lunch

Lunchroom Rules

Listen to the lunchroom supervisor. No horseplay, excessively loud conversation, running, or throwing, trading or sharing food.

Outdoor Supervision

Only children of staff may be permitted on the playground without an adult supervisor, if the staff person is actually on campus. Other students may not be outside without the direct supervision of their parent, staff person or an assigned volunteer. Once a student is signed out by a parent, that child must remain with the parent until transported off campus.

Ice Skating

Parents are required to sign a Release of Liability waiver in order for their child to participate in activities on the Ice Rink. All Students Preschool through 4th grade are required to wear a provided bike or similar helmet to participate on the ice rink.

Parties and Celebrations

From time to time birthday parties and other celebrations may be held in HCA classrooms. Halloween will not be celebrated and secular characters associated with religious holidays (Easter Bunny, Santa Claus) will not be displayed. Parents may be asked to bring treats or other items for parties. Please be sure that food items you send to school are appropriate for the classroom and in sufficient quantity for the entire class.

Physical Education

As physical health plays a vital role in student development, all students will be expected to participate in physical education instruction. Students bringing a note from their parents excusing them from physical-education class (PE) will be allowed to watch but not participate. After three days in a row of being excused from PE, students will be required to obtain a medical release from their family physician in order to remain excused from physical education.

Weather permitting, PE will be held outdoors. Therefore, parents should be sure that their students arrive at school with proper outerwear for the weather. Students will not be credited with an excused absence if they forget appropriate clothing.

School Hours

The HCA school day begins officially at 8:50 a.m. and concludes at 2:50 p.m for K - 12 grades. Pre K students must be picked up promptly by 2:45. Students riding the bus will board the bus at 2:50. Students not riding the bus after school will wait in their classrooms until released to their parents (or other authorized person) after 2:55. If supervision is available, children may play on the playground until a parent arrives. All students should be picked up in a timely manner.

Students who arrive before 8:30 a.m. will be charged for before care. Students who remain after 3:00 will be charged for after care. Parents should call the school office if they have an emergency situation which will cause them to be late.

Standardized Testing

HCA uses standardized tests, specifically the Iowa Test of Basic Skills to supplement classroom assessment of students and to independently check the effectiveness of HCA curriculum. Test scores are accessible to parents. The tests are offered in the spring of every year with results available at or about the end of school.

Student Health and Immunization

The State of Minnesota requires that all students enrolling at HCA provide proof of immunization (or file a notarized conscientious objector form available from the school office). Parents are expected to consult their family physician and obtain all necessary records.

Students who vomit while at school or have a temperature over 100° F must go to the health office and wait for their parents to pick them up, and are not permitted to return to class. Parents should err on the side of safety when their child shows signs of a serious contagious disease (such as strep throat or chicken pox) and immediately have him or her seen by a physician . If the diagnosis is positive for a contagious illness, the child should remain at home for at least two days or until the contagious period is past, depending on the illness. Make-up work will be provided by contacting the student's teacher. Children on antibiotics must remain at home until they have been on antibiotics for at least 12 hours.

Student Supplies

Each teacher will issue a list of required school supplies before the school year begins. The list will also be made available through Bemidji-area retailers. Please be sure that your student brings necessary supplies to school during the orientation session. Should any other supplies be needed for special projects, teachers will inform parents by sending a note home or by posting a notice in the HCA weekly newsletter.

Telephone

There is no public telephone at HCA. Students are allowed to have school office staff telephone a parent only in cases of emergency. Please be sure that your child arranges for after school transportation far enough in advance so that last minute calls do not have to be made. Classroom telephones are for teacher use only. During school hours, cell phones are not to be used by students without permission.

Visitors

All visitors, including parents on campus at times other than drop-off and pick-up, must sign in and out at the front desk. Except for normal drop-off and pick-up, parents should check in at the office before going to their child's classroom.

Weather Related Closings

At times, inclement weather may force HCA to cancel school, start late, or close early. HCA will follow the Bemidji School District 31 weather emergency closing schedule, including the cancellation of school, late starts or early closings. Parents are expected to pick up students that do not ride public school buses if HCA is forced to close early.

The School Handbook does not contractually bind the school in any way and is a working document subject to change throughout the school year. Any changes or additions will be communicated with all parents, staff and Board members through the newsletter or a special mailing. If there is any question about the implementation of any of the policies outlined in the Handbook, please contact the principal.